

2016 Grant Application Workshop

Land & Water Conservation Fund (LWCF)



Missouri State Parks – a division of the Missouri Department of Natural Resources

Who ya gonna call?



The Grants Management Section

- Dawn Fredrickson, dawn.fredrickson@dnr.mo.gov, 573-751-0848
- Brooke Jameson, brooke.jameson@dnr.mo.gov, 573-751-8462
- Rebecca Young, rebecca.young@dnr.mo.gov, 573-522-8191
- Bonnie Higdon, bonnie.higdon@dnr.mo.gov, 573-751-3442
- OR, when in doubt, lwcf.rtp@dnr.mo.gov



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What is LWCF?

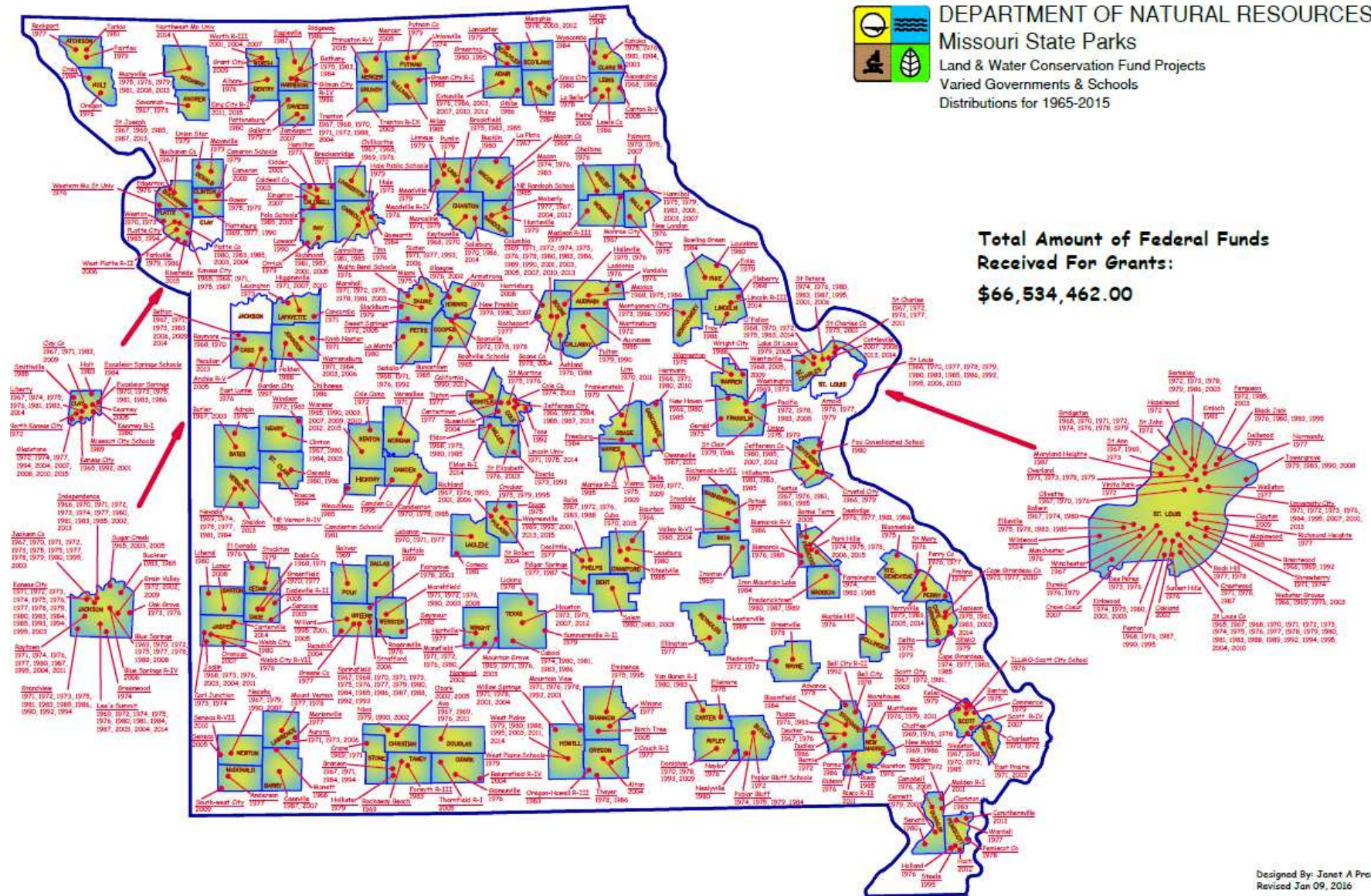
A federal pass-through grant that...

- ...was created in 1965 by the Land & Water Conservation Fund Act
- ...is administered at the federal level by the National Park Service
- ...is funded primarily through lease revenue from off-shore oil and gas drilling
- ...provides funds for the acquisition and development of public outdoor recreation areas and facilities

The Land and Water Conservation Fund protects America's parks...



In the 50 years that Missouri has had LWCF funding, over \$86 million total has been awarded. Of this, \$66.5 million has been awarded to communities and over 1,600 projects have been completed.





Who can apply?

- Local governments
- Public school districts
- Public universities



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Show me the money!

How does the funding work?

- It's a matching grant program
 - Federal share is a max of 45%
 - Applicant share is a minimum of 55%
 - Cash
 - In-kind contributions (labor, equipment)
 - Donations (labor, equipment, materials)
- It's a reimbursable program
 - Gotta spend some to get some
 - Up to four reimbursements for the life of the project
- The maximum amount that can be requested is **\$150,000 per sponsor**.
- The minimum amount that can be requested is **\$10,000**.



We anticipate Missouri's 2016 apportionment to be between \$1 and \$1.5 million.

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What projects are eligible?

- Acquisition of land or water for public outdoor recreation
 - New areas
 - Additions to existing parks and school sites
 - Multi-purpose projects where the public recreation area can be clearly delineated, and only the acquisition of the recreational area would be funded.
- Development of new facilities
- Renovation of existing facilities
- Combination of acquisition and development/renovation

**All projects must be maintained in
perpetuity for public use.**



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How do I apply?

- Attend a grant application workshop 😊.
- Complete the application.
- Submit four copies of the application and supporting documentation to the Grants Management Section.
- Application packets must be postmarked by April 22, 2016.
- Attempt to send in your packets early, so that we can check them to make sure they're complete.
- **Call or email us if you have ANY questions or aren't sure how to fill something out.**



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KEEP
CALM
WE'RE
HERE TO
HELP

What happens after I apply?

- The application packets are sent to DNR's internal review committee for scoring. The board will recommend projects for funding by mid-May.
- In May, the Grants Management Section will conduct pre-approval site inspections.
- The list of recommended projects will be sent to our Division Director for review and approval by June 3.
- Recommended projects will be submitted to our Department Director and the National Park Service by mid-June.
- Approved projects will be entered into the federal Grants.gov system in August.
- Notice of award letters, project agreements, and regret letters will be sent to the applicants by mid-September.
- Applicants of funded projects will need to attend a mandatory grant administration workshop, to be scheduled in early fall.



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Important Notice

- Don't start any development activities or acquire property until signing the project agreement.
- Costs incurred before the agreement is signed and returned aren't reimbursable, except for planning and design costs (up to 10% of the grant award).



NOTICE
Thank you for noticing



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Grant Application Overview

MISSOURI DEPARTMENT OF NATURAL RESOURCES
Land & Water Conservation Fund Application
FY 2016

Project Type: Acquisition Renovation/Development

Project Sponsor _____ Federal ID# _____

Contact Person _____ (City, County, or School District)

Title _____

Phone _____

Project Sponsor Address _____ Email _____

City _____

County _____

Grant Writer _____ Zip _____

State Senator _____ Water District _____

State Representative _____ Phone _____

U.S. Representative _____ District Number _____

Project Name: _____ District Number _____

Park Name: _____ District Number _____

Address/Location of Proposed Project Site: _____

Project [6(f)] Acreage: _____

Latitude: _____ Longitude: _____

Estimated total project cost \$ _____ Grant funding request \$ _____

Grant funding request cannot exceed 45% of total project costs.

Total grant funding is limited to \$150,000 or less.

Minimum total project cost required for maximum grant funding = \$333,300.

City/County _____ Service Area Population _____

Amount of applicant's share budgeted, secured, and available for project. (Furnish bank statement, bond authorization or resolution.) \$ _____

Include permits if the project is in a floodplain or wetland. (Refer to the Application Checklist on page 10 of the application.)

List all U.S. and state highways within a two-mile radius of project site.

1



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MISSOURI DEPARTMENT OF NATURAL RESOURCES
Land & Water Conservation Fund Application
FY 2016

Project Type:

Acquisition

Renovation/Development

Project Sponsor _____

Federal ID # _____

(City, County, or School District)

Contact Person _____

Title _____

Phone _____

Email _____

Project Sponsor Address _____

City _____

Zip _____

County _____

Water District _____

Grant Writer _____

Phone _____

State Senator _____

District Number _____

State Representative _____

U.S. Representative _____

This will be who we'll call if we have questions about the grant application.

This needs to be the person administering the grant funds, submitting the reimbursement requests and quarterly reports, and attending the mandatory administration workshop.

Project Name: _____

Park Name: _____

Address/Location of Proposed Project Site: _____

Project [6(f)] Acreage: _____

This needs to be the same number as on the boundary map. We'll come back to this later. 😊

Latitude: _____

Long _____

Who, What, When & How Many

- **What type of project?**
 - Acquisition
 - Development of new facilities
 - Renovation of existing facilities
 - Combination
- **For acquisition projects:**
 - **What** are the property's features and/or existing structures?
 - **How** many acres are being acquired?
 - **When** will the property be open and accessible for recreation?
- **For development/renovation projects:**
 - **What** facilities will be developed and/or renovated?
- **What recreation opportunities will be provided?**
- **Who benefits?**

A. PROJECT NARRATIVE

Describe your proposed project. Please include type of project (acquisition of land, development of new facilities, renovation of existing facilities or a combination thereof). Describe outdoor recreation opportunities to be provided and the short and long term benefits of this project. Please refer to Application Guide for additional required narrative information. Do not exceed one page for the narrative.

B. STATEWIDE COMPREHENSIVE OUTDOOR RECREATIONAL PLAN (SCORP) REQUIREMENTS:

(25 points)

Reference the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP) in your responses below. The SCORP can be found at http://www.mostateparks.com/sites/default/files/Missouri%20SCORP%202013-2017_FINAL.pdf. Do not exceed two pages in your responses to questions in Section B.

B1. Outdoor Recreation Need

Please indicate which of the following Missouri outdoor recreation needs your project will meet, and describe how.

Up to 10 points

- A. Focus on multi-use facilities, or
- B. Encourage gateway activities (those activities that encourage people to an active outdoor lifestyle such as camping, hiking, fishing etc.), or
- C. Provide more organized activities and increase youth participation, or increase participation by minorities and/or older adults.

B2. Organizational Involvement

Please describe how organizations in your community are working together to expand local participation in outdoor recreation.

Up to 10 points

B3. Walkable Communities

Please describe how your community is currently developing, or planning to develop, a walkable community. (Walkable communities are thriving, livable, sustainable places that give their residents safe transportation choices and improved quality of life.)

Up to 5 points

C. PUBLIC PARTICIPATION (20 points)

An essential component of establishing an estimate of need for a specific project is to obtain input from the local public. To be effective, citizen input must be: representative (include diverse elements of the population); significant (the input should actually have an impact on what is proposed); and widespread (include a representative sample number of citizens). Public survey may be used to meet this goal.

Proof of public involvement must be included in the application packet. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and copy of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.

C1. Public Meetings:

Your public meeting should be advertised a minimum of one week in advance in the local newspaper, website, Facebook or other media outlet and/or posted in public places frequented by citizens residing in the service area. See sample advertisement on page 19 of the Application Guide.

The proceedings of project-related public meetings must be recorded in an official record and the minutes are to be kept to provide documentation of meetings. The meeting minutes are to include the number of persons in attendance, the alternatives discussed, and the level of opposition to the proposed plan. This information must be included in your application packet.

Documentation is required.

Up to 5 points

C2. Public Support:

Describe why this project was recommended and supported by the public. Documentation is required. Include responses from public.

Up to 5 points

C3. Planning:

Is your proposed project included in a regional or local recreation master plan, capital improvement plan, land use management plan or other long-range plan? If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted.

Documentation can be provided by photocopying the relevant pages of the identified plan and including in the application packet.

Up to 5 points

C4. Project Facility Location for Effective Use By Population:

Please indicate which of the following best describes your project.

- A. Project site is centrally located and accessible without the use of a motorized vehicle.
5 points
- B. Project site is not located close to user population by virtue of facility type (e.g., nature preserve or boat ramp, etc.).
3 points
- C. Project site is in a remote location and is accessible only by a motorized vehicle.
2 points

D. MANAGEMENT CAPABILITY: (10 points)

D1. Administration and Maintenance: You must answer all four questions to receive points. Do not exceed one page in your responses to questions in Section D1.

Up to 5 points

- A. What staff position will be responsible for this grant and how will they ensure compliance with the LWCF federal and state regulations in perpetuity?
- B. What personnel position(s) or volunteers will be responsible for the project/park maintenance and operation to ensure that the project/park has future availability to the general public?
- C. What permanent funding source will be used to ensure future maintenance of this park or facility? **Documentation is required.**
- D. Provide a copy of your yearly maintenance/operation plan for this facility or your park department, school district, etc. **Documentation is required.**

Financial assurance letter and annual operating/maintenance plan.

<u>List Major Components</u> in Priority Order	Grant Request	Matching Funds		Total Cost
		Applicant Funds	Donation	
(45% Reimbursement)				
1 Playground Development	\$ 25,000	\$ 10,555	\$ 20,000	\$ 55,555
2 Planning/Design	\$ 2,250	\$ 2,750	\$	\$ 5,000
3 Two Soccer Fields	\$ 40,000	\$ 48,889	\$	\$ 88,889
4 Lighting	\$ 7,525	\$ 9,198	\$	\$ 16,723
5 Signage	\$ 225	\$ 275	\$	\$ 500
6	\$	\$	\$	\$
7	\$	\$	\$	\$
8	\$	\$	\$	\$
Total	\$ 75,000 <i>(not to exceed \$150,000)</i>	\$ 71,667	\$ 20,000	\$ 166,667

Eligible Costs

Grant Request	Sponsor Match
<p>Labor – contract labor. Contract labor must be competitively bid, and prevailing wage is required.</p>	<p>Labor – in-house (current hourly wage) and volunteer labor. Volunteer labor should be valued at hourly rates paid for similar work in the area or at normal wage rate for skilled services. Volunteer labor can't exceed 25% of the match.</p>
<p>Materials for development of recreation facilities and support facilities. Do not specify brand or specific vendor; must have quotes or be competitively bid, depending on cost threshold.</p>	<p>Materials for development of recreation facilities and support facilities. Do not specify brand or specific vendor; must have quotes or be competitively bid, depending on cost threshold.</p>
<p>Planning/Engineering/Environmental Review – can't exceed more than 10% of total project cost. Costs incurred up to nine months prior to project approval can be reimbursed, with approval from GMS staff.</p>	<p>Planning/Engineering/Environmental Review – can't exceed more than 10% of total project cost. Costs incurred up to nine months prior to project approval can be used as match, with approval from GMS staff.</p>
<p>Land/easement acquisition – can reimburse up to 45% (not to exceed grant award) of fair market value to acquire title or easement interest. Consult with GMS staff before acquiring property – additional documentation will be required.</p>	<p>Land/easement acquisition – fair market value of donated land may be used as match to the cost of developing outdoor recreation facilities, provided title is not taken prior to project approval. Donated land may also be used as match for other land acquisition, development or renovation costs identified in the project proposal.</p>
<p>Use/operation of equipment – use FEMA's 2015 Schedule of Rates. Equipment rental can also be reimbursed.</p>	<p>Use/operation of equipment – use FEMA's 2015 Schedule of Rates.</p>



D3. Donations:

What is the total amount of donation to the project? Donations are from an outside group, entity or person. In other words, a city, county or school cannot donate to itself. You will be requested to submit documentation (signatures, cancelled checks, or other) with your reimbursement statement. Failure to include could result in non-payment of funds.

In the spaces below, include the value of land, labor, supplies, cash, and equipment. **Signed letters of donation must accompany application.**

Up to 5 points

Donation of Land: \$ _____

Project sponsor must provide property until a plan is approved by the Mayor. A letter of intent to donate must accompany your application.

Donation of Labor: \$ _____

No more than 25% of the total project cost can be comprised of donations. Donations from the vendor must accompany your application to receive points.

Donation of Supplies/ Equipment: \$ _____

A letter of intent to donate from the donor must accompany your application to receive points.

Donation of Cash: \$ _____

A letter of intent to donate from the donor must accompany your application to receive points.

Donation Total: \$ _____

The total amount of donations you will be including in your match.

Supporting documentation includes:

- **Letters of commitment or intent to donate from donors/partners who are providing labor, materials or funding.**
- **Letters of intent to donate land.**

E. SPECIAL CONSIDERATION QUESTIONS: (10 points)

E1. Environmental Protection/Natural Resources:

Natural resource/conservation examples could include use of “green” practices (products or technology); smaller footprint (less concrete or asphalt); energy efficiency, such as use of timers or sensors; solar energy applications; water conservation or reclamation; use of gray water; collecting rainwater; use of recyclable materials; use of native plants in landscaping; or restoration of wildlife habitat or travel corridors. Please limit responses to the questions in Section E1 to one page.

Up to 5 points

- A. Explain how this project will incorporate design elements, sustainable products, recyclable materials or habitat enhancement in the most effective manner to conserve water or energy, or enhance natural resources. What are the anticipated benefits that will occur by incorporating design elements?
- B. Explain how this project will protect existing natural resources within the project boundaries. Examples of existing natural resources include riparian areas, wetlands, native plant communities or wildlife habitats. Include size of area to be protected.
- C. Is the project site a former brownfield or landfill site that has been remediated and approved for public use? **Documentation is required.**



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E2. Health Benefits:

Is your community actively involved with your local health care providers or organizations to encourage outdoor recreation/exercise? Please explain this involvement. Please limit your response to this question to half a page.

Up to 5 points

E3. Past Project Administration

Previous performance on administering previous LWCF grant projects within the allotted timeframe will be a factor considered when the project sponsor's application is scored. A maximum of **two (2) points could be deducted** from an applicant's score should one of the following have occurred on past LWCF grant projects.

- A. Failure to adhere to the LWCF Post Completion Obligation from previous awards.
- B. Failure to complete past LWCF grants within the stated time period.
- C. Failure to submit LWCF quarterly reports within the stated timeline.



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F. EQUITABLE DISTRIBUTION OF FUNDS: (Up to 14 points)

A. Did you receive LWCF funding last year? *(Please check one.)*

Yes **(0 points)**

No **(5 points)**

B. Applicant has never received Land and Water Conservation Fund grant. **5 points**

C. Within the last two years, has the project site been declared by the federal government a Federal Disaster site? **Documentation is required. 4 points**



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G. AMERICANS WITH DISABILITIES ACT: (10 points)

Please indicate which of the following best represents your project, and provide a detailed explanation of how. Reference the design standards identified in the below websites in your responses. Please limit your responses to one page, for Section G.

- <http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm#c10>
- <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/aba-standards>
- <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>

A. This project will be ADA accessible in accordance with federal regulations noted in the websites above. Explain how.

6 points

B. The project will include design elements over and above standard ADA requirements. Explain how and include a list of specific project amenities that will be included in the project that will exceed standard ADA requirements.

4 points

OR

C. This project will make ADA upgrades to existing park facilities and/or amenities. Explain how and include a list of specific facilities and/or amenities that will be upgraded.

6 points

D. This project will improve accessibility to an existing LWCF protected park or site. Explain how.

4 points

H. INCENTIVE CRITERIA: (5 points)

Please indicate if your project includes one of the following. Documentation is required.

- A. The project includes a gift of land to be dedicated for recreational use. The donation must be large enough to accommodate the activities contained in the application and occur after project approval.
- B. The project includes acquisition that is necessary to protect outstanding natural resources that are in danger of imminent loss.
- C. The project demonstrates a substantial commitment, financial or otherwise, from local citizens, civic or fraternal organizations, interest groups, or agencies, in the planning, development, construction, maintenance and operation of the facilities being constructed or renovated.
- D. The project includes acquisition of land for greenbelts or other linear or connecting parklands such as an abandoned railroad right-of-way.
- E. The project includes acquisition and/or development of non-motorized water access areas for canoeing, kayaking, or rafting.



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I. PROJECT JUSTIFICATION FOR IMMEDIATE NEED:

No points will be given for this answer but your response could be a deciding factor if there is a tied score. If there is an **immediate** need for this project, explain why. For instance, will this project be addressing a public health and safety issue, an environmental concern, or a compliance issue with a local, state or federal requirement? Is there a time-sensitive aspect to the project, such as a land sale needed to complete the project? Please limit your response to half a page.

J. RESUBMISSION OF PAST PROJECT: (1 point)

A point will be awarded for resubmission of a project from last year's grant cycle that was eligible for submission to National Park Service, but did not receive funding. The Grants Management Staff will verify those projects and award the point if qualified.

K. WORKSHOP ATTENDANCE: (5 points)

Project sponsors are encouraged to attend one of the application workshop/webinars hosted by Grants Management Section staff; five points will be assigned to those in attendance.

Documentation required.



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L. LWCF PROMOTION:

No points are assigned to this question nor will your answer affect your grant selection; however, you will be asked to implement should you receive a grant.

To sustain funding for the Land and Water Conservation Fund, all entities involved should help increase public awareness of the program and its many benefits. As a grant applicant, you are asked to develop a plan that will promote the LWCF program in the event that your project is selected for approval. Possible ways outside the required LWCF signage include press releases, conferences, grand openings, ribbon cuttings, and any other creative ideas developed locally. Briefly describe your promotional plan. Please limit your response to half a page.

M. CERTIFICATION OF APPROPRIATE OFFICIAL

(Mayor, County Commissioner, School Superintendent, etc.)

“I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding.”

Signature

Title

Printed Name

Date

- ✓ LWCF application, completed and signed
- ✓ Sub-Recipient Informational Form (Part 2)
- ✓ NPS PD/ESF (Part 3) required by NPS
- ✓ Section 106 Review by the State Historic Preservation Office (<http://dnr.mo.gov/shpo/sectionrev.htm>)
- ✓ Resolution from relevant governing body showing support of project
- ✓ Regional Planning Commission support and compliance letter
- ✓ City, county, and regional maps designating park and/or school location
- ✓ Site development/renovation map clearly defining the 6f boundary and denoting footage around the parameter and total acreage of your park (refer to pages 5-6 in your Application Guide)
- ✓ Copy of deed (proof of ownership) or contract for deed, or letter signifying intent to donate land, for project site
- ✓ Signed letters of donation
- ✓ Accurately completed cost estimate
- ✓ Financial assurance letter
- ✓ Annual operating/maintenance plan
- ✓ Federal, state and local government permits/approvals if required by this guide, such as floodplain or wetland permits
- ✓ Application workshop registration confirmation
- ✓ School/community agreement (required for public school districts)

- **Community/School Timetable**
- **Acting Committee**
- **Community/School Agreement (page 18 of guide)**

Provide the following information on the Section 6(f)(3) boundary map:

1. Identify map as "Section 6(f)(3) Boundary Map."
2. Signature and date on map by the individual authorized in the resolution.
3. Name of park or site.
4. Date of map preparation.
5. Clearly indicate dimensions of the project area with measurements in feet on each side to effectively illustrate the area that will be under Section 6(f)(3) protection. The map needs to indicate entrance/access point(s).
6. If applicable, identify any pre-existing uses (buildings/non-outdoor recreation facilities) that do not support outdoor recreation and that should be excluded from 6(f) protection. Include the square footage of the non-supporting facility or area footprint. Subtract this square footage from the total square feet of the area to be protected under 6(f).
7. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, etc.
8. If applicable, include any area or resource upon which the project is dependent, even if the area/resource was not included in the project scope. An example of this would be an existing parking lot that provides the sole access to a picnic area that is being developed with a LWCF grant. The parking lot would need to be included in the 6(f) boundary and its footprint added to the total square footage.
9. Include a north arrow.
10. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
11. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
12. Convert the total square footage to acreage and indicate total acreage within the 6(f)(3) boundary. The acreage identified on the boundary map must be consistent with the acreage identified on the application form.
13. Indicate assessor's parcel number(s).
14. Provide the latitude and longitude of the project entrance.
15. Indicate the location of the development/renovation project in relation to existing facilities.

Project [6(f)] Acreage: _____

WEST EDGEWOOD NATURE AREA

Frog Hollow Greenway Pedestrian/Bicycle Bridge
 Section 6(f)(3) Boundary Map
 27 Acres

CONTROL TYPE: F
E

MAP DATE:

SIGNATURE:

Christina...

Park Entrance E1716793.68, N996288.35
 Lat. N38° 34' 10.1", Long. W92° 13' 58"



W. M. Lee

Signature of Individual
 Authorized in Resolution

12/24/13
 Date

Scale | : 3300



LEGEND

- ADA Parking
- Restrooms
- Trailhead
- Mountain Bike Trail (2.98 miles)
- Park Boundary



Jefferson City Dept. of Parks, Recreation & Forestry
 427 Monroe St. Jefferson City, MO 65101
 Phone: (573) 634-6482

Revised December 24, 2013
 Date of Map Preparation
 27 Acres
 Section 6(f)(3) Boundary Acreage
 N 30° 34' 10.1", W 92° 13' 58"
 Latitude/Longitude





TOTAL ACREAGE:
+/- 6.1 ACRES

PROPOSED
TRAIL

LWCF BOUNDARY

PROPOSED
DEVELOPMENT
AREA

ACCESS VIA LANSING
AVE. ROAD R.O.W.

L & WCF Sec. 6(f)(3)
Boundary Map

PROJECT #: 2014-1576
OWNER NAME: Woodridge Park, LLC
CONTROL TYPE: Fee Title Limited
Easement
DATE: 4-17-13
SIGNATURE: [Signature]

**SECTION 6 (f) (3) BOUNDARY MAP
LWCF BOUNDARY MAP FOR WOODRIDGE PARK
COLUMBI, MO PARKS AND RECREATION 4-15-13**



PARCEL ID #: 17-104-00-00-005.00 01
SIGNED: Mike Guy
DATE: 4-19-13
LONGITUDE: 38° 57' 21.7" LATITUDE: 92° 17' 4.5"

APPENDIX R

Part 2

SUB-RECIPIENT INFORMATIONAL FORM
Federal Funding Accountability and Transparency Act 2006

Sub-recipient Name: _____	
Address: _____	
City: _____	State: _____
Zip + 4: _____	Congressional District: _____
DUNS #: _____	CCR Expiration Date: _____
Name of Parent Entity: _____	
Parent Entity DUNS #: _____	
Primary Location of Performance: _____	
Address: _____	
City: _____	State: _____
Zip + 4: _____	Congressional District: _____
Sub-recipients annual gross revenues exceed 80% or more in Federal funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sub-recipients annual gross revenues equal or exceed \$25,000,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public does not have access to information about the compensation of the senior executive through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a) or section 6104 of the Internal Revenue Code of 1986	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to all the above questions is "Yes" provide the firm with links, comments and documentation for the following:

Sub-recipient Highly Compensated Officers	Officer's Names	Officer's Compensation



LWCF Proposal Description and Environmental Screening Form

What is a PD/ESF?

- It provides descriptive and environmental information about LWCF proposals to the National Park Service.
- It is a Federal Administrative Record in accordance with the NEPA.
- It will help NPS understand the proposal as well as help the State/project sponsor prepare for a NEPA evaluation.
- It is a requirement for LWCF funding.



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National Park Service
U.S. Department of the Interior



LWCF Proposal Description and Environmental Screening Form

Name of LWCF Proposal:

~~Date Submitted to NPS:~~

~~Prior LWCF Project Number(s)~~ List all prior LWCF project numbers and all park names associated with assisted site(s):

Local or State Project Sponsoring Agency (recipient or sub-recipient in case of pass-through grants):

Local or State Sponsor Contact:
Name/Title:

Office/Address:

Phone/Fax:

Email:

Step 1. Type of LWCF Proposal

New Project Application

Acquisition

Go to Step 2A

Development

Go to Step 2B

Combination (Acquisition & Development)

Go to Step 2C

Acquisition Projects

Step 2. New Project Application (See LWCF Manual for guidance.)

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with LWCF assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).
2. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)? |
3. Describe development plans for the proposal for the site(s) for public outdoor recreation use within the next three (3) years.
4. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the “Uniform Appraisal Standards for Federal Land Acquisitions” or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
5. Address each item in “D” below.



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Development Projects

Step 2. New Project Application (See LWCF Manual for guidance.)

B. For a Development Project

1. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
2. When will the project be completed and open for public outdoor recreation use?
3. Address each item in “D” below.



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Combination Projects

C. For a Combination Project

1. For the acquisition part of the proposal:
 - a. Provide a brief narrative about the proposal that provides the reasons for the acquisition, number of acres to be acquired with LWCF assistance, and describes the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.)
 - b. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
 - c. Describe development plans for the proposed for the site(s) for public outdoor recreation use within the next three (3) years.
 - d. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the "Uniform Appraisal Standards for Federal Land Acquisitions" or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
2. For the development part of the proposal:
 - a. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
 - b. When will the project be completed and open for public outdoor recreation use?
3. Address each item in "D" below.



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Additional Items to Address in Section “D”

D. Additional items to address for a new application and amendments

1. Will this proposal create a **new** public park/recreation area **where none previously existed** and is not an addition to an existing public park/recreation area? Yes ____ (go to #3) No ____ (go to #2)
2.
 - a. What is the name of the pre-existing public area that this new site will be added to?
 - b. Is the pre-existing public park/recreation area already protected under Section 6(f)? Yes ____ No ____
If no, will it now be included in the 6(f) boundary? Yes ____ No ____
3. What will be the name of this **new** public park/recreation area?
4.
 - a. Who will hold title to the property assisted by LWCF? Who will manage and operate the site(s)?
 - b. What is the sponsor’s type of ownership and control of the property?
____ Fee simple ownership
____ Less than fee simple. Explain:
____ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.
Who will lease area? Submit copy of lease with this PD/ESF. (See LWCF Manual for **program restrictions** for leases and further guidance.)
5. Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the Section 6(f) park area? Indicate the location on 6(f) map. Do parties understand that a Section 6(f) conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, leased area?
6. Are overhead utility lines present, and if so, explain how they will be treated per LWCF Manual.
7. As a result of this project, describe **new** types of outdoor recreation opportunities and capacities, and short and long term public benefits.



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Section “D” Continued

8. Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or proposed for the future within the 6(f) boundary.
9. Describe the planning process that led to the development of this proposal. Your narrative should address:
 - a. How was the interested and affected public notified and provided opportunity to be involved in planning for and developing your LWCF proposal? Who was involved and how were they able to review the **completed** proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.
 - b. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this PD/ESF submission.
10. How does this proposal implement statewide outdoor recreation goals as presented in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) (include references), and explain why this proposal was selected using the State's Open Project Selection Process (OPSP).



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Section “D” Continued

11. List all source(s) and amounts of financial match to the LWCF federal share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The federal LWCF share and financial matches must result in a viable outdoor recreation area and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

Source	Type of Match	Value
		\$
		\$
		\$



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Section “D” Continued

Is this project a phase of a larger project?

12. Is this LWCF project scope part of a larger effort not reflected on the SF-424 (*Application for Federal Assistance*) and grant agreement? If so, briefly describe the larger effort, funding amount(s) and source(s). This will capture information about partnerships and how LWCF plays a role in leveraging funding for projects beyond the scope of this federal grant.

13. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.



Permit Assistant

<http://dnr.mo.gov/forms/>

If you're seeking an environmental permit, registration or certification for your business, school, community, or activity, the Missouri Department of Natural Resources' Permit Assistant can help! This tool is designed to help users determine what type of environmental permits they need and provide the forms to apply for these permits. This easy-to-use tool will ask you a few simple questions to determine your needs. **Let's get started!**



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Step 5. Summary of Previous Environmental Review (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes.
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Intergovernmental Review Process (Executive Order 12372): Does the State have an Intergovernmental Review Process? Yes _____ No **X**____. If yes, has the LWCF Program been selected for review under the State Intergovernmental Review Process? Yes _____ No _____. If yes, was this proposal reviewed by the appropriate State, metropolitan, regional and local agencies, and if so, attach any information and comments received about this proposal. If proposal was not reviewed, explain why not.
7. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
8. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.
9. Was this proposed LWCF federal action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Environmental Screening Form (ESF)

The ESF contains two parts that must be completed:

Part A. Environmental Resources

Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. **For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate.** If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. **If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.**

Part A

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 6.	Not Applicable- Resource does not exist	No/Negligible Impacts- Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor E/AEIS required	More Data Needed to Determine Degree of Impact E/AEIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.					
2. Air quality					
3. Sound (noise impacts)					
4. Water quality/quantity					
5. Stream flow characteristics					
6. Marine/estuarine					
7. Floodplains/wetlands					
8. Land use/ownership patterns; property values; community livability					
9. Circulation, transportation					
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing					
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.					
12. Unique or important wildlife/ wildlife habitat					
13. Unique or important fish/habitat					
14. Introduce or promote invasive species (plant or animal)					
15. Recreation resources, land, parks,					

Part B

B. MANDATORY CRITERIA If your LWCF proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?			
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas.			
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?			
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?			
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects?			
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments)			
8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.			
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?			
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)?			
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)?			
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?			

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form. List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit. The ESF may be completed as part of a LWCF pre-award site inspection if conducted in time to contribute to the environmental review process for the proposal.

1. |

2.

3.

The following individuals conducted a site inspection to verify field conditions.

List name of inspector(s), title, agency, and date(s) of inspection.

1.

2.

3.

State may require signature of LWCF sub-recipient applicant here: _____ Date _____



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DNR completes this section.

State NEPA Pathway Recommendation

I certify that a site inspection was conducted for each site involved in this proposal and to the best of my knowledge, the information provided in this LWCF Proposal Description and Environmental Screening Form (PD/ESF) is accurate based on available resource data. All resulting notes, reports and inspector signatures are stored in the state's NEPA file for this proposal and are available upon request. On the basis of the environmental impact information for this LWCF proposal as documented in this LWCF PD/ESF with which I am familiar, I recommend the following LWCF NEPA pathway:

- This proposal qualifies for a Categorical Exclusion (CE).
 - CE Item #:
 - Explanation:
- This proposal requires an Environmental Assessment (EA) which is attached and has been produced by the State/sponsor in accordance with the LWCF Program Manual.
- This proposal may require an Environmental Impact Statement (EIS). NPS guidance is requested per the LWCF Program Manual.

Reproduce this certificate as necessary. Complete for each LWCF appraisal or waiver valuation.

State Appraisal/Waiver Valuation Review

Property address:

Date of appraisal transmittal letter/waiver:

Real property value: \$

Effective date of value:

I certify that: a State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions.

OR

the State has reviewed and approved a waiver valuation for this property per 49 CFR 24.102(c)(2)(ii).

SLO/ASLO Original Signature: _____ Date: _____

Typed Name, Title: William J. Bryan, Director

Agency: Missouri Department of Natural Resources, Division of State Parks



We promise.



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You mean there's more?

Other grant opportunities

- **Transportation Alternatives Program (TAP) through the Missouri Department of Transportation (MoDOT)**
 - Have not yet opened grant round for 2016, but bookmark 2014 page (http://www.modot.org/design/2014TAP_htm_MMtmp14ee2a90/2014TAP.htm)
 - Typical projects include sidewalk improvements, trail construction, historic transportation facilities, scenic overlooks, outdoor advertising management, bike lanes, etc.
- **Scrap Tire Playground Surface Material Grant Program through the Missouri Department of Natural Resources (DNR)**
 - Applications due March 18 (<http://dnr.mo.gov/env/swmp/tires/tirefinassistance.htm>).
 - Can be used as match to LWCF.
- **Missouri State Parks Bus Grant**
 - Up to \$500 for a state park field trip. Applications due by March 31, 2016.
 - Rachel Senzee, 573-522-8773, rachel.senzee@dnr.mo.gov



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THAT'S
THE
END!



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