

2018 Land & Water Conservation Fund Grant Application Guide



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MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

SECTION I. LAND & WATER CONSERVATION FUND OVERVIEW

A) What is the Land & Water Conservation Fund (LWCF)?

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The Department of Interior's National Park Service (NPS) oversees the LWCF program and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MoDNR) administers the program. Direct oversight of the program is performed by the Division of State Park's (DSP) Grants Management Section (GMS). Projects that are recommended for funding by GMS are those that demonstrate an ability to meet the needs outlined in the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP), which is available at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP serves as a framework for the planning, development, management and protection of Missouri's outdoor recreation resources.

B) How much money is available in the LWCF?

The LWCF program is funded through revenue from off-shore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act. This formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution on the basis of population and need. Missouri's available apportionment is typically between \$1.2 million and \$1.5 million each year. The maximum amount that can be requested and awarded per project is **\$250,000** and the minimum is **\$10,000**.

C) Who can sponsor a LWCF project?

LWCF grants are available to political subdivisions of the state and other appropriate public agencies, such as counties, municipal governments, local park and recreation departments, and public school districts. All eligible project sponsors, including those that have other than public outdoor recreation purposes, must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area pursuant to Section 6(f)(3) of the LWCF Act (see paragraph J below).

D) How does project funding work?

The LWCF is a 50-50 matching grant program, which means the project sponsor must share at least 50% of the project cost. The sponsor's match can include in-kind contributions and donations. Additionally, LWCF grants are reimbursement grants, which means the grants provide reimbursements to project sponsors after expenses have been incurred.

E) What projects are eligible for LWCF funding?

All LWCF-assisted projects must be maintained and open to the public in perpetuity. No grant funding will be awarded to projects which, in whole or in part, will not be open to the public. Eligible LWCF projects include the following broad categories.

- Acquisition of land for outdoor recreation. These include the acquisition of land and waters or partial rights to them. Proposed acquisitions of interests in lands and waters of less than fee simple title, including leasehold interests, are not eligible unless such lesser rights (e.g., permanent recreation use easements or similar devices) will insure access to the public in perpetuity.
- Development/construction of new outdoor recreational amenities and support facilities needed by the public for recreation use of an area.
- A combination of both acquisition of land and development/construction of new outdoor facilities.
- Rehabilitation, restoration and/or repair of existing recreational amenities and support facilities. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.

Below is a list of eligible project types. For a list of eligible project costs, see pages 19-20.

- Sports and playfields, courts and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds and tot lots, golf courses, rifle/pistol ranges, trap/skeet fields, archery ranges, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.
- Picnic facilities, such as picnic tables, fireplaces, shelters, and other facilities related to family or group picnic sites.
- Trails and trail amenities, such as overlooks, turnouts and trails for nature walks, hiking, bicycling, horseback riding, exercising, motorized vehicles and other trail activities.

- Swimming facilities, including swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses and other similar facilities.
- Boating facilities. LWCF assistance may be available for most facilities related to motor-boating, sailing, canoeing, kayaking, sculling and other boating activities. These facilities include, but are not limited to, docks, berths, floating berths secured by buoys or similar services, launching ramps, breakwaters, mechanical launching devices, boat lifts, boat storage, sewage pump-out facilities, fuel depots, water and sewer hookups, restrooms, showers, electricity and parking areas. Marinas are also eligible for assistance and are subject to the following provisions regardless of when LWCF assistance was provided:
 - An equitable method of allocating berth space must be used in all marinas. Berth lease terms are not transferable to any other party. Berth space for transient boaters must be provided.
 - Commercial charter fishing or sightseeing boats are permissible marina leaseholders due to their potential for expanding public waterfront access. However, these users should not occupy a significant number of marina berths, so project sponsors should establish reasonable limits on the number of berth spaces provided for such users.
 - Marinas located in urban areas must include specific design provisions for non-boater public access, such as walkways, observation points, fishing piers and/or related facilities. Limited access to the actual marina berths may be retained.
- Fishing/hunting facilities, such as fishing piers, access trails and access points, initial clearing and planting of food and cover, stream improvements, wildlife management areas, fish hatcheries and other facilities necessary for public fishing or hunting. Fish hatcheries are eligible only if they will be open to the public for general compatible outdoor recreation, and priority will be given to hatcheries that provide urban fishing opportunities.
- Winter sports facilities, such as ski trails; jumps; lifts; slopes; and snowmaking equipment used in downhill skiing, crosscountry skiing, tobogganing, sledding, snowmobiling, and other winter sports. Outdoor ice skating and ice hockey rinks are also eligible.
- Camping facilities, including picnic tables, fireplaces, restrooms, information stations, snack bars, utility outlets and other facilities needed for camping by tent, trailer or camper. Cabins or group camps of simple basic design and accessible to the general public in an equitable manner are eligible.
- Exhibit facilities, such as outdoor exhibit or interpretive facilities that provide opportunities for the observation or interpretation of natural resources located on the recreation site or in its immediate surrounding areas. This includes small demonstration farms, arboretums, outdoor aquariums, outdoor nature exhibits, nature interpretive centers and other similar facilities.
- Spectator facilities, including amphitheaters, bandstands and modest seating areas related to playfields and other eligible facilities, provided the facility is not designed primarily for professional or semiprofessional arts or athletics, or intercollegiate or interscholastic sports. Seating provisions to accommodate persons with disabilities must be provided.
- Community gardens, which includes land preparation, perimeter fencing, storage bins and sheds, irrigation systems, benches, walkways, parking areas and restrooms. In such a project, community gardening must be clearly identified in the SCORP as a needed outdoor recreation activity and must be accessible to the general public in an equitable manner.
- Outdoor display facilities at zoological parks, provided they portray a natural environmental setting serving the animal's physical, social, psychological and environmental needs, and is compatible with the activities of the recreationist. Basic winter/adverse weather housing quarters that are separate and distinct from enclosed viewing and display areas and used in direct support of outdoor displays may also receive assistance. Support facilities to serve the needs of the recreationist, such as walkways, landscaping, comfort facilities, parking, etc., are also eligible.
- The beautification of an outdoor recreation area, provided it is not part of a regular maintenance program and the site's condition is not due to inadequate maintenance. Beautification includes landscaping to provide a more attractive environment; the clearing or restoration of areas that have been damaged by natural disasters; the screening, removal, relocation or burial of overhead power lines; and the dredging and restoration of publicly owned recreation lakes or boat basins and measures necessary to mitigate negative environmental impacts.
- Support facilities needed by the public for outdoor recreation use of an area, such as roads, parking areas, utilities, sanitation systems, restroom buildings, simple cabins or trail hostels, warming huts, shelters, visitor information centers, kiosks, interpretive centers, bathhouses, permanent spectator seating, walkways, pavilions, snack bar stands, and equipment rental spaces. When appropriate, support facilities may be sheltered from the elements by providing a simple roof or cover. Development projects in new or previously undeveloped recreation areas may not consist solely of support facilities, unless they are required for proper and safe use of an existing viable outdoor recreation area that does not require additional outdoor recreation facilities (such as construction of restrooms at a public nature study area), or unless necessary outdoor recreation facilities are being developed concurrently with the LWCF-assisted support facilities, or unless necessary outdoor recreation facilities will be developed within a reasonable period of time. In the latter two cases, the project agreement will include a provision that the assisted outdoor recreation facilities must be completed within a certain time frame agreeable to the NPS, and if they are not, the grant funds for the support facilities will be refunded.

- Facilities that support the operation and maintenance of the recreation resource on which they are located, such as maintenance buildings, storage areas, administrative offices, dams, erosion control works, fences, sprinkler systems and directional signs. Support facilities (i.e., roads and sewers) that serve both eligible and ineligible facilities (such as indoor facilities), are eligible for assistance on a pro rata basis for that portion of the support facility that will serve the eligible facilities.
- Roads constructed outside the boundaries of the recreation area or park, only if they are access roads to a designated park and recreation area and not part of a state, county or local road system extending beyond or through the boundaries of the area. The access corridor must be owned or adequately controlled by the agency sponsoring or administering the park or recreation area and included within the project's 6(f)(3) boundary. The principal objective must be to serve the park and visitors. Any use or service to private parties must clearly be incidental to the primary use of the access road for recreation purposes.
- Equipment required to make a recreation facility initially operational, and certain supplies and materials specifically required under State Health Department regulations.
- Energy conservation elements of an eligible outdoor recreation facility and its support facilities, including solar energy systems, earth berms, window shading devices, energy lock doors, sodium vapor lights, insulation and other energy efficient design methods and materials. In addition, power systems that minimize or eliminate a facility's use of petroleum and natural gas are eligible including windmills, on-site water power systems, bioconversion systems, and facilities required for the conversion of existing power systems to coal, wood, or other energy efficient fuels.
- Outdoor recreation and support facilities that are located on historic sites or in conjunction with historic structures. This includes picnic areas, walkways and trails on a historic property as well as visitor centers oriented to the outdoor facilities and environment.
- Public outdoor recreation areas and facilities that are located on public school grounds, including colleges and universities, but are for the coordinated use by the general public and by the schools and are not part of the normal and usual program and responsibility of the educational institution.
- Public outdoor recreation and support facilities that are located in primary or potential tourist market areas, provided their primary purpose is for public outdoor recreation as opposed to entertainment or economic development, and provided they do not create unfair competition with the private sector.
- Multi-purpose projects which involve uses other than outdoor recreation, as long as the LWCF boundary area can incorporate a viable public outdoor recreation area that includes the grant-assisted project and the outdoor resource it complements. A careful and complete justification and explanation must be provided for a proposal of this nature. The proposal must fully disclose the nature and extent of other uses and the relationship of the proposed outdoor recreation project to the total area and development. Two general types of multiple-purpose projects are eligible for assistance:
 - Projects in which a specifically designated portion of the multiple-purpose area or facility will be used primarily for outdoor recreation and/or outdoor recreation support, such as picnicking facilities adjacent to a new public reservoir. Grant assistance is limited to the designated outdoor recreation area and/or facility and support facility.
 - Projects that will provide identifiable outdoor recreation benefits as a whole, as opposed to specific segments of it. For example, a water impoundment constructed primarily for flood control might also have important recreation benefits. In such a case, at the discretion of NPS, assistance might be made available only for the portion of the cost, on a pro rata basis, of the facility that is clearly attributable to outdoor recreation above and beyond the facility's cost for its non-recreation function. Section 6(f)(3) protection will be applied to the entire viable outdoor recreation area.

F) What projects are NOT eligible for LWCF funding?

Below is a list of ineligible project types. For a list of ineligible project costs, see page 20.

- Property condemnation (eminent domain).
- Group camps designated for specific groups or for which specific groups will be given priority access.
- Lodges, motels and luxury cabins.
- Boating equipment such as buoys, ropes, life jackets, or boats.
- Motorized trails on lands designated as federal wilderness or state wild areas.
- Exhibit areas that function primarily for academic, historic, economic, entertainment or other non-recreational purposes. This restriction includes convention facilities, livestock and produce exhibits, commemorative exhibits, fairgrounds, archeological research sites, and other non-recreational facilities. The development of nature and geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area are also not eligible for assistance.
- Special event seating, if the purpose is solely to increase seating capacity for a limited number of special events.
- Fertilizer, seeds, tools, or water hoses for community gardens, nor gardens planned as commercial enterprises.
- Areas and facilities designed primarily for semi-professional or professional arts or athletics, such as professional type outdoor theaters, professional rodeo arenas and other similar facilities.

- Mobile recreation units including playmobiles, skatemobiles, swimmobiles, show wagons, puppet wagons and portable bleachers.
- Informational materials, brochures and leaflets.
- Traditional outdoor caging facilities and animal pens at zoological parks are not eligible although LWCF assistance can contribute to the renovation of such facilities to achieve a more natural environmental setting. Other enclosed or sheltered facilities at zoological parks, such as indoor displays and permanent housing, are not eligible for assistance.
- On-site employee residences, including furnishings.
- The restoration or preservation of historic structures.
- Public recreation facilities that are indoor facilities.
- Support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas.

Acquisition projects that will not be funded by LWCF include the following:

- Acquisition of historic sites and structures, except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes and the historic aspects are secondary to the primary recreation purposes.
- Acquisition of museums and sites to be used for museums or primarily for archaeological excavations.
- Acquisition of land to help meet a public school's minimum site size requirement as established by state or local regulations.
- Acquisition of areas and facilities to be used primarily for semi-professional and professional arts and athletics.
- Acquisition of areas and facilities to be used solely for game refuges or fish hatcheries. However, such areas and facilities may be eligible for LWCF assistance if they will be open to the public for compatible recreation.
- Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient space for the development of outdoor recreation facilities.
- Acquisition of railroad trestles, stations, yards, etc., if such are to be used for the commercial operation of railroad trains.
- Acquisition of sites containing luxury lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters.
- Acquisition of agricultural land primarily for the preservation of agricultural purposes.
- Acquisition of federal surplus property, unless legislatively authorized in a specific situation.

G) How does a sponsor obtain LWCF funding for a project?

To apply for a LWCF grant, local governments and public school districts must fill out a LWCF Project Application requesting funding. Project proposals must be approved at both the state and federal levels. Project sponsors will be required to complete and return **seven** copies of the LWCF Project Application and **one** copy of the Project Description/Environmental Screening Form (PD/ESF), postmarked by **February 16, 2018**. Sponsors are strongly encouraged to attend one of the LWCF application workshops or webinars scheduled in January; workshop/webinar dates and locations are listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. These workshops/webinars are hosted by staff from the Grants Management Section (GMS) of the Division of State Parks, to assist project sponsors with the application process. GMS staff reviews the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis, with most of the application questions having a designated point value. GMS staff and an internal advisory committee composed of park and recreation professionals will evaluate the applications and assign scores to the individual responses, which are then tallied and a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The advisory committee then makes funding recommendations to GMS staff. GMS staff will then conduct pre-award site inspections of recommended projects to ensure eligibility and will submit a list of the recommended projects to the Division of State Parks Director, who is also the LWCF State Liaison Officer (SLO). After the Division Director reviews and approves the projects, they are then submitted to the National Park Service for federal review and approval. Projects cannot begin until approval is obtained by the NPS. The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. All applicants will be notified of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. The entire process may take up to nine months, from the initial call for project applications to notice of award.

H) What is the Project Description/Environmental Screening Form?

The NPS requires sponsors of recommended projects to complete a Project Description/Environmental Screening Form (PD/ESF). The intent of the form is to provide descriptive and environmental information about the proposed project for NPS review and decision. The completed PD/ESF becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. These regulations were enacted to protect the nation’s cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the regulations by conducting an environmental review. As part of the review, project sponsors are required to complete the Environmental Screening Form portion of the PD/ESF and provide concurrence documentation from various state and federal agencies in order for DSP and the NPS to determine if a project is classified as a Categorical Exclusion (CE) under NEPA. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational or historic resources. Instructions for completing the form are included on the form itself; however, GMS staff also provide instruction for completing the form during the LWCF application workshops.

I) What happens after a project sponsor receives notice of award from MoDNR?

Following NPS approval, a notice of award is sent to the project sponsor along with a grant agreement between the Department of Natural Resources and the sponsor that must be signed. **Sponsors cannot begin any grant-funded construction activities or property acquisition before signing the grant agreement.** Any costs incurred prior to signing the agreement will not be reimbursed; however, some costs incurred prior to signing may be used as match (see page 20 for eligible pre-award costs). Sponsors are **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2018 LWCF Project Administration Guide and a copy of the Sub-Recipient Informational Form. The Sub-Recipient Informational Form is required in response to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is www.USASpending.gov.

During the workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the LWCF grant funding. Development or renovations must begin within one year of signing the grant agreement. Sponsors have **two years** from date the project agreement is signed to complete their LWCF project.

J) What are the long-term stewardship requirements of projects funded through LWCF?

The benefits of LWCF extend beyond park and recreation facility construction and open space acquisition. The fund also plays a major stewardship role, ensuring the integrity and recreational quality of fund-assisted parks and conservation lands, now and for future generations. **Simply put, when a LWCF grant is accepted, the project must remain dedicated to public outdoor recreation use in perpetuity.** LWCF’s most important tool for ensuring perpetual stewardship is its “conversion protection” requirement. This protection requirement is outlined in Section 6(f)(3) of the LWCF Act and strongly discourages casual discards and conversions of LWCF-funded park and recreation facilities to other uses. Section 6(f)(3) specifically states, “No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.” If a LWCF-assisted park or project is “converted” from its original intent and made no longer available to the public for outdoor recreation, then an equivalent replacement must be provided by the sponsoring agency.

This “anti-conversion” requirement applies to all parks and other sites that have been funded by LWCF grants of any type, whether for acquisition of parkland, development or rehabilitation of facilities. In many cases, even a relatively small LWCF grant (e.g., for development of a picnic shelter) in a park of hundreds or even thousands of acres provides anti-conversion protection to the entire park site.

SECTION II. TIPS FOR PROJECT SPONSORS

A) In order to develop a sound project proposal, project sponsors should consider the following:

- a. Determine outdoor recreation needs in your area.
 - Are there unmet recreation needs within your community or area? Will this project meet a need?
 - How will this project benefit the community, area or region?
 - Is this project part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or other local, regional or park master plans?
- b. Determine project viability.
 - Can this project realistically be completed within the required two-year timeframe, or should the project be developed in phases? Project sponsors can submit funding requests for multiphase projects.
 - As the project sponsor, does your agency have the funding resources and commitment to complete the proposed project and maintain it long term?
 - Are there other organizations or individuals who might assist with funding, donations and/or in-kind contributions?
- c. Determine public support for the project.
 - Have you provided opportunity for stakeholders to comment on the project?
 - Have you considered various users' needs in determining what type of project to implement?
 - How have you addressed concerns or issues raised by stakeholders regarding the project?
- d. For new construction, identify design considerations.
 - What are the intended uses?
 - Will the project incorporate accessible features and elements or avoid barriers that would make it difficult to use for people with disabilities?
 - What is the projected user capacity and will the supporting infrastructure, such as parking, restroom facilities, etc., be able to accommodate the projected use?
 - Is the project sustainable? For instance, what will be the long-term maintenance needs of the chosen project design?

B) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review.

There may be aspects of your project that will result in unforeseen costs. It is important that you develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, you may consider hiring a design or engineering consultant to assist you with developing the project design. Up to 10% of your total project cost may be used for planning, engineering and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed may be used as match by the project sponsor.

C) Projects are selected on the merit of their applications, so it's important for project sponsors to provide well-written and complete application packets. Project sponsors should:

- Attend one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly but concisely, within the space allowed on the application. If you have questions or concerns about your application responses, GMS staff will conduct a preliminary review of your draft application as a courtesy if submitted by February 2, 2017.
- Have an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- Double-check the application packet to ensure it is complete and accurate; incomplete packets will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on page 7 to ensure all supporting documentation is included in the packet.
- Attempt to submit the complete application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from the packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

The following items are required documents to support your application and must be included in your application packet. Project sponsors are encouraged to begin compiling this documentation as early as possible in the application process since several of the documents may take some time to secure. **An incomplete application will not be scored.** Please submit **seven (7) copies** of each item, with the exception of the PD/ESF and land deeds or leases (see below). Use this checklist to ensure that you've included all required documentation in your application packet, and in the order listed below.

- ☐ **Project Description/Environmental Screening Form**, following the instructions outlined on the form. **Submit one copy only.**
- ☐ **6(f)(3) Boundary Map** clearing defining the 6(f)(3) boundary of the project, including acreage and its location within an existing park or site (if the entire park or site will not be included under 6(f)(3) protection). Refer to Section IV of this guide for instructions on developing a map.
- ☐ **Resolution** from the relevant governing body showing support of the project and ensuring commitment of the project sponsor to maintain public access to the project in perpetuity. See example on page 8.
- ☐ **Financial Assurance Letter** from the project sponsor's chief financial officer stating that your agency has the financial capability of completing the proposed project and maintaining it in perpetuity. See example on page 9.
- ☐ **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are partnering on the project, providing work on the project, or making a donation of time, materials or funding.
- ☐ **Proof of Land Ownership or Leaseholder/Easement Rights** if the project sponsor currently owns or leases the land for the project, or has a permanent easement. Only one copy of the land deed, lease or easement agreement is required. No approval will be given for the development of facilities on leased land unless the leased land is leased from the Federal Government with no less than 25 years remaining on the lease and is not revocable at will; or, leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure that the perpetual use requirement contained in the LWCF Act is met. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor (land-owning agency) would provide assurances that it would assume compliance responsibility for the Section 6(f)(3) area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the project agreement. **Submit one copy only.**
- ☐ **Letter of Intent to Lease/Sell/Donate** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing an easement. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with LWCF funds or as part of a LWCF project, whether through purchase, donation, easement or lease, must comply with a federal law known as the "Uniform Act." This act has additional compliance requirements, so it's important to contact Grants Management Section staff prior to beginning the acquisition process.**
- ☐ **School/Community Agreement** for projects on public school property. An agreement between the school and the community must be included in the application packet that demonstrates a commitment to allowing general public use of the project when not being used by the school. An authorized representative from the community (such as a mayor, park director, or other authorized representative) and the school (such as the superintendent, principal or other school administrator) must be included as a signatory on the agreement. A sample agreement has been provided on page 10 as reference.
- ☐ **Documentation of Underserved Populations**, if applicable. Underserved populations are those populations with a significant number of individuals who are economically disadvantaged, minority, elderly or disabled and who are underserved in terms of parks and other outdoor recreation areas. Use the U.S. Census Bureau's American Fact Finder search tool (<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) and other data sources to determine if your project area contains a higher than average percentage of residents who fall within any of these categories. Print off and attach a copy of your findings, highlighting the underserved population(s) your project will be serving.
- ☐ **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last six months regarding the proposed project. 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/or a copy of the relevant portion of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- ☐ **Copy of Relevant Portion of Comprehensive or Master Plan** if the proposed project has been identified in a local, school, regional, county and/or parks comprehensive or master plan. Do not submit a copy of the entire plan, only the relevant portion that references the project.

SAMPLE PROJECT RESOLUTION

WHEREAS, the _____ *(insert name of agency)* is applying for federal assistance from the Land & Water Conservation Fund program for the purpose of *(indicate which of the following)* construction/renovating/acquiring *(insert project name as entered on question 9 of the project application)*,

NOW, THEREFORE, BE IT RESOLVED BY THE _____ *(insert name of agency)*, that

1. _____ *(insert name of person signing application)* of _____ *(insert name of agency)* is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The _____ *(insert name of agency)* currently has the written commitment for the minimum 50% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the _____ *(insert name of agency)* will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event a grant is awarded, the _____ *(insert name of agency)* is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the _____ *(insert name of agency)* will comply with all rules and regulations of the Land & Water Conservation Fund program, applicable Executive Orders and all federal and state laws that govern the grant applicant during the performance of the project.

PASSED AND RESOLVED BY THE _____ *(insert name of agency)* THIS ____ DAY OF _____, 2017.

ATTEST: (Clerk)

(SIGNATURE)

(SEAL)

BY: _____
(SIGNATURE)

SAMPLE FINANCIAL ASSURANCE LETTER

Date

LWCF Planner
Grants Management Section
Missouri State Parks
PO Box 176
Jefferson City, MO 65102-0176

RE: Financial Assurance for LWCF Proposal (insert project name as entered on question 9 of the project application)

To Whom it May Concern:

I, the undersigned as the Chief Financial Officer of (insert name of agency), confirm that our governing body (insert name of governing body, such as park board, county commission, etc.) has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that (insert name of agency) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

OR

I, the undersigned as the Chief Financial Officer of (insert name of agency), confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that (insert name of agency) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

Sincerely,

(insert Chief Financial Officer's name and signature)

SAMPLE SCHOOL/COMMUNITY AGREEMENT

We, the undersigned, representing the school district of (insert name of school district) located at (insert address) in the City/Community of (insert name of community), certify that the City/Community of (insert name of community) has been informed and is in agreement with the objectives and goals the grant project proposal of (insert name of project).

It is further certified that:

The undersigned city/community will be made aware of on-going planning for this project and given the opportunity for review.

The undersigned community will have an opportunity to review the plans for operation of the proposed facilities.

Every effort will be made to encourage the general public to use the facilities.

Exclusive school use of the proposed facilities for instruction and competition is permitted as long as the facilities are kept open for general public use at reasonable hours and times of the year according to the type of area and facility. The proposed schedule of hours of operation for general public use and the proposed hours scheduled for school activities is attached hereto and is hereby made part of this agreement.

The hours of operation and the hours open for general public use will be clearly posted at the facility at all times. Changes in the hours for school activities and hours open for general public use will be reviewed by the undersigned community.

School Representative Name _____
School Representative Title _____
School Representative Signature _____

Date _____

Name of City/Community _____
Community Representative Name _____
Community Representative Title _____
Community Representative Signature _____

Date _____

Notary Signature _____

Date _____

SECTION IV. CREATING A 6(F)(3) BOUNDARY MAP

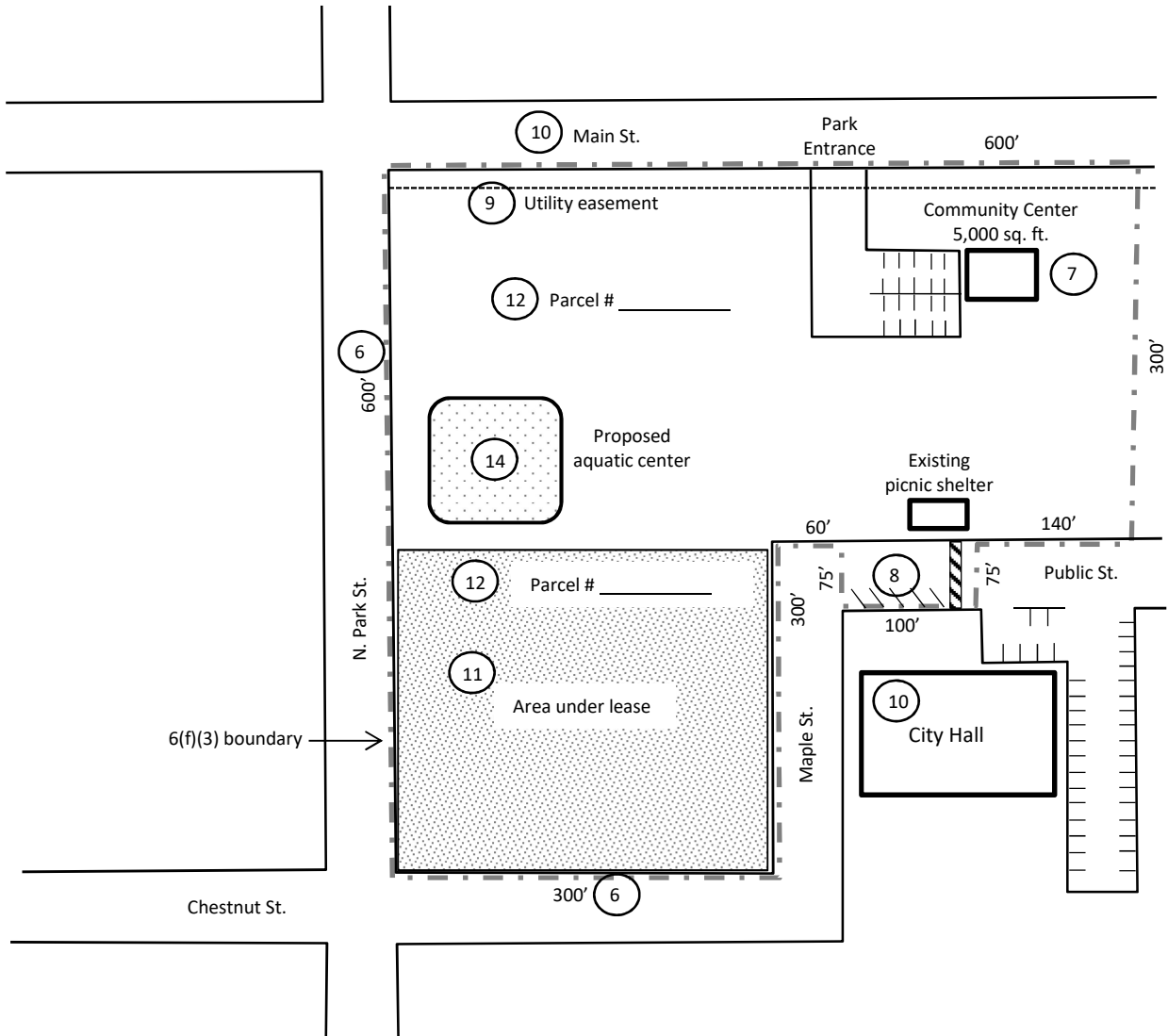
When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under Section 6(f)(3) of the LWCF program. **Land identified within the Section 6(f)(3) boundary must be retained in perpetuity for public outdoor recreation use.** Generally this area includes the entire park or project area where recreation is being developed, except in unusual cases where it can be shown that a facility within an area is clearly self-sustaining (and accessible) without reliance on the surrounding area. The project area must be readily accessible through a public corridor (i.e. parking lot, street, permanent public easement, etc.). **Maps should be no bigger than 11" x 17".** Maps may be drawn on a satellite or aerial image. **Full-color images are preferred.** Use the checklist below to ensure all the required elements have been included on your 6(f)(3) boundary map, and refer to the boundary map template on page 12 that shows a numeric legend of the corresponding elements. The numeric legend is provided only as a reference to help identify each element and does not need to be reproduced on the boundary map you submit with your application.

- ☐ 1. Title the map as "Section 6(f)(3) Boundary Map."
- ☐ 2. Include the name of the park, site or project.
- ☐ 3. Include a north arrow.
- ☐ 4. Provide a signature and date on the map by the individual authorized in the resolution.
- ☐ 5. Include the date of map preparation.
- ☐ 6. 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).
- ☐ 7. 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).
- ☐ 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. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, utility corridors, etc.
- ☐ 10. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
- ☐ 11. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
- ☐ 12. Indicate assessor's parcel number(s).
- ☐ 13. Provide the latitude and longitude of the project entrance.
- ☐ 14. Indicate the location of the development/renovation project in relation to existing facilities, if applicable.
- ☐ 15. 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 in question 12 on the application form.

6(F)(3) BOUNDARY MAP TEMPLATE

1 Section 6(f)(3) Boundary Map

2 Memorial Park



4
Signature & date of authorized individual

13
Latitude & longitude of park entrance

5
Date of map preparation

15
6(f)(3) boundary acreage

SECTION V. GRANT APPLICATION INSTRUCTIONS

- A) **Step One:** An electronic application form has been created for your convenience at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. You will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Complete the electronic application by answering each question as fully as you can. Please attempt to answer the questions within the allotted spaces; supplemental answer sheets are not allowed. Once you've filled out the form, you will need to save it to your computer and print it off. **Hand-written applications will not be accepted.** You may email your draft application to GMS staff for a courtesy review, if submitted by February 2, 2018.
- B) **Step Two:** An electronic Word version of the Project Description/Environmental Screening Form has been posted at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Complete the form by answering each question as fully as you can and use supplemental sheets as necessary. Once you've filled out the form, you will need to save it to your computer and print it off. **Hand-written forms will not be accepted.** Submit **one** copy of the form with your application.
- C) **Step Two:** Mail **seven (7) copies** of the application and supporting documentation to the Grants Management Section (address below). **Applications must be postmarked on or before February 16, 2018.** You are encouraged to make double-sided copies to conserve on paper and space.

It is highly recommended that you submit your application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from your packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies. **If your application packet arrives by the deadline date, but it is missing required documentation or is substantially incomplete, your project will be deemed ineligible for scoring.**

- D) **Step Three:** Use the Supporting Documentation Checklist on page 7 and the 6(f)(3) Boundary Map Checklist on page 11 to ensure that your application packet is complete. Only one copy of the PD/ESF and land deed or lease are needed. Do not submit boundary maps larger than 11"x17". Photos may be submitted, but ensure seven copies are included. Project sponsors are **strongly** encouraged to use tabs or a similar method to organize their application packets and label the required supporting documentation. For questions about your application packet or the process, call (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.
- E) **Step Four:** Mail the application packet to:
- Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: LWCF Planner
PO Box 176
Jefferson City, MO 65102-0176

SECTION VI. PROJECT APPLICATION QUESTIONS

The following section provides a description of the information needed for each question on the Project Application, explains the purpose of each question and indicates which questions have point values assigned to them.

- **Questions 1-17** are general questions pertaining to the agency (project sponsor) responsible for incurring costs and completing the project.
 - **Question 1, AGENCY** – this is the name and address of the agency that is requesting grant funds and will be responsible for administering the grant, if awarded.
 - **Question 2, AGENCY DUNS NUMBER** – all agencies that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
 - **Question 3, APPLICATION PREPARER** – if the person who prepared the application is different from the project contact person, please provide name and contact information. If there is an issue with the application, the application preparer will be contacted.
 - **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the LWCF grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) and provide the name of the new contact person.
 - **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
 - **Question 8, REGIONAL PLANNING COUNCIL** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://www.macogonline.org/rpcs.htm>.
 - **Question 9, PROJECT NAME** – provide a short one-sentence name and include the current phase, if the project is being completed in phases; for example, “Memorial Park Aquatic Center Development, Phase I.” The project name will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.
 - **Question 10, PARK OR SITE NAME** – if the project is located within an existing park or recreation area, please indicate the park or area name.
 - **Question 11, ADDRESS/LOCATION OF PROPOSED PROJECT SITE** – provide the street address of the project location or, if the project is a new park development and does not yet have a street address, provide the latitude and longitude of the new entrance. Include the county name and township, range and section of the project.
 - **Question 12, IS THE PROJECT LOCATION A CURRENT LWCF SITE** – indicate if the project location is within a park or recreation area that has had previous LWCF funding. For a list of LWCF-assisted sites, visit <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants> and click on the county name in which the project is located. If the project location is an LWCF site, indicate the total 6(f)(3) acreage. If the project is not currently located within a previous LWCF site, indicate the total acreage that will be protected under 6(f)(3) if the project is funded. The acreage indicated should match the acreage shown on the Section 6(f)(3) boundary map; refer to page 11 of this guide for instructions on how to determine 6(f)(3) acreage.
 - **Question 13, ESTIMATED TOTAL PROJECT COST AND GRANT FUNDING REQUEST** – enter the total project cost and the grant request amount. The total project cost and the grant request amount must equal the sum totals from their respective columns in the budget table in question 35. The maximum grant amount that may be requested is \$250,000, and the minimum amount that may be requested is \$10,000. The amount requested cannot exceed 50% of total project costs.
 - **Question 14, PROJECT TYPE** – select the category that best describes the project, whether it’s renovation of an existing facility or facilities; a combination of renovation and new construction; a combination of land acquisition and new construction; new construction on currently owned property; or land acquisition for future development. Up to ten points may be given for this question, with the most points assigned to those projects that provide renovation of existing facilities.

- **Question 15, IF THE PROJECT IS A RENOVATION PROJECT** – if the project is a renovation project, please indicate when the project was initially constructed and if/when it was last renovated. If the project was previously constructed or renovated through the LWCF program, please indicate the grant award project number and year it was awarded. The project number will be a seven-digit number beginning with the number 29 (29-xxxxx) and can be located on the project agreement. Contact GMS staff if you have difficulties determining the project number.
- **Question 16, IF THE PROJECT IS AN ACQUISITION PROJECT** – if the project is to acquire land now and then develop in the future when funding is available, please indicate the estimated timeframe for when development will occur and describe the development plans. Indicate if the intended development will be completed within three years of acquiring the land.
- **Question 17, PROVIDE A DETAILED PROJECT NARRATIVE** – in the narrative, project sponsors should answer the following questions.
 - **What is being constructed, rehabilitated/repaired and/or acquired?** Describe all aspects of the project that this grant will be funding. If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase.
 - **What is the anticipated timeframe of this project, from start to finish?** Is this project “shovel-ready,” where the planning stage is sufficiently advanced enough so that the project can begin as soon as funding is secured? Can the project realistically be completed within the required two-year timeframe?
- **Questions 18-25** ask the sponsor to describe the need for this project. This section is one of the most important sections in the application and is the sponsor’s opportunity to “sell” the project and convince the internal advisory committee of the project’s merit. Up to 25 points may be given for this section.
 - **Question 18, DESCRIBE UNMET NEEDS AND EXPLAIN HOW THIS PROJECT WILL MEET THOSE NEEDS** – will this project be meeting a need that is currently unmet in the community or will it be addressing a recreational deficiency? If so, indicate how and describe whether the project will be improving the quality of outdoor recreation experiences within the community or region by creating a new park/outdoor recreational area or by significantly enhancing the quality of an existing park/outdoor recreation area by upgrading the infrastructure. Priority will be given to projects located in areas where existing park/outdoor recreation areas are not of a comparable caliber to park/recreation areas elsewhere in the community or region; or whose park/recreation areas are otherwise inadequate to serve community needs. Up to five points may be given for this question.
 - **Question 19, WILL THIS PROJECT INTRODUCE A NEW OR UNIQUE RECREATION ACTIVITY** – indicate if no other like recreational facilities or activities exist within the community or jurisdiction, and describe how this project will be introducing a new facility or recreational activity. Describe if this project is unique in other ways, such as re-purposing a blighted area or reclaiming an area that was destroyed through a natural disaster; developing a non-traditional recreation area such as an outdoor or experiential education classroom; installing a play space made entirely of recycled or natural materials; etc. Priority will be given to projects that do not duplicate similar facilities within a close proximity or that include a unique aspect. Up to three points may be given for responses to this question.
 - **Question 20, INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS** – choose the category that best describes the service area for this project, whether it will serve a single neighborhood or multiple neighborhoods, or will serve an entire community or multiple communities in a region. If the project will serve multiple neighborhoods or communities, indicate how.
 - **Question 21, IS THIS PROJECT WITHIN WALKING DISTANCE OF EXPECTED USERS OR WILL IT PROVIDE CONNECTIVITY TO OTHER RECREATION AREAS OR RESIDENTIAL/BUSINESS AREAS** – indicate if this project is within .5 mile or a 10-minute walk from a nearby neighborhood, or within one mile if it will serve multiple neighborhoods or an entire community. Indicate if the project will connect or provide connectivity to other parks or recreation areas, schools, business districts, etc. Priority will be given to projects that are easily accessible by their intended users. Up to three points may be awarded to this question.
 - **Question 22, DOES THIS PROJECT PROVIDE OPPORTUNITIES FOR UNDERSERVED POPULATIONS** – this question asks the project sponsor to describe the degree to which the project will improve outdoor recreational opportunities for underserved populations for whom serious recreation deficiencies exist. Priority will be given to projects located where they will serve neighborhoods with significant populations of underserved groups that are lacking in recreation opportunities. These underserved groups include the elderly, minority populations, low-income households, and those with physical or mental challenges. Low-income households are those with incomes at or below the Department of Health and Human Services poverty guidelines. Minority populations include the following five minority groups: Black, Hispanic or

Latino, Asian American, American Indian and Alaskan Native, and Native Hawaiian or Pacific Islander. Use the U.S. Census Bureau's American Fact Finder search tool (<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) to determine if the project area contains higher than average concentrations of these populations when compared to the rest of the community or county in which the project is located. Additionally, the Census Bureau collects data on disability through the American Community Survey and the Survey of Income and Program Participation (<http://www.census.gov/people/disability/>). Other data resources include the KIDS COUNT Data Center, which provides information about sociodemographic indicators such as households qualifying for the free and reduced lunch program, etc. (<http://datacenter.kidscount.org/>); and the Center for Applied Research and Environmental Systems (CARES), which provides the ability to create customized interactive maps from a wide range of economic, demographic, physical and cultural data for Missouri (<https://cares.missouri.edu/>). Project sponsors must include available data/statistics about the local populations to be served by the park/recreation area. Refer to the Supporting Documentation Checklist on page 7. Up to five points may be given for this question.

- **Question 23, EXPLAIN IF/HOW THIS PROJECT WILL BENEFIT A BROAD RANGE OF AGE GROUPS AND USER TYPES** – describe if the project will include elements that will appeal to a broad user base and/or multiple age groups. Priority will be given to projects serving more than one age group or user type. Up to three points may be given for this question.
- **Question 24, INDICATE IF THE FUNDING FOR THIS PROJECT WILL MOSTLY PROVIDE ACTIVE RECREATION OR MOSTLY PROVIDE SUPPORT FACILITIES** – indicate if the funding for this project is primarily for active recreation facilities (such as playgrounds, walking tracks, sports fields, spray gardens, etc.) or if the funding will primarily be used for support facilities (such as restrooms or lighting). A project may include aspects of both, but priority will be given to projects that result in more active recreation opportunities. Up to three points may be awarded this question.
- **Question 25, IS THERE AN URGENCY TO COMPLETING THIS PROJECT** – 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? Will the project will be improving accessibility to the site or improving accessibility of facilities? Would the project not otherwise be completed without grant funding? Are there other concerns or issues that make completion of this project immediately expedient? Up to three points may be given for responses to this question.
- **Questions 26-30** ask the sponsor to demonstrate that the project is a well-planned and feasible project. Up to 20 points may be given for this section.
 - **Question 26, DESCRIBE HOW THIS PROJECT ALIGNS WITH A SCORP PRIORITY** – the project sponsor should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP is a five-year planning document that identifies outdoor recreation issues of statewide significance and evaluates the supply of and demand for outdoor recreation resources and facilities in Missouri. The SCORP provides unified guidance to state and municipal agencies as they develop and expand outdoor recreation opportunities for their respective constituents and jurisdictions. Priority will be given to projects that provide opportunity for programs and activities identified in the SCORP, such as opportunities for bicycling, camping, walking, running/jogging, gardening, dog-walking, wildlife viewing, fishing, family gathering and youth-related activities. Project proposals to develop facilities listed as priorities in the SCORP will also be given more weight. These include community gardens, trails, outdoor aquatic facilities, campgrounds, target shooting sites, ATV/ORV riding areas, outdoor basketball courts, and sidewalks or pathways that link neighborhoods to parks and green spaces. Up to four points may be awarded to this question.
 - **Question 27, IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY** – project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at regional or local levels will be given priority points. The project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, capital improvement plan, or other land use management 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. A copy of the relevant portion of the plan must be included with the application. Refer to the Supporting Documentation Checklist on page 7. Up to three points may be given for this question.
 - **Question 28, DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE LAST SIX MONTHS** – project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as public meetings,

open houses, surveys, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on page 7). The project sponsor should also summarize any feedback or commentary received from the public that shows support for the project and indicates the likelihood of use. Up to five points may be awarded to this question.

- **Question 29, DESCRIBE WHAT ENVIRONMENTAL FACTORS AND SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED IN THE PROJECT DESIGN** – this question is asking project sponsors to describe what steps they will take to avoid impacts to cultural, historical and archaeological resources; threatened or endangered species; wetlands or streams; water and air quality; floodplains; farmlands; lands protected under 6(f)(3); etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Project sponsors should also include any design features they will incorporate that will increase sustainability of the project, such as features that provide erosion control and minimize stormwater runoff; or design elements that are unique such as use of recycled materials, developing within a smaller footprint (less concrete or asphalt), incorporating energy efficiency (such as use of timers or sensors), installing solar panels, use of gray water, collecting rainwater, etc. Up to five points may be given for responses to this question.
- **Question 30, DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS** – federal regulations regarding accessibility and outdoor recreation are promulgated under two separate statutes, the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The ADA is a broad federal civil rights law that prohibits discrimination based on disability. The law defines “disability” as “...a physical or mental impairment that substantially limits a major life activity.” The ADA has five main sections, or “titles,” of which the relevant one for this administration guide is Title II, which covers services and programs of state and local governments such as school districts, townships, cities, and counties. Title II reads in part, “No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity...” For more information about ADA, the U.S. Department of Justice (DOJ) has provided an online manual that helps explain what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner (https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf).

To provide guidance on how to comply with the ADA in the development of facilities, the Department of Justice has issued the 2010 ADA Standards for Accessible Design (https://www.ada.gov/2010ADASTandards_index.htm). These design standards are minimum accessibility standards for buildings and other structures. As of March 15, 2012, compliance with these regulations is required for any new construction and any alterations to existing facilities. The 2010 ADA Design Standards contain technical specifications for building and site elements common to parks and outdoor recreation areas, such as parking, accessible routes, ramps, drinking fountains, and restrooms. It also specifies how many accessibility features must be incorporated in each facility. Sponsors are required to provide accessible parking and accessible routes to connect users to any accessible recreation-related facilities that are subject to the 2010 ADA Design Standards. Additionally, design standards have been developed for specific recreation facilities, such as boating and fishing facilities, play areas and play surfaces, sports facilities, and swimming pools. The design standards can be accessed at <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides>. Project sponsors are required to comply with these design standards and are encouraged to consult with a design professional for assistance to ensure ADA compliance. Additionally, the New England ADA Center has developed a series of ADA checklists that may be useful. The checklists include design standards for parking, access routes, restrooms, fishing and boating facilities, swimming facilities, play areas, etc., and can be found at <http://www.adachecklist.org/checklist.html>.

If the project will exceed the minimum ADA requirements, such as incorporating elements that will make it universally accessible, please describe how and specifically list the elements that meet universal design. Universally designed recreation experiences have characteristics that make them easier to use by everyone, including people with a variety of abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community or outside the community, including those with disabilities, may enjoy the recreation opportunities provided. Facilities that are designed according to principles of universal design are designed to be usable by everyone, to the greatest extent possible, not just people with disabilities. Up to three points may be given for this question.

- **Questions 31-32** ask the project sponsor to describe any partnerships and donations associated with the project. Responses to questions in this section are worth up to five points.
- **Question 31, WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT** – project sponsors are encouraged to utilize youth conservation or youth service corps to assist with completion of the proposed project. If utilizing youth or service corps, project sponsors will need to indicate which group or groups will be assisting and for which aspects of the project they will be providing assistance. For a list of national youth and service corps or a list by

state, visit <http://www.corpsnetwork.org/impact/corps-by-state>. Local Boy Scout, Girl Scout and 4-H groups qualify. One point may be given to this question.

- **Question 32, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the “Donor” column, list any individual partners or donors who intend to contribute to the project. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it’s labor, cash, materials, land or equipment. Only include partners that are truly contributing to the project in some tangible way. If vendors are listed as partners, only include vendors who will be donating cash, materials, or equipment. Do not list vendors promising to provide discounts on materials. Discounts are not considered donations and, depending on the cost threshold of materials needed for the project, acquisition of materials may need to be done through the competitive bidding process in order to comply with state and federal purchasing requirements. Reference the Supporting Documentation Checklist on page 7 for the supporting documentation required for donations. Up to four points may be awarded to this question.
- **Questions 33-34** ask the project sponsor to provide assurances that the project can be completed within the project period and to describe their long-term maintenance plan for the project. Up to 10 points may be awarded for questions in this section.
 - **Question 33, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS** – information in this question includes assurances that the sponsor’s agency has the ability to complete the project within the two-year timeframe, specifically that the sponsor has the upfront cash to begin the project and enough manpower to finish the project. The sponsor should reference supporting documents in their response, such as the financial assurance letter and letters from donors and/or partners. See Supporting Documentation Checklist on page 7 of this guide. Up to five points may be given for this question
 - **Question 34, PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED IN PERPETUITY** – project sponsors should demonstrate sufficient funding and manpower to maintain public access to the project in perpetuity. Additionally, sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the life of the project and describe how routine maintenance of the project will be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur. Up to five points may be awarded to this question.
- **Questions 35-37** ask the project sponsor to provide information about the project budget, available funding and funding yet to be secured, and to include an itemized description of budget cost categories. Up to 10 points are possible for questions in this section.
 - **Question 35, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Enter the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the project sponsor (matching funds), or a third-party donation (matching funds). Use whole dollar amounts and only enter numbers. Do not enter characters such as dollar signs, commas or decimals. The maximum grant amount that may be requested is \$250,000 and the minimum amount is \$10,000. The minimum amount a project sponsor is required to provide as match is 50% of the total project cost. The percent matching funds will automatically calculate by adding the applicant and donor funds to equal the total matching funds, and then by dividing the total matching funds by the total project cost. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$500,000. The project sponsor is requesting the maximum grant amount of \$250,000 and is providing a 1:1 match. Of the matching funds, \$240,000 is being provided by the project sponsor and \$10,000 is being provided by a third-party donation.

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		APPLICANT	DONATION (by 3 rd party)	
1. Labor	\$ 75,000	\$ 50,000	\$ 1,000	\$ 126,000
2. Materials	\$ 75,000	\$ 35,000	\$ 9,000	\$ 119,000
3. Land/Easement Acquisition	\$ 100,000	\$ 100,000	\$	\$ 200,000
4. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$ 35,000	\$	\$ 35,000
5. Signage	\$	\$ 5,000	\$	\$ 5,000
6. Equipment Use	\$	\$ 15,000	\$	\$ 15,000
7. Other (Please specify) _____	\$	\$	\$	\$
8. Other (Please specify) _____	\$	\$	\$	\$
9. Other (Please specify) _____	\$	\$	\$	\$
10. Other (Please specify) _____	\$	\$	\$	\$
TOTALS	\$ 250,000 (Not to exceed \$250,000)	\$ 240,000	\$ 10,000	\$ 500,000

- **Eligible Costs** include:
 - **Labor** costs. Labor costs that may be requested in the “Grant Request” column include contracted labor and consulting services. Salaries of existing staff are eligible for the project sponsor’s match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<http://www.dol.gov/whd/contracts/dbra.htm>). Use of an agency’s internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer’s donated time should be valued at hourly rates paid for similar work in the area, unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used.
 - **Materials** for new construction or for renovation of recreation facilities. Examples of eligible facilities include, but are not limited to, picnic areas, camping facilities, sports and play fields, outdoor play courts, swimming or aquatic facilities, boating or fishing facilities, trails, winter sports facilities, outdoor ice rinks, natural areas, passive parks and amphitheaters. Examples of eligible materials costs associated with these types of facilities include playground equipment and play surface materials; asphalt, concrete or gravel for parking lots and entrance roads; materials for sports fields, such as goalposts, backstops, etc.; materials for walking/running tracks; materials for bridges, boardwalks, etc; materials for buildings such as picnic shelters and campgrounds; lighting; landscaping; benches; water fountains; etc. Donated materials should be valued at their fair market value.
 - **Materials** for new construction or renovation of eligible support facilities which include, but are not limited to, walkways, site improvements/landscaping, utilities, roads, parking, lighting, signs, restrooms, concession and maintenance buildings, and burial of overhead wires. All electrical or communication lines must be installed underground. Existing lines must be buried, removed or relocated as necessary. Future lines must also be underground.
 - **Construction** costs are eligible for reimbursement and include all necessary construction activities from site preparation (including demolition, excavation, grading, etc.) to the completion of a structure at the project site.
 - **Land/Easement Acquisition/Lease.** A LWCF grant can reimburse up to 50% of the cost (not to exceed the grant award) to acquire title or easement interest in real property. Purchase, acquisition or lease of land or right-of-way easements for LWCF projects must be from a willing seller or donor. Additionally, project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, also known as the “Uniform Act” (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl), for both purchased and donated land. Requirements under this act include conducting an appraisal and an appraisal review, as well as notifying the landowner of their rights under the law. Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the National Park Service has approved the project and the Department of Natural Resources has issued a notice to proceed. Project sponsors may use the value of newly donated or newly purchased property as match if it was acquired up to 18 months prior to the grant award, was acquired specifically for the project and complies with the provisions in the Uniform Act. Consult with GMS staff before listing the value of newly acquired property as match. The value of land already owned or managed by an agency, such as land already established as a park, cannot be used as match. The value of land transferred from one governmental agency to another also cannot be used as match, unless it is purchased from that agency, subject to the following conditions:
 - The land was not originally acquired by the other agency for recreation.
 - No federal assistance was provided in the original acquisition.

- The selling agency is required by law to receive payment for land transferred to another public agency. Examples would be public school land that can be used for non-school purposes only through payment to the school agency.

Refer to the Supporting Documentation Checklist on page 7 for the various documentation required to demonstrate ownership, access and/or intent to donate.

- **Planning/Engineering/Environmental Review** costs, up to 10% of the total project cost. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples include development of design and/or construction documents; costs associated with the bidding process, such as advertisement and development of bid packets; costs associated with hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys.
- **Signage**, including LWCF acknowledgement, way-finding, interpretive, etiquette/rules, and traffic control signs.
- **Use/operation of equipment** for project construction. Use the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the "Labor" cost category.
- **Freight costs**, such as shipping costs for delivery of playground equipment or other materials.

■ **Ineligible Costs** include:

- **Routine maintenance**, which includes work that should be conducted on a frequent basis in order to keep a park or recreation area in its originally constructed state.
- **Overhead costs** that include regular operating expenses, such as equipment usage for routine maintenance, building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
- **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.
- **Budget contingencies** included as budget line items.
- **Ceremonial or entertainment expenses** or any other costs associated with opening or ribbon-cutting ceremonies.
- **Publicity or promotional costs**, such as brochures or other print materials, website development, etc.
- **Appraisals** or other incidental costs related to land acquisition, even if the acquisition is a project cost.
- **Equipment purchase**, such as hammers, ladders or lawn mowers.
- **Payments to one vendor in excess of \$25,000**, if the vendor was not selected through a formal bid process as per state and federal requirements.

- **Question 36, WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (I.E., CASH IN-HAND)** – this question asks the sponsor to identify what percentage of the project match is immediately available to start the project. These funds may include in-house (force account) labor and use of in-house equipment, in addition to funds deposited into a bank account (either sponsor funds or donated funds). If the sponsor has received donation pledges for a portion of the match but has not yet received those funds, indicate what percentage is yet to be secured. If a portion of the match is reliant upon upcoming fundraising efforts, describe those efforts and explain any alternate plans for providing the required match if future fundraising efforts are unsuccessful. Up to five points will be awarded to this question.
- **Question 37, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example. The total of the itemized cost breakdowns should match the totals for each category on the budget table. Up to five points may be given for this question

Materials

Cement	total square feet at \$/ton	= \$x.00
Rebar	total feet at \$/linear ft.	= \$x.00
Lumber for shelter	total square feet at \$/sq. ft.	= \$x.00
Bollards	total # by \$/per bollard	= \$x.00
Signage	total # by \$/per sign	= \$x.00
Playground equipment	package price + freight	= \$x.00

Labor

2 equipment operators at \$/hour by # of hours	= \$x.00
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Equipment Usage

Use of bulldozer at \$/hour by X of hours = \$x.00

- **SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors, and should be completed before submitting the application packet. For a detailed summary of each required item, see page 7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency **must** sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, parks and recreation department directors, chief financial officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency. An incomplete or inaccurate application packet will be ineligible for scoring.
- **PREVIOUS HISTORY AND APPLICATION COMPLETENESS** – this section provides up to 20 points that will be assigned by GMS staff when reviewing each application packet. Points will be awarded based on whether or not the sponsor has received a LWCF grant in the past and their history of administering any previous LWCF projects. Application packets will also be reviewed for detailed responses and required documentation.