

Missouri Department of Natural Resources

Division of State Parks

Land & Water Conservation Fund

Open Project Selection Process



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES



PROGRAM OVERVIEW

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund launched the LWCF State Assistance Program, which 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 nonfederal 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 State Assistance 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). Since the advent of the LWCF State Assistance Program in 1965, MoDNR has granted funding to more than 1,600 projects statewide, with at least one LWCF project to be found in every county in the state.

USE OF THE ANNUAL APPORTIONMENT

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. In recent years, Missouri's available apportionment has ranged between \$1.5 million and \$3 million annually.

The Division makes every effort to fully use each year's apportionment and to avoid leaving a remaining balance of unobligated funds. Should total project expenditures be less than the annual obligated amount, the unexpended balance reverts to a "special reappropriation account" (SRA), which the Division must request from the NPS to be reappropriated back to Missouri. Annual apportionments and SRA funds not allocated each fiscal year may be applied to cost overruns on active projects. Amendments to increase federal assistance without further competition through the Open Project Selection Process may be approved in an amount not to exceed 25% of the original agreement amount and only when the increased costs are associated with project components approved in the original project scope. Requests for increased funding greater than 25% of the original request or resulting from a change in the project scope must undergo competition through the Open Project Selection Process (OPSP) during the following year's grant round.

OPEN PROJECT SELECTION PROCESS

The National Park Service requires each state to develop an Open Project Selection Process (OPSP) by which LWCF grant project proposals are prioritized and recommended for funding. Missouri's OPSP has been designed to accomplish the following federally-required goals:

- a. Provide for public knowledge of and participation in the formulation and application of the project selection process used to allocate LWCF assistance;
- b. Ensure all potential applicants are aware of the availability of and process for obtaining LWCF assistance, and provide opportunities for all eligible agencies to submit project applications and have them considered on an equitable basis;
- c. Provide a measurable link, through published selection criteria, to the specific outdoor recreation needs and priorities identified in Missouri's Statewide Comprehensive Outdoor Recreation Plan (SCORP);
- d. Ensure a fair and equitable evaluation of all applications for LWCF assistance; and
- e. Assure that distribution of LWCF assistance is accomplished in a non-discriminatory manner, especially with regard to minority, elderly, disabled, and other underserved populations.

APPLICANT NOTIFICATION

To ensure that all eligible political subdivisions are informed of the availability of federal funding assistance, information is posted on the Division of State Parks' website (<https://www.mostateparks.com/page/55065/outdoor-recreation-grants>). Information posted includes a description of the LWCF program; eligibility requirements; a web link to the SCORP (<https://mostateparks.com/page/55072/facts-and-figures>) and the process for submitting a project application, including a copy of the application (Appendix A); a copy of the federally-required Project Description/Environmental Screening Form (Appendix B); and a copy of the LWCF Project Application Guide (Appendix C). Additionally, the Division coordinates with the Missouri Parks and Recreation Association, the Missouri Association of Council of Governments and the University of Missouri-Extension offices to disseminate information to local governments regarding the annual call for projects. The division also broadcasts the information to local officials through the Missouri Municipal League's email listserv, as well as to public school administrators through the Missouri Department of Secondary and Elementary Education's email listserv. A sample notification email is provided in Appendix D. Throughout the year, the Division's Grants Management Section (GMS) staff also man informational booths at various conferences in an effort to promote the funding opportunity.

PROGRAM ASSISTANCE

In addition to the LWCF Project Application Guide, GMS staff provides technical program assistance to all potential applicants via livestream webinars. The webinars assist with the grant application process by providing instruction and guidance for filling out the application and by describing supporting documentation requirements. Recordings of the webinars are also subsequently made available on the division's website at <https://www.mostateparks.com/page/63306/grant-workshops>. Additionally, GMS staff conducts courtesy reviews of draft grant applications and provides feedback to applicants regarding modifications to their applications before final submission. Applicants are also encouraged to submit their application packets prior to the deadline date. This allows GMS staff

opportunity to contact the applicant if information is missing from the packet or is inaccurate, and will subsequently allow the applicant time to rectify omissions or inaccuracies. In addition, GMS staff responds to email and phone enquiries from potential applicants regarding the application process, as well as provides critique and feedback on projects not recommended for funding, for future submissions.

PRIORITY RANKING

Project applications for LWCF assistance are reviewed by GMS staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with LWCF program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix E) has been developed by GMS staff to assist in the priority ranking process. Scoring criteria places emphasis on:

- how the project will meet unmet recreational needs within the community or area;
- whether the project provides opportunities for underserved populations, such as elderly, minority, low-income, physically challenged or other special populations.
- how the project aligns with a priority listed in Missouri's SCORP, which is the framework for the planning, development, management and protection of Missouri's outdoor recreation resources;
- whether the project demonstrates strong public support and indication of need, solicited through public comment forums;
- environmental factors and sustainability considerations that have been addressed or incorporated into the project's design;
- what assurances the project sponsor can provide that there is adequate funding and manpower to complete the project within the established timeframe; and
- what assurances the project sponsor can provide that the project will be managed and maintained in perpetuity, as required under Section 6(f)(3) of the LWCF Act.

PROJECT SELECTION PROCESS

Once GMS staff reviews project applications for eligibility and previous LWCF history, the approved applications and all supporting documentation are forwarded to the LWCF Internal Advisory Committee. The committee is comprised of Division of State Parks staff with specialized knowledge of outdoor recreation needs in Missouri. The committee members review, score and rank each approved application using the application scoring matrix in Appendix E. GMS staff then conducts pre-award site inspections of approved proposed projects to ensure field conditions are as described in the applications. A list of recommended projects is compiled and submitted to the State Liaison Officer (SLO) for approval. Selected projects are then forwarded to the Midwest Regional Office of the National Park Service for approval and obligation for funding.

OPSP TIMELINE

The OPSP will occur annually, beginning with a call for projects that usually occurs in December of each year. The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. On the following page is a typical timeline for the OPSP.

December	The OPSP commences with a call for project proposals. The application and application guide are posted on the website. Notices are distributed in a variety of formats to local political subdivisions. Important upcoming dates are posted on the website, as well as a pre-application checklist for potential applicants to begin compiling required supporting documentation.
January	Application webinars are hosted for project applicants.
February	Draft applications are given a courtesy review by GMS staff. Final application submittals are due by mid- to late-February. GMS staff reviews applications for eligibility and previous LWCF compliance history, and submits approved applications to the LWCF Internal Advisory Committee.
March	The LWCF Internal Advisory Committee reviews, scores and ranks the approved applications. Applicants of approved applications are required to complete the PD/ESF.
April	GMS staff conducts pre-award site inspections to confirm field conditions and eligibility. A draft list of recommended projects is submitted to the SLO for approval.
June	The draft application packets are submitted to the NPS for review. Any edits required by the NPS are made.
July	Final application packets are submitted through the federal Grants.gov system.
September	Once the NPS has approved and obligated the funding, 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. Sponsors are then required to attend a mandatory grant administration workshop.

APPENDIX A. LWCF PROJECT APPLICATION



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 DIVISION OF STATE PARKS
LAND AND WATER CONSERVATION FUND CFDA 15.916
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DIVISION OF STATE PARKS USE ONLY
PROJECT #

QUESTIONS 1-17: GENERAL INFORMATION [UP TO 10 POINTS]

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS			
ADDRESS			
CITY		STATE	ZIP
2. AGENCY DUNS NUMBER			
3. APPLICATION PREPARER			
APPLICATION PREPARER ADDRESS			
CITY		STATE	ZIP
EMAIL ADDRESS		PHONE	
4. PROJECT CONTACT PERSON		TITLE OF PROJECT CONTACT PERSON	
PROJECT CONTACT ADDRESS			
CITY		STATE	ZIP
EMAIL ADDRESS		PHONE	
5. US REPRESENTATIVE		DISTRICT	
6. STATE REPRESENTATIVE		DISTRICT	
7. STATE SENATOR		DISTRICT	
8. REGIONAL PLANNING COUNCIL			
9. PROJECT NAME			
10. PARK NAME OR SITE NAME (If different from project name)			
11. ADDRESS/LOCATION OF PROPOSED PROJECT SITE (If project is not located within city limits, indicate nearest city or town)			
CITY		STATE	ZIP
COUNTY	TOWNSHIP, RANGE, SECTION		LONGITUDE
12. IS THE PROJECT LOCATION A CURRENT LWCF SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHAT IS THE CURRENT 6(F)(3) ACREAGE FOR THE ENTIRE SITE?	IF NO, WHAT IS THE TOTAL ACREAGE THAT WILL BE ENCUMBERED UNDER 6(F)(3) IF FUNDING IS AWARDED?
13. ESTIMATED TOTAL PROJECT COST		GRANT FUNDING REQUEST (Maximum grant request is \$250,000 and minimum is \$25,000)	
\$		\$	
14. THE PROJECT TYPE IS: (PLEASE SELECT ONE)			
<input type="checkbox"/> RENOVATION OF AN OUTDOOR RECREATION FACILITY THAT IS AT LEAST 20 YEARS OLD (10 points) <input type="checkbox"/> RENOVATION OF AN OUTDOOR RECREATION FACILITY THAT IS AT LEAST 20 YEARS OLD <u>AND</u> CONSTRUCTION OF A NEW OUTDOOR FACILITY (10 points) <input type="checkbox"/> LAND ACQUISITION <u>AND</u> CONSTRUCTION OF A NEW OUTDOOR RECREATION FACILITY (8 points) <input type="checkbox"/> CONSTRUCTION OF A NEW OUTDOOR RECREATION FACILITY ON PREVIOUSLY OWNED PROPERTY (8 points) <input type="checkbox"/> LAND ACQUISITION FOR FUTURE DEVELOPMENT OF A NEW OUTDOOR RECREATION FACILITY (6 points)			



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15. IF THE PROJECT IS A RENOVATION PROJECT, PLEASE INDICATE WHEN THE PROJECT WAS INITIALLY CONSTRUCTED AND WHEN IT WAS LAST RENOVATED.
IF THE PROJECT WAS CONSTRUCTED OR RENOVATED USING LWCF FUNDS, PLEASE INDICATE YEAR(S) AND PROJECT NUMBER(S).

16. IF THE PROJECT IS AN ACQUISITION PROJECT FOR FUTURE DEVELOPMENT, PLEASE INDICATE THE ESTIMATED TIMEFRAME FOR WHEN DEVELOPMENT WILL BEGIN
AND DESCRIBE FUTURE DEVELOPMENT PLANS. WILL THE FUTURE PROJECT BE COMPLETED WITHIN THREE YEARS FROM ACQUISITION?

17. PROVIDE A DETAILED PROJECT NARRATIVE. (Include specific information about what is being constructed, renovated and/or acquired, as well as anticipated timeframe of project from start to finish.)

QUESTIONS 18-25: PROJECT NEED [UP TO 25 POINTS]

18. PLEASE DESCRIBE UNMET OUTDOOR RECREATION NEEDS WITHIN THE COMMUNITY AND EXPLAIN HOW THIS PROJECT WILL MEET THOSE NEEDS. (Up to 5 points)



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19. WILL THIS PROJECT INTRODUCE A NEW OR UNIQUE RECREATION ACTIVITY IN THE COMMUNITY? IF SO, PLEASE DESCRIBE HOW. (Up to 3 points)

20. PLEASE INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS. (Select one)
 A SINGLE NEIGHBORHOOD AN ENTIRE COMMUNITY OR MUNICIPALITY
 MULTIPLE NEIGHBORHOODS MULTIPLE COMMUNITIES OR A REGION

IF THE PROJECT WILL SERVE MULTIPLE NEIGHBORHOODS OR COMMUNITIES, PLEASE DESCRIBE HOW.

21. IS THIS PROJECT WITHIN WALKING DISTANCE OF EXPECTED USERS OR WILL IT PROVIDE CONNECTIVITY TO OTHER RECREATION AREAS OR RESIDENTIAL/BUSINESS AREAS?
IF SO, PLEASE DESCRIBE HOW. (Up to 3 points)

22. DOES THIS PROJECT PROVIDE OPPORTUNITIES FOR UNDERSERVED POPULATIONS, SUCH AS THE ELDERLY, MINORITY, LOW-INCOME, PHYSICALLY CHALLENGED OR OTHER SPECIAL POPULATIONS? IF SO, PLEASE DESCRIBE HOW. DOCUMENTATION REQUIRED. (Up to 5 points)



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23. PLEASE EXPLAIN IF/HOW THIS PROJECT WILL BENEFIT A BROAD RANGE OF AGE GROUPS AND USER TYPES. (Up to 3 points)

24. PLEASE INDICATE WHETHER THE FUNDING FOR THIS PROJECT WILL MOSTLY PROVIDE ACTIVE RECREATION AMENITIES (such as playgrounds or sport fields) OR WILL MOSTLY PROVIDE SUPPORT AMENITIES (such as restrooms and lighting). (Up to 3 points)

25. IS THERE AN URGENCY TO COMPLETING THIS PROJECT? FOR INSTANCE, WILL THIS PROJECT IMPROVE A SIGNIFICANT SAFETY ISSUE AT THE SITE OR IMPROVE ACCESS TO THE SITE? WILL THE PROJECT ACQUIRE LAND THAT WOULD OTHERWISE BE SOLD FOR OTHER PURPOSES, RESULTING IN A LOST OPPORTUNITY? WOULD THE PROJECT NOT OTHERWISE BE COMPLETED WITHOUT GRANT FUNDING? (Up to 3 points)



QUESTIONS 26-30: PROJECT PLANNING [UP TO 20 POINTS]

26. PLEASE DESCRIBE HOW THE PROJECT ALIGNS WITH A SCORP PRIORITY. (Up to 4 points)

27. IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY? IF SO, PLEASE INDICATE PLAN TITLE, YEAR IT WAS APPROVED AND A BRIEF DESCRIPTION OF THE PROJECT'S MENTION. DOCUMENTATION REQUIRED. (Up to 3 points)

28. DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITH THE PAST SIX MONTHS? (Up to 5 points)

NO (0 POINTS)

YES (If yes, describe what methodology was used and provide the documentation outlined in the Supporting Documentation Checklist)

SUMMARIZE THE FEEDBACK RECEIVED FROM THE PUBLIC AND HOW IT WAS DETERMINED THAT CONSTITUENTS WANT AND WILL USE THE PROJECT.



29. DESCRIBE WHAT ENVIRONMENTAL FACTORS AND SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED IN THE PROJECT DESIGN. (Up to 5 points)

30. DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS? IF SO, PLEASE EXPLAIN HOW. (Up to 3 points)

QUESTIONS 31-32: PARTNERSHIPS [UP TO 5 POINTS]

31. WILL QUALIFIED YOUTH CONSERVATION, SERVICE CORPS OR OTHER YOUTH ORGANIZATIONS BE INVOLVED WITH THE PROJECT? (1 point)

- NO YES (If yes, indicate what group or groups and in what aspect of the project they will be assisting)



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32. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS. (Up to 4 points) (A letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide.)

PARTNERS/DONORS	CONTRIBUTION
A.	A.
B.	B.
C.	C.
D.	D.
E.	E.
F.	F.
G.	G.
H.	H.
I.	I.
J.	J.

QUESTIONS 33-34: PROJECT COMPLETION AND LONG-TERM MANAGEMENT [UP TO 10 POINTS]

33. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS? (Up to 5 points)

Blank area for response to Question 33.

34. PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED IN PERPETUITY. (Up to 5 points)

Blank area for response to Question 34.



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QUESTION 35-37: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 10 POINTS]

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. (Use whole dollar amounts only. The minimum grant request is \$25,000 and the maximum grant request is \$250,000. The minimum match percentage is 50%.)

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

36. WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (i.e., Cash-in-hand through donations already received, or funds deposited in an account; in-kind contributions such as force account labor and/or in-house equipment usage; etc.)? PLEASE INDICATE IF THERE ARE FUNDS YET TO BE RAISED AND HOW MUCH, AND DESCRIBE THE PLAN FOR FUNDRAISING. EXPLAIN ANY ALTERNATE PLANS FOR PROVIDING THE REQUIRED MATCH IF FUNDRAISING EFFORTS ARE UNSUCCESSFUL. (Up to 5 points)



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37. PROVIDE A DETAILED ITEMIZATION OF EACH COST CATEGORY FROM THE BUDGET TABLE. (Up to 5 points)



SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE. (For information specific to each item, refer to the LWCF Application Guide)

<input type="checkbox"/> 6(F)(3) BOUNDARY MAP	<input type="checkbox"/> LETTER OF INTENT TO LEASE/SELL/DONATE REAL PROPERTY
<input type="checkbox"/> RESOLUTION FROM GOVERNING BODY	<input type="checkbox"/> SCHOOL/COMMUNITY AGREEMENT (If applicable)
<input type="checkbox"/> FINANCIAL ASSURANCE LETTER	<input type="checkbox"/> DOCUMENTATION OF UNDERSERVED POPULATIONS (If applicable)
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS	<input type="checkbox"/> COPY OF RELEVANT PORTION OF COMPREHENSIVE OR MASTER PLAN
<input type="checkbox"/> E-VERIFY	

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE SPONSORING AGENCY MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"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

SUBMIT COMPLETED APPLICATION

The Department of Natural Resources is now using an online [Funding Opportunities Portal](#) to receive, award, and manage grants. This system allows project sponsors applying for funding to submit their application, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunities Portal](#).
- Under New User, click the "[Click Here](#)" link to request an account.
- Complete and submit the **Funding Opportunity Portal Access Request** form.
- Check Outdoor Recreation - State Parks at the bottom of the form, in the section used to indicate the program(s) in which the project sponsor interested in applying for financial assistance. Project sponsors may select other options in addition to Outdoor Recreation-State Parks.

This form may take 24 to 48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials. Please see Section 6 in the Application Guide for instructions on using the Funding Opportunities Portal.

If project sponsors are unable to access the Funding Opportunities Portal, they should submit **two copies** of the completed application to the address below:

Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: LWCF/RTP Planner
PO Box 176
Jefferson City, MO 65102-0176

Application packets must be submitted or postmarked on or before **February 15, 2019**. For questions about an application packet or the process, call (573) 522-8191 or (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.

DIVISION OF STATE PARK USE ONLY

<input type="checkbox"/> THE APPLICANT HAS NEVER RECEIVED A LWCF GRANT (5 points)
<input type="checkbox"/> THE APPLICANT HAS NOT RECEIVED A LWCF GRANT WITHIN THE LAST 20 YEARS (3 points)
<input type="checkbox"/> THE APPLICANT HAS NOT RECEIVED A LWCF GRANT WITHIN THE LAST 10 YEARS (2 points)
<input type="checkbox"/> THE APPLICANT DOES NOT CURRENTLY HAVE AN ACTIVE LWCF GRANT (3 points)
<input type="checkbox"/> THE APPLICANT HAS NOT WITHDRAWN A LWCF PROJECT AND DE-OBLIGATED FUNDS (2 points)
<input type="checkbox"/> THE APPLICANT HAS NEVER HAD A CONVERSION OF LANDS PROTECTED UNDER SECTION 6(F)(3) OF THE LWCF ACT (5 points)
<input type="checkbox"/> THE APPLICATION IS WELL-PREPARED, WITH DETAILED ANSWERS AND NO REQUIRED DOCUMENTATION MISSING (5 points)
<input type="checkbox"/> THE APPLICATION HAS A FEW MINOR ITEMS INCOMPLETE OR LACKING IN DETAIL (3 points)
<input type="checkbox"/> THE APPLICATION HAS MAJOR ITEMS INCOMPLETE AND IS MISSING REQUIRED DOCUMENTATION (Ineligible for scoring)

APPENDIX B. PROJECT DESCRIPTION/ENVIRONMENTAL SCREENING FORM



PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING FORM

Land and Water Conservation Fund



The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Land and Water Conservation Fund (LWCF) state assistance proposals submitted for National Park Service (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. The PD portion of the form captures administrative and descriptive details enabling the NPS to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State’s LWCF proposal to NPS.

Except for the proposals listed below, the PD/ESF **must** be completed, including the appropriate NEPA document, signed by the State, and submitted with each new federal application for LWCF assistance and amendments for: scope changes that alter or add facilities and/or acres; conversions; public facility exceptions; sheltering outdoor facilities; and changing the original intended use of an area from that which was approved in an earlier LWCF agreement. Consult the LWCF Program Manual (www.nps.gov/lwcf) for detailed guidance for your type of proposal and on how to comply with NEPA.

For the following types of proposals only this Cover Page is required because these types of proposals are administrative in nature and are categorically excluded from further NEPA environmental analysis. NPS will complete the NEPA CE Form. Simply check the applicable box below, and complete and submit only this **Cover Page** to NPS along with the other items required for your type of proposal as instructed in the LWCF Program Manual.

- SCORP planning proposal
- Time extension with no change in project scope or with a reduction in project scope
- To delete work and no other work is added back into the project scope
- To change project cost with no change in project scope or with a reduction in project scope
- To make an administrative change that does not change project scope

Name of LWCF Proposal:		Date Submitted to NPS:		
LWCF Project Number:	Prior LWCF Project Number(s) and Park Name(s) Associated with the Assisted Site(s):			
Local or State Project Sponsoring Agency <i>(recipient, or sub-recipient in case of pass-through grants)</i>				
Name of Local or State Sponsor Contact:		Title		
Address		City	State	Zip Code
Phone	Fax	Email Address		

Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.

Step 1. Type of LWCF Proposal
New Project Application <input type="checkbox"/> Acquisition Go to Step A <input type="checkbox"/> Development Go to Step 2B <input type="checkbox"/> Combination (Acquisition and Development) Go to Step 2C
Project Amendment <input type="checkbox"/> Increase in scope or change in scope from original agreement. Complete Steps 3A, and 5 through 7. <input type="checkbox"/> 6(f) conversion proposal. Complete Steps 3B, and 5 through 7. <input type="checkbox"/> Request for public facility in a Section 6(f) area. Complete Steps 3C, and 5 through 7.
Request for temporary non-conforming use in a Section 6(f) area. Complete Steps 4A, and 5 through 7.
Request for significant change in use/intent of original LWCF application. Complete Steps 4B, and 5 through 7.
Request to shelter existing/new facility within a Section 6(f) area regardless of funding source. Complete Steps 4C, and 5 through 7.
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.
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.
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. 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. d. 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.

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.
- 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).
- 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	Amount

- 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.

Proceed to Steps 5 through 7

Step 3. Project Amendment (See LWCF Manual for guidance)

A. Increase/Change in Project Scope

1. **For Acquisition Projects:** To acquire additional property that was not described in the original project proposal and NEPA documentation, follow Step 2A-Acquisition Project and 2D.
2. **For Development Projects:** To change the project scope for a development project that alters work from the original project scope by adding elements or enlarging facilities, follow Step 2B-Development Project and 2D.
3. **For Combination Projects:** Follow Step 2C as appropriate.

B. Section 6(f)(3) Conversion Proposal


Prior to developing your Section 6(f)(3) conversion proposal, you must consult the LWCF Manual and 36 CFR 59.3 for complete guidance on conversions. Local sponsors must consult early with the State LWCF manager when a conversion is under consideration or has been discovered. States must consult with their NPS-LWCF manager as early as possible in the conversion process for guidance and to sort out and discuss details of the conversion proposal to avoid mid-course corrections and unnecessary delays. **A critical first step is for the State and NPS to agree on the size of the Section 6(f) park land impacted by any non-recreation, non-public use, especially prior to any appraisal activity.** Any previous LWCF project agreements and actions must be identified and understood to determine the actual Section 6(f) boundary.

The Section 6(f)(3) conversion proposal including the required NEPA environmental review documents (CE recommendation or an EA document) must focus on the loss of public outdoor recreation park land and recreational usefulness, and its replacement per 36 CFR 59, and not the activities precipitating the conversion or benefits thereof, such as the impacts of constructing a new school to relieve overcrowding or constructing a hotel/restaurant facility to stimulate the local economy. Rather, the environmental review must: 1) focus on "resource impacts" as indicated on the ESF (Step 6), including the loss of public park land and recreation opportunities (ESF A-15), and 2) the impacts of creating new replacement park land and replacement recreation opportunities. A separate ESF must be generated for the converted park area and each replacement site. Section 6(f)(3) conversions always have more than minor impacts to outdoor recreation (ESF A-15) as a result of loss of parkland requiring an EA, except for "small" conversions as defined in the LWCF Manual Chapter 8.

For NPS review and decision, the following elements are required to be included in the State's completed conversion proposal to be submitted to NPS:

1. A letter of transmittal from the SLO recommending the proposal.
2. A detailed explanation of the sponsor's need to convert the Section 6(f) parkland including all efforts to consider other practical alternatives to this conversion, how they were evaluated, and the reasons they were not pursued.
3. An explanation of how the conversion is in accord with the State Comprehensive Outdoor Recreation Plan (SCORP).
4. Completed "State Appraisal/Waiver Valuation Review form in Step 7 for each of the converted and replacement parcels certifying that the appraisals meet the "Uniform Appraisal Standards for Federal Land Acquisitions." States must retain copies of the appraisals/waiver valuations and make them available for review upon request.
5. For the park land proposed for conversion, a detailed description including the following:
 - a. Specific geographic location on a map, 9-digit zip code, and name of park or recreation area proposed for conversion.
 - b. Description of the area proposed for the conversion including the acreage to be converted and any acreage remaining. For determining the size of the conversion, consider not only the physical footprint of the activity precipitating the conversion, but how the precipitating activity will impact the entire 6(f) park area. **In many cases the size of the converted area is larger than the physical footprint.** Include a description of the recreation resources, facilities, and recreation opportunities that will be impacted, displaced or lost by the proposed conversion. For proposals to partially convert a Section 6(f) park area, the remaining 6(f) park land must remain recreationally viable and not be impacted by the activities that are precipitating the conversion. If it is anticipated that the precipitating activities impact the remaining Section 6(f) area, the proposed area for the conversion should be expanded to encompass all impacted park land.
 - c. Description of the community and population served by the park, including users of the park and uses.
 - d. For partial conversions, a revised 6(f) map clearly indicating both the portion that is being converted and the portion remaining intact under Section 6(f).
6. For each proposed replacement site:
 - a. Specific geographic location on a map, 9-digit zip code, and geographical relationship of converted and replacement sites. If site will be added to an existing public park/outdoor recreation area, indicate on map.
 - b. Description of the site's physical characteristics and resource attributes with number and types of resources and features on the site, for example, 15 acres wetland, 2,000 feet beachfront, 50 acres forest, scenic views, 75 acres riparian, vacant lot, special habitat, any unique or special features, structures, recreation amenities, historic/cultural resources, hazardous materials/contamination history, restrictions, institutional controls, easements, rights-of-way, overhead/underground utilities including overhead wires, towers, etc.
 - c. Identification of the owner of the replacement site and its recent history of use/function up to the present.


- d. Detailed explanation of how the proposed replacement site is of reasonably equivalent usefulness and location as the property being converted, including a description of the recreation needs that will be met by the new replacement parks, populations to be served, and new outdoor recreation resources, facilities, and opportunities to be provided.
 - e. Identification of owner and manager of the new replacement park?
 - f. Name of the new replacement park. If the replacement park is added to an existing public park area, will the existing area be included within the 6(f) boundary? What is the name of the existing public park area?
 - g. Timeframe for completing the new outdoor recreation area(s) to replace the recreation opportunity lost per the terms of conversion approval and the date replacement park(s) will be open to the public.
 - h. New Section 6(f) map for the new replacement park.
7. NEPA environmental review, including NHPA Section 106 review, for both the converted and replacement sites in the same document to analyze how the converted park land and recreational usefulness will be replaced. Except for "small" conversions (see LWCF Manual Chapter 8), conversions usually require an EA.

Proceed to Steps 5 through 7 

C. Proposal for a Public Facility in a Section 6(f) Area

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. In summary, NPS must review and decide on requests to construct a public indoor and/or non-recreation facility within a Section 6(f) area. In certain cases NPS may approve the construction of public facilities within a Section 6(f) area where it can be shown that there will be a net gain in **outdoor recreation** benefits and enhancements for the entire park. In most cases, development of a non-recreation public facility within a Section 6(f) area constitutes a conversion. For NPS review, the State/sponsor must submit a proposal to NPS under a letter of transmittal from the SLO that:

- 1. Describes the purpose and all proposed uses of the public facility such as types of programming, recreation activities, and special events including intended users of the new facility and any agency, organization, or other party to occupy the facility. Describe the interior and exterior of the facility, such as office space, meeting rooms, food/beverage area, residential/lodging area, classrooms, gyms, etc. Explain how the facility will be compatible with the outdoor recreation area. Explain how the facility and associated uses will significantly support and enhance existing and planned outdoor recreation resources and uses of the site, and how outdoor recreation use will remain the primary function of the site. (The public's outdoor recreation use must continue to be greater than that expected for any indoor use, unless the site is a single facility, such as a swimming pool, which virtually occupies the entire site.)
- 2. Indicates the exact location of the proposed public facility and associated activities on the site's Section 6(f) map. Explain the design and location alternatives considered for the public facility and why they were not pursued.
- 3. Explains who will own and/or operate and maintain the facility? Attach any 3rd party leases and operation and management agreements. When will the facility be open to the public? Will the facility ever be used for private functions and closed to the public? Explain any user or other fees that will be instituted, including the fee structure.
- 4. Includes required documents as a result of a completed NEPA process (Steps 5 – 7).


Proceed to Steps 5 through 7 

Step 4. Proposals for Temporary Non-Conforming Use, Significant Change in Use, and Sheltering Facilities
(See LWCF Manual for guidance)

A. Proposal for Temporary Non-Conforming Use

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decided on requests for temporary uses that do not meet the requirements of allowable activities within a Section 6(f) area. A temporary non-conforming use is limited to a period of six months (180 days) or less. Continued use beyond six-months will not be considered temporary, and may result in a Section 6(f)(3) conversion of use requiring the replacement of converted parkland. For NPS review, describe the temporary non-conforming use (activities other than public outdoor recreation) in detail including the following information:


- 1. A letter of transmittal from the SLO recommending the proposal.
- 2. Describe in detail the proposed temporary non-conforming use and all associated activities, why it is needed, and alternative locations that were considered and why they were not pursued.
- 3. Explain length of time needed for the temporary non-conforming use and why.
- 4. Describe the size of the Section 6(f) area affected by the temporary non-conforming use activities and expected impacts to public outdoor recreation areas, facilities and opportunities. Explain efforts to keep the size of the area impacted to a minimum. Indicate the location of the non-conforming use on the site's 6(f) map.
- 5. Describe any anticipated temporary/permanent impacts to the Section 6(f) area and how the sponsor will mitigate them during and after the non-conforming use ceases.
- 6. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7 

B. Proposal for Significant Change in Use

Prior to developing the proposal, you must consult the LWCF Manual for complete guidance. NPS approval must be obtained prior to any change from one eligible use to another when the proposed use would significantly contravene the original plans or intent for the area outlined in the original LWCF application for federal assistance. Consult with NPS for early determination on the need for a formal review. NPS approval is only required for proposals that will significantly change the use of a LWCF-assisted site (e.g., from passive to active recreation). The proposal must include and address the following items:

1. A letter of transmittal from the SLO recommending the proposal.
2. Description of the proposed changes and how they significantly contravene the original plans or intent of LWCF agreements.
3. Explanation of the need for change in use and how the change is consistent with local plans and the SCORP.
4. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7 

C. Proposal for Sheltering Facilities

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decide on all proposals to shelter an existing outdoor recreation facility or construct a new sheltered recreation facility within a Section 6(f) area regardless of funding source. The proposal must demonstrate that there is an increased benefit to public recreation opportunity. Describe the sheltering proposal in detail, including the following:

1. A letter of transmittal from the SLO recommending the proposal.
2. Describe the proposed sheltered facility, how it would operate, how the sheltered facility will include recreation uses that could typically occur outdoors, and how the primary purpose of the sheltered facility is recreation.
3. Explain how the sheltered facility would not substantially diminish the outdoor recreation values of the site including how the sheltered facility will be compatible and significantly supportive of the outdoor recreation resources present and/or planned.
4. Explain how the sheltered facility will benefit the total park's outdoor recreation use.
5. Describe efforts provided to the public to review the proposal to shelter the facility and has local support.
6. Document that the sheltered facility will be under the control and tenure of the public agency which sponsors and administers the original park area.
7. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7 

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 . 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.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s)

along with this PD/ESF must be included in the submission for NPS review.

Proceed to Steps 6 through 7 

Step 6. Environmental Screening Form (ESF)

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to the NPS. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary; or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission to the NPS. If an EIS may be required, the State must request NPS guidance on how to proceed.

The scope of the required environmental analysis will vary according to the type of LWCF proposal. For example, the scope for a new LWCF project will differ from the scope for a conversion. Consult the LWCF Manual for guidance on defining the scope or extent of environmental analysis needed for your LWCF proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of LWCF action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and be invited to participate in scoping out the proposal (see LWCF Manual Chapter 4). At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to NPS for federal review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS. Consult the LWCF Manual for further guidance on LWCF and NEPA. 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.

Two of the environmental resource topics require additional documentation and/or consultation with a state or federal resource agency:

1. Section 106 of National Historic Preservation Act (NHPA) requires federal agencies to consider the effects on these resources of projects they carry out, approve or fund. The State Historic Preservation Office (SHPO) is the agency authorized for ensuring Section 106 compliance. To initiate a Section 106 Review, submit a Section 106 Project Information Form to SHPO. Instructions for completing and submitting the form are found at <https://dnr.mo.gov/shpo/sectionrev.htm>. The form is a fillable PDF requiring Adobe Acrobat Reader, available as a free download from <https://get.adobe.com/reader/>. You will also be required to submit topographic maps of the site, project plans and photos of any existing structures. If the information you provided is sufficient to make a determination, SHPO will send you a Cultural Resource Assessment that will indicate that no historic properties will be affected. Include a copy of the Cultural Resource Assessment along with the ESF.

If the information you submitted is not sufficient to make a determination, SHPO will send you a letter requesting additional information or may require that a cultural or archaeology survey be conducted by a professional archaeologist or architectural historian. Coordinate with SHPO on the requirements of the survey and completing a Section 106 Survey Memo Form. Once the survey has been completed and reviewed by SHPO, indicate the determination results from the survey and attach the concurrence letter from SHPO. If your project has an adverse effect determination, further consultation between SHPO, your organization, the Grants Management Section staff with Missouri State Parks and the NPS is required. A Memorandum of Agreement (MOA) between your organization and SHPO may be required,

outlining avoidance measures. Attach a copy of any coordination correspondence, including a MOA if required, to the ESF. On a separate sheet, list any commitments required by SHPO for avoiding resource damage or, if avoidance measures are outlined in a MOA, indicate, "See attached MOA." The Section 106 Review must be satisfactorily completed before the ESF can be approved, which means that an effect determination must be made and a MOA executed (if necessary).

2. The Endangered Species Act (ESA) requires that federal agencies, in consultation with the U.S. Fish and Wildlife Service (USFWS), ensure that any actions they fund, authorize, or carry out will not jeopardize the continued existence of federally-listed threatened or endangered (T&E) species or destroy or adversely modify designated habitat critical to those species. For the ESA, the following effect determinations are made: "No Effect," "May Affect, Not Likely to Adversely Affect," and "May Affect, Likely to Adversely Affect." To evaluate the project's impact to federally-listed T&E species or their habitat, use the USFWS's Information for Planning and Conservation (IPaC) search tool to request an official species list of T&E species and the presence of critical habitat that should be considered when evaluating the potential impacts of your project. The IPaC search tool can be found at <https://ecos.fws.gov/ipac/>, and will require you to enter information about your project and delineate your project's boundaries on an online map. You will need to request an Official Species List, which will be generated automatically and emailed to you. Attach a copy of the official species list to the ESF.

In addition to determining your project's impact on federally listed T&E species, you must also determine its impact on state-listed endangered species or species and habitats of conservation concern by entering your information into the Missouri Natural Heritage Review Website (<https://naturalheritagereview.mdc.mo.gov/>). You will need to follow the website's instructions for creating a user login and password, and for entering your project information and project boundary. The Missouri Department of Conservation (MDC) will email you a Natural Heritage Review Report, which must also be attached the ESF.

After a review of the species and habitats listed on the Official Species List and Natural Heritage Report that have potential to be located your project area, you must conduct an evaluation to determine if your project may impact those species or their habitats. You must indicate on a separate sheet of paper whether or not impacts are anticipated and you must summarize your project impacts, for each species listed.

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.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 9.	Not Applicable - Resource does not exist	No/Negligible Impacts - Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS 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, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc. <i>Most conversions exceed minor impacts. See Step 3.B</i>					
16. Accessibility for populations with disabilities					
17. Overall aesthetics, special characteristics/ features					
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.					
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure					
20. Minority and low-income populations					
21. Energy resources (geothermal, fossil fuels, etc.)					
22. Other agency or tribal land use plans or policies					
23. Land/structures with history of contamination/hazardous materials even if remediated					
24. Other important environmental resources to address.					

B. Mandatory Criterial <i>If your LWCF proposal is approved, would it...</i>	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			

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:** _____

Step 7. Recommended NEPA Pathway and State Appraisal/Waiver Valuation

First, consult the NPS list of Categorical Exclusions (CEs). If you find your action in the CE list and you have determined in Step 6A that impacts will be minor or less for each applicable environmental resource on the ESF and you answered "no" to all of the "Mandatory Criteria" questions in Step 6B, the proposal qualifies for a CE. Complete the following "State LWCF Environmental Recommendations" box indicating the CE recommendation.

If you find your action in the CE list and you have determined in Step 6A that impacts will be greater than minor or that more data is needed for any of the resources and you answered "no" to all of the "Mandatory Criteria" questions, your environmental review team may choose to do additional analysis to determine the context, duration, and intensity of the impacts of your project or may wish to revise the proposal to minimize impacts to meet the CE criteria. If impacts remain at the greater than minor level, the State/sponsor must prepare an EA for the proposal. Complete the following "State Environmental Recommendations" box indicating the need for an EA.

If you do not find your action in the CE list, regardless of your answers in Step 6, you must prepare an EA or EIS. Complete the following "State Environmental Recommendations" box indicating the need for an EA or EIS.

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	Agency
_____	_____	_____

NOTICES

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the Land and Water Conservation Fund Act of 1965 (54 U.S.C. 2003 et seq.). Your response is required to obtain or retain a benefit. We use this information to obtain descriptive and environmental information about the proposal. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0031 to this collection.

Estimated Burden Statement

Completion times vary widely depending on the use of the form, from approximately 30 minutes to complete the cover page only to 500 hours for a difficult conversion of use. We estimate that the average completion time for this form is 8 hours for an application, 2 hours for an amendment, and 112 hours for a conversion of use, including the time necessary to review instructions gather data and review the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

APPENDIX C. LWCF GRANT APPLICATION GUIDE

2019 Land & Water Conservation Fund Grant Application Guide



Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-751-0848
573-526-4395 (FAX)
lwcf.rtp@dnr.mo.gov



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 \$1.5 million and \$3 million each year. The maximum amount that can be requested and awarded per project is **\$250,000** and the minimum is **\$25,000**.

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 in a state of outdoor recreation 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 24-26.

- 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 26.

- 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, project sponsors 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 the LWCF Project Application and the Project Description/Environmental Screening Form (PD/ESF), postmarked or submitted by **February 15, 2019**.

The Department of Natural Resources is now using an online [Funding Opportunities Portal](#) to receive, award, and manage grants. This system provides project sponsors applying for funding to submit their application, track the status of the award and to submit invoices and reports electronically. Project sponsors must request access to the system in order to submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunities Portal](#).
- Under New User, click the "**Click Here**" link to request an account.
- Complete and submit the **Funding Opportunity Portal Access Request** form.
- Check Outdoor Recreation – State Parks at the bottom of the form, in the section used to indicate the program(s) in which project sponsors are interested in applying for financial assistance. Project sponsors may select other options in addition to Outdoor Recreation – State Parks.

This form may take 24 to 48 hours to process. Once processed, project sponsors will receive an email with log on credentials. Please see Appendix 6 for instructions on using the Funding Opportunities Portal.

If you are unable to access the Funding Opportunities Portal submit **two copies** of the completed application and **one** copy of the Proposal Description/Environmental Screening Form (PD/ESF) to the address below:

Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: LWCF/RTP Planner
PO Box 176
Jefferson City, MO 65102-0176

Application packets must be submitted or postmarked on or before February 15, 2019. For questions about an application packet or the process, call (573) 751-0848 or (573) 522-8191 or email lwcf.rtp@dnr.mo.gov.

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 GMS staff 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 DSP Director, who is also the LWCF State Liaison Officer (SLO). After the DSP Director reviews and approves the projects, they are then submitted to the NPS 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 Proposal 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 MoDNR 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 FY2019 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 results in 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 1, 2019.
- 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 pages 8-9 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 a complete application and the PD/ESF via the online Funding Opportunities Portal (see pages 4-5).

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.
- 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 10.
- 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 15.
- 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 the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act of 1970 (Uniform Act). This act has additional compliance requirements, so it's important to contact GMS 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 16 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.

- ❑ **E-Verify (Affirmation of Enrollment and Participation in a Federal Work Authorization Program):** As a condition for the award of any grant by MoDNR to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company’s name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization (sample included on page 10-13). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov).

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)

BY: _____
(SIGNATURE)

(SEAL)

EXHIBIT
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The project sponsor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (**Company/Individual Name**) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (**Company/Individual Name**) is awarded a Land and Water Conservation Fund Grant for _____ (**Project Title**) and if the business status changes during the project period to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to proceeding with the project as a business entity, _____ (**Company/Individual Name**) agrees to complete Box B, comply with the requirements stated in Box B and provide the Department of Natural Resources, Division of State Parks with all documentation required in Box B of this exhibit.

Authorized Representative’s Name (Please Print)

Authorized Representative’s Signature

Company Name (if applicable)

Date

EXHIBIT 1, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the project sponsor must perform/provide each of the following. The project sponsor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the project sponsor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed, at minimum, by the project sponsor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the project sponsor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The project sponsor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (**Name of Business Entity Authorized Representative**) as _____ (**Position/Title**) first being duly sworn on my oath, affirm _____ (**Business Entity Name**) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the proposed Land and Water Conservation Fund project with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (**Business Entity Name**) does not and will not knowingly employ a person who is an unauthorized alien in connection with the proposed Land and Water Conservation Fund project for the duration of the project period, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
Signature of Notary	Date

EXHIBIT 1, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Land and Water Conservation Fund project with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor’s name and the MOU signature page completed and signed by the project sponsor’s and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted:

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____
(if known)

Authorized Business Entity Representative’s
Name (Please Print)

Authorized Business Entity
Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

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

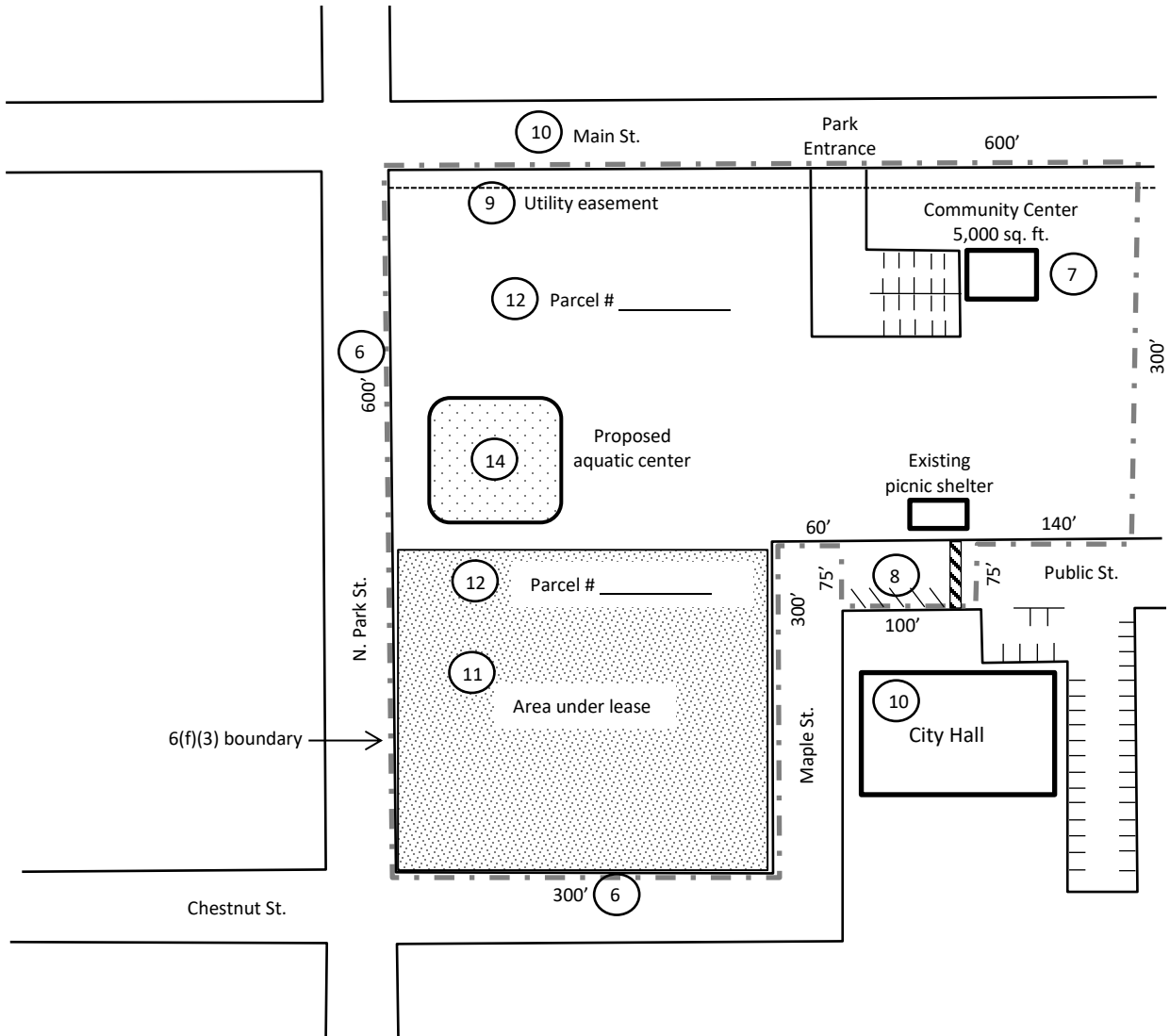
When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under Section 6(f)(3) of the LWCF program. **Land identified within the Section 6(f)(3) boundary must be retained in perpetuity for public outdoor recreation 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

5 _____
Date of map preparation

13 _____
Latitude & longitude of park entrance

15 _____
6(f)(3) boundary acreage

SECTION V. GRANT APPLICATION INSTRUCTIONS

- A) **Step One:** Complete an electronic application by answering each question as fully as possible without exceeding the space allocated for the question – please do not include supplemental answer sheets.

An electronic application form has been created for your convenience at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Project sponsors will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once a project sponsor has filled out the form, he/she will need to save it to their computer and upload it to the Funding Opportunities Portal. Project sponsors may send their draft application to GMS staff for a courtesy review, if submitted by February 1, 2019.

- B) **Step Two:** An electronic Word version of the Proposal 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 possible and use supplemental sheets as necessary. Once project sponsors have filled out the form, they will need to save it to their computer and print it off. **Hand-written forms will not be accepted.** Submit **one** copy of the form with the application.

- C) **Step Three:** Upload the application and supporting documentation in the Funding Opportunities Portal. If submitting a hard copy, mail two copies of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before February 15, 2019. Project sponsors submitting hard copies are encouraged to make double-sided copies to conserve on paper and space.

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

- D) **Step Three:** Use the Supporting Documentation Checklist on pages 8-9 and the 6(f)(3) Boundary Map Checklist on page 17 to ensure that the application packet is complete. For any hard copy application, 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 two copies are included. Project sponsors submitting in hard copy are **strongly** encouraged to use tabs or a similar method to organize their application packets and label the required supporting documentation. For questions about an application packet or the process, call (573) 751-0848 or (573) 522-8191 or email lwcf.rtp@dnr.mo.gov.

- E) **Step Four:** Submit your application in the Funding Opportunities Portal or mail two hard copy the application packets 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 17 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 \$25,000. 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 (<https://www.census.gov/sipp/>). 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 pages 8-9. 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 pages 8-9). 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.” Title II 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 <https://corpsnetwork.org/members-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 pages 8-9 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 pages 8-9 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 \$25,000. 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:
 - o 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 pages 8-9 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 pages 8-9 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.

Grant Tracking System (SalesForce) User Guide - Entities

This system is used for the entire grant life cycle and is used for both federal funds and state funds. This system will assist in managing the grant program (the source of the incoming funds) as well as the issuance of the funds to include the solicitation process, funding request (entered manually or entered by the entity), invoice and report submittal by entity, invoice payment, and other grant reporting and monitoring.

Entity Portal Access

- Entities will learn of the funding opportunity either by an email by the program or they will go to the Department Grants and Loans page and see information about the funding opportunity. When they review the information on the Grants and Loans page about applying for the funding opportunity, they will be directed to the Funding Opportunities Portal (link is above) or there is also a link on the Department Grants and Loans page. Before they can access the portal, they must obtain a user id and password.
- To request access to the Funding Opportunities Portal without an email go to:
 - DNR.mo.gov
 - Select ‘Online Services’
 - Under the first section ‘Multi-use’ click on ‘Funding Opportunities Portal’
 - Existing user: go ahead and log in
 - New User: To request access to the Funding Opportunities Portal, the entity will click the “**Click here**” link under **New User**
 - This will bring you to the Funding Opportunities Portal Access Request form


Funding Opportunities Portal

A screenshot of the Funding Opportunities Portal login page. The page is dark blue with white text. On the left side, there are three input fields: "Email Address", "Password", and a "Login" button. On the right side, there is a red arrow pointing down to the text "New User?". Below this, there is a link "Click here to request an account." and another link "Click here to learn more." under the heading "Funding Opportunities Information".

[Forgot Your Password?](#)

- Funding Opportunities Portal Access Request form – Whether the Entity requests access on their own, through the DNR website, or via an email from DNR containing a link, you will be taken to the Funding Opportunities Portal Access Request form.
 - Please complete as much information as possible.
 - This is where you will indicate which program(s) you are interest in applying for financial assistance.
 - The individual’s name indicated as the Contact Name will be the person granted access to the system, using the email address provided.
 - DUNS numbers are need for federal funding.
- The entity will be presented with the following **form** which they must complete and then click the **Submit** button. This form will be routed to Administrative Support staff that will set up the user. Once set up, the user will receive an email with their user id and password.

Funding Opportunity Portal Access Request

You can now electronically submit your responses for available financial assistance from the Department of Natural Resources through this funding opportunity portal. This method is easy, convenient, and provides the user the ability to submit funding request information as well as reports and reimbursement requests electronically. For guidance on establishing access and using the portal, please see the [Instructions](#)  for submitting a Funding Opportunity Proposal.

Entity Information

Entity Name *

Telephone Number *

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

Fax Number

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

Street Address

City

State

Zip Code

Mailing Address

City

State

Zip Code

Federal ID Number

DUNS Number

[Legislator Lookup](#)

Senate District Number



House District Number



County



Fiscal Year Start

Month

Day

Contact Information

Contact Name *

First Last

Title

Telephone Number *

 - -

####

Mobile Phone Number

 - -

####

Fax Number

 - -

####

Email *

Street Address

City

State

Zip Code

Mailing Address

City

State

Zip Code

Indicate the programs(s) which you are interested in applying for financial assistance: *

- Air Quality
- Hazardous Waste
- Historic Preservation
- Outdoor Recreation – State Parks
- Soil and Water Conservation
- Solid Waste Management
- Water Protection

- User should log on to ensure their **user id** and **password** work. Once logged on, they will see their home page which will look similar to this:

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
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Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
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Entities' Home Screen

- The entities' Home screen will update as different activities take place. Initially, the only section that may have information will be the **Available Grant Programs** section. This section will display all open funding requests for programs that an entity requested when requesting access to the system. If an individual wants to apply for a funding opportunity that is open and they are not able to view it, they should **submit an email** to DNR.fundingopportunityrequest@dnr.mo.gov and staff will adjust their access.
- Once an entity submits a funding request, summary information about that request will populate in the **Active Funding Requests** section. Users should watch this page to look for changes in the status of their request.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00		Application Submitted		Not Available

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice

- Once the status changes to **Awarded**, the **flag** will turn green and the link to submit an invoice will become active and change to **Submit Invoice**.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice

- If an entity has submitted invoices through this portal, invoice information will appear in the **Submitted Invoices** section.

Funding Request Submittal

- When the entity is ready to submit their application for a funding opportunity, they need to log into the Funding Opportunity Portal with their **userid** and **password**.
- They will be taken to their home screen.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES
GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
----------------------	---------------	----------------------------	------------------	-----------------	--------	------------------	-----------

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
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- They must review the section Available Grant Programs to locate the applicable grant program that is offering the funding opportunity. If the funding opportunity they are looking for is not listed, they need to contact DNR.fundingopportunityrequest@dnr.mo.gov and provide their entity and contact name. Administrative Support staff will verify they are registered for the proper programs and if necessary, adjust their entity record.
- To apply for the funding opportunity, the entity will click the **View Record** link to the left of the **Program Title** they are interested in.
- The screen will display information similar to this:

Scott Approval Test Record

Hide Feed

Post File Question More

Write something...

Share Follow

Followers

No followers.

Show All Updates

There are no updates.

Notes & Attachments (0) | Approval History (5)

Grant Program Detail

Liquidation Date 9/30/2020 [Begin Application](#)

Grant Title Scott Approval Test Record Funding Request Status Open for Applications

Program Description

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund launched the LWCF State Assistance Program, which 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 nonfederal investments in the protection and maintenance of recreation resources across the United States.

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.

Types of Assistance

How to Qualify

To ensure that all eligible political subdivisions are informed of the availability of federal funding assistance, information is posted on the Division of State Parks' website (<https://www.mostatoparks.com/page/55065/outdoor-recreation-grants>). Information posted includes a description of the LWCF program; eligibility requirements; a web link to the SCORP (<https://mostatoparks.com/page/55072/facts-and-figures>) and the process for submitting a project application, including a copy of the application (Appendix A); a copy of the federally required Project Description/Environmental Screening Form (Appendix B); and a copy of the LWCF Project Application Guide (Appendix C).

Project applications for LWCF assistance are reviewed by GMS staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with LWCF program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix E) has been developed by GMS staff to assist in the priority ranking process.

The Missouri Department of Natural Resources, Division of State Parks, is pleased to announce that the 2018 grant rounds for the Land & Water Conservation Fund (LWCF) are now open. LWCF grants are available to cities, counties and public school districts to be used for outdoor recreation projects. For more information about this program, to download the grant applications, and to register for a grant application workshop, visit <https://mostatoparks.com/page/55065/outdoor-recreation-grants>. For questions, contact grants management staff at lwcfrtp@dnr.mo.gov. Deadline to apply is February 16, 2018.

General Notes

- The entity will review the information. If they decide they want to apply for the funding, they click the **Begin Application** button.



- The entity must enter a **title** for their project and click **Next**.

Home Grant Management Training Guides Chatter

Next

What is the name of your project

Next

- The entity must provide a **summary** of their project. They may copy/paste into this field. A detailed scope should be provided as an attachment. When finished, click **Next**.

This screenshot shows a form with a text area for providing a detailed description of the project. The text area is currently empty. There are 'Previous' and 'Next' buttons in the top right corner and bottom right corner of the form.

- The entity must indicate if the project will include **research and development** and click **Next**.

This screenshot shows a form with a dropdown menu for the question 'Does your project include research and development'. The dropdown is currently set to 'No'. There are 'Previous' and 'Next' buttons in the top right corner and bottom right corner of the form.

- If **Yes** was selected, the entity will go to this screen and provide **details** about the research and development activities that are included with the project. When finished, click **Next**. If **No** was selected, they will skip this screen.

This screenshot shows a form with a text area for providing research and development comments. The text area is currently empty. There are 'Previous' and 'Next' buttons in the top right corner and bottom right corner of the form.

- Click the **Finish** button to go to the Budget page.

This screenshot shows a form with the instruction 'Please click Finish to continue to add budget line items.' There are 'Previous' and 'Finish' buttons in the top right corner and bottom right corner of the form.

- The following page will be displayed. The entity must enter their **budget line information**. They need to enter **amounts** for all applicable sections and have the option to **add description** information about each budget line requested. When finished, click **Next**.
 - Grant Budget Amount – is the amount the grant (state or federal) will cover
 - Entity Match – is the amount the entity will contribute
 - Donation Match – is the amount that will be donated
 - The 3 combined equals the total budget of the project.

Type	Grant Budget Amount	Entity Match	Donation Match	Description
Contracts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fringe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PSD/Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


- The entity needs to review the application packet and ensure all required forms and documentation is complete and included in their submittal documentation. Documentation should also be in the order as stated in the application packet. If possible, documents should be scanned into one document. If unable to do this, name each document so it is identifiable to reviewers. Required documentation will be listed on the page below.
- In order to attach documents, the entity should open their **Windows Explorer** and locate their **documents**. They need to **click** on each document or if they are in a folder, they may **click** on the **folder**. Multiple documents can be uploaded at one time. Once the documents are selected, **drag and drop** them into the **drag and drop area**. There may be a couple of seconds delay. When finished, click **Next**.

If for some reason the entity is not able to drag and drop their files, skip this step by clicking **Next**. Another method for uploading documents will be described later in this document.

[Back](#) [Next](#)

Required Document

Upload Attachments



DRAG & DROP

Upload Document Here

- The entity must review the **three statements** on the next screen and **check** the boxes. When finished, the entity clicks **Submit Application**.

The persons signing this Agreement have read and understand the Terms and Conditions for this Agreement.	<input type="checkbox"/>
The persons signing this Agreement each represent that they are duly authorized, with full authority to bind the Parties. The Parties agree that the encrypted digital signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.	<input type="checkbox"/>
The persons signing this Agreement understands to add all required attachments.	<input type="checkbox"/>

[Submit Application](#)

- After the entity submits their application, a Funding Request summary page will appear. The entity has the ability to modify their information or to add documents if they need to on this screen.

Funding Request
Test Funding Request

Printable View

[Hide Feed](#)

Post | File | Question | More ▾

Write something...

Share

+ Follow

Followers

No followers.

🔍 Show All Updates ▾

There are no updates.

[Notes & Attachments \(4\)](#) | [Budgets \(3\)](#) | [Invoices \(0\)](#) | [Approval History \(0\)](#)

Funding Request Detail

Edit

Project Title	Test Funding Request	Status	Application Submitted
Grant Program	Scott Approval Test Record	Status Indicator	
Entity	Tammy L Wilson Company	Date Application Submitted	6/21/2018
Terms and Conditions	<input type="checkbox"/>	Award Date	
Electronic Signature Clause	<input type="checkbox"/>	Pre-Award Amount	
Attachments Required	<input type="checkbox"/>	Amount Approved	
Grant Amount Requested (per Budget)	\$32,000.00	Grant Remaining Funds	\$0.00
Entity Match Total (per Budget)	\$5,000.00	Entity Match Remaining Funds	\$5,000.00
Donated Match (per Budget)	\$0.00	Donated Match Remaining Funds	\$0.00
Grantee Total Match	\$5,000.00	Total Match Remaining Funds	\$5,000.00
Indirect Cost Rate for Grantee			
PO Code			
PO Number			
PO Line Number			

Fiscal Year Summary

Fiscal Year: Beginning Month	July	Fiscal Year: Ending Month	June
Fiscal Year: Beginning Day	1	Fiscal Year: Ending Day	30

Project Information

Project Number	
Project Period Start Date	
Project Period End Date	
Scope of Work	The project's goal is to determine methods to minimize DBP formation at public water supply systems in Missouri to improve drinking water quality. This Agreement allows for collaboration between cutting edge research capabilities of the University and the real life emerging contaminant issues experienced by two Missouri drinking water systems: Concordia and Archie. Additionally, with the assistance of the University, water plant treatment process studies for DBPs has helped optimize treatment strategies and with the overall increase in the compliance rate that we continually try to improve. The continued research under this contract will help with treatment strategies for an emerging brominated species of DBPs causing noncompliance in a group of Missouri water systems.
Research & Development	Yes
If Yes, Add Comments	

Key Contacts

Project Contact	Leigh Ann Wilbers	Funding Request Manager	
Project Contact Phone	(573) 659-7886	Funding Request Manager Phone	
Project Contact Email	nellysunshine4@live.com	Funding Request Manager Email	

Grant Budget Summary: Budgets, Budget Balances, Approved Expenditures

Budget Period Start Date			
Budget Period End Date			
Contract Budget	\$5,000.00	Contract Expenditures Approved	\$0.00
Contract Remaining Funds	\$5,000.00		
Equipment Budget	\$2,000.00	Equipment Expenditures Approved	\$0.00
Equipment Remaining Funds	\$2,000.00		
Fringe Budget	\$0.00	Fringe Expenditures Approved	\$0.00
Fringe Remaining Funds	\$0.00		
Indirect Budget	\$0.00	Indirect Expenditures Approved	\$0.00
Indirect Remaining Funds	\$0.00		
Personnel Budget	\$25,000.00	Personnel Expenditures Approved	\$0.00
Personnel Remaining Funds	\$25,000.00		
PSD/Construction Budget	\$0.00	PSD/Construction Expenditures Approved	\$0.00
PSD/Construction Remaining Funds	\$0.00		
Supply Budget	\$0.00	Supply Expenditures Approved	\$0.00
Supplies Remaining Funds	\$0.00		
Travel Budget	\$0.00	Travel Expenditures Approved	\$0.00
Travel Remaining Funds	\$0.00		
Other Budget	\$0.00	Other Expenditures Approved	\$0.00
Other Remaining Funds	\$0.00		
Total Budget	\$32,000.00	Total Expenditures Approved	\$0.00

General Summary of Other Action Items

Total Number of Amendments	0	Total Number of Monitoring Sessions	0
Total Number of Environmental Reviews	0	Total Number of Audits Conducted	0

System Information

Created By [Leigh Ann Wilbers](#), 6/21/2018 4:05 PM Last Modified By [Leigh Ann Wilbers](#), 6/21/2018 4:30 PM

[Edit](#)

Notes & Attachments

[New Note](#) | [Attach File](#) | [View All](#)

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MST FY19_060318Final.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	DUNS info 2018_05_02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	P10190 Budget_MDNr_rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	dnr-federal-assistances-agreement-general-terms-and-conditions 12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers

Budgets		New Budget				
Action	Link to Budget Record	Type	Grant Budget Amount	General Description	Approved for Expenditure Payment Total	Grant Budget Balance
Edit Del	Budget Item - 001068	Contracts	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001069	Equipment	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001070	Fringe	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001071	Indirect	\$3,000.00		\$0.00	\$3,000.00
Edit Del	Budget Item - 001072	Personnel	\$20,000.00		\$0.00	\$20,000.00

[Show 2 more >](#) | [Go to list \(7\) >](#)

Grantee Reports or Tasks				
Action	Link to Report or Task Record	Report or Task	Frequency	Description
	Grantee Report/Task-000834	Performance Report	Quarterly	
	Grantee Report/Task-000835	Technical Report	Final	

Invoices		New Invoice	
No records to display			

Attaching Documents – Adding Notes

- If the entity needs to attach their documents initially or they need to add documents, they click the **Attach File** button in the Notes and Attachments section. Another option is to hover over the **Notes and Attachments** link at the top and click **Attach File**.

[Notes & Attachments \(4\)](#) | [Budgets \(3\)](#) | [Invoices \(0\)](#)

Notes & Attachments		New Note			Attach File	View All
Action	Type	Title	Last Modified	Created By		
Edit View Del	Attachment	MST FY19_060318Final.doc	6/21/2018 4:25 PM	Leigh Ann Wilbers		
Edit View Del	Attachment	DUNS info 2018_05_02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers		
Edit View Del	Attachment	P10190 Budget MDNR rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers		
Edit View Del	Attachment	qnr-federal-assistances-agreement-general-terms-and-conditions_12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers		

- The following window will open. To attach documents, click **Attach File**. The entity will browse for the document(s) they need to upload, select it, click **Open**, and click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.



Attach File to Funding Request Test Funding Request

1. Select the File

Type the path of the file or click the Browse button to find the file.

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

- If the entity needs to add a note, they may click on the **New Note** button in the Notes and Attachments section.

Notes & Attachments				
<input type="button" value="New Note"/> <input type="button" value="Attach File"/> <input type="button" value="View All"/>				
Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MST FY19 060318Final.doc	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	DUNS info 2018 05 02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	P10190 Budget MDNR rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	dnr-federal-assistances-agreement-general-terms-and-conditions 12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers

- The entity will indicate if the note is **private** or not, provide a **title** for the note, and then add the note in the **description** box. When finished, the entity will click **Save**. If the note is marked private, it will not be visible to the Department.



Note Edit

Test Funding Request

Note Edit
Save Cancel

Note Information

Private

Title

Body

Save
Cancel


Budget Modifications

- If after the entity submits their initial funding request and they notice something is incorrect with their budget information, they have the ability to modify the budget information by going to the **Budgets** section or using the **Budgets link** at the top of the summary page.
- Within the **Budgets** section, an entity may **edit**, delete or **add** budget information by clicking on the appropriate buttons. To view a specific budget line, the entity may click on the **Link to Budget Record** of the budget link they want to review.

Budgets		New Budget				
Action	Link to Budget Record	Type	Grant Budget Amount	General Description	Approved for Expenditure Payment Total	Grant Budget Balance
Edit Del	Budget Item - 001063	Contracts	\$5,000.00	Contract for some type of service	\$0.00	\$5,000.00
Edit Del	Budget Item - 001064	Equipment	\$2,000.00	Need to rent heavy equipment	\$0.00	\$2,000.00
Edit Del	Budget Item - 001065	Personnel	\$25,000.00	Staff time	\$0.00	\$25,000.00

- If an entity is reviewing a budget record, the screen will look similar to the one below. The entity may edit this record by clicking the **Edit** button, may copy the record by clicking the **Clone** button, or may delete the record by clicking the **Delete** button. The entity must click either the “**Back to Funding Request**” link at the top or click on the **Funding Request** name within the Budget Detail information to return to the funding request page.

Home Grant Management Training Guides Chatter

[Back to Funding Request: Test Funding Request](#) 

Budget
Budget Item - 001065

Hide Feed

Post File Question More

Write something... Share Follow



Followers

No followers.


Show All Updates

There are no updates.

[Back to Funding Request: Test Funding Request](#)

Expenditures  | Notes & Attachments 

Budget Detail Edit Delete Clone

Link to Budget Record	Budget Item - 001065		Funding Request	Test Funding Request
Type	Personnel			
Grant Budget Amount	\$25,000.00		Entity Match Expense Total	\$0.00
Entity Match	\$5,000.00		Donated Match Expense Total	\$0.00
Donated Match				
Total Budget	\$30,000.00			
General Description	Staff time			
Grant Amount Approved for Payment	\$0.00			
Grant Budget Balance	\$25,000.00			
Entity Match Budget Balance	\$5,000.00			
Donated Match Budget Balance	\$0.00			

System Information

Created By [Leigh Ann Wilbers](#), 6/21/2018 4:20 PM Last Modified By [Leigh Ann Wilbers](#), 6/21/2018 4:20 PM

Edit Delete Clone

Expenditures New Expenditure

No records to display

Notes & Attachments New Note Attach File

No records to display

Invoice Submittal

- We are currently working on this portion.

- To submit invoices, the entity will have the invoice (reimbursement request) to be submitted and all necessary documentation saved electronically on their computer. They will click the **Submit Invoice** link from their home screen.
- The entity will enter the **Invoice Number**, indicate the **amount** for each budget category the invoice is for including any match amounts, a **description** may be entered of the expense. When all information is completed, the entity will click the **Submit Invoice** button.

Invoice Details

Invoice Total: \$ 0.00

Invoice Number :

Type	Original Budget Amount	Budget Balance	Grant Expense	Entity Expense	Donation Expense	Description	Action
Contracts	\$5,000.00	\$5,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Expenditure"/>
Equipment	\$2,000.00	\$2,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Expenditure"/>
Personnel	\$25,000.00	\$25,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Expenditure"/>

The following window will appear providing a summary of what was entered and provide the ability for the invoice and supporting documentation to be uploaded.

- The entity should open their **Windows Explorer** and locate their **documents**. They need to **click** on each document or if they are in a folder, they may **click** on the **folder**. Multiple documents can be uploaded at one time. Once the documents are selected, **drag and drop** them into the **drag and drop area**. There may be a couple of seconds delay. When finished, click **Save and Exit**.

If for some reason the entity is not able to drag and drop their files, skip this step and click **Save and Exit**. Another method for uploading documents will be described later in this document.


Invoice Details

Invoice Number : Test456 Invoice Total: \$11,000.00

Your invoice has been submitted successfully!

Type	Original Budget Amount	Budget Balance	Expenditure	Description
Contracts	\$5,000.00	\$5,000.00	\$2,000.00	
Equipment	\$2,000.00	\$2,000.00	\$500.00	
Personnel	\$25,000.00	\$25,000.00	\$8,500.00	

Upload Attachments




DRAG & DROP

Upload Document Here

[Save & Exit](#)

- The summary invoice information will populate in the **Submitted Invoices** section of the entities' **Home** screen. The entity may view the invoice information by clicking on the **View Record** link in the **Submitted Invoices** section. If the entity was not able to upload their invoice and supporting documentation by using the drag and drop function, they must click this link to add those documents.




MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

**WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES
GRANT MANAGEMENT SYSTEM**

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
View Record	Test456	\$11,000.00	6/25/2018		\$0.00	Review Invoice

- If the entity needs to upload their invoice and supporting documentation, they may click on the **Notes and Attachments** link at the top or go to the **Notes and Attachments** section and click **Attach File**.

Invoice Invoice-000108 Printable View

Show Feed

Expenditures (3) | Notes & Attachments (1)

Invoice Detail Edit Delete Clone

Link to Invoice Record	Invoice-000108	Owner	Leigh Ann Wilbers [Change]
Invoice Number	Test456	Approved	<input type="checkbox"/>
Date Submitted	6/25/2018		
Invoice Total	\$11,200.00		
Grant Amount	\$11,000.00	Funding Request	Test Funding Request
Approved for Payment	\$0.00	Funding Request Manager	Leigh Ann Corrigan
		Funding Request Manager Email	leighann.corrigan@dnr.mo.gov
Entity Match Amount	\$200.00	Document Number	GS0000000302
Donated Match Amount	\$0.00	Document Number2	GS0000000302
Brief Description		Reference Number	780
SAMI Payment Total	\$0.00		
Scheduled Pay Date			

System Information

Created By [Leigh Ann Wilbers](#), 6/25/2018 11:51 AM Last Modified By [Leigh Ann Wilbers](#), 6/25/2018 11:51 AM

Edit Delete Clone

Expenditures New Expenditure

Action	Expenditure: Link to Expenditure Record	Type	Submission Date	Grant Expense Amount	Approved for Payment	Date Approved
Edit Del	Expenditure Item - 000176	Contracts	6/25/2018	\$2,000.00		
Edit Del	Expenditure Item - 000177	Equipment	6/25/2018	\$500.00		
Edit Del	Expenditure Item - 000178	Personnel	6/25/2018	\$8,500.00		

Notes & Attachments New Note Attach File View All

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MB Addresses.xlsx	6/25/2018 11:59 AM	Leigh Ann Wilbers

[Back To Top](#) Always show me [more](#) records per related list

- Browse for your document and select it, click **Open**, and click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.

Attach File to Invoice Invoice-000108

1. Select the File

Type the path of the file or click the Browse button to find the file.

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

3. Click the Done button to return to the previous page.


(This will cancel an in-progress upload.)

- Entitles will be able to review their home screen to see when the invoice has been approved.

Report Submittal

- Entities should use the portal to submit any reports or information required of them. To submit reports, the entity should click on the **View Record** link in the **Active Funding Requests** section next to the appropriate **Project Title**.


Home Grant Management Training Guides Chatter


WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES

	Program Title	Program	Division
Click to View Record View Record View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Available Grant Programs

Active Funding Requests

	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
Click to View Record View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices

	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
Click to View Record View Record	Test456	\$11,000.00	6/25/2018	First Quarter Reimbursement Request	\$0.00	Review Invoice

- The entity will need to review the reports and tasks that are due in the **Grantee Reports or Tasks** section. To submit the documentation for a specific task or report, the entity must click the **appropriate link** under **Link to Report or Task Record**.

Grantee Reports or Tasks				
Action	Link to Report or Task Record	Report or Task	Frequency	Description
	Grantee Report/Task-000834	Performance Report	Quarterly	
	Grantee Report/Task-000835	Technical Report	Final	

- In the **Notes and Attachments** section of the **Report/Task**, The entity should click the **Attach File** button.

[Back to Funding Request: Test Request #2](#)

[Printable View](#)



Grantee Report/Task-000834

[Back to Funding Request: Test Request #2](#)

[Notes & Attachments \(0\)](#)

Grantee Report or Task Detail

Link to Report or Task Record	Grantee Report/Task-000834	Source of Funds	
Report or Task	Performance Report	Funding Request	Test Request #2
Frequency	Quarterly		
Description			

System Information

Created By [Leigh Ann Wilbers](#), 6/25/2018 4:30 PM

Last Modified By [Leigh Ann Wilbers](#), 6/25/2018 4:30 PM

Notes & Attachments

[New Note](#) [Attach File](#)



No records to display

[Back To Top](#)

Always show me [more records per related list](#)

- The entity needs to have saved the documents on their computer. To attach the documents, they must click **Browse** to locate their document, select it and click **Open**, click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.



Attach File to Funding Request Test Funding Request

1. Select the File

Type the path of the file or click the Browse button to find the file.

[Browse...](#)

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

[Attach File](#)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

[Done](#)

Acceptance of Award

- Once the funding request has been reviewed and approved by DNR, the Entity now needs to access the Funding Opportunities Portal and accept the financial assistance.
- The Entity will receive an email from DNR directing them to access the Funding Opportunities Portal and submit the note indicated in the email for the Funding Request Project. The following email is the template email the Entities will receive from DNR:

Financial assistance is being awarded under the ____ *(Grant Program Name or Description)* ____.

Please access the Department of Natural Resources [Funding Opportunities Portal](#) and do the following:

- Locate your funding request and click the link to view the record.
- Review all information.
- Go to the Notes and Attachments section and click on **New Note**.
- In the title, enter the following: **Acceptance of Funds**.
- In the body, enter the following: **The ____ *(Entity Name)* ____ accepts the financial assistance as stated in the funding request along with all terms and conditions. The person accepting this funding on behalf of ____ *(Entity Name)* ____ represents and warrants that they have full authority, and have obtained all necessary approvals to do so.**
- Click the **Save** button.
- Reply back to this email to let us know to your agreement to the acceptance of funds as stated within 10 business days.

The Funding Opportunities Portal is also used to submit reports and invoices.

If you have questions please contact ____ *(Employee Name)* ____ at ____ *(Phone Number)* ____.

- If the Entity has not already done so, the Entity will need to request access to the Funding Opportunities Portal.
 - Once the Entity has access to the Funding Opportunities Portal under the section Active Funding Request find the relevant funding request and attach the note as described in the email from DNR.

APPENDIX D. GRANT ROUND EMAIL NOTIFICATION EXAMPLE

The Missouri Department of Natural Resources, Division of State Parks, is pleased to announce that the 2019 grant rounds for the Land & Water Conservation Fund (LWCF) and the Recreational Trails Program (RTP) are now open. LWCF grants are available to cities, counties and public school districts to be used for outdoor recreation projects. RTP grants fund trail-related projects and are available to local and state governments, school districts, for-profit and non-profit organizations, and businesses. For more information about either of these programs, to download the grant applications, and to register for a grant application workshop, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>. For questions, contact grants management staff at lwcf.rtp@dnr.mo.gov. Deadline to apply is February 15, 2019.

APPENDIX E. LWCF GRANT APPLICATION SCORING MATRIX

**Land and Water Conservation Fund
FY 2019 Grant Application Score Sheet**

Sponsor:
Project Title:

Application Number:

Project Scope:
Amount Requested:
County:

Application Rank:

GMS Comments:

Grants Management Section Scoring		Points
#14 Project Type	Up to 10 points	
Past LWCF Grant	Up to 5 points	
No Active LWCF Grant	Up to 3 points	
No Withdrawals or Deobligations	Up to 2 points	
No Conversions	Up to 5 points	
Complete Application or Minor Items Incomplete	Complete 5 points Incomplete 3 points	
Grants Management Section Total:	Up to 30 points	
Review Committee Scoring Section		
#18 Unmet Needs	Up to 5 points	
#19 Project Uniqueness	Up to 3 points	
#21 Project Connectivity	Up to 3 points	
#22 Underserved Populations	Up to 5 points	
#23 Age Groups and User Types	Up to 3 points	
#24 Active or Support Amenities	Active 3 points Passive 1 point	
#25 Urgency	Up to 3 points	
#26 SCORP	Up to 4 points	
#27 Master Planning	Up to 3 points	
#28 Public Opinion	Up to 5 points	
#29 Environmental Considerations	Up to 5 points	
#30 ADA	Up to 3 points	
#31 Youth Involvement	Up to 1 point	
#32 Contributions/Partnerships	Up to 4 points	
#33 Project Completion Assurance	Up to 5 points	
#34 Post-Completion Plan	Up to 5 points	
#36 Secured Match	20-29%- 1pts 30-39%- 3pts 40% & up- 5pts	
#37 Detailed Budget	Up to 5 points	
Review Committee Section Total:	Up to 70 points	
Total Score	100 Points	

Please provide feedback on the other side.

Please provide feedback in the following areas for this application:

Application Strengths

--

Application Weaknesses

--

Recommendations for Improvements

--