

LWCF Pre-Application CHECKLIST

The following items will be required as documents to support your application and must be included in your application packet. The Grants Management Section is providing this checklist to assist you in getting an early start on compiling the required documentation for your application packet.

- **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.
- **Financial Assurance Letter** from the sponsoring organization's chief financial officer stating that your organization has the financial capability of completing the proposed project and maintaining it long term.
- **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.
- **Intent to Lease/Sell/Donate Letter** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing an easement. The letter may stipulate that the transfer of land ownership is contingent upon project funding. All acquisition of real property with LWCF funds or as part of a LWCF project, whether through purchase, donation, easement or lease, must comply with a federal law known as the "Uniform Act." This act has additional compliance requirements, so it's important to contact Grants Management Section staff prior to beginning the acquisition process.
- **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.
- **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last 12 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 copy of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- **Project Description/Environmental Screening Form (PD/ESF)**, a federal form required by the National Park Service to help identify a project's potential impact to the environment or any natural, cultural, recreational or historic resources.
- **Section 106 Review** by the State Historic Preservation Office (SHPO) (<http://dnr.mo.gov/shpo/sectionrev.htm>). This is a requirement to submit with the PD/ESF. The review request may take four to six weeks to process, which is why it is recommended to begin the Section 106 Review process early in the planning stages of your project.