

Land and Water Conservation Fund 2015 Grant Application and Guide

Application Deadline: October 1, 2015



Nebraska Game and Parks Commission
Division of State Parks
2200 N. 33rd Street
P.O. Box 30370
Lincoln, Nebraska 68503-0370
(402) 471-5424

Foreword

This guide will provide the Land and Water Conservation Fund applicant (project sponsor) with the forms and instructions necessary to prepare a complete application. Project sponsors must provide all the requested information in this application and guide to be considered for funding. Applications and supporting document are required to be submitted together rather than piecemealed. A checklist has been included at the end of the application to help project sponsors determine if they have met all requirements (Section VI).

In fairness to other applicants that have met all requirements, incomplete or late applications will result in withdrawal of the project for funding consideration. We encourage you to call us with any questions that should arise during preparation of your application.

Applications must be postmarked by October 1, 2015. Hand delivered applications are due in our office by 5:00 p.m., Thursday, October 1, 2015. Submit one original and two copies of the application and all supporting documents along with an electronic copy preferably a PDF (if possible) to:

Nebraska Game and Parks Commission
Schuyler Sampson
2200 N. 33rd Street
P.O. Box 30370
Lincoln, Nebraska 68503-0370

Thank you for your interest in the Land and Water Conservation Fund program. Please contact our office whenever necessary to clarify any matter or requirement of the program at (402) 471-5283 or schuyler.sampson@nebraska.gov

Schuyler Sampson
Recreation Planner

LAND AND WATER CONSERVATION FUND

Program Overview

The Land and Water Conservation Fund is a federal assistance program administered by the National Park Service (NPS) at the federal level. Nebraska Game and Parks Commission (NGPC) administers the fund at the state level through its Planning and Programming Division. By state statute, 60 percent of the funds are passed through to local political subdivisions in the form of 50 percent reimbursement grants for the acquisition, development and/or renovation of public outdoor recreation sites and facilities. No direct contact is maintained between the local project sponsor and NPS. All correspondence must be directed through the Game and Parks Commission Planning and Programming Office.

History

On September 3, 1964, both Houses of Congress passed and signed into law the Land and Water Conservation Fund Act (LWCF) of 1965 (Public Law 88-578, 78 Stat 897). The act was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations ...such quality and quantity of outdoor recreation resources as may be available as necessary and desirable for individual active participation..."

Thus began appropriations for federal projects and matching grants to state and local government for the acquisition and development of public outdoor recreation areas and facilities. Most of the income deposited to the Fund comes from offshore oil leasing revenues, based on the idea of recycling the proceeds of natural resources development back into natural resources protection. While a nonrenewable resource is being used, renewable resources in the form of conservation and recreation lands are increased and enhanced.

Goals of the LWCF State Assistance Program (state and local government matching grants) are to:

- Meet state and locally identified public outdoor recreation resource needs to strengthen the health and vitality of the American People.
- Increase the number of protected state and local outdoor recreation resources and to ensure their availability for public use in perpetuity.
- Encourage sound planning and long-term partnerships to expand the quantity and to ensure the quality of needed state and local outdoor recreation resources.

Statewide Comprehensive Outdoor Recreation Plan

All proposed projects must meet priority outdoor recreation needs as identified in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP): A Guide to an Active Nebraska (2011 – 2015) to be eligible for grant assistance. Priorities can be found in Chapter Eight: Action Plan for Nebraska. The SCORP can be found online at <http://outdoornebraska.ne.gov/parks/programs/scorp/index.asp>.

Reimbursable Grant

LWCF is a reimbursable grant, meaning the project sponsor must finance 100 percent of project costs as they are incurred. Sponsors may then request reimbursement for half of all eligible expenses up to the amount of the approved grant. To be eligible for reimbursement, all costs must be incurred and paid by the project sponsor during the project period as identified on the grant agreement.

Project sponsors may not take title to land or begin development until after the project is approved by the National Park Service. Expenses for planning and engineering which are necessary to prepare the proposal for submission are eligible project costs if they are documented as pre-agreement costs in the application. These are the only eligible pre-agreement costs. If any other work is performed or title to land is accepted prior to federal approval of the project, the expenses incurred are ineligible for reimbursement or match.

Control and Tenure of the Project Site

For development applications, the project sponsor must show ownership of the project site to be eligible for funding assistance. Lands subject to reversionary or outstanding interests require federal determination on the compatibility of the uses proposed and the reversionary/outstanding rights.

Land Acquisition

If land acquisition is a part of the project, the sponsor may not negotiate with the landowner until after federal and state approval of the project. For the grant application, an appraiser knowledgeable of the local real estate market may provide an estimate of the land value for each parcel being acquired.

If the proposed acquisition project is awarded funding, a Nebraska General Certified Real Property Appraiser must prepare a formal appraisal in conformance with federal land acquisition appraisal standards (UASFLA and USPAP). In addition, the appraisal must be reviewed to ensure it meets the requirements of both UASFLA and USPAP. The appraisal review is to be conducted by a Nebraska General Certified Real Property Appraiser (independent of the individual/company who conducted the appraisal). The project sponsor must acquire the land according to state law governing their political subdivision. Within thirty (30) days of federal approval, the project sponsor is expected to hire an appraiser meeting the above requirements to conduct the appraisal. Incidental costs associated with acquisition of real property (appraisals, surveys, recording fees, etc.) are not eligible for reimbursement.

All acquisitions are subject to the applicable provisions of Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Failure to comply with P.L. 91-646 may result in project ineligibility for LWCF assistance.

Force Account Labor

A portion of the project sponsor match may be provided by the personal services of the sponsor's employees (permanent or temporary) and supervisors directly engaged in the execution of the project. Force account labor may not exceed 20 percent of the total project cost. In-kind and volunteer labor are not eligible as match.

Elaborate Facilities

Elaborate proposals or those that go beyond the basic requirement of providing adequate, safe and sanitary public outdoor recreation facilities will not be considered for funding. Elaborate items included in a project proposal will be excluded from the grant for funding.

SPONSOR COMMITMENTS AND RESPONSIBILITIES

Public Participation

Project sponsors are required to hold one or more public meetings, as well as other actions deemed appropriate, to obtain input from the interested and affected public on recreation needs. The applicant is required to make any proposed project available to the public for review and comment prior to submission for funding. Applications shall contain a description of this process as well as the records and minutes of public meetings and/or formal public comment periods. For projects involving floodplains and wetlands, the public meetings and notices of the meetings must specifically indicate that the project is proposed for a floodplain or wetland.

Permanent Outdoor Recreation Estate

The LWCF Act requires the sponsor to operate and maintain properties acquired, developed and/or renovated with LWCF assistance for public outdoor recreation purposes **in perpetuity**. Section 6(f)(3) of LWCF Act ensures long-term stewardship through its "conversion protection" requirement. Should any portion of a LWCF assisted area or facility be converted for anything other than public outdoor recreation use, the project sponsor is required to replace, at its own expense, the converted property with property having equal or greater appraised value and equal or greater recreational usefulness. In most cases, the area protected under Section 6(f)(3) exceeds the actual area assisted (e.g. development of a picnic shelter in a 40 acre park would result in all 40 acres being encumbered in perpetuity for public outdoor recreation use).

Matching Share

The project sponsor is required to provide documentation that the required match is on hand and allocated to the proposed project. If the match will be derived from organizations or foundations, provide evidence that the funds are readily available and will be donated to the project when needed by the sponsor. Projects to be funded with bond issue proceeds will not be considered prior to the passage of the bond issue.

Project Execution

NGPC requires project sponsors to begin work promptly following federal approval. It is imperative the project sponsor commit the necessary resources toward the project to ensure the needed facilities are available as soon as possible to meet demand. Failure of sponsors to initiate the project within a reasonable period of time could result in rescission of funds and termination of the project agreement.

Project Performance and Quality

Providing quality facilities over the longest term possible is a goal of the LWCF program. Therefore, new equipment and materials are required. Project sponsors should engage qualified contractors and/or supervisors on the project. Under no circumstance will the sponsor award a contract to a contractor or subcontractor that is debarred or suspended from doing business with the federal government.

Accessibility

All facilities developed with assistance from the LWCF must be designed in conformance with the appropriate current design standards for the Architectural Barriers Act of 1968 (ABA) (P.L. 90-480), Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

Plans and Specifications

The sponsor should consult with engineering or architectural services at this point only to discuss various technical requirements and/or to obtain reasonable cost information for the grant application (these pre-agreement costs may be eligible for reimbursement as outlined in the Reimbursement Grant paragraph above). Plans and specifications prepared by a qualified engineer or architect **are required** after federal approval for sports lighting, shelters or buildings, pool renovations, campgrounds, boat and fishing docks, boat ramps, major grading, wells, roads, bridges and any other project as deemed necessary by the NGPC. Project items derived from catalogs do not need plans and specifications since they are pre-engineered. **Do not have such detailed plans prepared at this time.** Within thirty (30) days of federal approval, the project sponsor is expected to engage their consultants to prepare detailed plans and specifications as needed and directed by NGPC staff.

Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and generally be consistent with the environment. Plans and specifications for the improvements should be in accord with established engineering and architectural practices. Emphasis should be given to the health and safety of the users, accessibility to the general public, and the protection of the recreational and natural values of the area.

Flood Insurance

Should the project sponsor construct insurable improvements within a special flood hazard boundary, no reimbursement will occur until the sponsor has qualified for and received flood insurance to cover the facility.

PROJECT APPLICATION

The following information is required as part of your application. Incomplete applications will result in withdrawal of the project for funding consideration. Organize your application in the order of the sections below (I. Project Narrative; II. Financial Profile; III. Property Information/Project Maps; IV. Environmental Assessment; V. Supplemental Attachments). Please use the Project Application Summary as a cover page and label, index or tab each major section for easy reference.

Committee members that may not have visited the project site will be ranking applications. Therefore, answer all questions as completely and clearly as possible.

SECTION I. PROJECT NARRATIVE

- I. **Need for Assistance**
 - a. Why does your community need this project? How are people adversely affected by the current situation? Provide information about economic, social, financial, physical, institutional or other problems related to the need.
 - b. Provide information on the project site or facility usage (frequency of use, number of users, age groups affected, current uses of the area, etc.).
 - c. Provide information received from the interested affected public about community recreation needs. Include records and minutes from public meetings or public comment periods. At a minimum, the completed application and required support material must be available for comment at the duly advertised public meeting when the participation resolution is passed.
 - d. Discuss how your proposal meets the priority needs identified in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP can be found online at <http://outdoornebraska.ne.gov/parks/programs/scorp/index.asp>.
 - e. For renovation projects, give the age and condition of the park or facility that will be renovated. Describe how the current condition affects the project sponsor's effort to provide quality public outdoor recreation experiences.

- II. **Project Description** – Provide a detailed description of the proposed project. Explain:
 - a. The scope of work you intend to complete using the funds requested.
 - b. How the project will solve the need identified above.
 - c. How the project meets local recreation needs.
 - d. The target population the project will serve.
 - e. Use seasons (how many months will the proposed project will be open for public use annually) and hours/days of operation.
 - f. How the project will meet or exceed the Americans with Disabilities Act (ADA).
 - g. Who will complete the work (sponsor employees, contractors, etc.) and provide a detailed time schedule for completion of the project.
 - h. All overhead utility lines that currently exist within the project boundary. Describe if they will be buried or relocated. All overhead utility lines must be identified on the required site plan. Under no circumstance will facilities be developed under existing utility lines. All new utility lines must be buried.
 - i. Why the facility is justified should it duplicate existing, like-kind public facilities at other locations within the community.

- i. Any like-kind facilities currently being operated by the private sector within or surrounding the community. Explain the need for this project and describe why it will not compete with the private sector.
- j. The project relationship to other projects by federal, state, or local agencies, consultants, individuals, or organizations that are planned, anticipated or currently underway. Describe project and completion timetable.
- k. The sponsor's plan and ability to operate and maintain the facility after development or acquisition? Include estimated annual operation and maintenance budget costs.
- l. Include any other information you think would be helpful in describing the project.
- m. For acquisitions/combination projects, in addition to the above items, address:
 - a. How the land will be acquired.
 - b. The number of acres to be acquired and a description of the property. Describe and quantify types of existing resources and features on the site (50 acres wetland, 15 acres forest, scenic views, etc.).
 - c. Expected use of the property after acquisition.
 - d. Proposed start date for development of property.
 - e. Any interim uses of the property prior to the start of development.
 - f. Disposition of any buildings or other improvements on the property.
 - g. Number of families, farms or businesses to be relocated, if any.

III. **Site Description**

- a. Describe the community the project will serve (geographic location, population demographics, etc.)
- b. Provide a detailed description of the project location. Where is the project located in your community relative to other public facilities and the population served by the project? Include adjacent roads or streets, adjacent development and land uses, etc.
- c. Provide total acreage of the park site being developed or acquired.

IV. **Project Alternatives** – List and describe the reasonable range of alternatives to the proposed project. The environmental impacts of the proposal and the alternatives should be presented in comparative form and should define the issues, pros and cons of a reasonable range of alternatives, and provide a clear basis for choice between them by NPS and the interested and affected public.

This section will include a brief description as required by NEPA Section 102 (2)(E), which states: Study, develop and describe appropriate alternatives to recommend courses of action in any proposal, which involves unresolved conflicts concerning alternative uses of available resources.

SECTION II. FINANCIAL PROFILE

- I. **Sponsor's Matching Share** – provide documentation the minimum required 50 percent local match for the project is on hand. Include a table detailing sources of funding. List all sources and amounts.
- II. **Cost Estimate** – list and estimate as accurately as possible the cost for each project item for which reimbursement will be requested and provide a total project cost. Include an amount for contingencies to guard against cost increases between the time project estimates are made and project construction begins. Only items listed in this cost estimate will be eligible for reimbursement. See sample cost estimate (Attachment 1).

SECTION III. PROPERTY INFORMATION/PROJECT MAPS

- I. **Land Ownership**
 - a. To ensure the sponsor has control and tenure of the site, the sponsor is required to submit one of the following:
 - i. Certificate of Title/Deed
 - ii. Title Insurance – an updated copy no older than one year.
 - iii. Title Opinion from the sponsor's attorney as to the person or entity having title to the land being acquired or developed with LWCF assistance.
 - iv. For acquisition/combination projects, only a Certificate of Title is necessary at this time. Later, after federal approval and acquisition by sponsor, an updated Certificate of Title, Title Insurance or Title Opinion will be required.
 - b. Certificate of Title, Title Insurance or Title Opinion must include the following:
 - i. Legal Description – complete legal description of the site.
 - ii. Outstanding Rights – description and legal boundaries of any easements or outstanding rights legally held by others on the property. Provide a copy of any documents that secure the outstanding rights. Land acquired with LWCF assistance cannot be subject to any restrictions that might limit its intended public outdoor recreation use.
 - iii. The date the property was originally acquired by the sponsor.
 - iv. Lands currently owned by the sponsor through Quit Claim Deeds must be covered by a Title Insurance Policy. Copy of the policy required with submission.
 - c. If available, provide a **legal plat** to complement the legal description. Lands acquired with LWCF assistance must be surveyed by a registered and licensed surveyor. A copy of the survey is required for acquisition projects prior to reimbursement. The cost for surveying is not eligible for reimbursement.
- II. **Plat Map** – provide a map of the city, county or NRD limits showing the geographic location of the proposed project. Identify park boundaries and outline the proposed project area within the park.
- III. **Project Boundary Map** – the project boundary map is one of the most important components of the project proposal. This map should clearly delineate the property boundaries. The boundary map will identify the area to be permanently dedicated to public

outdoor recreation under provisions of Section 6(f)(3) of the Land and Water Conservation Fund Act. At a minimum, the project boundary must be a viable public outdoor recreation area which is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the project proposal. This area will generally be the park, open space or recreation area being developed or added to in this proposed project. If you have a question about whether there will be a difference between the park boundary and the project boundary, please call our office for clarification.

The project boundary map must be drawn to scale (submitted on 8 ½" x 11" or 11" x 17") and include the following:

- a. Project title.
- b. Legal description of the property.
- c. Legal boundaries highlighted with boundary measurements in feet.
- d. Scale in feet.
- e. North arrow.
- f. Acreage.
- g. Show location and measurements of known outstanding rights, easements, deed restrictions, or reversionary interests in the area held by others. If there are no outstanding rights or interests held by others, state this on the boundary map by including, "There are no known outstanding rights held by others in this property."
- h. Whenever possible, show permanent locators – natural landmarks, streets, etc.

- IV. **Site Plan** – the site plan shows the relationship of past, present and future work and will be used for post completion inspections for years into the future. The site plan must include the following:
- a. Existing facilities (annotated as such).
 - b. Proposed facilities that will be provided under this project (clearly designated).
 - c. Future facilities to be constructed outside the scope of this project (annotated as such).
 - d. North arrow.
 - e. Overhead utility lines.
 - f. Streets.
 - g. For acquisition/combination projects, show the proposed take line and the proposed development included in this project or for future projects. Proposed future development should be delineated as 'future' for clarity.

NOTE: Separate maps may be submitted to satisfy the project boundary map and site plan requirements, or one map containing all the required information may be submitted for both.

- V. **Floor Plan** – floor plans for all proposed support buildings (restrooms, shelters, concessions, etc.) must be submitted and clearly indicate conformance with the Americans with Disabilities Act.

SECTION IV. ENVIRONMENTAL ASSESSMENT

Impacts are defined as causing direct or indirect changes in the existing environment, whether beneficial or adverse, which are anticipated as a result of the proposed action or related future actions. The environmental assessment will discuss impacts of the proposed project upon the physical and biological environment as well as cultural, aesthetic and socioeconomic resources (note: impacts could be caused by users as well as construction activity). Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described.

Points to keep in mind when developing the environmental assessment:

- Environmental documentation should be free of project justification and personal bias.
- Do not rely on generalities. Specific facts are essential. All statements and conclusions should be supported, and quantified when possible.
- Be concise, clear and to the point.
- Adverse impacts should be addressed as fairly as the beneficial impacts.

I. **Environmental Description and Impacts** – for each of the following environmental resource elements (i – xvii), the project sponsor must:

- a. Briefly and accurately describe the existing environment.
- b. Discuss how, and to what extent, the proposed project will affect the element. Whenever possible impacts should be quantified (i.e., temporary or permanent, number of trees to be removed, cubic yards of fill required, acres of land to be inundated, etc.).
- c. What action the sponsor will take to mitigate (lessen or minimize) the adverse impacts of the proposed project (i.e., seeding of grass, replacing removed trees, screening adjacent properties, relocating facilities, etc.). Impacts that can't be partly or wholly mitigated are classified as unavoidable adverse impacts and should be identified.

- i. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.
- ii. Air quality
- iii. Sound (noise impacts)
- iv. Water quality/quantity: stream flow characteristics, hydrology, etc.
- v. Floodplains/wetlands – Is this project in the floodplain? Does this project affect wetlands?
- vi. Land use (project site and surrounding area)
- vii. Circulation, transportation
- viii. Plant/animal/fish species of special concern and habitat; state/federal listed threatened or endangered
- ix. Accessibility for populations with disabilities
- x. Overall aesthetics, special characteristics/features
- xi. Historical/cultural resources
- xii. Socioeconomic: employment, income changes, tax base, infrastructure, etc.
- xiii. Minority and low-income populations
- xiv. Energy resources: geothermal, fossil fuels, etc.
- xv. Land/structures with history of contamination/hazardous materials
- xvi. Vegetation
- xvii. Mineral resources

- II. **Environmental Assessment Review Form** – this form will further assess if the proposed project will have any negative impact on the natural environment. The environmental assessment review form must be completed, signed and dated for every submitted application.

Environmental Assessment Review Form

Project Title: _____ Project Sponsor: _____

Mandatory Criteria If your LWCF proposal is approved, would it...	Yes	No	To Be Determined
1. Have significant impacts on public health or safety?			
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, refuge lands, or 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 significant, but cumulatively significant, environmental effects?			
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places?			
8. Have significant impacts on species listed or proposed to be listed on the 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 (E.O. 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 (E.O. 13007)?			
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and E.O. 13112)?			

Provide a narrative on questions that are answered 'Yes' or 'To Be Determined' on an attached sheet.

Signature Title Date

(Signature must be from Mayor, Chairperson of the Board, or designated Project Official)

III. **Environmental Assessment Reviewers** – list all individuals and agencies consulted in the completion of the environmental assessment. Provide reviewers name, title and agency.

1. _____

2. _____

3. _____

IV. **Previous Environmental Review** – describe any previous environmental review undertaken at any time and still viable for this proposal. If applicable, discuss date of review, purpose, actions and alternatives, environmental resources analyzed, mitigation measures, etc.

SECTION V. SUPPLEMENTAL ATTACHMENTS

I. **Resolution** – the governing board of the project sponsor must pass a resolution documenting support of the project and commitment of funds. The resolution must be passed at a duly advertised public meeting and contain at least the minimum language provided in the sample (Attachment 2). The resolution must be properly attested by the clerk or recording secretary as being passed at a public meeting. If the project sponsor is a school district, the time periods when the facility will be available for public use must be included in the resolution.

II. **Comprehensive Plan** – provide a copy of the section from the project sponsor’s comprehensive plan that discusses the project. A comprehensive plan in the form of a local comprehensive plan, comprehensive parks plan, regional plan, county plan, master plan or special study will satisfy this requirement. If the proposed project is not included in such a plan, the appropriate governing board should update or amend the plan with public involvement. Submit an updated or amended copy of the plan to this office upon completion.

III. **Outdoor Recreation Inventory** – an updated inventory of outdoor recreation facilities/opportunities within the community is required. Include outdoor recreation facilities located on school grounds only if they are available for public use on a regular basis.

IV. **Controversy** – describe any controversy that surrounds the project and identify individuals, organizations, and/or agencies objecting to the project. Discuss how long the controversy has existed and what the project sponsor has done, or is doing, to resolve the controversy. Provide copies of testimony, news articles or letters from the objecting parties and all corresponding rebuttals made by the project sponsor.

V. **Permits** – list all federal, state, and local permits/approvals needed for the proposed project and explain their purpose and status.

- VI. **Development of Property Acquired by the Project Sponsor** – federal assistance will not be provided for development projects on sponsor owned land that was acquired unfairly or resulted in unfair displacement of individuals from their homes, businesses or farms. Project sponsors who have acquired land within five years of application submission must provide documentation/assurance that the land acquisition followed federal procedures under P.L. 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, to the extent possible under state law, including the acquisition procedures and provision of relocation services and benefits to any displaced person. Disregard this application requirement if the land being developed was acquired more than five years from the submission date of this application for LWCF assistance.
- VII. **Land and Water Conservation Fund Promotion** – to help increase awareness of the Land and Water Conservation Fund and the associated community benefits, the sponsor is asked to develop a plan to promote the program in the event the project is selected for funding assistance. Possible ways to promote LWCF beyond the required acknowledgment signage include press releases, grand openings or park tours. Briefly describe your promotional plan. This information is not required and will not affect project scoring and selection.

Submit one original and two copies of the application and all supporting documents along with an electronic copy PDF preferable. Applications must be postmarked by October 1, 2015. Hand delivered applications are due in our office by 5:00 p.m., Thursday, October 1, 2015.

Nondiscrimination

The Nebraska Game and Parks Commission receives Federal funds from the National Park Service, Department of Interior, under provisions of the Land and Water Conservation Fund Act of 1965 (Public Law 88-578). Accordingly, all of its public programs and activities must be operated free from discrimination, on the basis of race, color, national origin, age or disability. Any person who believes they have been discriminated against or who would like further information regarding the prohibition of discrimination should contact:

National Park Service
Equal Opportunity Program Office
1201 I Street, N.W.
5th Floor, ORG Code 2652
Washington, D.C. 20005
Ph. (202) 354-1852

SECTION VI. LWCF APPLICATION CHECKLIST



Project Title: _____ Project Sponsor: _____

- Signed Project Application Summary
- Section I. Project Narrative
 - Need for Assistance
 - Project Description
 - Site Description
 - Project Alternatives
- Section II. Financial Profile
 - Documentation of Sponsor's Matching Share
 - Cost Estimate
- Section III. Property Information/Project Maps
 - Property Deed, Title Insurance or Title Opinion
 - Legal Plat
 - Plat Map
 - Project Boundary Map
 - Site Plan
 - Floor Plan
- Section IV. Environmental Assessment
 - Environmental Description and Impacts
 - Signed Environmental Assessment Review Form
 - Environmental Assessment Reviewer Listing
 - Previous Environmental Review Information
- Section V. Supplemental Attachments
 - Resolution
 - Comprehensive Plan/Update
 - Outdoor Recreation Inventory
 - Controversy
 - Permits
 - Assurance on Sponsor Owned Land for Development
 - Estimate of Land Value (Acquisition/Combination Projects Only)

Please ensure all the above information is included in your application prior to submission. In fairness to other applicants that have met all requirements, incomplete applications will result in withdrawal of the project for funding consideration.

**Attachment 1
Sample Cost Estimate
Land and Water Conservation Fund
City Park – Any Town, Nebraska**

<u>Category</u>	<u>Estimated Cost</u>
1) Pre-Agreement Expenses	
• Preliminary Design	\$ 1,000.00
2) Acquisition of 4 Acres	25,000.00
3) Engineering – Plans & Specification Preparation/Design	10,850.00
4) Multi-Use Court (Tennis/Basketball Court)	
• Excavation/Grading	5,000.00
• Concrete Court	22,250.00
• Surface Coat	9,000.00
• Perimeter Fencing	4,000.00
5) Picnic Shelter – 20' x 40' with Electrical Service	
• Excavation/Grading	1,500.00
• Wood Structure with Concrete Slab	19,500.00
6) Playground Development	
• Excavation/Grading	7,000.00
• Modular Play System	28,400.00
• Two Bay Swing Unit	1,700.00
• Surfacing – ADA Accessible Rubber Tile System (2,600 SF)	28,100.00
7) Perimeter Park Trail (10,000 SF)	
• Excavation/Grading	15,000.00
• Concrete Surfacing	35,000.00
8) Benches – (6) Post Consumer Recycled Material	3,100.00
9) Trash Receptacles (5)	1,250.00
10) Grills – (4) Prefabricated, Pedestal Mounted	1,000.00
11) Area Lighting – (4) Metal Poles, Underground Electrical	18,000.00
12) Bury Existing Overhead Power Lines – 400 LF/Remove Poles	2,000.00
13) Contingencies (10%)	23,865.00
Total Project Cost	\$ 262,515.00

**Attachment 2
Sample Resolution**

The (City, Village or Other) of _____, Nebraska proposes to apply for federal assistance from the Land and Water Conservation Fund program for the purpose of (description of project).

The (Mayor, Chairperson of the Board, or designated Project Official) is authorized to sign documents to obtain financial assistance, including a Project Agreement with the State of Nebraska and the National Park Service.

The (City, Village or Other) of _____, Nebraska will, within thirty (30) days following federal approval, obtain the necessary consultant or appraisal service for this project as directed and as required by Nebraska Game and Parks Commission staff.

The (City, Village or Other) of _____, Nebraska has budgeted or currently has available its 50 percent match of the proposed total project funds and will allocate these funds toward this project upon project approval by the Nebraska Game and Parks Commission.

The (City, Village or Other) of _____, Nebraska has the financial capability to operate and maintain the completed project and park property in a safe, attractive and sanitary manner.

The (City, Village or Other) of _____, Nebraska will not discriminate against any person on the basis of race, color, age, religion, disability, sex or national origin in the use of any property or facility acquired or developed pursuant to the project proposal, and shall comply with the terms and intent of Title VI of the Civil Rights Act of 1964, P.L. 88-354 (1964), and any of the regulations promulgated pursuant to such Act by the Secretary of the interior and contained in 43 CFR 17.

No property acquired and/or developed under this project shall, without the approval of the Nebraska Game and Parks Commission and the Secretary of the Interior, be converted to other than public outdoor recreation use. And, such approval may be granted only if it is in accord with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP), and only upon such conditions as deemed necessary to assure the substitution of other outdoor recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

The (City, Village or Other) of _____, Nebraska will replace the land in the event of a conversion in use in accordance with Section 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended.

The (City, Village or Other) of _____, Nebraska agrees to comply with all State and Federal requirements and standards where they can be applied in making the facilities developed under this project, and all future projects, accessible to and usable by the disabled.

This is to certify that this resolution is a true copy of the original document that was adopted and passed by the (City, Village or Other) of _____, Nebraska at a duly advertised public meeting held this _____ day of _____, 20____.

(Mayor/Chairperson of the Board Signature)

Attest (Clerk)

(Seal)

Note: Resolution must be signed and sealed.