

**Land and Water Conservation Fund  
Grant Application Guide**



**Nebraska Game and Parks Commission  
Planning and Programming Division  
2200 N. 33rd Street  
P.O. Box 30370  
Lincoln, Nebraska 68503-0370  
402.471.5283**

## Foreword

This guide provides the Land and Water Conservation Fund applicant (project sponsor) with the instructions necessary to prepare the complete LWCF application. **Please read this entire document first before filling out the project application.** Project sponsors must provide all the requested information in the application to be considered for funding. Applications and supporting documents are required to be submitted together rather than piecemealed. A checklist has been included at the end of the application packet to help project sponsors determine if they have met all requirements.

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

**Online submission of electronic applications is required. Please see our online application portal at: <https://ngpcgrants.outdoornebraska.gov>.**

Thank you for your interest in the Land and Water Conservation Fund program. Please contact me for clarification of any matters or requirements of the program at (402) 471-5283 or [schuyler.sampson@nebraska.gov](mailto:schuyler.sampson@nebraska.gov).

Schuyler Sampson  
Recreation Planner/ASLO

## 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 NGPC's Planning and Programming Division.

### History

On September 3, 1964, both 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 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 (2016 – 2020) to be eligible for grant assistance. The SCORP priorities can be found in Chapter Six: Action Plan for Nebraska. It is recommended each project supplication sponsor review the SCORP, which can be downloaded at <http://outdoornebraska.gov/wp-content/uploads/2015/12/SCORP-2016-2020-COMPILED-WEB-FILE.pdf>.

### **Reimbursable Grant**

The LWCF is a reimbursable grant, meaning the project sponsor must finance 100 percent of project costs as they are incurred. The sponsor 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 with an official start date of the grant awarded. Expenses for planning and engineering necessary for preparing 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. All force account labor needs to be properly and well documented (time cards, payroll documents, etc.). In-kind and volunteer labor is **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 interested and affected public on recreational needs of the community. The applicant is required to make any proposed project available to the public for review and comment prior to submission for funding. Applications shall include a description of this process as well as the official 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 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 200305(f)(3), formerly Section 6(f)(3), of the LWCF Act ensures long-term stewardship through its "conversion protection" requirement. Should the whole or 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 200305(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 proving the required match is on hand and allocated to the proposed project. If the match will be derived from organizations or foundations, sponsor must provide evidence these 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**

The NGPC requires project sponsors to begin work promptly following NPS 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. **If the Sponsor does not have such detailed plans prepared at the time of submitting an application:** the project sponsor is expected to engage their consultants to prepare detailed plans and specifications as needed and directed by NGPC staff within thirty (30) days of federal approval.

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.

**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.  
5<sup>th</sup> Floor, ORG Code 2652  
Washington, D.C. 20005  
Ph. (202) 354-1852



## NGPC Online Grant System Instructions for Applying for Grant Funding

### Create Account

If you have not already created an account, please Click on “Click Here to Register”

A screenshot of the Nebraska Game Parks online grant system login page. The page features the organization's logo at the top left. Below the logo is a "Login" section with a form for entering a user ID and password, a "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section. At the bottom of the login form area, there is a yellow button labeled "Click here to Register", which is highlighted by a red arrow. The footer of the page contains copyright information for Dulles Technology Partners Inc. and the version number "WebGrants 7.0".

Fill out the registration form information and save registration information and click on ‘Save Registration Information’ button. Once submitted, our staff will be notified about your registration and will approve your registration within 2 business days.

A screenshot of the Nebraska Game Parks online grant system registration form. The page features the organization's logo at the top left. Below the logo is a "Registration" section with a "Save Registration Information" button. The form is titled "Personal Contact Information" and contains several fields for user information. The "Name" field is split into "Salutation", "First Name", "Middle", and "Last Name". The "Title" field is a single line. The "Email" field is a single line. The "Address" field is split into "Address 1", "Address 2", and "Address 3". The "City" field is a single line, and the "State/Province" field is a dropdown menu with "Nebraska" selected. The "Zip" field is a single line. The "Phone" field is split into "Phone" and "Ext." fields. The "Fax" field is a single line. At the bottom of the form, there is a question: "What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.?" Below this question is a "Program Area of Interest" dropdown menu with "LWCF - Land and Water Conservation Fund" selected.



## Logging into the NGPC Grants System

Sign into NGPC Grant website

Url: <https://ngpcgrants.outdoornebraska.gov/>

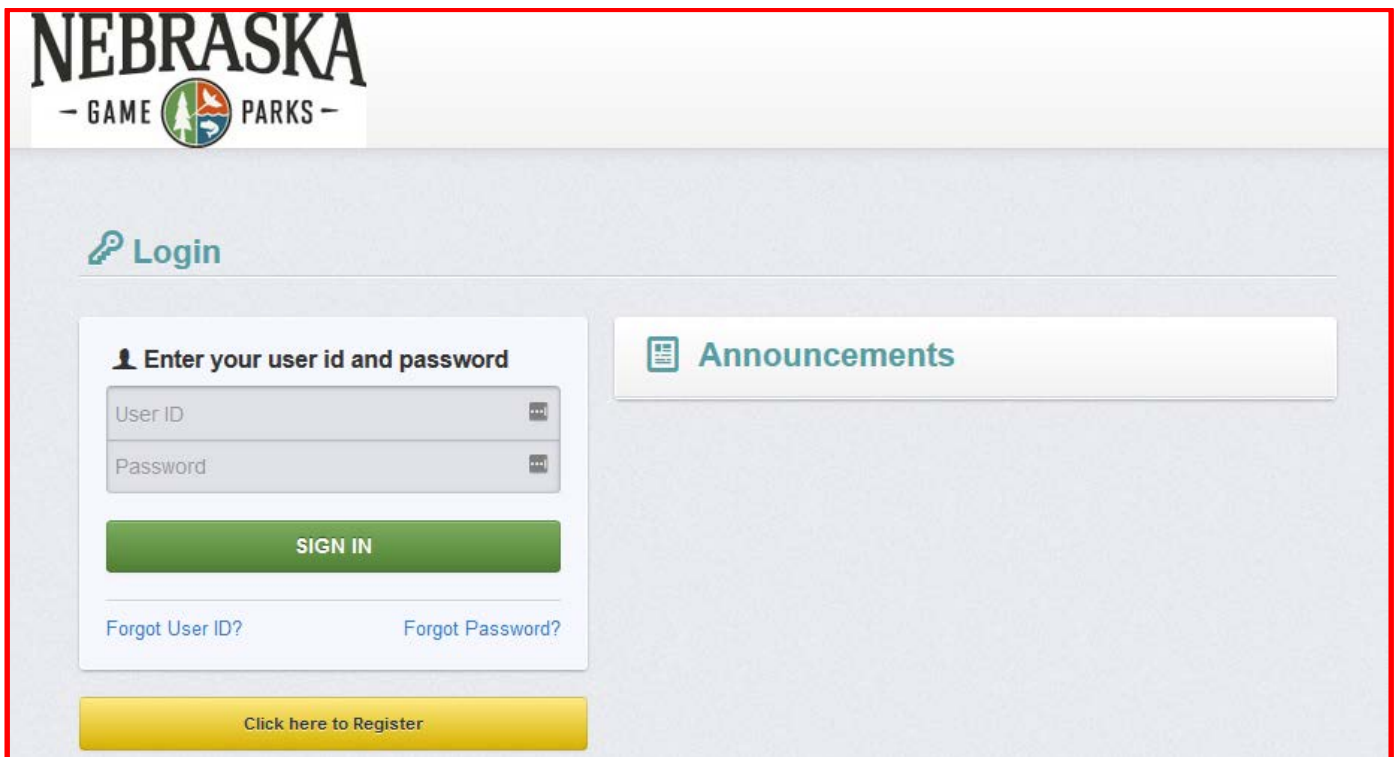
### On the Login Page:

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'



The screenshot shows the login page for the Nebraska Game Parks website. At the top left is the logo for "NEBRASKA - GAME PARKS -" featuring a tree and a bird. Below the logo is a "Login" section with a key icon. The login form includes a heading "Enter your user id and password" and two input fields: "User ID" and "Password". A green "SIGN IN" button is positioned below the input fields. Below the button are two links: "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section with a document icon. At the bottom of the page is a yellow button that says "Click here to Register".

**Note:** Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.

### From the Side Menu:

Click on 'Funding Opportunities':

Select the 'Opportunity Title' you want to apply for.

**NEBRASKA**  
- GAME PARKS -

Test User  
Tester  
Tester Role

## Funding Opportunities

List of all current funding opportunities

Dashboard > **Funding Opportunities** > Applications > Grants > My Profile >

Back Print Help Log Out

### Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
1	Test	Nebraska Games and Parks Commission	Land and Water Conservation Fund	Land and Water Conservation Fund Grant FY2020		Sep 11, 2020 5:00 PM
2	Test	Nebraska Games and Parks Commission	Recreational Trails Program	Recreational Trails Program 2021 Application (FY22)		Sep 11, 2020 11:59 PM

Showing 1 to 2 of 2 entries

Click on 'Start A New Application'.

**NEBRASKA**  
- GAME PARKS -

Test User  
Tester  
Tester Role

## Funding Opportunity Details

Ask a Question Start New Application

### 1 - Land and Water Conservation Fund Grant FY2020

#### Funding Opportunity Details

**Land and Water Conservation Fund**  
**Final Application Deadline: Sep 11, 2020 5:00 PM**

Status:	Test	Program Officer:	Schuyler Sampson
Award Amount Range:	\$50,000.00 - \$325,000.00	Phone:	(402) 471-5283 x
Project Dates:	-	Email:	schuyler.sampson@nebraska.gov
Award Announcement Date:			

Description

### General Information Page

This is a system page that pulls information from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click 'Save Form Information':

**Application Creation Wizard - Step: 1**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click 'Save Form Information':

**Application Creation Wizard - Step: 2**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID\*:** 4

**Program Area\*:** Test Program Area

**Funding Opportunity\*:** 2-Example Funding Opportunity

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:** Test User

**Organization\*:**

If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information':

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
 Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 4

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** Test User

**Organization:** Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

**Note:** The system has created an application # as soon as you clicked 'Save'. If you log out of the system at this point or any future point: YOU DO NOT CLICK ON START A NEW APPLICATION.

You can click on 'Applications' from the Side Menu or; Click on Funding Opportunities and you will see your application in the top section.

Once the General Information has been completed, you will be returned to the Application Details:

**4 - Application Title**

**Status:** Editing

**Stage:** Final Application

**Application Deadline:**

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Organization:** Grantee Organization

**Budget Total:**

Application Preview Attachment Alert History Map

**Application Details**

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

You can now begin completing the application forms designated for this particular Funding Opportunity.

This is a complete listing of all application forms that are to be completed by the applicant in order to submit into the WebGrants System.

**Note:** All forms can be edited and saved as often as necessary, but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. Applicants will receive a pop-up message notifying them of this if they try to submit without completing these steps. Please save information in the forms often, to ensure you do not lose your information upon being auto logged out of the system, due to inactivity of using the browser window.

Application Preview Attachment Alert History Map

**Application Details** Preview Application Ask a Question Withdraw

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Dec 9, 2019 2:00 PM - Test User
Summary	-	
Proposal Overview	-	
NEW Budget Sheet	-	
LWCF Proposal	-	
SHPO Review	-	
Required Attachments	-	
Resolution	-	
Previous Environmental Review	-	
Environmental Screening Form (ESF) - ENVIRONMENTAL RESOURCES	-	
Environmental Screening Form (ESF) - MANDATORY CRITERIA	-	
Additional Attachments	-	
Application Risk Assessment Questionnaire	-	
Certification	-	

You will continue to click on each form in the Application Details listing.

**Note:** Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.

All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost. *Please save you information frequently.*

Once you have filled out all required fields and you have marked the form complete, you will now be able to submit your application.

Application Preview Attachment Alert History Map

**Application Details** Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User