

# Application Guide

## For Community Sponsored Projects in Nebraska Land and Water Conservation Fund



Nebraska Game and Parks Commission  
Planning and Programming Division  
2200 N. 33rd St. • P.O. Box 30370 • Lincoln, NE 68503-0370 • Phone: 402-471-5283

## FOREWORD

This guide provides the Land and Water Conservation Fund applicant (project sponsor) with the instructions necessary to prepare the LWCF application. **Please read this entire document before filling out the online project application.** Project sponsors must submit all the requested information in the online grant system application to be considered for funding.

**Incomplete or late applications will not be accepted.** We encourage you to call with any questions that arise during preparation of your application. Be aware that official project start dates will be the following year after applications are submitted. For example, if you apply in 2024 and are awarded, you will receive a start date in late summer/early fall of 2025 to begin final design, bidding, construction, etc. for your project.

**Online submission of applications is required for this grant. Please see our online application portal at: <https://outdoornebraska.gov/lwcf/>.**

Thank you for your interest in the Land and Water Conservation Fund program. Please contact one of the following people for any clarification or requirements of the program.

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## 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 (Game and Parks) 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 sponsors 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 will be directed through Game and Parks Planning and Programming Division.

### History

On September 3, 1964, Congress passed and signed into law the Land and Water Conservation Fund Act (LWCF) of 1965 (Public Law 88-578). 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 and are 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.

### Eligible Sponsors/Applicants

Local sponsors that are eligible for Nebraska LWCF grants are villages, cities, public power districts, and natural resource districts (political subdivisions except for schools).

### Statewide Comprehensive Outdoor Recreation Plan (SCORP)

All proposed projects must meet goals and priority outdoor recreation needs as identified in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP): Guiding Success in Nebraska Outdoor Recreation (2021 – 2025) to be eligible for grant assistance. Page 10 of SCORP outlines LWCF's relationship with SCORP and Figure 1.1 SCORP Regions on page 11 will identify the region you are in. The SCORP priorities can be found in Chapter Five: Guiding Success. Project application sponsors must review the SCORP goals, LWCF priorities, demographics, supply, and demand for outdoor recreation in the project area of the state. The SCORP can be downloaded at <https://outdoornebraska.gov/lwcf/>. To request a hard copy of SCORP, please fill out the form on the website.

## 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 up to half of all eligible expenses 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, with the exception of agreed upon pre-award costs as noted in the paragraph below. Reimbursement is typically requested only once, at the end of the project.

Project sponsors may not begin their project (e.g., 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 awarded grant and an agreement in place with Game and Parks. Expenses for planning and preliminary engineering for design and cost necessary for preparing the proposal for submission are eligible project costs if they are documented as pre-award costs in the application and approved. These are the only eligible pre-award costs. If any work is performed that is not part of an agreed upon pre-award cost or title to land is accepted prior to federal approval of the project, the expenses incurred are **ineligible** for reimbursement or match.

### **Grant request floor (minimum) and ceiling (maximum)**

**Floor:** \$75,000 (this means your project must be \$150,000 or more)

**Ceiling:** \$600,000 (this means your project can be \$1,200,000 or more)

## Typical Funding Cycle

- **May** – Grant funding opportunity opens
- **September** – Grant funding opportunity closes
- **October - November** – Preliminary application review for minimum eligibility and on-site pre-award inspections.
- **November/December** – LWCF Selection Committee reviews, scores, and ranks project proposals and forwards to Board of Commissioners.
- **January** – Board of Commissioners formally recommends Nebraska projects for funding and NPS submission.
- **February/May** – Recommended applications are submitted to National Park Service by Game and Parks. Tribal consultation and Historic Preservation consultation occurs.
- **April/Sept** – National Park Service reviews applications, awards funding, sends agreements to states.
- **July/September** – Grant agreements are put in place by Game and Parks with project sponsors. Projects can begin with a grant period of approximately 3 years from the time the grant agreement is put in place.

## State Procurement Procedures must be followed for LWCF Projects

Any project with an aggregate cost of more than \$25,000 (which is all LWCF projects since Nebraska's floor is \$75,000), must be procured by the method of sealed bids (formal advertising). To determine the project item's aggregate cost, the sponsor or engineer must add the sum of all the parts of the item that will make it a whole, usable, and functional facility. A shelter project, for example, might consist of components such as the structure, concrete and electrical whose total combined (aggregate) estimated cost is \$25,000 or more. As such, the facility must be publicly advertised for sealed bids.

Sealed bids are defined as bids that are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. All sealed bid procurement transactions will be conducted in a manner providing full and open competition. Game and Parks must review all bid packages before being publicly advertised. Please see the LWCF Sponsor Procurement Guidelines on our grant portal website for more information on this section. The bid process may not begin until after a grant is awarded.

### **Control and Tenure of the Project Site**

For development applications, the project sponsor must show ownership of the project site or show evidence of a long-term lease with at least 25 years remaining 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 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 Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and Uniform Standards of Professional Appraisal Practice (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 LWCF 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.

### **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.

## **PROJECT SPONSOR COMMITMENTS AND RESPONSIBILITIES**

### **Perpetuity Clause for Outdoor Recreation Estate**

The LWCF Act requires the project sponsor to operate and maintain properties acquired, developed and/or renovated with LWCF assistance for public outdoor recreation purposes in perpetuity. 54 U.S.C. § 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 54 U.S.C. § 200305(f)(3) exceeds the actual project 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 Financial Obligations**

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, the project sponsor must provide evidence these funds are readily available and will be donated to the project when needed. Projects to be funded with bond issue proceeds **will not** be considered prior to the passage of the bond.

In-kind or donated contributions may be used as all or part of the project sponsor’s share of the project cost. The method of valuation for volunteer services, material, real property, and equipment must be documented and approved by Game and Parks to be considered as part of the project sponsor’s matching share.

### **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 project sponsor is required to make any proposed project available to the public for review and comment prior to submission for funding. Project sponsors 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.

### **Project Execution**

Game and Parks requires project sponsors to begin work promptly following NPS approval, but not before. This includes soliciting for bids. 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 project 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 can the project 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 (ABA) of 1968 (ABA) (P.L. 90-480), Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA).

## **Plans and Specifications**

The project sponsor should consult with engineering or architectural services at the application stage only to discuss various technical requirements and/or to obtain reasonable cost information for the grant application (these pre-award costs may be eligible for reimbursement as outlined in the Reimbursement Grant section 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 Game and Parks. Project items derived from catalogs do not need plans and specifications since they are pre-engineered. **If the Project 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 Game and Parks 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

## **Build America, Buy America Act (BABAA)**

As required by Section 70914 of Public Law No. 117-58, §§ 70901-52, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver.

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## **PROJECT APPLICATION INSTRUCTIONS**

The following information is a guide to the online application and the questions, brief descriptions, clarification, or examples of information needed in the application. Incomplete applications will result in withdrawal from the applicant pool for funding consideration. Use the online grant portal to apply: <https://ngpcgrants.outdoornebraska.gov>.

### **Application Questions and Submittal Requests**

Note: Most section titles will correspond to a tab in the online application. Items in italicized text are submittals (some submittals are required, others are optional depending on the specifics of the individual project).

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## *PROJECT OVERVIEW*

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### **Project Scope – High Level**

In one to three sentences, provide a high-level project scope. Do not include information regarding targeted audiences, community support, surrounding features etc. those details will be required in the Abstract at the end of this application.

Examples:

- Playground replacement with new play surface in Littles Park.
- New pickleball courts, a new connecting sidewalk, and refurbishment of existing tennis courts including lighting in Center Park.
- Demolition of playground and addition of climbing wall and skate park the Big Kids Park.
- Creating trail around lake with addition of fishing piers at north and south ends, and observation areas on east and west sides of Semi-Large Lake.

### **Project Type**

Select the type of project you are applying for, there are only three types:

- Acquisition - for acquiring land that will be used for outdoor recreation activities.
- Development - replacing or adding outdoor recreation facilities/amenities to a site that is already owned or leased by the project sponsor.
- Combination - both acquiring land and creating outdoor recreation facilities/amenities on that land.

### **Total Project Cost**

LWCF Funding Request - Amount and Percentage of Overall Project Cost  
Community Match - Amount and Percentage of Overall Project Cost



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## *PARK SITE FACTS*

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Park Name	Zip Code
Street Address	Acreage of Park Property
City	Coordinates (at the main entrance)
County	Encumberment Acreage
State of Nebraska	

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## *GENERAL SITE QUESTIONS*

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### **Location and Boundary Map**

Include a map that clearly shows the boundary of the area to be encumbered (typically the entire park) and location within Nebraska. Follow the instructions in the link for both the requirements and a sample.

### **New Park or Recreation Area**

Does this project create a new public park/recreation area where none previously existed?

#### **Existing Park**

If this is an existing park site, has it been encumbered by LWCF before? If you don't know, please reach out to us and we will look it up for you.

If yes, enter the LWCF Project Number and the name of the park at the time of its encumbrance:

### **Floodplain**

Is this project located in a floodplain?

If yes, explain and confirm you have met applicable federal insurance requirements.

### **Contiguous with Federally Owned Recreation Area**

Is the site contiguous with or connected to any federally owned recreation area?

If yes, describe how the site connects with federally owned recreation area:

### **Part of a Larger Management Area**

Is the site part of a larger management area, such as a greenway or regional recreation area?

If yes, describe how the site connects with other recreation areas or greenways:

### **Existing Site Conditions**

Describe the existing site conditions, include specifics such as any gardens or trees (mature or developing), landscaping in the area, other outdoor facilities within the site (shelters, courts, playground), support amenities (restrooms, benches), water features, sidewalks, trails, etc.

### **Outdoor Recreation Suitability**

Explain why the site is suitable for the type of outdoor recreation proposed:

### **Site Balance**

Site balance takes into consideration the density of activity, number of visitors on site on a typical day and built versus natural space on the site. Describe the balance at your site:

### **Visually Distracting Elements**

Are there any elements on the site that visually detract from the outdoor recreation experience or represent a potential public safety hazard? If yes, explain detraction or safety hazard and relation to the site

## Type of Ownership

Select the applicant's type of ownership and control of the property.

- Fee simple ownership
- Less than fee simple
- Lease

## Deed or Lease Agreement

Submit documentation verifying ownership of the lot or a lease agreement that has at minimum 25 remaining years. (PDF format).

## Multi-Use Site

Is this a multi-use site (i.e. school, reservoir, state forest, etc.)?

Multi-use site is designated by an agreement (formal or informal) with another organization (public or private) that they will have limited use for specific times and days throughout the year.

## Multi-Use Documentation

If yes, submit documentation showing the following information:

- What group or organization will be utilizing the site
- How frequently they will use the site throughout the week/year
- The length of time the site will be off limits to public use during daytime hours.

## Management and Operation of Site

Who will manage and operate the site? Note if any community partner (club and/or volunteer group) has agreed to be responsible for upkeep, management, and/or intermittent maintenance.

## Rights-Of-Way, Etc.

Describe the nature of any rights-of-way, easements, reversionary interests, etc. within the proposed LWCF boundary area: (If none, state N/A)

## Indoor Facilities Exclusion

Are there any pre-existing or planned **indoor facilities** on site that would not themselves be eligible for LWCF grant funding? (This exclusion should be reflected in the boundary map).

If yes, explain the indoor facility location on the site and the activity (or reason for exclusion):

## Boundary Totality

Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality? (The park in totality may cover more than one lot, and typical encumbrances include the entire park).

If the answer is no, explain any area proposed for exclusion and clearly reflect this in the boundary map.

## Resource Management Practices

Are there any pre-existing or planned **resource management practices** on the site? (i.e., timber management, grazing, etc.).

If yes, please describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.

## Planned Activity/Uses Exclusion

Are there any pre-existing or planned **activities/uses** on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary?

If yes, please describe the nature of the activity/use and clarify whether the intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity. (The exclusion should be clearly reflected in the boundary map).

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## PROJECT ACTIONS

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### **New Facilities**

Describe what new facilities/amenities will be constructed as part of this project:

### **Existing Facilities**

Describe what existing facilities/amenities will be renovated or replaced as part of this project, specifying whether it is renovated or replaced for each item:

### **General Site Improvement**

Describe what general site improvements will be completed as part of this project: (This would include demolition, site preparation, landscaping, habitat improvements).

### **Lifespan**

What is the anticipated life span of the facilities that will be funded as part of this project?

### **Conservation**

Describe any conservation factors that have been incorporated into the site, such as: solar lighting, wind turbines, bioswales, native plants in landscape, planting of shade trees, woodchip trails, etc. If none, state N/A.

### **Short- and Long-Term Benefits**

Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project:

### **Park Planning**

Is this project part of a larger plan? If no, enter N/A. If yes, give evidence by describing in a few sentences the overall plan/objective(s) and submit the plan below. Plans can be as follows:

- Any local, regional, county and/or parks comprehensive plan or master plan.
- Special study: A special study can include an assessment of current outdoor recreation activities and identification of missing activities and surveying the needs and desires of the local community which create a direct plan for the project sponsors.

### **Parks or Master Plan**

Submit, in pdf format, the master plan or special study that includes the proposed project

### **Three Year Plan**

Explain any *other projects* planned for this park over the next three years that are *outside of the proposed project* and how the proposed projects fit with those plans. If none, state "N/A".

(This could be another phase of development at the park or nearby expansion of public resources within close proximity, etc.)

### **Public Involvement**

Describe the process that led to the development of this project and how the public was involved. Include the process of resolution by your governing board. Resolution documentation is required, Letters of Support are optional.

### **Resolution**

Every project sponsor must submit a resolution from their governing body approving the action going forward.

## **Letters of Support**

Upload any letters of support you wish to be considered. A letter of support may come from an individual, organization or business that support the stated need and outcome of the project. Letters of support will be limited to 6 and must be a signed pdf.(Note: Letters of support are different than partnership letters where an organization(s) or business(es) is agreeing to support the project through funding, maintenance, or administration.

## **Partnership Letters**

Upload any partnership letters you wish to be considered. Partnership letters are for relationships where an organization(s) or business(es) is agreeing to support the project through funding, maintenance, or administration.

## **Age Groups**

Select how many age groups will be served by this project:

## **ADA and ABA Compliance**

Describe how the project address the access requirements under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA)?

## **Underserved Populations**

Describe how the project addresses underserved populations, such as elderly, low income, geographic disparities, physically challenged persons including visually and hearing impaired. Be specific about how and for whom. (Do not repeat information supplied in the ADA or ABA question).

## **Access or Equipment Fees**

Does the project have an access fee or require equipment? If there are no fees or equipment required, enter "No fees and no equipment required". If there is an access fee and/or equipment is needed, explain how the activity would be accessible for those that are economically disadvantaged.

## **Reachability - Convenience, Walkability**

Describe how easy it is to reach the outdoor activity area considering the following questions:

- Is it within a walk-able distance of expected users?
- If it requires transportation, is public transportation available?
- If it requires the participants to drive their own vehicle, is the drive minimum, is there adequate parking and/or affordable parking?
- Are there barriers that make it difficult to see and/or reach (not accessible by stroller/wheelchair)?

## **Public Resources and Facilities**

Describe the location of this site in relation to other public spaces, resources, and facilities that exist in the community. Depending on the location, a project sponsor may consider community as locally (within the village/city) or regionally, be specific.

## **Amenities Within or Near Site**

What amenities are included within the project site or near the project site that make the site and its activities usable? (Public restrooms, water, shade, rest areas, waste receptacles, etc.)

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## SCORP COMPLIANCE

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Explain how the project implementation is directly related to the Statewide Comprehensive Outdoor Recreation Plan 2021-2025. Every question in this section will be scored on an individual basis. If a goal or question does not apply to your project, enter N/A.

**SCORP Guidance:**

- Outdoor recreation goals are in Chapter 5 (pages 70-99). Each goal has an expanded definition, desired outcomes, list of action items, how-to's and success stories.
- Demographics, recreation supplies, and recreation desires are throughout Chapters 2 through 4.
- Wetlands are covered in Chapter 3 (pages 44-51)

**Goal 1**

Improve Quality of Life by Promoting Healthy Lifestyles through Outdoor Recreation

**Goal 2**

Develop the Understanding, Appreciation, and Engagement of Nebraska's Natural Resources and Outdoor Recreation Opportunities.

**Goal 3**

Understand the Opportunities and Threats in Developing Urban Areas and Areas of Rapid Population Growth

**Goal 4**

Provide and Manage Outdoor Recreation Education Opportunities that are Effective and Inclusive

**Goal 5**

Provide Effective and Inclusive Outdoor Recreation Programming

**Goal 6**

Provide and Manage Outdoor Recreation Opportunities that are Sustainable and Ensure Economic Vitality

**Wetland Features**

Does your project incorporate or protect any wetland features as described in SCORP (Chapter 3 Supply of Outdoor Recreation, pages 44-51)? Please explain:

**SCORP Needs In Your Area**

Does your project address any deficit of outdoor recreational activities for your area as described in SCORP (Chapters 2 -4)? Please explain:

## Priority Facilities

Note what LWCF Priority Projects are addressed by your project. (Denote whether improved or added. If none, note N/A):

- Camping facilities
- Wildlife habitat viewing opportunities
- Picnicking facilities
- Outdoor recreation education-related facilities and partnerships
- Access to and opportunities for fishing
- Hiking and/or biking trails
- Playgrounds
- Swimming opportunities (both beach and pool)
- Adventure activities (e.g., zip line, rock climbing, floating playgrounds, etc.)

More information on LWCF Priorities can be found on pages 98-99 of SCORP.

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## FUNDING REQUEST AND BUDGET DETAILS

### Grant Match

Provide the funding type (cash, grant, in-kind, etc.), source of funding, further description (if desired), amount of funding and percent of total cost. In-kind labor and equipment reimbursement by in-kind laborers will need prior approval from Game and Parks. For approval provide: Labor- rate (standard for that type of labor), type of work, number of hours. Equipment – standard rate for rental.

### Proof of Financial Match

Submit documents that show proof of financial match. (This includes proof of financial match from grants and/or organizations in addition to the project sponsor's match).

### Experience and Qualification to Complete Project as Outlined

Provide past projects that you have completed that are similar in scope and if the projects were completed on time and within budget. If there were delays, provide an explanation. If, as the project sponsor, you do not have any projects of similar scope, you may provide the qualifications of the current staff that will administer the project.

### Recent Experience with Federal Funded Projects

Provide examples of the project sponsor's or staff's experience in recent years with **federally funded projects**.

### Detailed Budget

Submit a Detailed Construction Budget for the total project cost of the application.  
Use the link for the form with examples.

### Cost Estimate

Describe how the cost estimate was derived: (Include information such as: consultation with architectural/engineering firms, similar projects within the area, cost estimates from suppliers).

### Cost Estimate Confidence

Was a delayed project start considered when producing the estimate? (The award of a project will be at minimum 9 months beyond the application deadline). When providing purchasing price for equipment, was more than one source researched?

### Resiliency and Longevity

Describe any project elements or costs that will improve site resiliency and facility longevity:

## Pre-Award Costs

Does your total project cost include pre-award costs?

(Pre-award costs can include architectural or engineering fees for site assessment, preliminary design, and/or planning. It cannot include bid preparation or any material purchases).

### If yes, submit a Pre-Award Costs page with the following:

- date from which the costs started incurring
- funding category
- total amount anticipated
- whether the costs will be for utilized as match or reimbursement

## Prior Community Investment by LWCF or Recreational Trails Program (RTP)

If your community has not had any prior investments by LWCF or RTP, enter no. If your community has had prior investment by LWCF or RTP, describe the project(s) and/or extent of investment.

## Audit for Project Sponsor

Submit the latest audit of the project sponsor. Include the entire audit.

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## ENVIRONMENTAL

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### ENVIRONMENTAL RESOURCES – TABLE 1

For each resource select the impact of the project on that resource. If further information is needed to determine the potential impact, select the 'Unknown' box and expect additional reviews will be required. Do not consider short term impacts unless those impacts would need a permit. Use CERT and SHPO to inform the responses as applicable.

No: indicates no impact is anticipated from the project

Positive: indicates positive impacts are anticipated as a result of the project

Negative: indicates negative impacts are anticipated as a result of the project

Unknown: indicates need for additional assessment

- Air Quality
- Circulation and Transportation
- Climate
- Contamination of Hazardous Materials (Even if remediated)
- Endangered Species Including Habitat: Listed, Proposed Threatened or Endangered
- Environmental Justice: Minority and Low-Income Populations
- Geological Resources: Soils, Bedrock, Sloped, Streambeds, Landforms, Etc.
- Historic or Cultural Resources
- Invasive Species
- Land Use Plans or Policies From Other Agencies Including Tribes
- Lightscares - Especially Night Sky
- Migratory Birds
- Recreation Resources
- Socioeconomics - Changes to Tax Base or Competition with Private Sector
- Sound-Noise Impacts
- Unique Ecosystems - Biosphere Reserves, World Heritage Sites, Old Growth Forests, Etc.
- Water Quality and/or Quantity
- Water: Coastal Barrier Resources or Coastal Zones
- Water: Marine and/or Estuarine
- Water: Stream Flow Characteristics
- Water: Wetlands and Floodplains
- Other Important Resources (will need to explain in question below)

## MANDATORY IMPACT CRITERIA – TABLE 2

The questions ask whether the project will have a negative impact on various elements, answer the question with a yes, no, or unknown. If further information is needed to determine the potential impact, select unknown and expect additional reviews will be required. Do not consider short term impacts unless those impacts would need a permit.

- Have significant negative impacts on public health or safety?
- Have significant negative impacts on unique natural resource or geographic characteristics such 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; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?
- Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?
- Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?
- Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?
- Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?
- Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?
- Have significant negative impacts to 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?
- Violate a federal law, or state, local, or tribal law or requirement imposed for the protection of the environment?
- Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?
- 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?
- Contribute to the Introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species.

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## ENVIRONMENTAL FOLLOW-UP QUESTIONS

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### Previous NEPA/SEPA

Have there been any previous NEPA/SEPA documents that are relevant to this project or this specific site? For no, enter N/A. For a yes, include a summary and attach the documents.

### Negative or Unknown Impacts

Explain any negative or unknown answers in Table 1 or any yes or unknown answers in Table 2. If no explanation is needed, state N/A. (Note: no explanation is needed for no impact or positive impact in Table 1 or a no to questions in Table 2).

### Justification of Table Answers

List the source(s) (data tables, maps, etc.) used to complete the tables above:

### Contributors/Consultants

List the individual(s) who contributed to completion of the above table. Include their name, title, agency, and their resource expertise to determine impact significance.



## Required Environmental Permits

List all required federal, state, and local permits/approvals needed for environmental impacts and explain their purpose and status. If none are needed, enter N/A. If you do not know, please reach out to Game and Parks for a consultation.

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## REQUIRED ENVIRONMENTAL REPORTS

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### SHPO Review

Every project will need a completed and signed review from the State Historical Society for the project site(s). If applying for multiple project locations under one application, upload one form for each project site. Submit in pdf format.

### CERT (Conservation and Environmental Review Tool)

Every project will need a CERT completed, signed, and uploaded on the CERT website. If applying for multiple project locations under one application, depending on the proximity of the two sites and overlap of area of affect, separate CERTS may be required. Submit in pdf format the final CERT report.

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## PROJECT ABSTRACT

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Enter a detailed, but succinct description of your project for the abstract that will used as the description of the project for most documents.

Include the following:

- where the project is located
- the scope of work (note the major elements and specify if the work/element is new, replacement or refurbishment)
- the target audience for the project
- the outdoor recreation benefit to the park and the community and how that enhances or fulfills a need of the community
- the positive existing features on the site and the surrounding area.

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## ACQUISITION

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These additional questions are applicable if the project is for acquisition only or a combination acquisition and development/renovation.

### Current Property Owner

Who is the current property owner of the land being purchased or donated:

### Site Structures

Are there any existing buildings or structures on the property that are being purchased along with the land?

If yes, describe what is planned for those structures and whether the grant funded project includes the value of those structures.

**Access**

Explain how the site will be open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities):

**Access Timing**

When will access to the site become available to public outdoor recreation activity?

**Three Year Development Plan**

Describe the development planned for the site(s) for the three years following acquisition.  
(Accomplishments must be reasonable considering impact of NHPA and NEPA compliance):

**Delayed Development**

If development will be delayed by more than three years beyond the grant close, explain why this acquisition is still a priority for grant funding at this time and ability the public will have to use the site in the interim.

**Addition**

Is this acquisition an addition to an existing park or other recreation area?  
If yes, explain how it will support and enhance the existing park:

**Condemnation**

Is this property being acquired under threat of condemnation?  
If yes, explain:

**Public Sale**

Was the property listed for public sale?  
If yes, explain how the property owner was made aware of the grant sponsor interest in the property:

**Donated Property**

Does the project involve donated property?  
If yes, include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead. (Note: If the donation is subject to a waiver of retroactivity, the evidence must pre-date the donation).

***Feel free to reach out to staff to the Planning and Program Division of Game and Parks with your questions!***