

# Application Attachments Guide

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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 examples of the various attachments requested throughout the application, both required and optional. The examples are for reference only. Forms which are required to be a specific format will be under the General tab in the application.

**To be considered for funding, all attachments must be submitted online within the application, incomplete or late attachments will not be accepted.** Reach out and reach out early with any questions. The online application portal is: <https://outdoornebraska.gov/lwcf/>.

You may contact any member of the LWCF team to assist, contact information:

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The Nebraska Game and Parks Commission does not discriminate based upon any protected status. Please see [www.OutdoorNebraska.gov/nondiscrimination](http://www.OutdoorNebraska.gov/nondiscrimination).

## ATTACHMENT LISTING

The attachments are listed in the order they appear in the application; however, until the application has been submitted, attachments can be uploaded in any order, at any time. Instructions are given on the individual attachment page (and in a simpler format in the application).

Type is noted next to the attachment title and designated as **required**, **required only-if**, or **optional**. (Required Only-If will depend on the whether the project has a particular element).

PDF is the preferred file format for submission unless otherwise noted.

Appearance refers to how the information is provided on the attachment.

- **Specific** requires that the information be provided as shown and/or in the form provided.
- **Example** shows the information required but the layout is a suggestion.
- **Applicant Choice** allows the applicant to provide the information in the format they feel best conveys the information.

Attachment Title	Type	File Format	Appearance	Page
Location and Boundary Map	Required	PDF	Example	5-6
Deed or Lease Agreement	Required	PDF	Applicant Choice	Not Shown
Multi Use Documentation	Required Only-If	PDF	Example	7
Site Plan	Required	PDF	Applicant Choice	Not Shown
Parks/ Master Plan or Special Study	Optional	PDF	Applicant Choice	Not Shown
Resolution	Required	PDF	Example	8
Letters of Support	Optional	PDF	Applicant Choice	Not Shown
Partnership Letters	Optional	PDF	Applicant Choice	Not Shown
Detailed Project Budget	Required	Excel	Specific	9-10
Budget Narrative	Required	PDF	Example	9
In-Kind Match Documentation	Required Only If	PDF	Example	11
Proof of Financial Match	Required	PDF	Applicant Choice	Not Shown
Pre-Award Cost Documentation	Required Only-If	PDF	Example	12
Audit for Project Sponsor	Required	PDF	Applicant Choice	Not Shown

Previous NEPA/SEPA	Required Only-If	PDF	Applicant Choice	Not Shown
Justification Documentation	Optional	PDF	Applicant Choice	Not Shown
SHPO Review	Required	PDF	Specific	13
CERT/ERR	Required	PDF	Specific	14-15
Donated Property Evidence	Required Only If	PDF	Applicant Choice	Not Shown

**ATTACHMENT**  
**LOCATION AND BOUNDARY MAP**

The location and boundary map must contain the following:

- ✓ The name of the park, the city, county and state it is within
- ✓ The county identified within the state map
- ✓ The village/city (or closest village/city) identified within the county map
- ✓ The site location identified within the village/city map (if applicable)
- ✓ Street address of lot/land parcel
- ✓ Street names (on background map)
- ✓ A north arrow
- ✓ A boundary line defining the area being encumbered
- ✓ Identification of main entrance (if it is open without any official entrance, note as such)
- ✓ Area of Effect (area within the boundary that work will be done)
- ✓ Areas of park to be excluded, if applicable

Location and boundary maps can be combined into one map or be separate maps.

List of Additional Information that is preferred but not required:

- ✓ Total acreage of encumberment and delineation between previously LWCF and newly requested encumbered acres, if applicable
- ✓ Parcel/Deed identifiers
- ✓ Coordinates at the main entrance (latitude and longitude)
- ✓ Satellite imagery (as background map) for boundary map (not needed for state or county)
- ✓ Line variety and legend for various borders. Do not use color as the only means to delineate different areas,

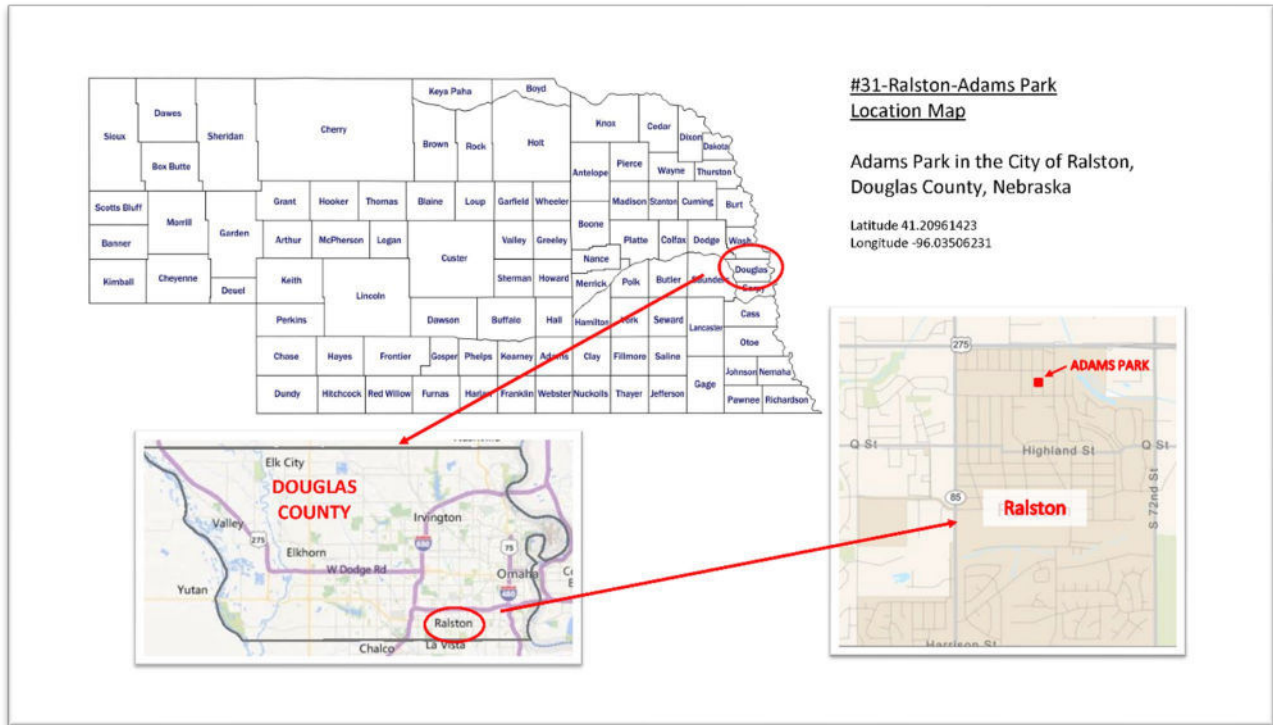
Page size: document must be legible and conform to a 11x17 format or smaller printout.

PDF format is preferred for the attachment(s) but jpg, gif, png, and Word is accepted.

(Examples on the next page).

Example

Location and Boundary Map on separate pages. (The two pages are to be within one file for submittal).



ATTACHMENT  
**MULTI-USE DOCUMENTATION**

If the project sponsor has a formal or informal agreement with an organization to use the site at specific times and days, it is considered a multi-use site.

Provide the following:

- ✓ Name of the organization using the site
- ✓ One sentence description of use
- ✓ Period of time it will be used and not available to the public

Example:

OVER HERE PARK IN NEAR, NEBRASKA

Close Middle School, will use 6 of the pickle-ball courts during the first quarter of school (Aug15-Oct 15) for 3 weeks for physical education use. It will be off-limits to the public from approximately 9:00AM-11:00AM and 1:00PM to 2:00PM Monday through Friday for the three weeks. The dates of use will be posted at the court a month in advance.

Very Far High School will use 4 of the pickle ball courts and 3 of the tennis courts during the first quarter of school (Aug 15-Oct) for advanced physical education use. It will be off-limits to the public from approximately 8:00AM to 8:50AM on Mondays, Wednesdays and Fridays during that time. The dates of use will be posted at the court a month in advance.

The It's Summer School Rec program will use 4 of the pickle ball courts and 3 of the tennis courts for the month of June from 10:00AM to 11:50AM Monday through Wednesday. The dates of use will be posted at the court a month in advance.

**ATTACHMENT  
RESOLUTION**

All applications must include a resolution from the project sponsor's governing body.

Example:



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**RESOLUTION ON ACQUISITION OR DEVELOPMENT FOR OUTDOOR RECREATION**

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 stated 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)

*Note: Resolution must be signed and sealed.*



**ATTACHMENT  
DETAILED PROJECT BUDGET  
AND BUDGET NARRATIVE**

The Detailed Project Budget will give a line item breakdown for the total project estimate and show the budget category cost for that item, as well as, provide details of the match. The Detailed Project Budget in Excel format is downloaded through the application and provides both examples and a blank budget form.

The following guide (also in the downloadable form) breaks down the budget categories as well as identifies some ineligible items to help guide the budget process.

**COST ESTIMATE and DETAILED PROJECT BUDGET GUIDE**

CATEGORY EXPLANATION

Line 1	Administrative and Legal Expenses	Administrative costs are limited to professional services directly related to the project, but not indirect cost of internal staff. Not typical in most projects; an allowable example would be administrative fee paid to a development district if providing grant administration of the project.
Line 2	Land for Acquisitions	Cost of land being acquired (only under an approved acquisition or combination acquisition/development project).
Line 4	Architectural and Engineering Fees	Professional services for cost estimates (pre-award cost), design, construction plans, bid documents, and construction oversight.
Line 6	Project Inspection Fees	Not typical.
Line 7	Site Work	Grading, excavation, site preparation, etc.
Line 8	Demolition and Removal	Demolition and/or removal of existing fixtures or structures on site.
Line 9	Construction	Covers building, installation, custom material work (concrete or asphalt, metal), renovation, electrical, plumbing, HVAC, drywall, stonework, painting, etc
Line 10	Equipment (Items valued \$5,000 or more)	Equipment is classified as tangible personal property that has a useful life of more than 1 year and costs more than \$5,000 (per item, not in total if there are multiples)
Line 11	Miscellaneous (Items valued under \$5,000)	Any personal property or equipment that costs less than \$5,000 per item.

NON-ALLOWABLE ITEMS

Contingency	Contingency is not allowed as a line item in the budget. Consultants providing cost estimates should be made aware the project will be delayed approximately a year and makes use of federal dollars therefore materials must be BABAA compliant.	
Furniture	Not eligible, exceptions are basic outdoor park items that can be secured, such as: tables, benches, bike racks, and trash receptables	
Boundary Surveys	Not eligible (Cultural resource surveys are eligible if required in development projects).	
Appraisals	Not eligible	

The budget narrative provides detail that is not derived from the spreadsheet, such as who is completing the work and justification of a line item, if necessary.

Example of a Budget Narrative

City of Near – Over Here Park – Playground

The Over Here Park Playground project consists of the full replacement of the playground equipment and play surface. Removal and disposal of existing playground equipment and surfacing is estimated at \$4,800. The mobilization cost is estimated at \$2,750 by the contractor who will prep the surface for an estimated \$8,000. The playground surface will consist of a concrete sub-base by the contractor estimated at \$25,200 which will be covered by 2x2 rubber play tile, purchased by the City of Near for \$9,840 and installed by the contractor for an estimated \$4,100. Rubber tiles installed over a concrete base extends the base on average, an additional 10 years and will provide a sub-base that can support 2-3 life cycles of the rubber tile. The City of Near will purchase the new playground equipment for \$92,500 and have it installed by the contractor for an estimated \$13,500. The City of Near will purchase and install the benches, bike rack, and waste receptacles for a total of \$8,020 and reseed as needed for \$900, which includes in-kind labor match of \$2,160.



**ATTACHMENT  
IN-KIND MATCH**

At the current time, in-kind match will require a simple submittal as listed below. However, if there was an audit of the project, more detail would need to be produced by the project sponsor following 2 C.F.R. 200.434 guidelines.

For labor hours, the project sponsor is required to keep on record the time sheets containing the signature of the person whose time was contributed and the supervisor’s signature for verification, whether the person is an employee or volunteer.

- The project sponsor may use on-staff personnel as in-kind match for work that is integral, this does not include administrative time. The time will be valued at the hourly paid rate excluding fringe benefits and overhead costs.
- A volunteer’s time (not an employee of the project sponsor) will be valued at the rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project. A general laborer’s wages may be charged in the amount of that which the city or cities in the immediate area pay their city employees for performing similar duties.
- A volunteer employed by another organization will be valued at the employee’s regular rate of pay (exclusive of fringe benefits and overhead cost) provided the services volunteered are of the same skill for which the employee is normally paid.
- The time volunteered must be for a service that is integral and necessary part of the project – no matter the role of the volunteer/staff in-kind match.

Valuation of donated equipment use follows similar rules. The hourly rate is not to exceed its fair-rental value. Records of equipment use must be kept showing the hours and dates of use and the signature of the operator of the equipment.

In-kind donated material is also allowed if the prices are reasonable and do not exceed current market prices at the time they are charged to the project. Records of the material must be kept with the fair market value as determined by listing comparable prices and vendors.

Example:

<b>In-Kind Labor Match</b>										
<b>Big Kids Park - Skate Park Addition</b>										
<b>City of Near, Nebraska</b>										
<b>Staff</b>	<b>Type of Work</b>	<b>No. of Days</b>	<b>Total Hours</b>	<b>Rate per hour</b>	<b>Total</b>	<b>Equipment Hours</b>	<b>Rate per hour</b>	<b>Total</b>		
Shelia	Machine Operator	27.50	220.00	52.26	\$ 11,497.20	200.00	100.00	\$ 20,000.00	Excavator / Loader	
Dick	Machine Operator	30.00	240.00	46.27	\$ 11,104.80	180.00	100.00	\$ 18,000.00	Loader / Skid Steer	
Kevin	Machine Operator	30.00	240.00	42.22	\$ 10,132.80	180.00	100.00	\$ 18,000.00	Loader	
Al	Driver	40.00	320.00	41.13	\$ 13,161.60	300.00	100.00	\$ 30,000.00	Dump Truck	
Jesse	Machine Operator	25.00	200.00	41.13	\$ 8,226.00	200.00	100.00	\$ 20,000.00	Grader	
					<b>Labor Subtotal</b>	<b>\$ 54,122.40</b>			<b>Equipment Subtotal</b>	<b>\$ 106,000.00</b>
						<b>Grand Total</b>	<b>\$</b>	<b>160,122.40</b>		

**ATTACHMENT  
PRE-AWARD COSTS**

Pre-award costs are defined as eligible costs incurred before a proposed project is awarded and are limited.

To be eligible, the cost must have incurred within the three years prior to application submission to the National Park Service and be within the guidelines below:

- Eligible development project costs are site investigation and selection, site planning, feasibility studies, preliminary design, environmental review and other federal and State compliance, preparation of cost estimates, preparation of construction drawings and specifications, and similar items necessary for project proposal preparation may be eligible for assistance, although incurred prior to project approval.
- Eligible acquisition project costs are similar to development projects **except** for costs relating to appraisals, survey, and other incidental costs to the purchaser that are precluded by the LWCF Act.

Applications must include the following information and check the box for pre-award costs:

- ✓ Period in which the pre-award cost incurred
- ✓ Funding category (as listed in the detailed project budget with Line 4 being most typical).
- ✓ Amount of pre-award costs
- ✓ Application to the project
- ✓ Whether the cost is provided as a shared reimbursable cost or as match

Note, the project sponsor must keep records of all invoices and include them in the closeout process.

Example:

Big Kids Park – Skate Park Addition  
City of Near, Nebraska

Pre-Award Costs

From 4-15-2023 to 5-30-2024 engineering fees were incurred in the amount of \$12,500 for preliminary design and cost estimates for the Big Kids Park – Skate Park Addition project. The \$12,500 amount will be used by the City of Near as match for the project.

**ATTACHMENT  
SHPO REVIEW**

A Section 106 - Project Form must be completed and submitted by the project sponsor to History Nebraska the Nebraska State Historic Preservation Office (SHPO) and then reviewed and signed by them. The signed copy from SHPO must be submitted with your application prior to the application deadline. Regulations allow for a 30-day response time by the Nebraska SHPO, although allowing additional time is recommended. Passed in 1966 as part of the National Historic Preservation Act, Section 106 was created to make sure that all qualified federal projects take into account their effects on historic properties (classified as 50 years or older and are either already listed or are potentially eligible for listing in the National Register of Historic Places).

The form can be found online at:

[https://history.nebraska.gov/wp-content/uploads/2022/10/SHPO\\_CombplianceFormNeSHPO-1.pdf](https://history.nebraska.gov/wp-content/uploads/2022/10/SHPO_CombplianceFormNeSHPO-1.pdf)

Submit completed forms to:

[HN.HP@nebraska.gov](mailto:HN.HP@nebraska.gov) .

For additional information, the website is:

<https://history.nebraska.gov/historic-preservation/review-and-compliance-section-106/>

**History NEBRASKA HISTORIC PRESERVATION**

ONLINE SECTION 106 PROJECT FORM FOR INDIVIDUAL STANDING STRUCTURES

**NESHPO Use Only**  
Date Received \_\_\_\_\_ HP Number \_\_\_\_\_

Submission of a completed Project Information Form with adequate information and attachments constitutes a request for review pursuant to Section 106 of the National Historic Preservation Act of 1966 (as amended). More information may be required to adequately complete the Section 106 process. Submit completed form to [HN.HP@nebraska.gov](mailto:HN.HP@nebraska.gov).  
NOTE: Section 106 regulations provide for a 30-day response time by the Nebraska State Historic Preservation Office from the date of receipt.

PROJECT NAME (if applicable) \_\_\_\_\_ PROJECT NUMBER (if applicable) \_\_\_\_\_  
 COUNTY \_\_\_\_\_ STREET ADDRESS (No P.O. Box Numbers) \_\_\_\_\_ CITY \_\_\_\_\_  
 FEDERAL AGENCY OR DESIGNEE \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ CITY, STATE ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 EMAIL (for response) \_\_\_\_\_

**PROJECT DESCRIPTION**  
Briefly describe the overall project.

**DESIGNATIONS**  
To the best of your knowledge, is the structure any of the following?  
 Listed Individually on the National Register     Listed within a National Register Historic District  
 Designated Local Landmark     Designated Local Landmark District

**PHOTOGRAPHS**  
Please provide photographs of all structures. Photographs of neighboring or nearby buildings are helpful. Go to page 2 to insert photo(s).

**NESHPO USE ONLY**

Nebraska SHPO Determination    Site Number: \_\_\_\_\_

No potential to cause effects     Adverse effect (More consultation needed)  
 No historic properties affected     The SHPO requests additional information (see attached)  
 No adverse effect

Review & Compliance Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
 State Historic Preservation Office, Nebraska State Historical Society

Click to Submit Completed PDF by Email    or save then email to: [hn.hp@nebraska.gov](mailto:hn.hp@nebraska.gov)

Recommended: File size of photos should be reduced to less than 2 mb per image

ATTACHMENT  
**CERT (Conservation Environmental Review Tool)**  
and the  
**ERR (Environmental Review Report)**

CERT is Nebraska Game and Parks Commission's online GIS tool for environmental review and conservation planning. Since there are several steps to the process, there are several resources available.

- The Environmental Review Report Guide (ERR Guide) can be downloaded from the application. It outlines the review and signing steps the ERR in far more detail than the overview below. Read the guide thoroughly before signing, dating, and uploading.
- The CERT webpage provides instructions for creating an account and a video tutorial (<https://www.youtube.com/watch?v=qAmANrSHO5M>) for creating a project (Steps 2 below).
- The CERT website can be found at: <https://cert.outdoornebraska.gov>.

This process is fast if there is no impact, little impact, or there are simple measures to minimize impact. In some cases the impact will require a more extensive review and/or measures; therefore, starting this process early in the application cycle is recommended.

Here is a quick overview of the steps:

**Step 1 Create an account** (CERT website: <https://cert.outdoornebraska.gov> )

**Step 2 Create a project** Use the video noted above and log out after creating the project as you will log back in for printing in Step 3.

For Step 2, specific for LWCF projects:

- 1) Background use: Imagery Hybrid.
- 2) Create a shape based on the boundary map for your project (preferred over importing a file shape).
- 3) Project Title is: City (or County) and Park Name
- 4) User Project Number is: 31-City-Park Name
- 5) Project Type is: Recreation Areas
- 6) Project Type Activities is: typically Facilities Construction or Maintenance or Repair of Existing Facilities, select from the available options the one which is most appropriate.
- 7) Project Description is: the short description supplied in the first part of the application.
- 8) Funding source is: Federal
- 9) On Behalf Of is: project sponsor's name
- 10) Address is: project sponsor's address

**Step 3 Print the draft ERR** – An email will notify the project sponsor and the person who created the project (if different) when the ERR is ready and outline the next steps. It is considered a draft ERR at this stage.

**Step 4 Review and sign the ERR** – The draft ERR will give one of three results:

- *It is unlikely this project...* In this result, typically there are no impact listed for any species. Sign and date the Certification line.
- *More information needed, please answer....* In this result, the ERR lists possible impacts and the actions required at the project site. The habitat questions and actions must be answered and

Certification line be signed and dated. In some cases, a request for further review must be made.

- **Potential impacts...** In this result, the Certification line must be signed and dated, and a request for further review must be sent to the Environmental Review Team (ERT) at [ngpc.enreview@nebraska.gov](mailto:ngpc.enreview@nebraska.gov).

Typically, the following situation applies:

If the project sponsor agrees to implement conservation conditions as outlined in the ERR and applicable to the project type, then the signed ERR serves as documentation of consultation and further consultation with NGPC is not required.

**Step 5 Upload the final signed and dated ERR into CERT**– Log back into your CERT account and navigate to the My Projects tab and click on your project. Within the grey toolbar near the top of the page, select “Edit Details”. Select ‘Final’ under Project Edit Status. Then upload your signed and dated ERR by using the File Attachments feature. Click the Save button. Once the status has changed to Final, the project and ERR cannot be edited. A new report will generate, but it can be disregarded.

*Note: Once a report is signed and dated, it is referred to as the final ERR.*

**Step 6 Upload the final ERR into the online application.**

Example:

There are numerous pages with both text and graphics to the ERR (Environmental Review Report). The following is the first page of the report provided simply for reference.

**NEBRASKA**  
- GAME PARKS -

**Environmental Review Report**

**Project Information**

Report Generation Date:	2/2/2024 12:39:23 PM
Project Title:	[REDACTED]
User Project Number(s):	31-01112
System Project ID:	NE-CERT-011560
Project Type:	Recreation Areas
Project Activities:	Facilities Construction (cabins, campgrounds, parking lots, picnic shelters, restrooms, roads, showers, utility hook-ups, etc.)
Project Size:	11.89 acres
County(s):	Lancaster
Watershed(s):	Lower Platte
Watershed(s) HUC 8:	Salt
Watershed(s) HUC 12:	Elk Creek-Oak Creek
Biologically Unique Landscape(s):	None
Township/Range and/or Section(s):	T10R06ES11
Latitude/Longitude:	[REDACTED]

**Contact Information**

Organization:	[REDACTED]
Contact Name:	[REDACTED]
Contact Phone:	[REDACTED]
Contact Email:	[REDACTED]
Contact Address:	[REDACTED]
Prepared By:	Shari Sorenson
Submitted On Behalf Of:	City of Lincoln

**Project Description**  
Remove existing playground surfacing and equipment; increase the playground size by approximately 50%, replace with new rubber tile surfacing and new playground equipment adding a 2 bay swing, a compound structure, an inclusive spinner, and three dynamic surfers.

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