

Application, Scoring, and Attachments Guide

For Locally Sponsored Projects in Nebraska
Land and Water Conservation Fund



Revised 05/01/2025



Nebraska Game and Parks Commission
Planning and Programming Division
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INTRODUCTION AND CONTACTS

This guide provides the Land and Water Conservation Fund applicant (project sponsor) with the instructions to prepare a LWCF application. **Please read this entire document before applying.** 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 the preparation of your application. The LWCF team is available for consultation in the concept phase and early in the application process.

Be aware that official project start dates will be the following year after applications are submitted. For example, if you apply in 2025 and are awarded, you will receive a start date in late summer/early fall of 2026 to begin final design, bidding, construction, etc. for your project. No ground disturbance can occur in the area of effect prior to the start date as stated in the award agreement.

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 individuals for any clarification or requirements of the program.

Shari Sorenson
Recreation Grants Administrator/ASLO
shari.sorenson@nebraska.gov
402-471-5283

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The Nebraska Game and Parks Commission does not discriminate based on any protected status. Please see www.OutdoorNebraska.gov/nondiscrimination .

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. The Nebraska Game and Parks Commission (Game and Parks) administers the fund at the state level through its LWCF team. By state statute, 60 percent of the funds are passed through to local communities via project sponsors through 50 percent reimbursement competitive 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 the Game and Parks LWCF team.

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, appropriations began for federal projects and matching grants to state and local governments for the acquisition and development of public outdoor recreation areas and facilities. Most of the LWCF funding comes from offshore oil leasing revenues, based on the idea of recycling the proceeds of natural resources development back into natural resources protection. While nonrenewable resources are 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 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, tribes, public power districts, state agricultural societies, and natural resource districts (political subdivisions except for schools). With the perpetuity clause and ongoing redistricting of schools, we are declining school

sponsorships. Schools are encouraged to work with their village/city as the applicant responsible for the perpetuity clause while partnering on building costs and maintenance.

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/>.

Reimbursable Grant

The LWCF is a reimbursable grant, meaning the project sponsor must finance **100 percent of the project costs until the grant is closed**. 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 for by the project sponsor during the project period as identified on the grant agreement, except for, agreed-upon pre-award costs as noted in the paragraph below. Reimbursement is typically requested only once, at the end of the project. One partial payment prior to the close of the project may be allowed, specifics will be provided after a project has been recommended by the commissioners.

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 before federal approval of the project, the expenses incurred are **ineligible** for reimbursement or match and may disqualify the project.

GRANT REQUEST DOLLAR AMOUNTS

Minimum: \$75,000 with a total project cost of \$150,000 or more

Maximum: \$600,000 with a total project cost of \$1,200,000 or more

2025 Funding Cycle

- **May 5**– Grant funding opportunity opens.
- **August 22** – Grant funding opportunity closes.
- **September - October** – Pre-award on-site visits, preliminary application review for eligibility.
- **October-December** – LWCF Selection Committee reviews, scores, and ranks project proposals.
- **January** – Board of Commissioners formally recommends Nebraska projects for funding and NPS submission.
- **February-May** – Recommended applications are submitted to the National Park Service by the Game and Parks LWCF team. Game and Parks completes Wetlands or other agency reviews as required, with Tribal consultation and final determination completed by NPS.
- **April-Sept** –National Park Service reviews applications, awards funding, and sends agreements to states.
- **July-September** – Grant agreements are put in place by the Game and Parks LWCF team with project sponsors. Projects can begin with a grant period of approximately 3 years from the time the NPS award was issued.

Procurement Required Procedure

Procurement is required to follow the state of Nebraska procedures. Any project with an aggregate cost of more than \$50,000 (covers all LWCF projects) must be procured by the method of sealed bids with formal advertising and/or purchased through an approved vendor. (This typically covers splash pads and playgrounds). To determine the project item's aggregate cost, add the sum of all the parts of the project that will make it a whole, usable, and functional facility. A new shelter project, for example, consists of multiple components such as the structure, concrete, and electrical, whose total combined (aggregate) estimated cost is \$50,000 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 that provides full and open competition. The Game and Parks LWCF team 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 (not acquisition), 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 receiving 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), often referred to as a Yellow Book Standard appraisal. 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 who is 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 the 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 funding grant.

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). The conversion proposed by the project sponsor must meet Game and Parks' approval and be submitted to NPS for compliance with LWCF guidelines.

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 partner organizations or foundations, the project sponsor must provide evidence that 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 before 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 the Game and Parks LWCF team 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 the recreational needs of the community. The project sponsor is required to make any proposed project available to the public for review and comment before submitting an application. 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 that the project is proposed for a floodplain or wetland.

PROJECT SPONSOR COMMITMENTS AND RESPONSIBILITIES

Public opinion of the project and how the project meets the needs of the community is a critical component of the design of the project. Applications will be critically reviewed as to how and when public opinion was sought, how the project was selected for the community, and how it will serve the community. Public opinion should be sought before the project concept design and before the construction documents are drawn. Public opinion is not limited to a committee, although a group of concerned citizens may drive the project concept, fundraising, and final implementation. Public opinion can be sought through surveys, public meetings, and ballot initiatives.

Project Execution

Game and Parks requires project sponsors to begin work promptly following a signed sub-agreement, but not before. It is imperative that 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 proceed with final design and bid documents within thirty days and/or break ground within the first year 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 an LWCF program goal. 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 on page 7). 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 Game and Parks LWCF team. Project items derived from catalogs do not need plans and specifications because they are pre-engineered.

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 be consistent with the environment. Plans and specifications for the improvements should be in

PROJECT SPONSOR COMMITMENTS AND RESPONSIBILITIES

accordance with established engineering and architectural practices. Emphasis should be given to the health and safety of the users, accessibility to the 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, public programs and activities must be operated free from discrimination, on the basis of race, color, national origin, age, or disability. Any person who believes they have been discriminated against or who would like further information regarding the prohibition of discrimination should contact:

National Park Service
Equal Opportunity Program Office
1201 I Street, N.W.
5th Floor, ORG Code 2652
Washington, D.C. 20005
(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. Projects that receive less than \$250,000 in federal aid or 5% of any project have a small grants waiver and de minimus waiver, respectively.

PROJECT APPLICATION INSTRUCTIONS

To start an application, both the project sponsor (political subdivision) and the applicant (individual completing the grant application) must be registered in the system. Registration requests are typically approved within the next business day. Multiple applicants can be registered for and access a project sponsor's application. An application can be modified and saved multiple times within the May 5 to August 22 application window. Watch the video on the LWCF webpage or grant portal for details on registering and using the system.

The application is online – look for the grant portal button on:
<https://outdoornebraska.gov/LWCF>

After answering all applicable questions, the application must be submitted to qualify. Applications will receive a preliminary review after the close of the application window. The project sponsor will have a maximum of five business days to respond to requests for missing documentation or clarifications. Project sponsors may also be contacted for clarification during the review and ranking period. Pre-award site visits will occur between August and October without a project sponsor representative being present.

Incomplete applications will not be considered for funding. If you wish to have your application reviewed for completeness before the deadline, you can email a request to shari.sorenson@nebraska.gov before August 8. Any request after that date will not be honored; the application will receive a preliminary review after August 22.

The following pages provide the questions in the application, in the order and section they appear in the online application, as well as, the attachment requirements and possible points when applicable. Each section represents a tab in the online application. [A tally of the possible points can be found on page 35 of this guide.](#) [The listing of attachments is on page 36,](#) with the ensuing pages giving details on required information, layout, and images for specific attachments.

Applicants are encouraged to contact a member of the Game and Parks LWCF team with any questions or to discuss the overall project. Although no team member can supply or write any answers to questions or assure ranking, they can discuss whether an element would be competitive, the intent of a question, and explain any requirements of the application or LWCF program.

SECTION 1 - PROJECT OVERVIEW

Please provide high-level information about the proposed project.

PROJECT OVERVIEW – SECTION 1	Question 1 Project Scope		
	Provide a high-level description of the project in one to three sentences. If there is more than one project in the application, include a simple description for each. Do not include information regarding targeted audiences, community support, surrounding features, etc., as those details will be required in the abstract, Question 74, at the end of this application. Example: -Playground replacement with new play surface in Littles Park. -Creating a trail around the lake with the addition of fishing piers at the north and south ends, and observation areas on the east and west sides of Semi-Large Lake.	Attachment	Max Points
		N/A	N/A
	Question 2 Project Type		
	Select the type of project based on the following three types: <ul style="list-style-type: none"> • Acquisition – for acquiring land that will be used for outdoor recreation and to be developed later. • Development – replacing or adding outdoor recreation facilities/amenities to a site already owned or leased by the project sponsor. • Combination – both acquiring land and creating outdoor recreation facilities/amenities on the land. 	Attachment	Max Points
		N/A	N/A
	Question 3 Total Project Cost		
	Provide LWCF Funding Request - Amount of Overall Estimated Cost Provide Match – Amount of Overall Estimated Cost The application will automatically total the estimated overall project cost and percentage.	Attachment	Max Points
		N/A	N/A
	Question 4 Site Facts		
Provide <ul style="list-style-type: none"> • Park/recreation area name, street address, city, county, postal code • Total acreage of the park and number of acres to be newly encumbered with this grant. • Latitude and longitude at the main entrance or center of the park (if there isn't a main entrance). 	Attachment	Max Points	
	N/A	N/A	

No Points for PROJECT OVERVIEW Section 1 **0**

SECTION 2 - STATE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP)

As a requirement to receive LWCF funding, Nebraska Game and Parks completes an extensive plan every 5 years to assess available outdoor recreation opportunities and survey what Nebraskans would like to add to outdoor recreation opportunities. The information is published in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The title for the present plan is called: Guiding Success in Nebraska Outdoor Recreation 2021-2025 and is available at <https://outdoornebraska.gov/lwcf/>. Projects submitted for LWCF funding are assessed on the alignment with the SCORP goals, wetland incorporation, the LWCF priority projects as stated in the plan, and the facilities that Nebraskans desire.

SCORP Guidance:

- Outdoor recreation goals are in Chapter 5 (pages 70-99). Each goal has an expanded definition, desired outcomes, a list of action items, how-to's, and success stories.
- Wetlands are covered in Chapter 3 (pages 44-51).
- LWCF Priority Projects are listed in Chapter 5 (page 99).
- Outdoor Recreation Facilities Nebraskans think are important/would like to have Table 4.4 in Chapter 4 (page 65).
- Demographics, recreation supply, and recreation desires are throughout Chapters 2 through 4.

SCORP – SECTION 2	Question 5 SCORP Goals		
	Describe how the project actively incorporates the SCORP Goals. An explanation of the goals and suggested active implementation is covered on pages 70-99 in SCORP. 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	Attachment	Max Points
	Up to 60 points for alignment with SCORP goals.	N/A	60

SCORP – SECTION 2	Question 6 Wetland Feature(s)		
	<p>Explain how the project incorporates or protects any wetland feature as described in SCORP (Chapter 3 Supply of Outdoor Recreation, pages 44-51). If there are no wetland features, state N/A.</p> <p>The activity can be as subtle as providing interpretive signs for a wetland feature on a playground tower that has an observable creek, to a more encompassing project such as creating an outdoor classroom on an observation deck with water cameras, field glasses, and interpretive signs on a wetland restoration. Another option is to utilize a wetland feature like GSI (green stormwater infrastructure) to manage runoff in a park or open green space.</p>	Attachment	Max Points
	Up to 10 points for any wetland feature, protection, or education.	N/A	10
	Question 7 LWCF Priority Projects		
	<p>Note what LWCF Priority Projects as described in SCORP (page 99) are included in your project. Denote whether it is an addition or an improvement/replacement. If none, state N/A.</p> <ul style="list-style-type: none"> • 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.) 	Attachment	Max Points
	Up to 10 points for including a priority facility.	N/A	10
	Question 8 Added Facilities for Your Region		
	Explain how the project addresses any outdoor recreational facilities that Nebraskans wanted more of in your particular region of the state as described in SCORP (page 65). If the project is not one of the facilities Nebraskans wanted more of for your region, state N/A.	Attachment	Max Points
	Up to 10 points for incorporating any facility listed as wanting more of in your region.	N/A	10

Possible Points for the SCORP Section 2	90
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SECTION 3 - DETAILED BUDGET AND FINANCES

This section addresses the costs and financing of the project. Estimated costs for the project should be projected 12-18 months from August 2025. The grant award will be for the amount requested and reflected in the budget. Cost overruns will be considered only if funds are available, require a written and approved amendment with documentation, and are at the discretion of Game and Parks.

DETAILED BUDGET AND FINANCES – SECTION 3	Question 9 Detailed Project Budget		
	Submit a Detailed Project Budget for the overall cost of the project (grant request and match). Use the link to download the Excel file which includes the form and examples. Submittal process is Excel format (.xls, .xlsx, .xml) although a PDF (.pdf) will be accepted. For the form and examples, see pages 37-38 in the attachment section of this guide and download the Excel template.	Attachment	Max Points
	A detailed budget is a required submittal. The budget will be assessed for valid pricing, detail, and completeness. Up to 20 points for a valid budget.	PDF-9	20
	Question 10 Budget Narrative		
	Submit a budget narrative, include explanations for costs or matches that are not readily evident or difficult to show in the Detailed Project Budget. Submit in PDF (.pdf) or Word (.doc or docx) format. For more information and an example, see page 39 in the attachments section of this guide.	Attachment	Max Points
	Budget narrative is a required submittal. Narrative will be considered when scoring question 9.	PDF-10	N/A
	Question 11 In-Kind Documentation (only if applicable)		
	If using in-kind labor (staff or volunteers), equipment, and/or materials (must be new not reused), submit an estimated cost, description, and whether it is match or will be submitted for reimbursement. Submit in PDF format (preferred) or Word. For more information and an example, see pages 48-49 in the attachments section of this guide.	Attachment	Max Points
	Required if in-kind costs will be utilized in your project.	PDF-11	N/A

DETAILED BUDGET AND FINANCES – SECTION 3	Question 12 Proof of Financial Match	Attachment	Max Points		
	Submit documents that show proof of financial match. Submit in PDF format as one file. Note: This includes proof of financial match from grants and/or partner organizations in addition to the project sponsor’s match. In addition to the amount, specify when the funding is expected to be received if it is from outside sources.				
	Required submittal for all projects.			PDF-12	N/A
	Question 13 Audit for Project Sponsor			Attachment	Max Points
	Submit the latest audit of the project sponsor. Include the entire audit. Submit in PDF format as one file.				
	Required submittal for all projects. Up to 10 points for a clean audit.	PDF-13	10		
	Question 14 Experience and Qualifications to Complete Project as Outlined	Attachment	Max Points		
	Provide a list of completed projects by the project sponsor that are similar in scope. Include details such as whether the project(s) was completed on time and within budget. If there were delays, explain. If the project sponsor has not completed any projects of similar scope, provide the qualifications of the current staff that will administer the project.				
	Up to 10 points for experience and success of like projects.			N/A	10
	Question 15 Recent Experience with Federally Funded Projects	Attachment	Max Points		
	Provide examples of the project sponsor's or staff's experience in recent years with federally funded projects.				
	Required submittal for all projects.			N/A	N/A
	Question 16 Cost Estimate	Attachment	Max Points		
	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, inflation estimates, etc.				
	This answer will be considered when scoring question 9.			N/A	N/A
	Required submittal for all projects.			N/A	N/A

DETAILED BUDGET AND FINANCES – SECTION 3	Question 17 Cost Estimate Confidence	Attachment	Max Points
	Describe how the cost estimates were verified as accurate at the time of submittal. Was a delayed project start considered? (Note: Any award /start of period of performance will be at minimum 8-9 months beyond the application deadline). When obtaining the purchasing price for equipment, was more than one source researched?		
	This answer will be considered when scoring question 9.		
	Question 18 Resiliency and Longevity	Attachment	Max Points
	Describe any project element(s) or cost(s) that will improve site resiliency and/or facility longevity. If none, state N/A.		
		N/A	N/A
	Question 19 Pre-Award Costs	Attachment	Max Points
	Does the budget include pre-award costs? Pre-award costs are architectural or engineering fees for site assessment, preliminary design, planning, and/or cost estimates up to three years prior to spring of 2026. It cannot include bid preparation or any material purchases. If no, state N/A. If yes, submit the following information and include the amount in the detailed budget:		
	<ul style="list-style-type: none"> • description of the costs • period in which the costs incurred (start and beginning date) • total amount of pre-award costs • whether the cost is provided as a shared reimbursable cost or as match 		
	Note: All invoices and payments must be submitted with the request for reimbursement or at close of the grant whichever is earlier.		
	N/A	N/A	
Question 20 Prior Community Investment by LWCF or Recreational Trails Program (RTP)	Attachment	Max Points	
Has the project sponsor / community had any prior investments by LWCF or RT? If yes, describe the project(s) and/or extent of investment. If it is unknown, please contact the LWCF team. If no, state N/A.			
Note: This includes any land within the project sponsors boundaries/limits, not just for the park in this application.			
	N/A	N/A	

Possible Points for DETAILED BUDGET AND FINANCES Section 3	40
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SECTION 4 - PROJECT SITE

This section asks for multiple details about the physical existing site, surrounding areas, and what changes will occur to the land when developing the project.

PROJECT SITE – SECTION 4	Question 21 Location and Boundary Map	Attachment	Max Points
	Submit a map that clearly shows the boundary of the area to be encumbered (typically the entire park/recreation area) and the city/village and county location within Nebraska. Submit in PDF format in one file. For required details and an example, see pages 40-41 in the attachments section of this guide.		
	Required submittal for all projects.		
	Question 22 Increasing LWCF Encumbered Space	Attachment	Max Points
	Does this project increase LWCF encumbered space by: <ul style="list-style-type: none"> • creating a new public park/recreation area where none previously existed or • encumbering an existing public park/recreation area that has not received LWCF grant funding before? If it has been encumbered by LWCF before, enter the LWCF Project Number and the name of the park/recreation area when encumbered. If not, state N/A. If unknown, please contact the LWCF tea for a project history check.		
	Up to 15 points for encumbering new outdoor recreation space.		
	Question 23 Floodplain	Attachment	Max Points
	Is this project located in a floodplain? If yes, explain and confirm the project sponsor has met the applicable federal insurance requirements. If no, state N/A.		
	N/A		
	Question 24 Contiguous with Federally Owned Recreation Area	Attachment	Max Points
Is the site contiguous with or connected to any federally owned recreation area? If yes, describe how the site connects with a federally owned recreation area. If no, state N/A.			
N/A	N/A		

PROJECT SITE – SECTION 4	Question 25 Part of a Larger Managed Area		
	Is the site part of a larger managed area such as a park or greenway, or does it connect to other recreational areas via a pedestrian or bike trail, bridge, or that are a few blocks away? “Managed area” could be passive or active management and refers to green/natural areas in general, including natural areas that are not mowed, trimmed, or otherwise maintained regularly. Consider connection to greenways that are not managed by the project sponsor and how this project may expand outdoor recreation opportunities by connecting with other green spaces.	Attachment	Max Points
		N/A	N/A
	Question 26 Description of the Existing Site		
	A picture is worth a thousand words, however, describe in 800 characters the site typography, landscaping and structures...flat, mature trees, grass-covered, water feature, etc.	Attachment	Max Points
		N/A	N/A
	Question 27 Site Appropriateness		
	Explain why the site is appropriate for the type of outdoor recreation proposed.	Attachment	Max Points
	Up to 5 points for suitability of site.	N/A	5
	Question 28 Visually Detracting Elements or Safety Hazard		
	Are there any elements on the site that visually detract from the outdoor recreation experience or represent a potential public safety hazard?	Attachment	Max Points
	Up to 5 points for a distraction-free and safe site.	N/A	5
	Question 29 Site Balance		
Explain how the park will maintain a balance of active vs. passive use with the proposed project being added to the park. Site balance weighs several factors: <ul style="list-style-type: none"> • The density of activity: are there many activities in a relatively small acreage? • Passive versus active use: are all spaces dedicated to high-energy activity? • Number of visitors on-site on a typical day: is there sufficient spectator space, parking, and resting areas? • Number of manmade structured spaces: is there natural habitat included on the site? 	Attachment	Max Points	
	N/A	N/A	

PROJECT SITE – SECTION 4	Question 30 Proximity to Public Resources and Facilities	Attachment	Max Points
	Describe the location of this site to other public spaces, resources, and facilities that exist in the community, such as libraries, museums, schools, daycares, community centers, and aquatic facilities. Depending on the location, a project sponsor may consider "community" as within the village/city or as a region, be specific on which community type is being used.		
	Up to 5 points for the site's location in relation to other resources.		
	Question 31 Amenities Within or Near the Site	Attachment	Max Points
	Describe the amenities that are on-site or very near the site that make the outdoor experience and activities usable or a whole project. Amenities will vary depending on the activity but can include benches, bike racks, spectator seating, trash receptacles, public restrooms, potable water, and parking.		
	Up to 10 points for the amenities on the project.		
	Question 32 Type of Ownership	Attachment	Max Points
	Select the project sponsor's type of ownership and control of the property from the following three options: <ul style="list-style-type: none"> • Fee simple ownership • Less than fee simple • Lease (must have at minimum 25 years remaining) 		
	Submit the deed or lease agreement in PDF format as one file.		
	Required submittal for all projects.		
	Question 33 Multi-Use Site	Attachment	Max Points
	If the site or project has an arrangement with another organization (public or private) for designated use at specific times and days throughout the year, include the following information: <ul style="list-style-type: none"> • Description of the activity. • The group or organization utilizing the site. • The frequency they will use the site throughout the week/month/year. • The length of time the site will be off-limits to public use during daytime hours. • Note: The agreement can be attached in addition to providing the information listed above. 		
Submit in PDF format as one file. See page 50 in the attachments section for additional information.			
Attach a schedule of use, only if applicable.	PDF-33	N/A	
Question 34 Management and Operation of Site	Attachment	Max Points	
Who will manage and operate the site? Note if any committed partner (club and/or volunteer group) has agreed to be responsible for the operation, upkeep, and/or maintenance of the finished project or if the maintenance will be a paid service.			
	N/A	N/A	

PROJECT SITE – SECTION 4	Question 35 Right of Way Etc	Attachment	Max Points
	Describe the nature of any right-of-ways, easements, reversionary interests, etc. within the proposed LWCF boundary area. If none, state N/A.		
		N/A	N/A
	Question 36 Indoor Facilities Exclusion	Attachment	Max Points
	Are there any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funding? If yes, explain the indoor facility location on the site, the activity, and if the project sponsor is requesting an exclusion. If no, state N/A.		
	An example may be a community center or museum. Note: This exclusion should be clearly reflected in the boundary/location map.		
		N/A	N/A
	Question 37 Boundary Totality	Attachment	Max Points
	Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality? (The park/recreation area in totality may cover more than one lot. Typical encumbrances include the entire park/recreation area).		
	If no, explain any area proposed for exclusion and clearly reflect this in the boundary map.		
		N/A	N/A
	Question 38 Resource Management Practices	Attachment	Max Points
Are there any pre-existing or planned resource management practices on the site? (i.e., timber management, haying, grazing, etc.)			
If yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.			
	N/A	N/A	
Question 39 Planned Activity / Use Exclusions	Attachment	Max Points	
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, describe the nature of the activity/use and why the area should be excluded.			
Examples may be a locked sports field used exclusively by a private organization or a greenhouse that is used by a non-profit, school, or community group.			
	N/A	N/A	

Possible Points for PROJECT SITE Section 4	40
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SECTION 5 - PROJECT ACTIVITIES, PLANNING, AND COMMUNITY INVOLVEMENT

This section provides the details on the outdoor recreation project you are proposing and the community support for the proposed project. Limit your response to the “ask” to eliminate duplicating information.

PROJECT ACTIVITIES, PLANNING, AND COMMUNITY INVOLVEMENT - SECTION 5	Question 40 Existing Facilities	Attachment	Max Points
	Describe what existing facilities/amenities will be renovated or replaced as part of this project, specifying whether it is a renovation or replacement for each item. If none, state N/A.		
		N/A	N/A
	Question 41 New Facilities	Attachment	Max Points
	Describe what new facilities/amenities will be constructed as part of this project. If none, state N/A.		
	Do not include replacement facilities as noted in the previous question.		
		N/A	N/A
	Question 42 General Site Improvements	Attachment	Max Points
	Describe what general site improvements will be completed as part of this project, this would include demolition, site preparation, landscaping, habitat improvements, etc. If none, state N/A.		
		N/A	N/A
	Question 43 Site Plan	Attachment	Max Points
	Submit in PDF format, the site plan for the project. Do not include additional pages such as quotes, equipment listing, etc. Preference is a plan layout versus a perspective or rendering.		
Required submittal for all projects.			
	PDF-43	N/A	
Question 44 Lifespan	Attachment	Max Points	
What is the anticipated life span of the facilities/equipment that will be funded as part of this project?			
	N/A	N/A	

PROJECT ACTIVITIES, PLANNING, AND COMMUNITY INVOLVEMENT – SECTION 5	Question 45 Conservation/Protection of Natural Resources		
	Describe any conservation factors that have been incorporated into the site that protect natural resources or conserve on maintenance time and expense. If the project is adding amenities to an existing site, restrooms for example, include the existing features on the site such as a lake, bioswales, etc. On any project, note small measures such as: solar lighting, native plants, shade trees, woodchip trails, etc. If none, state N/A.	Attachment	Max Points
	Up to 10 points for projects that protect the environment.	N/A	10
	Question 46 Short- and Long-Term Benefits		
	Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.	Attachment	Max Points
	Note: This may repeat information asked on other questions; however, this is a required NPS question that the project sponsor's exact response will be used.		
		N/A	N/A
	Question 47 Comprehensive Planning / Park Planning or Special Study		
	Is this project part of a larger plan? If yes, give evidence by describing in a few sentences the overall plan/objective(s) and submit the plan below. If none, enter N/A.		
	Plans will vary in depth and breadth, here are some typical types: <ul style="list-style-type: none"> • Local, regional, or county master plan and/or parks comprehensive plan. • Special study for the project. • Informal assessment of current outdoor recreation activities, identification of missing activities, and survey of the needs and desires of the local community that creates a direct plan for the project sponsor. Submit in PDF format as one file.	Attachment	Max Points
Highly recommended but not required submittal. Up to 10 points for planning.	PDF-47	10	
Question 48 Three-Year Plan			
Explain any other projects planned for this park/recreation area over the next three years that are outside of the proposed project and how the proposed project fits with those plans. Other projects could be another phase of development at the park/recreation area or nearby expansion of public resources within close proximity. If none, enter N/A.	Attachment	Max Points	
LWCF funded projects must be whole within themselves and be independent of other projects occurring on site.			
	N/A	N/A	

PROJECT ACTIVITIES, PLANNING, AND COMMUNITY INVOLVEMENT-SECTION 5	Question 49 Public Involvement and Letters of Support	Attachment	Max Points
	Describe the process that led to the development of this project and how the public was involved.		
	Submit any Letters of Support or documents that show community support for the project. Submit in PDF format as one file. (Letters of Support are optional). The resolution document is asked for in Question 51, do not include it here.		
	Submit any letters of support, not a required component. Up to 20 points for public involvement.	PDF-49	20
	Question 50 Commitment Letters	Attachment	Max Points
	Submit any commitment letters to be considered. Commitment letters are for relationships where a person(s), organization(s), or business(es) agrees to support the project through the development of the final plans, funding, and/or operation or maintenance of the finished site.		
	Submit in PDF format as one file.		
	Submit any commitment letters, not a required component. Up to 10 points for one or more of the three types of commitment.	PDF-50	10
	Question 51 Resolution	Attachment	Max Points
	Every project sponsor must submit a resolution from their governing body which approves the action of applying for the grant and agreement to the perpetuity clause if awarded. Include details about the process of resolution.		
	Submit in PDF format. For more details, see page 42 in the attachments section.		
	Required submittal for all projects.	PDF-51	N/A
	Question 52 ADA and ABA Compliance	Attachment	Max Points
	Describe how the project addresses the access requirements under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA).		
If the project includes a playground, supply the provided/required ratios for elevated events, transfer accessible events, ramp accessible events, ground events, types of ground events, and total events. For questions on compliance or specifying the events, contact the supplier who will be able to provide the detail.			
Up to 10 points for ADA/ABA compliance throughout the project area and park.	N/A	10	
Question 53 Age Groups	Attachment	Max Points	
Select the age groups that will be served by this project: Preschool (Ages 0-5), Elementary School (Ages 6-13), Middle to High School (Ages 13-18), Young Adult (Ages 19-29), Adult (Ages 30-64), and/or Older Adult (Ages 65 and Above).			
Up to 10 points for the number of age groups served by the project.			
	N/A	10	

PROJECT ACTIVITIES, PLANNING, AND COMMUNITY INVOLVEMENT- SECTION 5	Question 54 Underserved Population	Attachment	Max Points
	Describe how the project addresses underserved populations such as: outdoor recreation “deserts”, older adults, low income, geographic disparities, and persons with physical challenges including visual and hearing impairments. Be specific about how and for whom. (Do not repeat information supplied in the ADA or ABA question).		
	Up to 20 points for how projects are serving various groups.	N/A	20
	Question 55 Access or Equipment Fees	Attachment	Max Points
	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 who are economically disadvantaged.		
	Equipment needs and access fees will be considered when scoring question 54.	N/A	N/A
	Question 56 Reachability - Convenience, Walkability	Attachment	Max Points
	Describe how easy it is to reach the outdoor activity area considering the following questions: <ul style="list-style-type: none"> •Is it within a walkable distance of expected users? •If it requires transportation, is public transportation an option? •If it requires the users to drive their vehicle, is the drive mik, 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 for example)? 		
	Up to 10 points for the accessibility of the project site.	N/A	10

Possible Points for PROJECT ACTIVITY, PLANNING, AND COMMUNITY INVOLVEMENT Section 5	100
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SECTION 6 - ENVIRONMENTAL

This section covers the environmental portion of the application and requires multiple attachments related to environmental and historical regulations. Allow sufficient time for the Section 106 Historic Preservation review to be completed and sent back to you from the Nebraska State Historical Society.

The Environmental Resources Survey should be completed with professional input from someone with an environmental background (e.g., engineer, utility superintendent, biologist, etc.). If you are working with a consultant, they should be able to assist. If no individual is available locally, please contact the Game and Parks LWCF team for a recommendation.

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 that additional reviews will be required. Do not consider short-term impacts unless those impacts would need a permit. Use the Environmental Review Report (ERR from CERT) and State Historic Preservation Office (SHPO) to inform the responses as applicable.

Selection Options

- Not Present (or Not Applicable): indicates resource not present or no impact as a result of 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 a need for additional assessment

Resources

- ✓ 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
- ✓ Lightscapes - 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 58 below)

MANDATORY IMPACT CRITERIA – TABLE 2

The question asks 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 that additional reviews will be required. Do not consider short-term impacts unless those impacts would need a permit.

Elements

- ✓ Have significant negative impacts on public health or safety?
- ✓ Have significant negative impacts on unique natural resources 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, 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?

ENVIRONMENTAL-SECTION 6	Question 57 Previous NEPA/SEPA	Attachment	Max Points
	Have there been any previous National Environmental Protection Act (NEPA) / State Environmental Policy Act (SEPA) documents that are relevant to this project or this specific site? For no, state N/A, and for yes, include an explanation and submit documents.		
	Submit any previous NEPA/SEPA documents, if applicable.	PDF-57	N/A
	Question 58 Negative or Unknown Impacts	Attachment	Max Points
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 not present/no impact or positive impact in Table 1 or a no in Table 2.			
		N/A	N/A

ENVIRONMENTAL-SECTION 6	<p>Question 59 Justification of Table Answers</p>	Attachment	Max Points
	List the source(s) (data tables, maps, etc.) used to complete Tables 1 and 2 (above). If none, state N/A.		
	If submitting documents for justification of table answers, combine into one PDF and upload.		
	Provide URL in the application or submit PDF of resources, not required for any project.	PDF-59	N/A
	<p>Question 60 Required Environmental Permits</p>	Attachment	Max Points
	List all required federal, state, and local permits/approvals needed for environmental impacts and explain their purpose and status. If none are needed, state N/A. If you do not know, please reach out to the LWCF team for a consultation.		
		N/A	N/A
	<p>Question 61 Contributors/Consultants</p>	Attachment	Max Points
	List the individual(s) who contributed to completing Tables 1 and 2. Include their name, title, agency, and their resource expertise to determine impact significance.		
	The Environmental Resources Survey should be completed with professional input from someone with an environmental background (e.g., engineer, utility superintendent, biologist, etc.). If working with a consultant, they should be able to assist. If no individual is available locally, please reach out to the Game and Parks LWCF team for a recommendation.		
		N/A	N/A
	<p>Question 62 Section 106 Historic Preservation Review (by SHPO)</p>	Attachment	Max Points
Upload a signed review from the Nebraska State Historical Society for Section 106. If applying for multiple project locations under one application, include a form for each project site.			
Submit in PDF format as one file. For more information, see pages 43-44 in the attachments section of this guide.			
Required submittal for all projects.	PDF-62	N/A	
<p>Question 63 ERR & CERT</p>	Attachment	Max Points	
Upload a signed Environmental Review Report (ERR) from the Conservation and Environmental Review Tool (CERT). If applying for multiple project locations under one application, depending on the proximity of the sites and overlap of area of effect, separate ERRs may be required.			
Submit in PDF as one file. For more information, see pages 45-47 of the attachment section of this guide or the more robust ERR/CERT Guide.			
Required submittal for all projects.	PDF-63	N/A	

No Points for ENVIRONMENTAL Section 6 0

SECTION 7 - ACQUISITION

Complete this section only if you are asking for funding to purchase land for developing outdoor recreation. Be aware the process can be lengthy and requires a specialized appraisal.

ACQUISITION - SECTION 7	Question 64 Current Property Owner	Attachment	Max Points
	State the current property owner of the land being purchased or donated.		
		N/A	N/A
	Question 65 Site Structures	Attachment	Max Points
	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. If none, state N/A.		
		N/A	N/A
	Question 66 Access	Attachment	Max Points
	Explain how the site will be open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.).		
		N/A	N/A
	Question 67 Access Timing	Attachment	Max Points
	When will access to the site become available to the public for outdoor recreation activity?		
		N/A	N/A
Question 68 Three-Year Development	Attachment	Max Points	
Describe the development planned for the site(s) for the three years following acquisition. Development accomplishments must be reasonable considering the impact to and/or compliance with the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA).			
	N/A	N/A	

ACQUISITION-SECTION 7	Question 69 Delayed Development	Attachment	Max Points
	If development will be delayed by more than three years (beyond the grant period of performance), explain why this acquisition is still a priority for grant funding at this time and what public access and use can occur in the interim.		
		N/A	N/A
	Question 70 Addition to Existing Park/Recreation Area	Attachment	Max Points
	Is this acquisition an addition to an existing park or other recreation area? If yes, give the name of the existing park or recreation area and if that land is LWCF encumbered. If no, state N/A.		
		N/A	N/A
	Question 71 Condemnation	Attachment	Max Points
	Is this property being acquired under threat of condemnation? If yes, explain. If no, state N/A.		
		N/A	N/A
	Question 72 Public Sale	Attachment	Max Points
	Has the property been listed for public sale? If yes, explain how the property owner was made aware of the project sponsor's interest in the property. If no, state N/A.		
		N/A	N/A
Question 73 Donated Property	Attachment	Max Points	
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). If no, state N/A.			
For any questions on a waiver of retroactivity or details concerning this question, please reach out to the LWCF team for assistance.			
Submit any evidence in PDF format, if applicable.	PDF-73	N/A	

No Points for ACQUISITION Section 7 0

SECTION 8 - PROJECT ABSTRACT AND OVERALL PROJECT ASSESSMENT

The project sponsor is to sum up the project in an abstract that can be used for the NPS grant application and published in government documents. Questions 75 through 78 will not show up in the application but are used by reviewers to score for completeness and shown below for purposes of transparency.

PROJECT ABSTRACT AND OVERALL PROJECT ASSESSMENT-SECTION 8	Question 74 Project Abstract		Attachment	Max Points
	Enter a detailed but succinct description of the project for an abstract that will be used for most type of documents – informal, legal, etc. The abstract is to be consistent with and reflective of the full application.			
	Include the following: <ol style="list-style-type: none"> 1) where the project is located, 2) the scope of work (note the major elements and specify if the work/element is new, replacement, or refurbishment), 3) the target audience for the project, 4) the outdoor recreation benefit to the park/recreation area, 5) how the outdoor recreation benefits, enhances, or fulfills a need in the community, 6) the positive existing features on the site and of the surrounding area. 			
		N/A	N/A	
	Question 75 Project Meets Stated Purpose		Attachment	Max Points
	This is not a question on the application; however, the review committee will assess points based on how effectively the project meets the stated purpose.			
	Up to 10 points for how well the project meets the stated purpose and LWCF goals.			
		N/A	10	
	Question 76 Quality of Application		Attachment	Max Points
	This is not a question on the application; however, the review committee will assess points based on consistency throughout the application and how well the application describes the full scope of the project throughout the application.			
	Up to 15 points for the quality of the application.			
		N/A	15	
Question 77 Pre-Award Site Visit		Attachment	Max Points	
This is not a question on the application; however, the review committee will assess points based on the pre-award site visit report which provides photographs of the area, details about the current site topography, and the maintenance of the site.				
Up to 15 points based on the pre-award site visit.				
	N/A	15		

PROJECT ABSTRACT AND OVERALL PROJECT ASSESSMENT-SECTION 8
QUESTIONS 74-78

	Question 78 Recent Funding History	Attachment	Max Points
	This is not a question on the application; however, the review committee will assess points based on the number of projects awarded to the project sponsor in the last 10 years.		
	Up to 15 points based on recent funding history. Zero points for a project sponsor that has a current open project(s) and up to 15 points if a project sponsor has never been funded or not funded in the last ten years.	N/A	15

Possible Points for PROJECT ABSTRACT AND OVERALL PROJECT ASSESSMENT Section 8	55
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Please reach out to the LWCF team for any of your questions!

Contact information for the LWCF team is on page 5 of this guide.

SCORING TALLY

Below is the tally of all possible points per application. Projects are ranked by points starting with the highest, and the number of projects awarded is calculated by available funding.

SCORP Alignment	
Alignment with SCORP Goals	60
Wetland Feature	10
Priority Facility	10
Region Specific SCORP Deficit	10
Total Possible Points this section	90
Detailed Budget and Finances	
Valid Budget	20
Audit	10
Prior Grant Experience	10
Total Possible Points this section	40
Project Site	
Increasing LWCF Encumbered Green Space	15
Site Appropriateness	5
Visually Detracting Elements	5
Proximity to Public Resources	5
Site Amenities	10
Total Possible Points this section	40
Project Activity, Planning, and Community Involvement	
Conservation/Protection of Natural Resources	10
Comprehensive Planning	10
Public Participation and Letters of Support	20
Commitment Letters	10
ADA/ABA Compliance	10
Age Groups	10
Underserved Population	20
Convenience/Walkability/Reachability	10
Total Possible Points this section	100
Quality of Application and Current Status	
Project Meets Stated Purpose	10
Quality Application	15
Pre-Award Site Visit	15
Recent Funding History	15
Total Possible Points this section	55
Total Overall Possible Points per Application	325

ATTACHMENTS LISTING

The following are attachments that are part of the application. The number of the PDF corresponds to the question number. For any PDF that requires specific details or format, see the page referenced in the listing.

Required of All Applications

- PDF-9: Detailed Project Budget...on pages 37-38 in Attachment Section
- PDF-10: Budget Narrative...on page 39 in Attachments Section
- PDF-12: Proof of Financial Match
- PDF-13: Audit
- PDF-21: Location and Boundary Map...on pages 40-41 in Attachments Section
- PDF-32: Deed or Lease Agreement
- PDF-43: Site Plan
- PDF-51: Resolution...on page 42 in Attachments Section
- PDF-62: Section 106 Historic Preservation Review...on pages 43-44 in Attachments Section
- PDF-63: CERT Report...on pages 45-47 in Attachments Section

Only If Applicable

- PDF-11: In-Kind Match or Reimbursement Documentation...on pages 48-49 in Attachments Section
- PDF-33: Multi-Use Documentation...on page 50 in Attachments Section
- PDF-47: Master Plan
- PDF-49: Letters of Support
- PDF-50: Commitment Letters
- PDF-57: Previous NEPA/SERPA
- PDF-59: Justification Document for Environmental Tables 1 and 2
- PDF-73: Donated Property Evidence (for Acquisitions)

DETAILED BUDGET

The Detailed Project Budget will give a line item breakdown for the overall project estimate and show the budget category cost for each item (type of item), as well as, provide details of the match. The Detailed Project Budget is in Excel format and **should be downloaded through the application**. The file provides both a blank budget form and examples for reference.

Note: The Detailed Project Budget can group together items, such as:

- fencing and gates for a baseball field
- playground equipment
- landscaping rock, weed barrier, reseeding
- lighting for the walkway and tennis courts
- mechanical system for a pool

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

FEDERAL CLASSIFICATION EXPLANATION		
Line 1	Administrative and Legal Expenses	Not typical - allowable if administrative costs are charged for services provided by a non-profit community building organization, for example.
Line 2	Land for Acquisitions	Used only if land purchase is part of the funding ask for the project.
Line 4	Architectural and Engineering Fees	Professional services for cost estimates (pre-award cost), design, construction plans, bid documents, and construction oversight. Clearly note any line item that is pre-award.
Line 6	Project Inspection Fees	
Line 7	Site Work	Covers any ground work such as grading, drainage, etc.
Line 8	Demolition and Removal	For items currently on site that are being removed.
Line 9	Construction	Covers installation, custom work (concrete or asphalt, metal) and all general construction.
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)	
Notes on non-allowable items		
Contingency	Contingency is not allowed as a line item in the budget. Instead of a contingency line, consultants providing cost estimated should be made aware that the project will be delayed approximately a year and materials must be BABAA compliant so prices can be adjusted appropriately.	
Furniture	Not eligible, exceptions are outdoor basic park items that can be secured such as: tables, fire rings, benches, bike racks, waste receptacles.	
Cameras	Not eligible even as a safety feature of pools.	
Boundary Surveys	Not eligible. (Cultural resource surveys are eligible if required in development projects).	
Appraisals	Not eligible.	

Example on the following page.

Example of Detailed Project Budget and Match Breakdown:

LWCF DETAILED PROJECT BUDGET

Project:	Over Here Park		Near: Nebraska		Location:										Grant Expenditure		Match Expenditure	
	Area	Description	Units	Price per Unit	Sub-Total	Total Cost Line Item	Line 1	Line 2	Line 4	Line 6	Line 7	Line 8	Line 9	Line 10	Line 11	LWCF Grant Funds	40%	60%
Playground		Remove & Dispose Existing Picnic Tables	4			\$ 600.00										\$ 240.00	\$ 360.00	
		Remove & Dispose Drinking Fountain	1			\$ 450.00										\$ 180.00	\$ 270.00	
		Drainage for Playground, inc. geo textile fabric				\$ 4,500.00										\$ 1,800.00	\$ 2,700.00	
		Playground Surfacing Install (4" Concrete + Tile)	3800	\$10.50	\$39,900.00	\$ 39,900.00										\$ 15,960.00	\$ 23,940.00	
	Playground Equip. Material (including freight)				\$ 98,450.00										\$ 38,580.00	\$ 57,870.00		
Throughout Park		Concrete for Benches/Bike Rack, 5"	420	\$6.00	\$2,520.00	\$ 2,520.00										\$ 1,008.00	\$ 1,512.00	
		Concrete for Walkways	5000	\$6.00	\$33,600.00	\$ 33,600.00										\$ 13,440.00	\$ 20,160.00	
		Water lines for Drinking Fountains				\$ 5,600.00										\$ 2,240.00	\$ 3,360.00	
		Drinking Fountains Purchase + Install	2	\$1,100.00	\$2,200.00	\$ 2,200.00										\$ 880.00	\$ 1,320.00	
		Benches, Material + Install	4	\$1,600.00	\$6,400.00	\$ 6,400.00										\$ 2,560.00	\$ 3,840.00	
		Picnic Tables, 8' Material + Install	4	\$1,450.00	\$5,800.00	\$ 5,800.00										\$ 2,320.00	\$ 3,480.00	
		Bike Rack, Loop Design, Material + Install	2	\$730.00	\$1,460.00	\$ 1,460.00										\$ 584.00	\$ 876.00	
	Seeding and Site Restoration				\$ 2,500.00										\$ 1,000.00	\$ 1,500.00		
Basketball Court		Earthwork				\$ 5,000.00										\$ 2,000.00	\$ 3,000.00	
		Pavement, 5", 25'x44" + Pathway	3010	\$6.00	\$18,060.00	\$ 18,060.00										\$ 7,224.00	\$ 10,836.00	
		Basketball Hoop, 72", Material + Install	1		\$3,560.00	\$ 3,560.00										\$ 1,424.00	\$ 2,136.00	
		Court Striping				\$ 200.00										\$ 80.00	\$ 120.00	
Landscaping		Seeding and Site Restoration				\$ 2,500.00										\$ 1,000.00	\$ 1,500.00	
		Trees, wood chips, and other landscaping				\$ 4,540.00										\$ 1,816.00	\$ 2,724.00	
Engineering Fees	Construction Docs + Bidding				\$ 19,400.00										\$ 7,760.00	\$ 11,640.00		
TOTAL PROJECT COST						\$ 255,440									\$ 102,176.00	\$ 153,264.00		

Classification Subtotal \$ 19,400.00 \$ 9,500.00 \$ 1,650.00 \$ 117,300.00 \$ 84,450.00 \$ 23,740.00 \$ 255,440.00

MATCH DETAILS

Note: Match must be 50% or more

Match Type	Source	Amount
Cash	City of Near (Park and Recs Budget Appropriation)	\$119,144.00
Donation	Near Future Committee (Fundraiser)	\$15,000.00
In-Kind	Volunteers for tree planting, wood chips, etc	\$3,520.00
Grant	New City Grants	\$16,000.00
	Match Total	\$153,264.00

BUDGET NARRATIVE

Example of a Budget Narrative

City of Near – Over Here Park – Playground Replacement

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, which includes in-kind labor match by the Park and Rec staff for \$3,000. The mobilization cost is estimated at \$2,750 by the selected contractor who will prep the surface and provide necessary drainage for an estimated \$8,000.

The playground surface will consist of a concrete sub-base provided by the selected contractor estimated at \$25,200 which will be covered by 2x2 rubber play tile, purchased by the City of Near for \$9,840 through Purchasing Consortium XYZ and installed by the selected contractor for an estimated \$4,100. Rubber tiles installed over a concrete base extend the life of the tiles another 10 years and the sub-base can support 2-3 life cycles of the rubber tile.

The City of Near will purchase the new playground equipment through the consortium for \$92,500 and have it installed by the selected 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 through the consortium and reseed as needed for \$900, which includes an in-kind labor match by Park and Rec staff for \$2,160.

Overall project cost is \$169,610 of which the City of Near is asking for \$84,805 in LWCF funding and the city will provide a 50% match of \$84,805 which will be \$5,160 in-kind labor match, \$15,000 in a NDR grant, \$10,000 in Friends of the Park donations, and \$54,645 from the Park and Recs Special Projects budget.

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 where the work will be done)
- ✓ Areas of the park to be excluded, if applicable

List of Additional Information (preferred but not required):

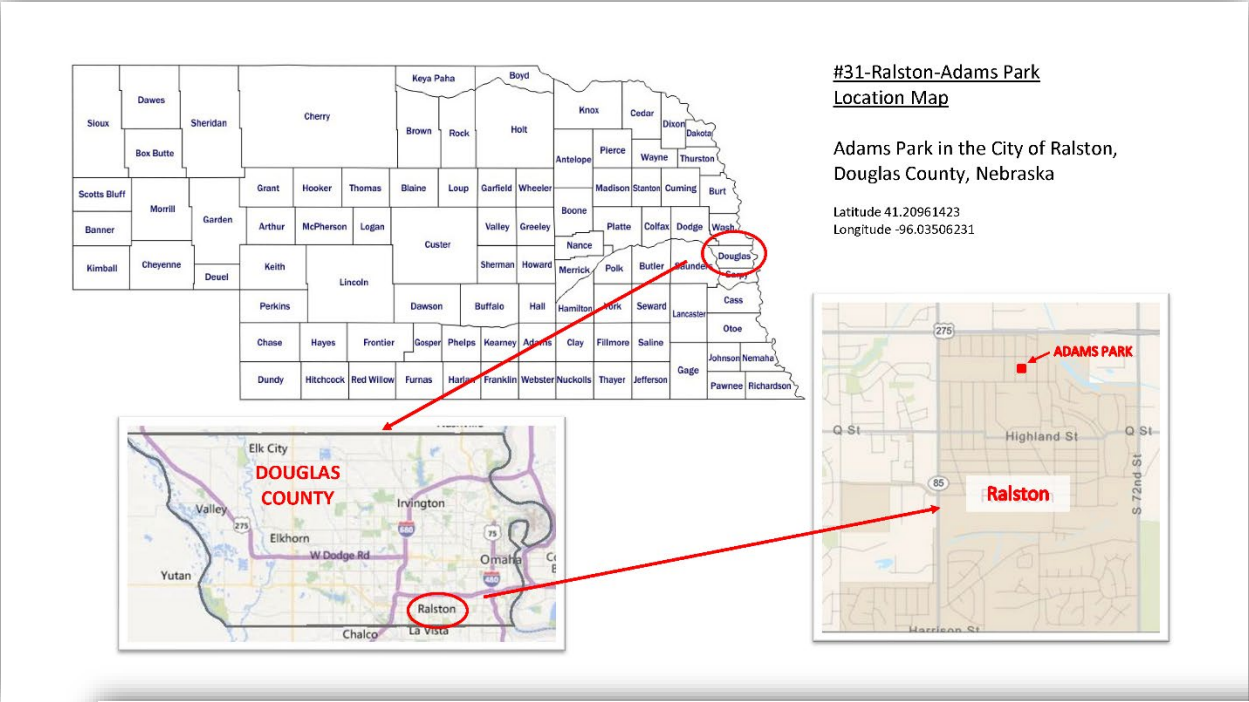
- ✓ Total acreage of encumbrance and delineation between previously LWCF and newly requested encumbered acres, if applicable
- ✓ Parcel/Deed identifiers
- ✓ Coordinates at the main entrance (latitude and longitude)
- ✓ Satellite imagery (as background map) for boundary map (not needed for state or county)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

Page size: The document must be legible and conform to a 11x17 format or smaller printout. Location and boundary maps can be combined into one map or be separate maps but must be within one file. PDF format is requested.

(Examples on the next page).

Example

Location and Boundary Map can be on separate pages but must be submitted under one file in pdf format.



RESOLUTION

All applications must include a resolution from the project sponsor’s governing body. Example:

NEBRASKA
- GAME  PARKS -

LAND AND WATER CONSERVATION FUND

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.

SECTION 106 HISTORIC PRESERVATION – REVIEW & COMPLIANCE

A Section 106 - Project Form must be completed and submitted by the project sponsor to the Nebraska State Historical Society as the Nebraska State Historic Preservation Office (SHPO) and then reviewed and signed by the agency. **The signed copy from SHPO (Nebraska State Historical Society) must be submitted with your application before 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_ComplianceFormNeSHPO-1.pdf


Submit your completed form for review to:

HN.HP@nebraska.gov

For additional information, the SHPO website is: <https://history.nebraska.gov/historic-preservation/review-and-compliance-section-106/>

See the next page for a sample form.

Example of Section 106 Project Form from Nebraska State Historical Society



ONLINE SECTION 106 PROJECT FORM FOR
INDIVIDUAL STANDING STRUCTURES

NESHPO Use Only

Date Received	HP Number
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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

Date: _____

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

Click to Submit Completed PDF by Email or save then email to: hn.hp@nebraska.gov

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

ENVIRONMENTAL REVIEW REPORT THROUGH CERT

The Conservation Environmental Review Tool (CERT) is the Nebraska Game and Parks Commission's online GIS tool for environmental review and conservation planning and will create an Environmental Review Report (ERR) required for an LWCF application. 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 creating a project as well as the review and signing steps for the ERR in far more detail than the overview below.
- The CERT webpage provides instructions for creating an account and a video tutorial (<https://www.youtube.com/watch?v=qAmANrSHO5M>) for creating a project (Parts 1& 2 below).
- The CERT website can be found at: <https://cert.outdoornebraska.gov>.

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

Here is a quick overview of the process:

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

Part 2 Create a project

Enter the park's general location to zone into the area and use Imagery Hybrid background for the map. Draw a polygon reflective of your project boundary.

Use the following criteria in the submission form: (any criterion not listed should be answered to the best of your ability).

- 1) Project Title: City (or County) and Park Name
- 2) User Project Number: 31-City-Park Name
- 3) State Nexus: NGPC-Nebraska Game and Parks Commission
- 4) Funding Source: Both state and federal permit or funding
- 5) Project Type: Recreation Areas
- 6) Project Type Activities: typically - Facilities Construction, Maintenance, or Repair of Existing Facilities. Select the most appropriate activity from the available options.
- 7) Project Description: a short description as supplied in question 1 of the application.
- 8) Project Duration: 3 years
- 9) On Behalf Of: project sponsor's name
- 10) Address: project sponsor's address

At the end of Part 2 submit and log out, then wait for an email notification that the draft ERR is ready. (Or log back in several hours later or the next day to allow the system time to generate the draft report).

Part 3 Reviewing the Draft ERR

Log back into CERT, select the project under **My Projects** tab, and click on **Project Report PDF** on the **Project Review Results** window to open and then print the **ERR (Environment Review Report)**. It is considered a draft ERR at this stage.

The ERR will give one of three results:

- *It is unlikely this project...* In this result, typically there are no impacts 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 the 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.

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 (More information needed, please answer...noted above), then a signed ERR serves as documentation of consultation and further consultation with NGPC is not required.

If a project requires a consultation, the project sponsor will need to email ERT, describe the issue, and attach the ERR. The LWCF team should be notified at this point that a consultation is required. After the consultation and/or receiving a concurrence letter, the project sponsor can move to Part 4.

If you have questions reviewing the ERR and/or determining the actions, see the ERR Guide for detail guidance and ERT contact information.

Part 4 Creating a Final ERR

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** to open the project form. Scroll down to upload your signed and dated ERR by using the **File Attachments** feature. Select **Final** under **Project Edit Status**. Click **Save** button.

Once the status has changed to **Final**, the project and ERR cannot be edited. (Note: A new report will be generated, but it can be disregarded).


Part 5 Upload the signed ERR into the online application.

If a consultation was necessary, be sure to include all documents in the ERR upload.

Project Sponsors are encouraged to read the full ERR Guide, a standalone document, while completing this requirement of the application.

Example:

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



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.

Page 1 of 15

IN-KIND LABOR, EQUIPMENT OR SUPPLIES

At the current time, an in-kind match will require a simple submittal as listed below. However, if an audit of the project is required in the future, 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 “time sheets” containing the signature of the person whose time was contributed, the type of work completed, the time/number of hours, date, and the supervisor’s signature for verification, whether the person is an employee or volunteer.

- The project sponsor may use on-staff personnel as an 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.
 - Example: An attorney who volunteers to spread mulch will be valued as park staff person doing standard maintenance.
- 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.
 - Example: A heavy equipment operator volunteering to level a playground area will be valued as the going rate of a heavy equipment operator in the area or their personal pay scale, whichever is less.
- The time volunteered must be for a service that is an 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. All in-kind donated material must be new.

Example on the following page.

Example of an In-Kind Labor Submittal Spreadsheet

In-Kind Labor Match										
Big Kids Park - Skate Park Addition										
City of Near, Nebraska										
Staff	Type of Work	No. of Days	Total Hours	Rate per hour	Total	Equipment Hours	Rate per hour	Total		
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	
					Labor Subtotal	\$ 54,122.40	Equipment Subtotal		\$ 106,000.00	
					Grand Total	\$ 160,122.40				

MULTI-USE SITE 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:

- Description of the type of use.
- The group or organization utilizing the site.
- Frequency they will use the site throughout the week/month/year.
- The length of time the site will be off-limits to public use during daytime hours.

Example:

OVER HERE PARK in NEAR, NEBRASKA

Close Middle School will use 6 of the pickle-ball courts during the first quarter of school (Aug 15-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.

Very Far High School will use 4 of the pickleball 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 It's Summer School Rec program will use 4 of the pickleball courts and 3 of the tennis courts in June from 10:00AM to 11:50AM Monday through Wednesday.

The schedule will be posted at the site and on the Village of Near's website approximately a month in advance and will be removed after the events are completed.