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# LAND & WATER CONSERVATION FUND

## STATE GUIDELINES AND APPLICATION FOR LOCAL PARTICIPATION

Applications for 2024 Cycle Due June 15, 2024



Iowa Department of Natural Resources  
Kayla Lyon, Director 2024

## LAND AND WATER CONSERVATION FUND

### FORWARD

This booklet can assist grant applicants, planning agencies, and consultants in preparing applications for federal assistance from the Land and Water Conservation Fund. It will not cover all aspects of the LWCF program; but it does attempt to cover the major items of interest and concern to most applicants. Additional information can be found in the [LWCF Manual](#). Any questions concerning the program should be directed to:

Iowa Department of Natural Resources  
Jessica Flatt  
Parks, Forests, and Preserves Bureau  
6200 Park Ave Ste 200  
Des Moines IA 50321  
515-975-8569  
[Jessica.Flatt@dnr.iowa.gov](mailto:Jessica.Flatt@dnr.iowa.gov)

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## LAND AND WATER CONSERVATION FUND GUIDELINES FOR LOCAL PARTICIPATION

### Introduction

The Land and Water Conservation Fund (LWCF) Act, signed into law September 4, 1964, provides federal financial assistance to the State of Iowa and its political subdivisions for the purpose of acquisition and/or development of land for outdoor recreation. The LWCF program is administered by the National Park Service (NPS). The Iowa Department of Natural Resources (DNR) administers the program at the state level. A summary of State Administrative Rules and Federal General Provisions for the program are included in this application, read carefully before applying.

Funds are provided to the states and passed to political subdivisions in the form of reimbursement grants. Reimbursements are made on eligible expenditures up to 50% of the project cost or the amount of the approved grant, whichever is less.

### Control and Tenure of Project Sites

The grant applicant must be an incorporated city or a county conservation board and have physical control of the project site by fee title or a minimum 25-year land management agreement in order for the project to be eligible. Land being acquired by contract purchase will not be eligible for development assistance until the fee title has been obtained. **The applicant is responsible for the maintenance of the site as an outdoor recreation area open to the public in perpetuity.**

Prior to the final billing, a "Notice of Use Restriction" will be required to be recorded with the respective county recorder. The restriction is a legal document which attaches to the title of the project site and halts the sale or conversion of the subject site/property prior to National Park Service review and approval. Upon approval of the National Park Service, a grantee may enter into a "conversion of use" by changing the boundaries, or selling all or a portion of a project site, understanding that the sponsor is responsible for replacing all or the portion of the site with equal or greater value property. The replacement land may not already be used for outdoor recreation.

Section 6(f)(3) of the Land and Water Conservation Fund Act states: "No property acquired or developed with assistance under this section shall, without the approval of the secretary, be converted to other than public outdoor recreation uses. **Property sold or used for purposes other than outdoor recreation must be replaced with new park land of equal or greater dollar value.** Examples of conversions include:

- The sale or trade of all or a portion of land acquired and/or developed with LWCF assistance.
- The construction of non-outdoor recreational facilities (such as roads/streets, libraries, city halls, fire/police stations, community centers, senior citizen centers) on properties acquired and/or developed with LWCF assistance.

### Eligible Projects

- Trails; including hiking, biking, equestrian, paddling, exercise, and nature trails. Can also include trailheads and overlooks.
- Picnic facilities, including open shelters, fire rings, tables, or other facilities.
- Camping facilities including tables, fire rings, and restrooms.
- Acquisition of land specifically for outdoor recreation purposes, including new or additions to existing areas.
- Swimming facilities; including beaches, pools, splash pads, bathhouses and related equipment.
- Winter sports facilities; including ski runs/lifts, outdoor skating rinks, sledding slopes, warming huts, etc.
- Playground equipment and outdoor sports facilities such as ball fields and game courts, golf courses, etc.
- Sport shooting areas for skeet, trap, rifle, pistol, and archery. Note: SLO review of Pittman-Roberson funding must be completed.
- Lake and pond construction for boating, fishing and aesthetic purposes. Note: SLO review of Dingell-Johnson funding must be completed.
- Landscaping and plantings for wildlife food and cover.
- Renovation or redevelopment of existing facilities which have deteriorated or become outdated.
- Support facilities including roads, parking, signs, walkways, utility systems, lighting, restrooms, concession buildings, etc.

*(Phased projects are eligible for funding and must be submitted as a new project for scoring each phase.)*

### Ineligible Projects

- Acquisition or development of areas and facilities to be used primarily for semiprofessional and professional arts and athletics.
- Development of school “athletic plant” facilities.
- Construction of employee residences.
- Development of amusement facilities, convention facilities, and commemorative exhibits.
- Development of nature and geological interpretive facilities which go beyond interpreting the project site and its immediate surrounding area.
- Development of outdoor recreation and support facilities to be used exclusively by people with disabilities.
- Acquisition, restoration, or preservation of historic structures.
- Acquisition, construction or renovation of lodges, motels, and luxury or “nonaustere” cabins.
- Facilities at a zoo for the purpose of housing, caging, displaying or caring for animals.
- Acquisition of museums and sites to be used for museums.
- Mobile recreation units such as playmobiles, skatemobiles, swimmobiles, show wagons, puppet wagons, and porta-bleachers.
- Acquisition of areas and facilities to be used solely for game refuges or fish production purposes.

*(No funds will be made available for the operation and maintenance of outdoor recreation areas and facilities.)*

### Project Scoring and Selection

LWCF applications are reviewed and scored by a five member committee (with at least two alternates) represented by the cities, counties and DNR staff. Details on the scoring criteria can be found in the [LWCF State Administrative Rules, 571-27](#) and in Iowa’s Open Project Selection Process (OPSP) document. The grant scoring criteria includes:

- Description of how project goals align with priorities identified in Iowa’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) and other applicable recreation or local plans (0-30 points)
- An assessment and description of local need and impact (0-30 points)
- Demonstration of partnerships and local support (0-20 points)
- Impact on underserved communities and accessibility (0-10 points)
- Sustainability of design and future maintenance (0-10 points)
- Bonus points - no prior LWCF assistance at project site (5 points)

### Eligible Project Costs and Match Funds

Reimbursements are made only on costs incurred and paid by the grantee during the project period as identified on the grant agreement. The only exception to this is on “pre-agreement planning costs”, which can include site planning, feasibility studies, preliminary design, environmental assessment, preparation of cost estimates, and construction drawings and specifications.

In general, federal funds cannot be utilized as match funds for an LWCF grant project. The only exception to this requirement is if the other federal program states in its rules that it can specifically be utilized as an eligible match for the LWCF program.

The following items are ineligible for reimbursement:

- Incidental costs incurred by the grantee relating to the acquisition of real property, such as appraisals, surveys, recording fees.
- State sales taxes, interest expenses.
- Equipment to be used for the maintenance of recreation areas and facilities.
- Sport equipment such as bats, balls, etc.
- Donated labor, materials, and equipment use, donated real property.
- Force account labor and equipment use
- Cost overruns on an active project are not eligible for grant amendments.

**Buy America Domestic Procurement Preference and Waiver Process**

As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, 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.

For further information on the Buy America preference, please visit [www.doi.gov/grants/BuyAmerica](http://www.doi.gov/grants/BuyAmerica). Additional information can also be found at the White House Made in America Office website: [www.whitehouse.gov/omb/management/made-in-america/](http://www.whitehouse.gov/omb/management/made-in-america/).

**Waiver of Retroactivity**

In cases involving extreme urgency of land acquisition, where a grant applicant needs to purchase land prior to the grant round, a grant applicant may request a “waiver of retroactivity.” Waivers allow acquisitions of real property to take place immediately without jeopardizing a grant applicant’s chances for a future grant, but in no way implies or guarantees that a grant will be awarded. Grant applicants must formally request a waiver of retroactivity through the DNR to the National Park Service.

**Operation and Maintenance Statement**

On a five year basis, grantees will be required to complete and sign/date an Operation and Maintenance Statement and a Post-Completion Inspection Certification Report. Both are required to ensure that property and development for which these federal funds are provided will not be converted to any other use than public outdoor recreation. Projects developed and lands acquired with this program will be held in perpetuity. If a portion or all of the project lands are converted to a use other than outdoor recreation, or a portion or all of the project land is sold or donated, a “conversion in use” has taken place, and those lands will have to be replaced.

**Program Income**

Any non-recreational income derived from a project site and earned during the project period must be credited to the project on the next reimbursement request following receipt of the income. Nonrecreational income includes the sale of natural products such as timber, gravel, farm crops and rental fees. Income from the sale of buildings acquired with LWCF assistance must be credited or reimbursed no matter when the sale occurs.

**Compliance with Section 106 of the National Historic Preservation Act**

State Historic Preservation Office (SHPO) and Tribal Historic Preservation Office (THPO) review and approval are required on all applications selected for funding. A thorough review and explanation of the property’s history is critical for an accurate assessment by the DNR and the National Park Service for a potential determination of no adverse effect. If selected for funding, and depending on past use and potential for historic significance, a historical survey and/or Cultural Resource Management Plan may be required by the SHPO and/or THPO offices. SHPO and tribal office reviews are required as part of Environmental Screening.

An initial archaeological review conducted by a professional archaeologist is required prior to grant application submission. Further guidance on this requirement can be found under the Section 106, Archaeological Desktop Review in the application section in this document.

**Environmental Screening Information**

Provisions of the National Environmental Policy Act of 1969 (P.L. 91-190) are applicable to the LWCF program. To determine the environmental impact of a proposed project, an applicant will need to provide adequate environmental information by completing the required Project Description and Environmental Screening (A&R) Form section of the application.

The environmental review process may involve producing documents for public review and comment, coordinating compliance with applicable local, state and federal laws and regulations, and acquiring other federal state and local approvals.

This section assists the project review and selection committee by ensuring the necessary information is included to determine the best projects are funded by:

- developing the project narrative to clearly explain the benefits to the community;
- explaining how the project is in accord with the State Comprehensive Outdoor Recreation Plan (SCORP);
- screening the project for potential environmental impacts in order to determine the appropriate NEPA process to conduct: 1) recommendation for a categorical exclusion, 2) production of an environmental assessment, or 3) production of an environmental impact statement. The environmental screening step requires an applicant to follow the Section 106 of the National Historic Preservation Act, in conjunction with the NEPA process;
- certifying that any appraisals conducted for the LWCF application meet the Uniform Appraisal Standards for Federal Land Acquisitions.

Whenever possible, impacts should be quantified (i.e., number of acres of trees to be removed, cubic yards of fill to be required, number of acres of land to be inundated, whether temporary during construction or permanent impact, etc.).

### **Applicant Risk Assessment**

Federal law requires the State Agency to conduct a risk assessment of each applicant or sub-recipient. The applicant will be required to answer questions regarding the applicant's financial and budgeting practices.

### **Grant Approval Process**

LWCF grants consist of a two-stage approval process.

1. The first process consists of grant review and scoring by the five person LWCF review and selection committee. Any additional information or clarification on individual grant applications will be sent to applicants via email. A grant review meeting open to applicants and the public is then held for discussion and to finalize scoring. Final scores and funding recommendations are then provided to the DNR Director for approval.
2. The second process consists of DNR staff assisting grant applicants to acquire any necessary additional information and work through the required submission materials for award by the National Parks Service (NPS). Once all materials are compiled, NPS will conduct an initial review for each grant to make sure it meets all requirements and to determine if any further information or documentation will be needed prior to the official submission with NPS. After this review has been completed, DNR will complete submission during the next open submission period with NPS. **Work associated with both grant and match funds can not begin until the grant agreement is in place.**

### **Tentative Grant Application and Funding Timeline**

Timeline is subject to change yearly based on NPS review and submission schedules. Grant agreements have historically been in place 12 months to 24 months after the grant application deadline. See Iowa's Open Project Selection Process (OPSP) document for additional timeline details.

Iowa Department of Natural Resources  
Land and Water Conservation Fund

**2024 Applications are due by 4:30pm (CST), on June 15, 2024**

Send application and attachments electronically to: [Jessica.Flatt@dnr.iowa.gov](mailto:Jessica.Flatt@dnr.iowa.gov)

AND

Mail one (1) original to:

Jessica Flatt

Iowa Department of Natural Resources

6200 Park Ave Ste 200

Des Moines IA 50321

### Project and Applicant Information

#### 1. PROJECT

Project Title: \_\_\_\_\_

Project 911 Address or PLSS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

#### 2. TYPE OF PROJECT

Acquisition       Development       Combination      # of Existing Park Acres: \_\_\_\_\_

Park/Area Entrance Lat/Long: \_\_\_\_\_ # of Acres to be Acquired: \_\_\_\_\_

#### 3. APPLICANT CONTACT INFORMATION

Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_ DUNS #: \_\_\_\_\_

County: \_\_\_\_\_

#### 4. DESCRIPTION & COSTS

Project Description: (Maximum of 500 characters summarizing the project and use of LWCF Funds)

Project Costs (Including Required 50% Match):

Federal LWCF Funds Requested: \$ \_\_\_\_\_

Local Share:

Source: \_\_\_\_\_ \$ \_\_\_\_\_

Source: \_\_\_\_\_ \$ \_\_\_\_\_

Source: \_\_\_\_\_ \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

#### 5. SIGNATURE

The Applicant agrees to conform with the Americans with Disabilities and Civil Rights Acts, as well as keeping the Project Site open to the public for outdoor recreation in perpetuity and completing the 5 Year Post Completion Inspections.

Applicant Signature and Date

Applicant Name and Title

**LWCF Grant Application Checklist**  
**(Return this completed form with the application)**

**Mandatory**

- Signed letter of resolution from Governing Body that includes resources/support committed to the project
- Application
- Budget and budget narrative
- Project description and environmental screening (A&R) form with contributors' names, titles, agencies, and qualifications
- Boundary map, location map, site plan and project area photographs
- Signed Risk Assessment and/or auditor's report
- Signed Minority Impact Statement
- Proposed project timeline
- Required match is secured
- Project meets priorities outlined in the current Iowa Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- Control and tenure information included (deed, applicable lease, easements, use agreements, parcel data)
- Project area is owned by public land agency that designates the area to be open to public outdoor recreation in perpetuity.
- Project area complies with the Americans with Disabilities Act (ADA)
- Response from initial archaeological review conducted by the Office of State Archaeologist (OSA) or a professional archaeologist. This may be substituted with a Phase I archaeological survey report if completed.

**Other documents that may be required after project has been approved for funding by DNR**

- Agency Coordination and Section 106 Review
- DNR Environmental Review
- Applicable federal permits



**GRANT PROJECT OVERVIEW**

The scoring criteria for LWCF grants is based on five main scoring criteria: relationship to Iowa SCORP priorities (30 pts.), local need and impact (30 pts.), partnerships and support (20pts.), impact on underserved communities and accessibility (10 pts.), and sustainability of design and future maintenance (10 pts.). Applications are assigned a five point bonus if the local entity has not previously received LWCF assistance on the project site. Please refer to Iowa's OPSP for more details on scoring criteria.

Please keep answers concise. If more space is needed, responses may be continued as an attachment.

1. Project Abstract Summary. Describe the project in plain language. Use 4,000 characters or less. Do not include sensitive or proprietary information as this summary may be made available on public websites and/or databases.

2. Describe how the project goals align with priorities identified in Iowa's Statewide Comprehensive Outdoor Recreation Plan (SCORP). You may also include how the project goals meet priorities as described in other applicable state, regional, or local recreation plans or planning initiatives (30 pts).
  
3. Describe how project goals will satisfy local outdoor recreation unmet needs. Assessment of need should include scope of impact (regional/city wide/neighborhood); lack of resources or age/condition of resources; specific needs of user groups; and distance to other recreation opportunities. For acquisition, describe why the parcel is a high priority and will serve current or future needs of the area impacted (30 pts.).
  
4. Explain how project partners and cooperators are involved (financial, volunteer, etc) and how local input and participation was solicited during planning (20 pts).
  
5. Describe how project goals will impact identified underserved communities. Explain how the project will increase accessibility (10 points).
  
6. Describe how the design or materials used have long lifespans and/or are low maintenance. Describe how the project will be maintained into the future (responsible agencies/organizations). For acquisitions, describe how the property could impact climate change resilience, connectivity, or future recreational needs (10 points).
  
7. BONUS: Has this project site received LWCF assistance previously? Use the mapping tool on Iowa's LWCF website to determine if a project area/park has received previous assistance.

**BUDGET SHEET**

A budget table and narrative must be included with the application that describes how the LWCF funds will be used and includes sources of match funds for the project. Make sure to specifically identify what item(s) will be funded with LWCF grant funds. For multi-phased projects, only include budgetary information for the phase that the LWCF grant will be included in. **The budget table below is required, along with the budget narrative.** A supplemental, more detailed budget may be included as an attachment.

**In general, federal funds cannot be utilized as match funds for an LWCF grant project.** The only exception to this requirement is if the other federal program states in its rules that it can specifically be utilized as an eligible match for the LWCF program.

Narrative:

Cost Classification	Quantity	Unit	Unit Price	Total Cost	Source of Funds
Administration/Legal					
Land Acquisition					
Architectural/Engineering					
Site Work					
Demolition/Removal					
Construction					
Equipment					
Miscellaneous					
Contingency					
Total Project Costs					
LWCF Request					(no more than 50% of allowable cost )

Local entities are eligible to receive annual assistance of up to \$250,000 per project.



**FEDERAL PROJECT DESCRIPTION AND ENVIRONMENTAL SCREENING FORM**

The purpose of this Application and Revision Form (A&R) is to provide descriptive and environmental information about a variety of Land and Water Conservation Fund (LWCF) state assistance projects submitted for National Park Service (NPS) review and decision. The completed A&R becomes part of the "federal administrative record" in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The form captures administrative and descriptive details enabling the NPS to understand the project while also providing a resource for the States and/or project sponsors to use while the LWCF project is under development. Upon completion, the form will indicate the resources that could be impacted by the project enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). This form should also be used to document any previously conducted yet still viable environmental analysis if used for this federal project. The completed A&R form must be submitted as part of the State's LWCF project package to NPS.

*If needed, use a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Section 1-A1, A2; Section 3-B1; Section 6-A1, A29; etc.*

**Section 1.0 New Project Grant Application**

1. How was the cost estimate derived?
  
  
  
  
  
  
  
  
  
  
2. What assurances are there that the costs listed are reasonable?
  
  
  
  
  
  
  
  
  
  
3. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.
  
  
  
  
  
  
  
  
  
  
4. Are any eligible pre-award costs being included as part of the grant request?

Yes     No

If yes, indicate the date from when those costs started being incurred, the cost category, and the total amount of the pre-award costs anticipated to be incurred before the grant start date. Note: these should also be represented in the budget narrative.



**B. Acquisition Schedule & Appraisal/Waiver Valuation Certification**

Parcel Name(s): \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Parcel Value: \_\_\_\_\_ Anticipated Acquisition Date: \_\_\_\_\_

- A State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions

**C. Property Information**

1. From whom is this property being purchased?

2. Are any buildings or structures being purchased along with the property?  Yes  No  
If yes, describe what is planned for those structures and whether the grant funded project includes the value of those structures.

3. How will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?

4. When will access to the site for public outdoor recreation become available?

5. Describe development planned for the site(s) for the three (3) years following acquisition. As this will impact NHPA and NEPA compliance, focus on what you reasonably expect to accomplish.

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

7. Is this acquisition an addition to an existing park or other recreation area?  
If yes, how will it support and enhance that existing park?  Yes  No

**D. Acquisition Approach**

1. Is this property being acquired under threat of condemnation?  
If yes, explain:  Yes  No

2. Was the property listed for public sale?  
If yes, explain how the property owner was made aware of the grant sponsor interest in the property.  Yes  No

3. Does this 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. (If the donation is subject to a waiver of retroactivity the evidence must pre-date the donation.)  Yes  No

**Section 2.2 Development and Combination Grants**

**Note:** Acquisition Only Project may skip Sections 2.2 (A) and (B)

**A. Grant Elements**

1. What new facilities will be constructed as part of this project?
2. What existing facilities will be renovated or replaced (specify which) as part of this project? Provide the age/original construction date of each facility that will be renovated or replaced.



3. What general site improvements (e.g. demolition, site preparation, landscaping, habitat improvements, etc.) will be completed as part of this project?
4. What is the anticipated life span of the facilities that will be funded as part of this project?
5. Does the project scope include facilities that also eligible for Dingell-Johnson or Wallop-Breaux Act funding (i.e., boat/fish access)?  Yes  No
6. Does this project involve the new development of a sheltered/enclosed swimming pool or ice-skating rink or the sheltering/enclosure of an existing outdoor pool or rink?  Yes  No
- i. If yes, explain how it was determined that the site meets the cold climatic criteria described in the LWCF manual. Provide a copy of the cold climatic data used to make the eligibility determination with the application (see manual).
- ii. Explain the nature of the project - is this a new sheltered facility, or construction of the shelter only? If the pool or ice rink already exists, was it LWCF-funded? If yes, what year was it built and how much LWCF assistance was provided?
- iii. What is the total cost of the sheltered facility and what amount of grant funding will be spent on the actual shelter/enclosure structure itself (if any)?
- iv. Explain the significantly increased public use that will be made possible by the shelter/enclosure to justify the construction of such a facility.

**B. Design Elements**

1. How are access requirements under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) being addressed in this project?

2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

### Section 3.0 Site Information

#### A. Basic Information

1. Will this project create a new public park/recreation area where none previously existed?  
If yes, explain.  Yes  No
2. If this is an existing LWCF site, has the park name changed since the last grant?  
If yes, please provide the previous site name and/or LWCF project numbers, if known.  Yes  No
3. Is this project located in a floodplain?  
If yes, explain and confirm that you have met applicable federal insurance requirements.  Yes  No
4. Is the site contiguous with or connected to any federally owned recreation area?  
If yes, explain.  Yes  No
5. Is the site part of a larger management area, such as a greenway or regional recreation area?  
If yes, explain.  Yes  No
6. Describe the existing site conditions.

7. Explain why the site is suitable for the type of outdoor recreation project being submitted.

8. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?  Yes  No  
If yes, explain and describe whether this project will help to address those concerns.

9. What is/will be the applicant's type of ownership and control of the property?

Fee simple ownership.  Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.  Lease. Include a copy of the lease with the application.

**B. Stewardship Consideration**

1. Is this a multi-use/multi-management site (i.e. school)?  Yes  No  
If yes, explain.

i. How often will the public have recreation access to the site?

ii. What kinds of restrictions to public outdoor recreation will occur?

2. Who will manage and operate the site(s)?

3. Describe the nature of any rights-of-way, easements, reversionary interests, etc. within the proposed LWCF boundary area. Please provide description of known utilities (above and below ground).

4. Are there any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funding?  Yes  No  
If yes, describe and explain how/if the structure(s) support public outdoor recreation.
5. Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality?  Yes  No  
If no, explain any area proposed for exclusion and why, and ensure it is clearly depicted on the proposed LWCF boundary map.
6. Are there any pre-existing or planned resource management practices (i.e. timber management, grazing, CRP, etc.)?  Yes  No  
If yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.
7. Are there any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary?  Yes  No  
If yes, describe the nature of the use and ensure it is clearly depicted on the proposed LWCF boundary map. Clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity.

### C. Environmental Resources Survey

The tables below serve as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. **The Environmental Resources Survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.**

Table 1 – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact. Consider both direct and indirect impacts associated with each resource. If the project will not have an impact on the identified resource, leave all boxes for that resource blank.

+: indicates positive impacts are anticipated to result from the action

-: indicates negative impacts are anticipated to result from the action

?: indicates further information is needed to determine the potential impact

Site Name: \_\_\_\_\_

	How will the project affect the following resources?	+	-	?
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental justice: minority and low-income populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Lightscares, especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Migratory birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unique ecosystems, such as old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Water: coastal barrier resources or coastal zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Water: marine and/or estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Other important resources Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 2 – This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer “yes” or “?” for any of the mandatory criteria, you must develop an EA or EIS regardless of the answers in table 1.

Site Name: \_\_\_\_\_

	Will the project:	Y	N	?
1	Have significant negative impacts on public health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have highly uncertain and potentially significant environmental effects or involve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Will the project:	Y	N	?
	unique or unknown environmental risks?			
5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	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? Please utilize the <a href="#">USFWS IPaC Planning Tool</a> for an initial assessment of potential impacts to federally listed endangered and threatened species and habitat if an environmental assessment has not been completed to date. Mitigation efforts may be considered to reduce or alleviate potential impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Have there been any previous NEPA/SEPA documents that are relevant to this project or this specific site?  Yes  No

If yes, attach and summarize findings and include page number references below.

2. Explain any negative or unknown impacts identified in Table 1, or any boxes marked "yes" in Table 2.

3. How was the information identified in the tables derived and what sources of data were used to justify the impact selection?

4. Who contributed to filling out the Environmental Resources Survey (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?
5. List all required federal, state, and local permits/approvals needed for the project and explain their purpose and status. Note: Additional environmental and/or historical assessments, surveys, reports and/or permits may be required after further review of the grant project by Iowa DNR, NPS, the Iowa SHPO or other associated agencies.

#### D. Cultural and Historic Resources Review

Have there been any previous cultural and/or historic resource surveys completed that included this site within the area of potential effect that was assessed?

- No - Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).
- Yes - Attach survey and summarize findings and include page number references below.

#### SECTION 106, ARCHAEOLOGICAL INITIAL DESKTOP REVIEW (ATTACH SEPARATELY)

State Historic Preservation Office (SHPO) review is required under Section 106 of the National Historic Preservation Act for all projects. The following information is required in order for the DNR and the National Park Service to make a recommendation to SHPO.

**SHPO does not accept request for reviews directly from the Applicant. The request for SHPO review and concurrence must come from the authorizing agency, in this case, the National Park Service.** If the project is selected for funding, the DNR and National Park Service will use this information to send to the SHPO and tribal offices for review and concurrence.

LWCF Applicants must complete an initial desktop archaeological review and submit the recommendation with their LWCF application. If a Phase I or other archaeological survey has previously been completed for the project area, it will also need to be submitted with the grant application.

The Office of the State Archaeologist (OSA) offers free-of-charge initial desktop reviews of projects for LWCF grant applicants. Further recommended in-depth reviews or surveys are on a fee-for-service basis. A list of professional archaeologists in Iowa can be found on the [Association of Iowa Archaeologist](#) website. After a project review, OSA will recommend one of the following:

- A. That no further archaeological work is recommended.  
OR  
B. That a Phase I or other archaeological resource surveys are recommended.

For a desktop review with OSA, please contact Mr. John Doershuk at [john-doershuk@uiowa.edu](mailto:john-doershuk@uiowa.edu) or 319-384-0751.

The following information should be provided when requesting a desktop review:

A. Project Description

Include a project description identifying purpose, acreage, and location. It should include enough detail to fully communicate the action, especially with regard to its potential effects on historic properties. The project description should include any aboveground structures that could be impacted by the project as well as any locations where ground disturbing activities will take place (see Item C).

B. Previous Known Studies

The applicant should include any previous known archaeological studies conducted at the project site.

C. Area of Potential Effect (APE)

In accordance with 36 CFR 800.4(a) (1), the agency shall determine and document the APE. The APE is defined at 36 CFR 800.16(d) as “the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking.” In order to sufficiently cover all aspects of the undertaking, APE should include access points and staging areas. If a known historic property is located in the APE, the entire property should be included in the APE.

For acquisition projects, the APE would include any ground-disturbing activities or impacts to aboveground structures that will have to be completed on the property prior to being open to the public.

#### REQUIRED PROJECT MAPS

Project maps are one of the most important components of the application process. The maps will be used for inspection years after the project has been completed. For this reason, accuracy is crucial. Send a legal description of the boundary with the maps. The State will submit the signed and dated project boundary map to the National Park Service for approval. Please reference the Building Effective Maps for Land and Water Conservation Fund tip sheet to make sure you include all required elements on each map.

**Required Maps - Include one original of each of the following:**

- LWCF Boundary Map that includes legal description and/or parcel data
- Site Development Map (development projects only)
- Location Map that includes project location within the city and county



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

County: \_\_\_\_\_

WHEREAS, the \_\_\_\_\_ (City/County) is interested in acquiring lands or developing outdoor recreational facilities on the following described project for the enjoyment of the citizenry of

Site Name: \_\_\_\_\_ and the State Iowa.

Site Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_

Brief Description of Project:

AND, Land and Water Conservation Fund financial assistance is being sought for the acquisition or development of said outdoor recreational facilities,

NOW THEREFORE, be it resolved by the \_\_\_\_\_ that the project described above be authorized,

AND, be it further resolved that said \_\_\_\_\_ make application to the Iowa Department of Natural Resources to seek Land and Water Conservation Fund financial assistance from the National Park Service in the amount of \_\_\_\_\_ % of the actual cost of the project,

AND, be it further resolved that said \_\_\_\_\_ certifies to the following:

1. That it will accept the terms and conditions set forth in the NPS Grants-in-Aid Manual and which will be a part of the Project Agreement for any grant awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the acquisition and/or development in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the Iowa Department of Natural Resources.
3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said \_\_\_\_\_ for public outdoor recreational use.
4. That no financial assistance has been given or promised under any other federal program or activity with regard to the proposed project.
5. That it will not discriminate against any person on the basis of race, color, or natural origin in the use of any property or failure acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P.L. 88-352 (1964), and of the regulations promulgated pursuant to such Act by the Secretary of the Interior and contained in 43 CFR 17.
6. That it will maintain adequate financial records on the proposed project to substantiate claims for cost-sharing.

THIS IS TO CERTIFY that the foregoing is a true and correct copy of a resolution duly and legally adopted by the \_\_\_\_\_ at a legal meeting held on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

**APPLICANT RISK ASSESSMENT QUESTIONNAIRE**

2 CFR 200.331 of the Federal Code requires pass-through entities to conduct a risk assessment of each sub-recipient. Please complete and return this section as part of your grant application. If the answer to any question is not yes, please provide a brief explanation of your entity's process. If questions arise while completing the questionnaire please contact the DNR Department Auditor at 515-725-8208.

- A. Was an audit performed in the prior fiscal year? If so, please skip to question 21, provide your information and signature at the bottom of this form and provide a copy of your audit report with your application.
- B. If not, please answer all of the following questions and provide your information and signature at the bottom of the form.
1. Are the accounting records maintained on a current basis?
  2. Are bank accounts reconciled by an employee who does not sign checks, handle or record cash?
  3. Are reconciliations reviewed and approved by a person who is not responsible for receipts and disbursements?
  4. Are inventory counts verified by persons independent of those in charge of the inventory records?
  5. Are capital assets tested periodically by an individual having no responsibility for the assets?
  6. Are capital expenditures authorized by appropriate officials and the governing body?
  7. Is a physical inventory taken periodically (at least annually) and reconciled to detailed capital asset records?
  8. Is a list of receipts prepared by the mail opener?
  9. Is an independent reconciliation of recorded receipts to the initial listing performed?
  10. Is a restrictive endorsement placed on each incoming check upon receipt?
  11. Are responsibilities for the disbursement/expenditure approval function segregated from those for the voucher preparation and purchasing functions?
  12. Are responsibilities for reconciling disbursements/ expenditures with the check/warrant register segregated from those preparing the vouchers?
  13. Is final approval for payment made by a different individual than the check/warrant signer?

14. Are all disbursements/expenditures required to be supported by invoices or other documentation?
15. Does the person reviewing the claims have sufficient knowledge of federal and state grant requirements, laws and regulations to determine cost allowability?
16. Are supporting documents for claims effectively canceled at the time of approving the payment to prevent their reuse?
17. Are controls maintained over the supply of unused and voided checks/warrants?
18. Are salaries approved by the governing body for full-time and part-time employees?
19. Are time sheets used and approved by appropriate personnel?
20. Are financial reports reviewed and approved at appropriate levels of management?
21. Is management committed to providing proper stewardship for property acquired with federal awards?
22. Are accurate records maintained for all acquisitions and dispositions of property acquired with federal awards?
23. Is a physical inventory of equipment periodically taken and compared to property records?
24. Are procedures established to ensure the federal awarding agency is appropriately reimbursed for dispositions of property acquired with federal awards?
25. If requested, could a certification from the donor be obtained or other procedures be performed to identify whether matching contributions are from non-federal sources?
26. Have procedures been established to verify vendors providing goods and services under the award have not been suspended or debarred by the federal government?

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**MINORITY IMPACT STATEMENT**

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. **Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.  
Describe the positive impact expected from this project

Indicate which group is impacted:

- |  |   |
|--|---|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Pacific Islanders        |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Blacks                    | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos                   | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Asians                    |   |

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.  
Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- |  |   |
|--|---|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Pacific Islanders        |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Blacks                    | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos                   | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Asians                    |   |

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Definitions**

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

*b.* As used in this subsection:

- (1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.