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# **LAND & WATER CONSERVATION FUND**

## **STATE GUIDELINES AND APPLICATION FOR LOCAL PARTICIPATION**

Applications Due March 15<sup>th</sup> Annually



Iowa Department of Natural Resources  
Kayla Lyon, Director 2023

# LAND AND WATER CONSERVATION FUND

Twenty First Edition 2023

## FORWARD

This booklet has been prepared to assist grant applicants, planning agencies, and planning consultants in preparing applications for federal assistance from the Land and Water Conservation Fund. It makes no attempt to cover all aspects of the LWCF program; but it does attempt to cover the major items of interest and concern to most applicants. Any unanswered questions concerning the program should be directed to:

Iowa Department of Natural Resources  
Jessica Flatt  
Parks, Forests, and Preserves Bureau  
502 E 9<sup>th</sup> St  
Des Moines, IA 50319-0034  
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 Act (LWCF), 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. State Administrative Rules and Federal General Provisions for the program are included in this application, read both carefully before applying.

Funds are provided to the states and passed to political subdivisions in the form of 50% reimbursement grants. Reimbursements are made on all eligible expenditures up to the amount of the approved grant.

### 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

- Observation and sight-seeing facilities; including hiking, biking, equestrian, cycle, snowmobile and nature trails.
- Picnic facilities, including open shelters.
- Camping facilities.
- Acquisition of land specifically for active outdoor recreation purposes.
- Swimming facilities, including beaches, pools, 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.
- Lake and pond construction for boating, fishing and aesthetic purposes.
- 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, trailer dumps, fences, 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

LWCF applications are reviewed and scored by a five member committee represented by the cities, counties and DNR staff. More specific information and details on the scoring criteria can be found in the [LWCF State Administrative Rules, 571-27](#). The grant scoring criteria consists of:

- Relationship to the Statewide Comprehensive Outdoor Recreation Plan (SCORP): up to 50 points
- Recreation benefits: up to 10 points
- Local need: up to 10 points
- Quality of the site: up to 10 points
- Benefit for people with disabilities and elderly persons: up to 3 bonus points
- Use of recycled materials: up to 2 bonus points
- Minority population of project area: up to 3 points bonus points
- Coordination and planning: up to 3 bonus points
- Prior Assistance: +5 bonus points for no prior assistance; 0 to -5 penalty points for prior assistance above the calculated fair share

### 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 investigation and selection, 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.

### **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 department 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.

### **State Historic Preservation Office (SHPO) Clearance - Section 106**

State Historic Preservation Officer (SHPO) review and approval is required on all applications selected for funding. A thorough review and explanation of the property’s history is critical for an accurate review by the Department 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 office. 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 proposal is in accord with the State Comprehensive Outdoor Recreation Plan (SCORP);
- screening the proposal 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 our State Agency to conduct a risk assessment of each applicant or sub-recipient. Your agency will be required to support your application by answering questions regarding your 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 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 review committee grant discussion. This meeting also provides a comment opportunity for the public and grant applicants. Final grant review scores and funding recommendations are then provided to the Natural Resource Commission (NRC) for the first approval by the State.
2. The second process consists of DNR staff working with grant applicants to acquire any necessary additional information and work through the required submission materials for review and approval 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 grant requirements and determine if any further information or documentation will be needed prior to the official submission with NPS. After the initial review has been conducted, DNR conducts the official grant submission during the next open submission period with NPS. The final grant approval and grant agreement with NPS takes approximately 3 months from the submission period end date. **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 21 months after the grant application deadline.

- January 15: Yearly updated grant application materials are available on the [Iowa LWCF](#) webpage
- March 15: Application submission deadline
- March-April: Grant review committee conducts reviews and scoring
- Late April-Early May: Grant review meeting
- June: State grant and funding approval by the NRC
- July-December: Develop materials for NPS initial review and official grant submission
- December-January: Initial grant review by NPS
- February-March: Submit grants to NPS for official review, approval, and grant agreement (official submission periods can change and are contingent upon scheduled timeframes by NPS on a yearly basis).
- July: Grant agreement with NPS and grant start date (contingent upon official submission period dates and completion of Section 106 environmental, cultural, historical, and tribal approvals)

## Iowa Department of Natural Resources

## Land and Water Conservation Fund

**Applications are due by 4:30pm, March 15 or the closest working day, each year**Send Application and Attachments electronically to: [Jessica.Flatt@dnr.iowa.gov](mailto:Jessica.Flatt@dnr.iowa.gov)

AND

Mailed applications must be post marked by the grant submission deadline of 4:30pm, March 15, 2023

Mail one (1) original and one (1) copy to:

Jessica Flatt

Iowa Department of Natural Resources

502 E 9<sup>th</sup> St

Des Moines IA 50319

**Application and Applicant Information****1. PROJECT**

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

Project 911 Address: \_\_\_\_\_

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

**2. TYPE OF PROJECT**☐ Acquisition (appraisals required) ☐ Development ☐ Combination # of Existing Park Acres: \_\_\_\_\_

Park GPS Coordinates: \_\_\_\_\_ # of Acres Acquired: \_\_\_\_\_

**3. APPLICANT CONTACT INFORMATION**

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

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

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

City &amp; 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% Cash 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 your application))**

**Mandatory**

- ☐ Signed letter of resolution from Governing Body that includes resources/support committed to the project
- ☐ Application
- ☐ Budget and budget narrative
- ☐ Proposal description and environmental screening (A&R) form with contributors' names, titles, agencies, and qualifications
- ☐ Boundary map, vicinity map, site plan and project area photographs
- ☐ Signed Risk Assessment or auditor's report
- ☐ Signed Minority Impact Statement
- ☐ Proposed grant project timeline
- ☐ Project can be completed within 2.5 years from receiving grant agreement
- ☐ Required MATCH funding is secured
- ☐ Project meets state priorities outlined in the 2018 Iowa Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- ☐ Control and tenure Information (Deed, applicable lease, easements, use agreements)
- ☐ Project area is owned by public land agency that designates the area to be open to public outdoor recreation for 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 required after project has been approved for funding by DNR**

- Section 6(f) Boundary Map
- Agency Coordination and Section 106 Review



## GRANT PROPOSAL OVERVIEW

The scoring criteria for LWCF grants is based on four main categories: Relationship to Iowa SCORP priorities (50 pts.), Direct recreation benefits (10 pts.), Local need (10 pts.) and Quality of site (10 pts.). Applications are additionally reviewed and scored for bonus and penalty points based on the following categories: Prior LWCF grant assistance (+5 points for no prior assistance; 0 to -5 penalty points for prior assistance above the calculated fair share), Special features for the elderly and persons with disabilities (3 pts.), Minority populations served (3 pts.), Level of project planning including the degree of public participation and support (3 pts.) and Recycled content material use (2 pts.).

Please keep answers concise to they fit into the allotted typing boxes. If more space is needed, responses may be continued as an attachment.

1. Describe the scope of the proposed project and the recreational benefits. Include a description of the location of the project site, and any facilities or improvements on the project site. If the proposed project is part of a multi-phased project, outline which phase the LWCF grant portion will be included in. Further details about the additional or separate project phases should be included in your response here to provide grant reviewers with a full overview of the project as a whole, but not included in the required budget forms and budget narrative (10 pts).
2. Describe the purpose and justification of the proposed project, including the local need for the project (10 pts).

4. Describe how the proposed project implements statewide outdoor recreation priorities and goals as presented in the 2018 Iowa [Statewide Comprehensive Outdoor Recreation Plan](#) (SCORP). Include references to the specific priorities and goals (50 pts).

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5. What, if any, interrelationships with other federal, state, or local projects are there?

**BUDGET SHEET**

A budget must be included with your application along with a budget narrative of how the LWCF funds will be used, and sources of match funds for the entire 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 along with your narrative are required.** An additional 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:

Budget Category	Quantity	Unit	Unit Price	Total Cost	Source of Funds
Total Project Costs				\$	
LWCF Request				\$	(no more than 50% of total cost)

The following are the assistance ceilings for communities:

Population of Area of Jurisdiction	LWCF Assistance (\$ ) Ceiling
0-1,000	\$50,000
1,001-5,000	\$75,000
5,001-10,000	\$100,000
10,001-25,000	\$125,000
25,001-50,000	\$150,000
50,001-75,000	\$175,000
over-75,000	\$200,000

**GRANT PROJECT TIMELINE**

Please reference the LWCF grant application and funding timeline in the grant guidelines section when considering project timelines and completing this form.

Provide a timeline estimate using the following form. Remember that the project is to be completed within two and a half years of the grant award date and project work (including match funded items) cannot begin until the grant agreement is in place. Any proposed changes, including extensions or modifications in the project timeline, must be requested in writing and approved in advance by the DNR.

**PRELIMINARY TIMELINE ESTIMATE**

TASK	Jul-Sep 2024	Oct- Dec 2024	Jan- Mar 2025	Apr- Jun 2025	Jul-Sep 2025	Oct- Dec 2025	Jan- Mar 2026	Apr- Jun 2026	Jul-Sep 2026	Oct- Dec 2026
Project Initiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Mobilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Construction Phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Administrative Close-Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grand Opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FEDERAL PROPOSAL 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 proposals 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 proposal while also providing a resource for the States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the form will indicate the resources that could be impacted by the proposal 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 proposal. The completed A&G form must be submitted as part of the State's LWCF proposal 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.

**Section 2.0 Site Based Project Grants****A. Sub-Recipient (Grant Applicant) Information (repeat if needed for Co-Applicants)**

**Sub-Recipient Agency Name:** \_\_\_\_\_

**Sub-Recipient Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



2. Describe the existing resources and features of the site that make it desirable for public outdoor recreation.

3. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

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

Parcel Name: \_\_\_\_\_

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? ☐ Yes ☐ No  
If yes, how will it support and enhance that existing park?

**D. Acquisition Approach**

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

2. Was the property listed for public sale? ☐ Yes ☐ No  
If yes, explain how the property owner was made aware of the grant sponsor interest in the property.
3. Does this project involve donated property? ☐ Yes ☐ No  
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.)

## Section 2.2 Development and Combination Grants

### 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. 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 proposal 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, explain and confirm that you have met applicable federal insurance requirements. ☐ Yes ☐ No
3. Is this project located in a floodplain?  
If yes, explain. ☐ Yes ☐ No
4. Is your site contiguous with or connected to any federally owned recreation area?  
If yes, explain. ☐ Yes ☐ No
5. Is your 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 proposal 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 site (i.e. school, reservoir, state forest, etc.)?

☐ 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:
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 yes, 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, 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 serves 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 biosphere reserves, World Heritage sites, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Explain:			

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 your answers in table 1.

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

	Will your proposal:	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 unique or unknown environmental risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 of the Environmental Resources Survey, or any boxes marked "yes" in Table 2 (mandatory criteria).
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 proposal and explain their purpose and status. 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 of 1966 for all projects/proposals. The following information is required in order for the Department 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 your project is selected for funding, the Department 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 at <http://aiarchaeologist.org/membership-directory/>. 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.
- 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.

## REQUIRED PROJECT MAPS

Project maps are one of the most important components of the Project Proposal. 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 your maps. The State will submit the signed and dated project boundary map to the National Park Service for approval.

### Required Maps - Include two original copies of each of the following:

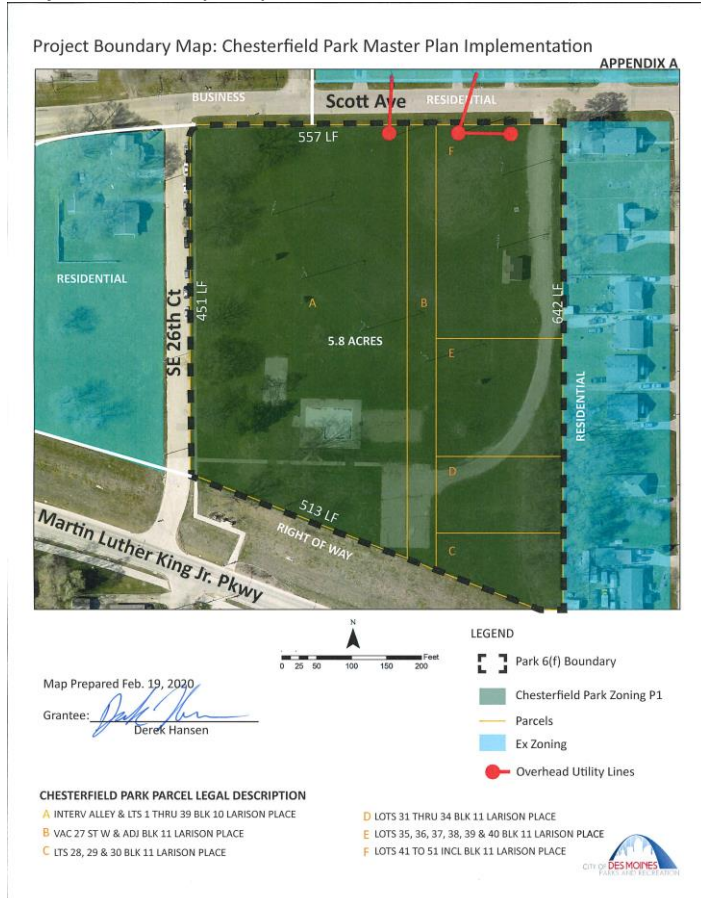
1. Dated Project Boundary Map
2. Legal Description Map outlining ownership and parcel data
3. Tract Map (acquisition projects only)
4. Site Development Map (development projects only)
5. City/County Map with project location

### The following information is required to be included on the Dated Project Boundary Map, Tract Map and Site Development Map:

1. title of the project;
2. date of map preparation, certified by the grantee signature;
3. maps must be to scale, project boundary outlined, showing feet, acres, and directional arrow;
4. show planned development for project site, color code existing and planned development;
5. show all tracts to be purchased (acquisition projects only);
6. show existing roads (include names), overhead utility lines or other environmental intrusions;
7. show existing land use of land adjoining project site;

Example Maps: Urban Park

#### Project Boundary Map

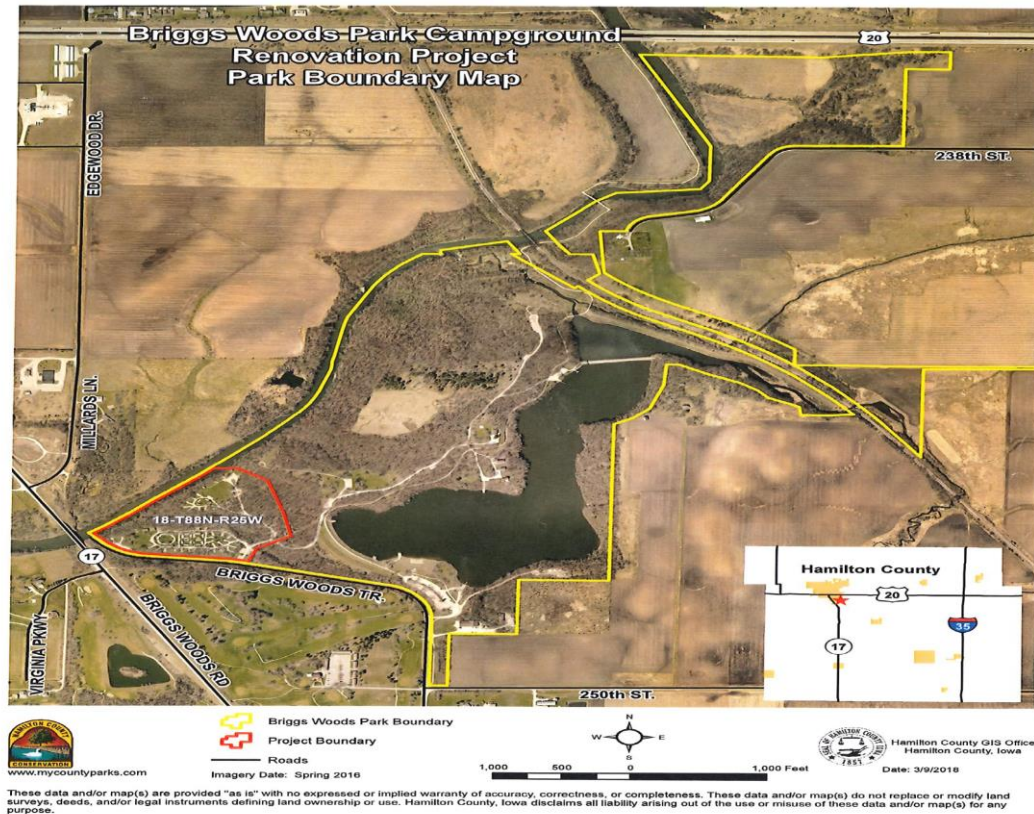


#### Site Development Map

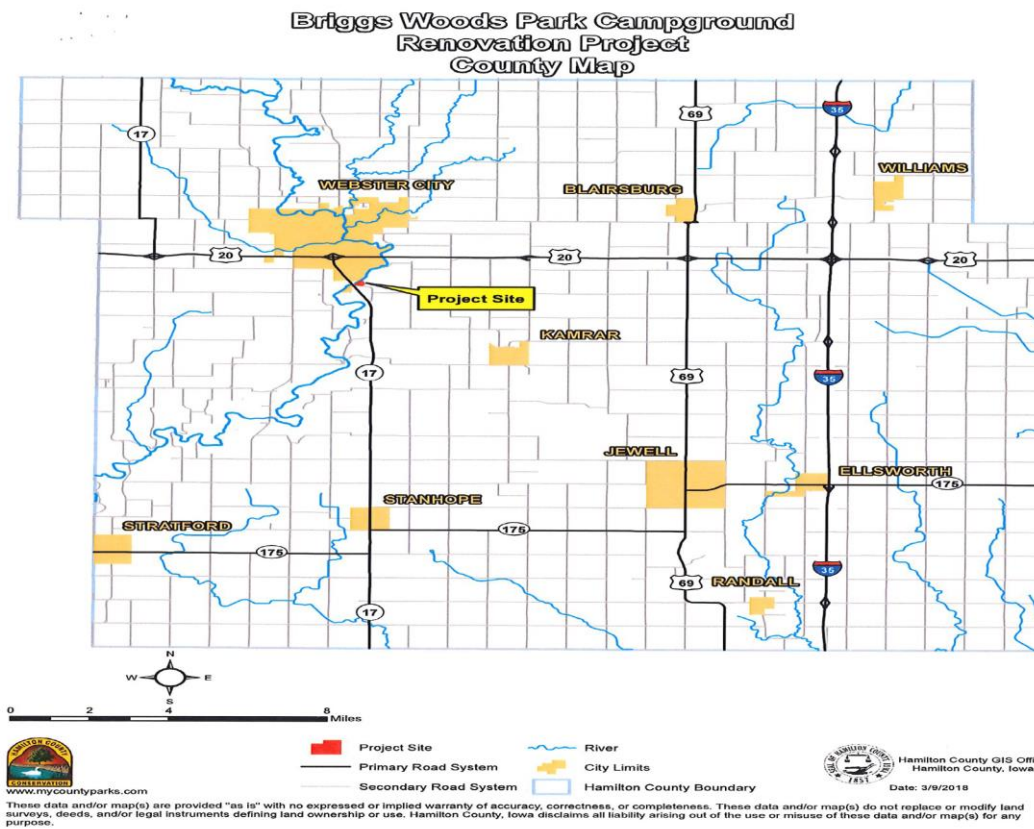


## Example Maps: Rural Park

## Project Boundary Map



## Project Location Map





## 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.