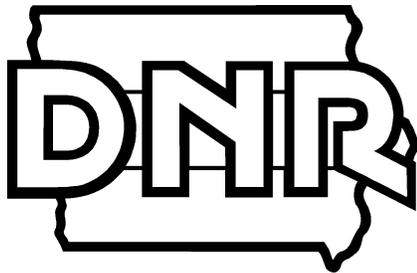

LAND & WATER CONSERVATION FUND Outdoor Recreation Legacy Partnership (ORLP) Program

PRE-GRANT APPLICATION FOR LOCAL PARTICIPATION
Applications due May 10th Annually



Iowa Department of Natural Resources
Chuck Gipp, Director
2016

GUIDELINES

FOR LOCAL PARTICIPATION

LAND AND WATER CONSERVATION FUND

Seventeenth Edition 2016

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
BUDGET AND FINANCE BUREAU
WALLACE STATE OFFICE BUILDING
502 EAST 9th STREET
DES MOINES, IOWA 50319-003
515-725-8213

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OUTDOOR RECREATION LEGACY PARTNERSHIP (ORLP) 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 have physical control of the project site by fee title 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 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.

ELIGIBILITY INFORMATION

1. Eligible Applicants:

Each State has a lead agency designated by the State's Governor or by legislation for the purposes of implementing LWCF in that State and only the lead agencies can be applicants for LWCF grants. Consequently, only the State lead agencies are eligible to submit applications for LWCF ORLP grants, although they may do so on behalf of themselves or another entity via a sub-award. For the purposes of this competition "States" include only the 50 US States plus the District of Columbia and Puerto Rico (American Samoa, Guam, Northern Marianas, and the Virgin Islands do not have any urbanized areas on the Census list). In turn, eligible sub-awardees include other state agencies, local units of government (state political subdivisions such as cities, counties, and special purpose districts such as park districts), and federally-recognized Indian Tribes. Applications submitted directly to the NPS by entities other than the lead agency will automatically be rejected without consideration. Individuals, nonprofit organizations, and other private entities are not eligible as applicants or sub-awardees.

2. ORLP Process:

The process for a project sponsor to seek an LWCF ORLP grant will begin at the State level. Each State's

lead agency for LWCF will be allowed to nominate up to two projects to the NPS for consideration in the national competition. The lead agency will be responsible for: further soliciting project proposals from other state agencies, local units of government, and federally-recognized Indian Tribes; conducting the initial review of proposals for completeness and eligibility requirements; evaluating and prioritizing proposals according to the competition criteria and the State's Open Project Selection Process; ensuring that proposals are consistent with outdoor recreation priorities outlined in the State's SCORP; and selecting the proposal(s) to be nominated. If a proposal is selected for funding in the national competition, the lead agency will also be responsible for submitting the final application to the NPS. Grants will be awarded to the lead agency, which will be responsible for ensuring that allocated funds are used for the purposes of and in a manner consistent with the LWCF. The lead agency will in turn make a sub-award to the project's sponsor, which must be the public entity that submitted the proposal. Project sponsors interested in seeking a grant must contact the lead agency to get specific details about the State's process for identifying projects for this competition.

Further, for a project to be eligible the project's sponsor must:

- Represent a jurisdiction of at least 50,000 people, AND
- Be named as one of the 497 urbanized areas delineated by the Census Bureau OR be a jurisdiction that lies geographically within one of the delineated urbanized areas.
- If the project's sponsor is a state agency, the project must serve one or more of the urbanized area jurisdictions as described above.

In addition, the project itself should be physically located within one of the 497 urbanized areas. Projects that are not located within an urbanized area boundary are not necessarily ineligible, but may not compete well unless the sponsor can make a compelling case for how the project will serve the target populations, recognizing that access and proximity factor in the scoring criteria.

A list of the 497 urbanized areas was published in the Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669). The Census Bureau has published maps delineating each urbanized area, which can be found at <https://www.census.gov/geo/maps-data/maps/2010ua.html>.

3. Cost Sharing or Matching:

As required by the LWCF Act, LWCF ORLP grants must be matched at a minimum level ratio of 1:1 with non-Federal funds. Matching funds may be derived from state, local, non-governmental, or private sources in the form of cash or in-kind contributions. The competition will favor contributions of cash or land from non-public sources over other types and sources. Eligible costs, sources of match, and other cost-sharing requirements are detailed in Chapter 5 of the [LWCF Manual](#). The competition will also favor projects that involve partnerships among the public, private, and non-profit sectors that result in the leveraging of resources (e.g., money, donations of land, supplies, services, etc.) and the extent of that leverage that allows the *LWCF-eligible* costs included in the project budget to exceed the 1:1 match required by the LWCF Act.

The following costs may not be counted toward the non-Federal matching share (not inclusive):

- Any project costs incurred before the grant start date, unless they are an eligible pre-award cost as defined in the LWCF Manual or unless the sponsor gets prior approval from the State lead agency and the NPS (i.e., waiver of retroactivity).
- Any funds or in-kind contributions such as land or services that have been used previously or will be used in the future to satisfy the matching requirements of another LWCF grant or other Federal grant.
- Any funds or in-kind contributions such as lands or services that were or will be acquired with other Federal funds, unless otherwise provided by Federal law.

Funding that originated from Federal sources or the value of land or services acquired with Federal funds may not be used as non-Federal match unless their enabling legislation authorizes that treatment. The best known examples are HUD's Community Development Block Grants and DOT's Recreation Trails Program, but there may be others (project sponsors should be prepared to show supporting documentation if seeking to use Federal funds from other sources as match). Other than this exception, in accordance with 54 USC

200305(f)(1) projects seeking LWCF ORLP grants may not include funds from other Federal sources, including LWCF formula funds, in the project's budget, even if all programs' match requirements are met.

Prospective applicants should note limitations on certain kinds of costs, whether proposed for the grant, as match, or as overmatch, including those related to project management/administration, contingencies, and design/engineering fees. This is described further in the Budget Narrative component of Section of D.2 of this FOA. Further, project sponsors should be aware that the LWCF Act specifically excludes acquisition support costs from eligibility (see 54 USC 200305(e)(2)(A)) so such costs should not be requested for reimbursement from the ORLP grant or to meet the match within the 1:1 level.

If a project is selected, the project cost estimate defines the maximum federal share that can be requested. (Note this is a departure in policy from grants awarded under the LWCF formula program, which under some circumstances permit amendments to increase the federal share if costs go up.) Similarly, reductions in scope may lead to the federal share being reduced. In general, changes to the scope of the project after selection, particularly those that would result in an increase or decrease in costs, will be discouraged as they may materially alter the circumstances under which the project was evaluated and selected. A significant departure from the project's original proposed scope could result in the LWCF ORLP grant being withdrawn.

APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application

The full FOA and pre-application materials are available to be accessed and downloaded from the Synopsis page of the announcement in Grants.gov. Copies of individual forms and other application documents can also be found at www.nps.gov/ncrc/programs/lwcf/pub.htm. Project sponsors should check with their State's lead agency to determine if the State has any other requirements for submitting proposals at the State level.

2. Content and Form of Application Submission

For the purposes of the competition, project proposals will be reviewed and evaluated based on pre-applications. The pre-application must include all five Required Elements, listed in a. through e. below. *Applications submitted without all of the required elements will automatically be rejected without consideration.* Project proposals will be scored and ranked on a national basis based on an evaluation of how the project meets the review and selection criteria for the competition and the general requirements of the LWCF Act. Therefore it is critical that applicants follow the outline provided below for the narratives to ensure each criterion is addressed. Supplemental Elements, also described below, are not required at this time but will be required with the final application if the project is selected. However, submitting one or more Supplemental Elements with the pre-application may help substantiate the project's "readiness." The Required Elements are designed to ensure a minimum level of necessary information is provided by the applicants to ensure each project can receive a comparable review.

Project sponsors should note that the pre-application does not include important documentation needed to substantiate the project's compliance with environmental and historic/cultural resources laws (i.e., NEPA, NHPA), and that such documentation will be required if the project is selected. Further, selection of the project could be withdrawn if development of these documents reveals a previously unknown issue that materially affects the project's eligibility or feasibility of completion. If this occurs, the NPS will move to the next project on the ranked list.

Required Elements

a. Letter of recommendation from the State

The State lead agency should highlight why and how the project rose to the top through the State's Open Project Selection Process, including concurring with or supplementing the explanation for how the project helps implement the State's SCORP.

b. Standard forms for federal grant applications, including the Application for Federal Assistance (SF-424) and Budget Information for Construction Programs (SF-424C)

c. Project narrative (target length: 10 pages)

This narrative provides the sponsor the opportunity to describe the purpose of their project and how it meets the objectives of the competition; intended outcomes of the project; and expected benefits (short and long term) and other impacts in terms of improving recreation opportunities that meet an identified recreational deficiency or need for a neighborhood or community. Project sponsors are encouraged to review the descriptions of the 9 (nine) evaluation criteria outlined in Section E to understand how projects will be evaluated and scored. We recommend that the narrative be generally outlined in the order of the criteria (headers are provided below) to ensure that the project (and budget) narratives directly address each criteria.

Project Overview:

For acquisition projects: provide a street address sufficient to provide at least a general location for the property, a description of the property, and an explanation of the need for its acquisition. Explain whether the acquisition would create a new public park or recreation area or is to expand an existing site. Describe and quantify the types of resources and features on the property (e.g., 50 acres of forested area, 2,000 feet of waterfront, scenic views, vacant lot, special habitats, unique or special features, recreation amenities, historic/cultural resources) as well as any constraints (e.g., existing development; hazardous materials/contamination history; and restrictions such as institutional controls, easements, rights-of-way, reversionary interests, above ground/underground utilities; etc.). Describe the plans for developing the property for recreation purposes after acquisition and the timeframe, including when the site is expected to be open and accessible for public use. Describe the current status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.

For development projects: provide a street address sufficient to provide at least a general location for the property, a description of the planned physical improvements and/or facilities, and the reason(s) such development is needed. Explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities. Describe and quantify the types of resources and features available on the site as well as any constraints. Describe the current status of planning for the development and the timeframe for completing the project, including when the site will be open (or reopened) and accessible for public use.

For projects that will comprise acquisition and development (including projects where the land acquisition is being used as in-kind match) provide a narrative that combines the elements above.

Improving physical and recreational access and addressing recreational deficiencies:

Describe how the proposed project will create or significantly improve access to close-to-home park and recreation opportunities by expanding the quantity or quality of parks or other outdoor recreation areas. This can be through either: creating a new park/outdoor recreational area or significantly enhancing the quality of an existing park/outdoor recreation area by replacing or upgrading infrastructure to be able to provide high priority recreation services. Describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a result of the acquisition and/or development. Describe how the project meets an identified recreational need or deficiency.

Improving recreation service to priority target groups for this competition:

Describe the activities and uses planned for the project site after acquisition and/or development. Describe who will benefit from the project, particularly with respect to the groups targeted by this competition (minorities, youth, and/or low to moderate income individuals or families) and for whom serious recreation deficiencies exist.

Sponsors are encouraged to include available data/statistics about the local populations to be served by the park/recreation area in the response. Census-defined minorities are African-Americans, Hispanics, American Indians, Asians, Eskimos, Aleuts, and Pacific Islanders.

Project Engagement and Participation:

Describe the process that led to the development of this proposal. In particular, focus on efforts to engage the public, especially the local community that will be served by the park, and their participation in the project as well as that of other interested/affected entities. Describe any partnerships or other collaborative efforts, such as with neighborhood groups, community organizations, or private entities that have helped facilitate the project. Also, describe or provide evidence of local support for the project, particularly from local residents.

Supporting details could include how the public was notified of and provided opportunity to be involved in planning for and development of the project proposal; who has been involved (including local, state, and federal agency professionals; subject matter experts; and private organizations) and how were they able to help develop or review the proposal; and formal public participation processes such as meetings, hearings, and comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments.

Innovation and Transformative Attributes:

Describe the extent to which the project encompasses or exhibits innovation, especially in ways that can be transformative for the neighborhood(s) and community in terms of revitalization. These qualities could be related to aspects such as: redevelopment of a blighted or distressed properties; involvement of new or non-traditional partners; unusual features in the project design; employment of novel solutions to issues in/challenges to addressing the community's recreation needs; the ability to affect or advance other complementary and intrinsic benefits beyond providing new or enhancing park or other outdoor recreation spaces; and other similar characteristics.

Project's Alignment with SCORP and other applicable plans:

Describe how the project will advance, implement, or meet a priority need and/or goal of the applicable state's SCORP and other relevant park and recreation planning documents. Projects can also receive credit for aligning with or advancing priorities of other comprehensive or master plans at the city, regional, and/or state level such as community revitalization plans, economic development plans, open space plans, etc.; and/or benefitting other initiatives and programs.

Project Readiness:

Describe the status of the planning for the grant project and its readiness to be implemented. Provide a narrative description of the timeline for the planned scope of work and a proposed period of performance, including providing dates for discrete benchmarks of significant work elements that will support the grant project's implementation to completion.

Describe the current use (if any) or disposition of the property targeted for the project. If there are any existing non-outdoor recreation or other non-public uses that are intended to continue on the property on an interim or permanent basis and/or proposed in the future, these should be explained.

Applicant and Partner Capacity:

Describe the project sponsor's experience in completing other similar park and recreation projects. If partners are or will be involved in the grant project's implementation, their role(s) should also be described. Describe who holds or will hold title to the property and how the park or recreation area will be managed and maintained to assure permanent use for public outdoor recreation. Describe the funding resources available to support the operation and maintenance. If partners will be involved with long-term management of the property, this should be described. Also describe the project sponsor's or partner's past experience, if any, with managing grant funds, particularly LWCF or other federal awards.

d. Budget narrative (target length: 3-4 pages, including tables)

Viability and reasonableness of the project's budget:

This section should explain how the requested LWCF assistance will be used and how the match requirement will be met, including any costs proposed for overmatch. Break down, describe, and justify the proposed project costs that correspond to the details of the work activities outlined in the

project narrative. Project sponsors are encouraged to provide budget information in both narrative and tabular forms to ensure sufficient detail so the budget can be clearly understood, particularly in terms of what costs are proposed for reimbursement by the LWCF ORLP grant and what costs will be used to satisfy the 1:1 match.

Project sponsors are encouraged to review Chapters 3 and 5 of the [LWCF Manual](#) to ensure understanding about eligible costs. Of note: Land acquisition costs should be based on appraised value or other estimate of fair market value. Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses or as match. On the development side, for this competition, project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 5% (administration) and 10% (design/engineering and contingencies) of the total budget, respectively. If indirect costs are planned (by the State lead agency) this should be reflected in the budget.

Match contributions can consist of cash, land donation, and in-kind contributions of supplies or services needed to implement the project. Describe the availability or firmness of commitments for funds to meet the 1:1 match and for the full amount of funds needed to complete the project, including any match commitment(s) that exceed the 1:1 requirement. Note that, at a minimum, sufficient funding to meet the 1:1 match requirement must be in hand or firmly committed. If the project match exceeds the 1:1 requirement, indicate how the additional funds/in-kind contributions will be used. Overmatch costs needn't necessarily be eligible for LWCF but more weight will be given for leveraging if they are. Project sponsors should also ensure costs are reasonable and that it's clear why they are being included in the project budget.

As noted in Section C.2, other federal resources may not be used as a match for the LWCF grant unless such treatment is specifically authorized the source's enabling legislation. Project sponsors should be prepared to show supporting documentation if requested. Due to the increase in the ceiling for the LWCF-ORLP request for this competition round, project sponsors will not be permitted to also include LWCF formula funding in the project budget.

If the LWCF ORLP grant-funded project is part of a larger project, please be sure the LWCF-related components of the budget can be clearly discerned. It can be difficult to review and score a budget when it's not clear how the grant funds will fit in, and project sponsors risk having the requested federal share reduced if it appears ineligible costs will be charged to the grant or as part of the 1:1 match share. Note that the LWCF ORLP and match funded element(s) of the project must still result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

Partner Support and Leveraging:

Describe the how project is or will be supported by partnerships with the public, private, and/or non-profit sectors specifically through contributions of money, land, supplies, services, etc. In addition to the types of contributions and amounts, be sure to describe the source(s) of the contributions proposed for the match, particularly if they are from non-public partners in the project, and whether they are already available or still being secured.

If applicable, describe how and to what extent the LWCF ORLP grant will play a role in leveraging funding for the project from non-federal public, private, and/or non-profit resources, and if they allow the project budget to exceed the 1:1 match requirement. Projects that leverage the LWCF ORLP grant funds beyond the 1:1 match will be favored, but more points will be awarded when the leverage is comprised of LWCF-eligible costs directly related to the acquisition or construction work versus other kinds of costs that support the project in a larger sense but aren't necessarily needed to support the acquisition or development.

e. Project Location and Site Maps/Plans

The pre-application should include: 1) a neighborhood/community map showing the location of the project and any other existing recreation resources in the vicinity of the project site; 2) a map or

aerial photo clearly delineating the specific project site to be acquired and/or developed, including the proposed boundary of the area that would be subject to the anti-conversion provisions of 54 USC 200305(f)(3), and 3) a plan or sketch of the site that depicts the likely location of planned recreational improvements and other features such as where the public will access the site, parking, etc.

Supplemental Elements

Letters of support: These are not required but may be helpful in terms of substantiating public support for the project, evidence of partnerships, etc. To ensure such letters are considered by the merit panel, *submit them with the application*. Letters sent separately to the NPS are discouraged because they are unlikely to be received in time. Letters arriving after the pre-application deadline will not be provided to the panel.

The following Supplemental Elements are not required with the pre-application, but if the proposal is selected for funding, they will be required for review with the final application before grant funds could be awarded. The noted forms are available on the LWCF program [website](#).

- Assurances for Construction Programs (SF-424D)
- Proposal Description and Environmental Screening Form (PD/ESF)
- Description and Notification Form (DNF)
- LWCF Project Agreement
- Pre-award Onsite Inspection Report
- Approved indirect cost rate agreement (if applicable)
- Copy of an approved waiver of retroactivity (if applicable)

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

As Grants.gov relies upon electronic signature for applications, it requires applicants to be registered to use Grants.gov and will accept applications only from currently authorized organization representatives (AORs) affiliated with a particular agency. Obtaining a Grants.gov account requires applicants to first be registered with the System for Award Management (SAM). More information about SAM.gov registration can be found at: www.sam.gov. Applicants that do not currently have a Grants.gov account are encouraged to begin the process of registering as soon as possible. Applicants who have previously registered with Grants.gov are still encouraged to check to ensure that the agency's Grants.gov and SAM accounts are active, along with the individual Grants.gov account of the AOR who will be submitting the application. SAM accounts in particular must be renewed and validated on an annual basis. Last, please make sure that the DUNS number on the Grants.gov account that will be used to submit the application matches the one that has been registered with the NPS for use with the payment system (Treasury's Automated Standard Application for Payment system or ASAP). SAM registrations must remain active throughout the time period the application is under consideration and for the duration of the award. Expiration of the registration could delay or prevent the award of a grant.

4. Submission Date and Time

Pre-applications are due from the state LWCF lead agencies by 10:00pm EDT on Friday, May 20, 2016. The NPS will accept pre-applications that were accepted in Grants.gov by the stipulated time, based on the time/date stamp in Grants.gov and have reached the validated stage, even if they are not forwarded to the NPS's grant management system before the deadline.

That said, we strongly recommend that you not wait until the last day to submit. The uploading and transfer process can take a while, especially when Grants.gov is getting heavy use. In addition, although the validation stage normally happens within just a few minutes to a couple of hours, it can take up to a day or two. Review the emails sent back by Grants.gov to confirm your application was successfully received, validated, and forwarded to the NPS (three different emails). Applications not submitted by the deadline will not be considered.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372 "Intergovernmental Review of

Federal Programs.” State applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed on OMB’s website at: http://www.whitehouse.gov/omb/grants_spoc/

6. Funding Restrictions

LWCF ORLP grants may only be used for costs needed to support the acquisition or development (or a combination) of lands and facilities that will provide outdoor recreation opportunities to the public. LWCF ORLP funds may not be used for (not inclusive):

- Grant administration expenses,
- Incidental costs related to land acquisition such as appraisals or title work,
- Operation and maintenance activities,
- Facilities that support semi-professional or professional athletics such as baseball stadiums or soccer arenas,
- Indoor facilities such as recreation centers or facilities that support primarily non-outdoor purposes like dining facilities or overnight accommodation (such as a lodge or hotel), or
- Acquisition of lands, or interests in lands, that completely restrict access to specific persons (e.g., non-residents of a community).

7. Other Submission Requirements

The pre-application for each stand-alone proposal, containing all required application elements as outlined in Section D.2 a-e) must be submitted in electronic form through the FOA posted on Grants.gov. Use of the fillable standard forms contained in the FOA is preferred over submitting scanned copies of printed versions (the forms are signed electronically via the submission process). However, files in commonly used formats such as PDF, MSWord, and Excel are acceptable for the other Required Elements. Applications sent by mail, email, or facsimile will not be accepted. No more than two applications per state will be accepted. In the event that more than two are submitted, only the first two received will be reviewed unless the State lead agency specifically requests to withdraw one. Please review Section D.3 above for further information about registration requirements to use Grants.gov. Questions about using Grants.gov or resolution of technical problems experienced in the use of Grants.gov should be directed to the Grants.gov Contact Center at 1-800-518-4726.

APPLICATION REVIEW INFORMATION

1. Evaluation Criteria of Application

Part I – Relevance of Proposed Project to Core Program Goals (Merit panel; 60 points total)

- a. Improving physical and recreational access and addressing recreational deficiencies - 20 points:
This criterion will assess the degree to which the proposed project will create or significantly enhance access to close to home park and recreation opportunities by expanding the quantity or quality of parks or other outdoor recreation areas by either: creating a new park/outdoor recreational area or significantly enhancing the quality of an existing park/outdoor recreation area by upgrading the infrastructure to be able to provide high priority recreation services.

Priority will be given to projects located in 1) densely settled neighborhoods or communities that lack any other or adequate parks/outdoor recreation areas within a reasonable service area (i.e., within .5 miles or a 10-minute walk for a neighborhood park, or within 1 mile for a park serving multiple neighborhoods or a community); or 2) whose existing park/outdoor recreation areas are not of a comparable caliber to park/recreation areas elsewhere in the jurisdiction; or 3) whose park/recreation areas are otherwise inadequate to serve community needs.

- b. Improving recreation service to priority target groups for this competition - 20 points:
This criterion will assess the degree to which the project will improve outdoor recreational opportunities for the target groups (minorities, youth, and/or low to moderate income individuals or families) for whom serious recreation deficiencies exist.

Priority will be given to projects located where they will serve neighborhoods with significant populations of the target groups that are lacking in recreation opportunities. Applicant responses are

encouraged to include available data/statistics about the local populations to be served by the park/recreation area. Merit panels will also be provided with relevant Census data. Census-defined minorities are African-Americans, Hispanics, American Indians, Asians, Eskimos, Aleuts, and Pacific Islanders.

c. Project Engagement and Participation – 10 points:

This criterion will assess the level and degree of partnership building in support of the project among members of the public (particularly residents that would be served by the park and neighborhood groups), local government(s), and the private sector (including community organizations and businesses). In particular, the panel will evaluate the extent to which the project was developed with neighborhood and/or community participation, input, and engagement, especially through or with the assistance of private organizations.

Priority will be given to projects that can demonstrate that there has been and continues to be a deliberate initiative or effort by the project sponsor and/or its partner(s) to engage residents of the target neighborhood(s) in the project's development. Further, where there is a substantial level of collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups.

d. Innovation and Transformative Attributes – 10 points:

This criterion will assess the degree to which the project encompasses or exhibits innovation, especially in ways that can be transformative for the neighborhood(s) and community in terms of revitalization. These qualities could be related to aspects such as: redevelopment of a blighted or distressed properties; involvement of new or non-traditional partners; unusual features in the project design; employment of novel solutions to issues in/challenges to addressing the community's recreation needs; the ability to affect or advance other complementary and intrinsic benefits beyond providing new or enhancing park or other outdoor recreation spaces; and other similar characteristics.

This is a somewhat open-ended criterion but is an opportunity for project sponsors to describe and promote features of the project that go above and beyond the recreation services or opportunities the project will provide. Priority will be given to projects that demonstrate unique features that make them stand out relative to the other proposals submitted for the competition as well as the "typical" LWCF project.

Part II: Technical Merit and Qualification of Applicants (Technical panel, 15 points total)

e. Project's Alignment with SCORP and other applicable plans – 5 points:

This criterion will assess the degree to which the project advances or is otherwise tied to the priority needs and/or goals of the applicable state's SCORP and other relevant park and recreation plans. Projects can also receive credit for aligning with or advancing priorities of other comprehensive or master plans at the city, regional, and/or state level such as community revitalization, economic development, or open space plans.

Priority will be given to projects that meet clearly identified goals and/or needs in the SCORP, particularly any that are specific to urban areas, together with other applicable planning documents at different levels of government and/or private sector initiatives.

f. Project Readiness – 5 points:

This criterion will assess the status of the project to evaluate the readiness to be implemented, the likelihood of successful execution, and the viability of the period of performance for the project's execution.

Priority will be given to projects that are well into or mostly done with the planning stages such that implementation can likely begin within one year and the project could be opened to the public within 2 to 3 years.

g. Applicant and Partner Capacity – 5 points:

This criterion will assess the ability and likelihood of the project sponsor and partner(s) (if applicable) to initiate and successfully complete the project as well as effectively manage and sustain the park or recreation area to ensure long-term viability, particularly in the context of LWCF requirements. Also, assesses the project sponsor and/or partner's demonstrated capacity for appropriate grant management and successful compliance with grant conditions, particularly with past LWCF and/or other federal grants (if applicable).

Priority will be given to projects where the sponsor and/or partner(s) have experience with federal grants and have successfully completed similar projects with no problems complying with grant regulations or program-specific terms and conditions; and where there appears to be capacity for successful long term park management and protection. If the sponsor is a past LWCF grant recipient, the sponsor does not have any known outstanding Section 6(f)(3) conversion issues that are not in the process of resolution.

Part II – Financial Support and Leveraging (Technical panel, 25 points total)

h. Viability and reasonableness of the project's budget – 10 points:

This criterion will assess the eligibility and reasonableness of the costs included in the project's budget, whether the budget seems realistic for the scope of work, and the availability of or firmness of commitments for the full amount of funds needed to complete the project, including any match commitment(s) that exceed the 1:1 requirement.

Priority will be given to project proposals with clear and detailed budgets that contain all or mostly LWCF-eligible cost items that are reasonable and obviously related to the scope of the work for which the grant funds are specifically being requested. Priority will also be given to projects where funding to cover the entire project budget is mostly in place (excluding the grant amount), particularly any amounts promised as overmatch.

i. Partner Support and Leveraging – 15 points:

This criterion will assess the degree to which the project is or will be supported by partnerships with the public, private, and/or non-profit sectors through contributions of money, land, supplies, services, etc., and the extent of financial leveraging of the federal share with non-federal public, private, and/or non-profit resources that allow the project budget to exceed the 1:1 match required by the LWCF Act.

Priority will be given to projects involving multiple and diverse partnerships that have resulted in contributions of financial resources, particularly non-public resources; and that exceed the minimum 1:1 match level primarily with LWCF-eligible costs.

2. Review and Selection Process of Application

Once a pre-application has been received from a State lead agency, the NPS LWCF program office will conduct an initial screening to determine whether the application is complete (i.e., at a minimum contains all Required Elements) and meets basic eligibility requirements (i.e., project is from an eligible applicant and/or sponsor, provides the minimum cost share, and its purpose is generally consistent with the LWCF Act and the ORLP program). Presuming it is found to be eligible for consideration, the project will be evaluated and scored in a field review conducted by both a technical panel of NPS staff focused mainly on LWCF-based requirements and a peer-based merit panel focused mainly on the project's purpose, purported benefits, and relevance to the competition objectives. (See Section E.1 to see which criteria the panels review.) All proposals will be scored individually in accordance with the assigned weights of the evaluation criteria. Each proposal will be reviewed by at least 4 (four) reviewers but no consensus advice will be given. Both federal and non-federal experts may be used for the merit panel. Reviewers' scores will be compiled and averaged as needed to create a final score.

The scores and reviewer evaluations will be used by the competition managers to produce a ranked list of projects that will be recommended to the competition's selecting official – the Director of the National Park Service – for final selection. Generally, projects will be recommended in the ranked order unless there is

justification to select out of order based upon:

- Availability of funding
- Geographic distribution of projects and/or funds
- Program objective and priorities (see Section A of this FOA)
- The applicant's prior performance in managing LWCF grants and/or assisted sites
- The project's capacity to leverage non-Federal dollars.

The NPS will then request complete and final grant applications (see following Sections E.3 and Section F).

3. Anticipated Announcement and Federal Award Dates

The initial review of proposals will begin immediately following the application deadline and panel reviews are expected to begin in June. The NPS anticipates making an announcement about preliminary selection of projects by September 30, 2016. Once this selection has been made, the State lead agencies for the selected projects will be directed to work with the sponsors to prepare the final grant applications. Final applications will also be submitted via Grants.gov.

The final applications will comprise the originally required elements of the pre-application, which sponsors may be asked to revise based on comments from the panels with respect to objectives, work plans, or budgets; as well as the Supplemental Elements. The revised application, particularly the Supplemental Elements, will need additional review by the NPS before a final decision about whether to make an award. If the Supplemental Elements reveal previously unknown features of the project that affect its eligibility or viability, the NPS may decide to withdraw the initial recommendation for funding and move on to the next project on the list. Final applications are anticipated to be due between October 1 and December 31, 2016, with awards made between January 1 and March 31, 2017. The period of performance for the proposed project should assume a grant start date between January 1 and April 1, 2017.

When a decision has been made (whether an award or declination), summaries of technical and merit reviews will be made available to the State lead agency and/or the project sponsor upon request. Declined applications will be held by the NPS for three years, in accordance with the current retention requirements, and then destroyed.

FEDERAL AWARDED ADMINISTRATION INFORMATION

1. Federal Award Notices

Once final decision is made by the NPS about award of a grant, a project agreement will be signed by the applicable LWCF Agreement Officer for the LWCF Region in which the project's state is located and sent to the state lead agency. The lead agency will then, if appropriate, make a sub-award to the local project sponsor. In no case will the NPS make an award directly to the local sponsor. Until the project agreement is signed, the sponsor should not begin work on the project that would result in the incurring of expenses desired for reimbursement from the grant or for use as match, unless for eligible pre-award costs or the project has a waiver of retroactivity.

2. Administrative and National Policy Requirements

The [LWCF Manual](#) establishes the eligibility, procedural, and programmatic requirements for LWCF grants, including ORLP grants. All applications submitted pursuant to this FOA must be consistent with the Manual and are subject to the requirements described therein.

Executed project agreements will reference the LWCF Manual and the LWCF [General Provisions](#), which contain specific terms and conditions that recipients must agree to meet to accept the grant, such as the requirements to record a covenant or other notice with the deed for the property acknowledging the LWCF assistance and the restrictions on converting the property to non-outdoor recreation uses; and installing a permanent sign at the site acknowledging the LWCF funding. If there are outstanding issues still requiring resolution at the time the grant is issued, the NPS may include special award conditions in the project agreement restricting access to the funds until the conditions are satisfied.

Recipients and sub-recipients of LWCF grants are also subject to all Federal laws and agency policies, regulations, and procedures applicable to Federal financial assistance awards, notably OMB's

requirements at 2 CFR 200. They are also outlined in the LWCF Manual and the General Provisions. As the primary grantee, the State lead agencies are responsible for managing the day-to-day implementation of the grant and the sub-award supported activities to assure the project's compliance with the LWCF Act and Manual, other applicable Federal requirements, and that performance goals are being achieved.

3. Reporting

LWCF ORLP grant project monitoring requirements include interim annual performance and financial status (SF-425) reports, as well as final performance and financial status reports. Reports must summarize project activities conducted during the report period and provide a current status of the project, including any issues. The first reports will be due one year + 90 days following the end of the quarter in which the award was originally made. (For example, an award made February 1, 2017 will have its report cycle end date as March 31. So, the first "annual" report, for February 1, 2017 to March 31, 2018, will be due by June 30, 2018 and then in subsequent annual intervals until the grant project is completed.) These reports are submitted to the applicable NPS program officer for the specific state. Within 90 days of the conclusion of the project or the award period of performance, whichever comes first, grantees must submit final performance and financial reports and a request for final payment, which include deliverables such as a final on-site inspection report. These must be approved by the NPS before final payment can be made.

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. Non-recreational 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.

ENVIRONMENTAL SCREENING

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 Form (PD-ESF) 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.).

APPLICATION GRANT APPLICATION PROCESS

Remove the remainder of this document to use as your application for federal assistance in the Land and Water Conservation Fund Program.

Submit one original and one copy of the application by 4:30pm, May 10th or the closest working day, each year.

APPLICATION PACKET:

- 1. PROPOSAL AND APPLICANT INFORMATION**
- 2. PROJECT PROPOSAL - REQUIRED DOCUMENTS**
 - Part I - City Council/County Board Resolution Form
 - Part II - Proposal Description and Environmental Screening Form (PD-ESF)
 - Part III - Required Project Maps & Example
 - Part IV - Budget Sheet
- 3. FEDERAL GENERAL PROVISIONS - REQUIRED** (read, sign, and include with application)

SPECIAL AND/OR LARGE PROJECTS REQUIRE THE FOLLOWING:

- 1. Proposed Buildings**
Five copies of all perspective views and floor plans are required for each proposed building. Include handicapped accessibility routes and features per federal laws and regulations.
- 2. Water Impoundments**
One copy of a feasibility report for any water impoundment must be submitted with your application.
- 3. Sanitary and/or Waste Facilities**
Five copies of a letter of approval must be obtained for Sanitary and/or Waste Facilities (shower/latrine buildings, septic systems, lagoons and trailer dump stations) which will not be connected to an existing sewer system.
Letters of approval are obtained from the county or municipal health officer.
- 4. Swimming Pools**
Pool plans require approval from Iowa Department of Public Health.
- 5. Dredging and Filling**
Two copies of "404" permits, Dredging or Filling, must be obtained from the Corps of Engineers for any dredging or filling done on navigable waters.

**IOWA DEPARTMENT OF NATURAL RESOURCES
LAND AND WATER CONSERVATION FUND**

Applications due May 10th
GRANT APPLICATION AND APPLICANT INFORMATION

1. PROJECT
Project Title: _____ Project 911 Address: _____
2. TYPE OF PROJECT
<input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Combination # of Acres Acquired: _____
3. APPLICANT CONTACT INFORMATION
Agency: _____ Contact Person: _____ Email: _____ Telephone #: _____ Applicant Mailing Address: _____ DUNS #: _____ City & Zip Code: _____ County: _____
4. DESCRIPTION & COSTS
Project Description: (Maximum of 100 words summarizing the project and use of LWCF Funds) <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px;"></div>
Project Costs (Including Required 50% Cash Match): Federal LWCF Funds Requested: \$ _____ Local Share: Source: _____ \$ _____ Source: _____ \$ _____ Donations: _____ \$ _____ Total Project Cost: \$ _____
5. OWNERSHIP OF PROJECT SITE & PREVIOUS LWCF GRANTS AT SITE
Date Project Site Acquired: _____ (Development Projects Only) Previous LWCF Grants Awarded at Project Site <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, List Project Numbers: _____ _____
6. SIGNATURE
Upon signing in the space provided, 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 Inspection Reports. _____ _____ Applicant Signature and Date Applicant Name and Title

PROJECT PROPOSAL

Part I- 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)

Part II- LWCF PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING (PD-ESF)

The purpose of this Proposal Description and Environmental Screening Form (PD-ESF) 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 PD-ESF becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The PD portion of the form captures administrative and descriptive details enabling the state and NPS to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the ESF 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). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal.

When necessary, 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 Step A2; Step 4-A1, A29; etc.

Step 1. Type of LWCF Proposal

Acquisition
Go to Step 2A

Development
Go to Step 2B

Combination (Acquisition & Development)
Complete Step 2A and 2B

Step 2. Proposal Description (PD)

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with LWCF assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).
2. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?

3. Describe development plans for the proposal for the site(s) for public outdoor recreation use within the next three (3) years.

4. Acquisition Schedule

Code*	Parcel #	Acres	Estimated Date of Acquisition	Estimated Value of Land to be Acquired	Estimated Value of Improvements to be Acquired	Total Estimated Cost
Total Acres			Total Cost			

- * Code: 1. = Negotiated Purchase
 2. = Condemnation
 3. = Donation

One Appraisal is required on each acquisition. Contact the Budgets & Finance Bureau of the Iowa Department of Natural Resources prior to conducting an appraisal to receive the appropriate appraisal guidelines. Appraisals will not be returned.

5. Will acquisition included in this proposal cause the displacement of individuals, families, businesses or farms?

Yes No

Number of: Individuals: _____
 Families: _____
 Businesses: _____
 Farms: _____

6. Anticipated income from project site during project period: \$ _____

7. The _____ (applicant) agrees to comply with the terms and intent of P.L. 91-646, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970).

8. Go to Step 2C below

13. Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or proposed for the future within the 6(f) boundary.

14. Describe the planning process that led to the development of this proposal. Your narrative should address:
 a. How was the interested and affected public notified and provided opportunity to be involved in planning for and developing your LWCF proposal? Who was involved and how were they able to review the completed proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.

b. What information was made available to the public for review and comment?

Did the sponsor provide written responses addressing the comments? Yes No
 If yes, include responses with this PD/ESF submission. attached.

15. How does this proposal implement statewide outdoor recreation goals as presented in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) (include references), and explain why this proposal was selected using the State's Open Project Selection Process (OPSP).

16. Is this LWCF project scope part of a larger effort not reflected on the SF-424 (Application for Federal Assistance) and grant agreement?

Yes No If so, briefly describe the larger effort, funding amount(s) and source(s).

Larger effort	Amount	Source
_____	\$ _____	_____

17. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Step 3. Summary of Previous Environmental Review

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes?
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
7. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.

8. Was this proposed LWCF federal action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? Yes No

If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD-ESF under Step 4. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD-ESF must be included in the submission for NPS review.

Step 4. Environmental Screening Form (ESF)

This portion of the PD-ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to the NPS. By completing the ESF, the project sponsor is providing support for its recommendation in Step 5 that the proposal **either**:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary
CE# _____ (select from pages 22 & 23); or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS) (fill out Part A and B below).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission to the NPS. If an EIS may be required, the State must request NPS guidance on how to proceed.

The scope of the required environmental analysis will vary according to the type of LWCF proposal. For example, the scope for a new LWCF project will differ from the scope for a conversion. Consult the LWCF Manual for guidance on defining the scope or extent of environmental analysis needed for your LWCF proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of LWCF action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and be invited to participate in scoping out the proposal (see LWCF Manual Chapter 4). At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to NPS for federal review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS. Consult the LWCF Manual for further guidance on LWCF and NEPA.

The ESF contains two parts that must be completed:

Part A. Environmental Resources**Part B. Mandatory Criteria**

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential **negative** impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Provide several photos of the area and use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 10.	Not Applicable- Resource does not exist	No/Negligible Impacts-Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water quality/quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Marine/estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Floodplains/wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Land use/ownership patterns; property values; community livability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Circulation, transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Unique or important wildlife/ wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Unique or important fish/habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Introduce or promote invasive species (plant or animal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Accessibility for populations with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Overall aesthetics, special characteristics/features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure
- 20. Minority and low-income populations
- 21. Energy resources (geothermal, fossil fuels, etc.)
- 22. Other agency or tribal land use plans or policies
- 23. Land/structures with history of contamination/hazardous materials even if remediated
- 24. Other important environmental resources to address.

B. MANDATORY CRITERIA

If your LWCF proposal is approved, would it...

	Yes	No	To be determined
1. Have significant impacts on public health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have significant impacts on such natural resources and unique geographic characteristics 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 (E.O. 11990); floodplains (E.O 11988); 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 [NEPA section 102(2)(E)]?	<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 impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have significant impacts on 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.	<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 (Executive Order 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 (Executive Order 13007)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL REVIEWERS

The following individual(s) provided input in the completion of the environmental screening form. List all reviewers including name, title, agency, field of expertise.

- 1. _____
- 2. _____
- 3. _____

The following individuals conducted a site inspection to verify field conditions.

List name of inspector(s), title, agency, and date(s) of inspection.

- 1. _____
- 2. _____
- 3. _____

LWCF applicant signature here: _____ Date _____

**National Environmental Policy Act
National Park Service-Land and Water Conservation Fund State Assistance Program
Categorical Exclusions for the LWCF Program**

(Note: The following is a partial listing of NEPA Categorical Exclusions approved for use with the LWCF application proposals)

A. Actions related to general administration

1. Changes or amendments to an approved action when such changes would cause no environmental impact. *LWCF actions that are covered include amendments for:*
 - time extensions with no change in project scope or with a reduction in project scope;
 - deleting work and no other work is added back into the project scope;
 - changing project cost with no change in project scope or a reduction in project scope;
 - making administrative changes that do not affect project scope.

B. Plans, studies, and reports

6. (6) Authorization, funding, or approval for the preparation of statewide comprehensive outdoor recreation plans (SCORPs).

C. Actions related to development

1. Land acquisition within established park boundaries, if future anticipated uses would have no potential for environmental impact.
2. Land exchanges that will not lead to anticipated changes in the use of land and that have no potential for environmental impact. For LWCF, some small conversions may meet this criterion. See the LWCF Manual Chapter 8 for further guidance.
3. Installation of LWCF eligible signs, displays, and kiosks.
4. Replacement in kind of minor structures and facilities with little or no change in location, capacity, or appearance--for example, comfort stations, pit toilets, fences, kiosks, signs and campfire circles.
5. Repair, resurfacing, striping, installation of traffic control devices, and repair/replacement of guardrails, culverts, signs, and other minor existing features on existing roads when no potential for environmental impact exists.
6. Changes in sanitary facilities operation resulting in no new environmental effects.
7. Installation of wells, comfort stations, and pit or vault toilets in areas of existing use and in developed areas.
8. Minor trail relocation or development of compatible trail networks on logging roads or other established routes.
9. Upgrading or adding new overhead utility facilities on existing poles, or on replacement poles that do not change existing pole line configurations.
10. Installation of underground utilities in areas showing clear evidence of recent human disturbance or areas within an existing road prism or within an existing overhead utility right-of-way.
11. Minor landscaping in areas showing clear evidence of recent human disturbance.
12. Installation of fencing enclosures, exclosures, or boundary fencing posing no effect on wildlife migrations.

F. Actions related to grant programs

1. Proposed actions essentially the same as those listed in paragraphs A-E above not shaded in gray.
2. Grants for acquisition to areas that will continue in the same use or lower density use with no additional disturbance to the natural setting or type of use.
3. Grants for replacement or renovation of facilities at their same location without altering the kind and amount of recreational, historical, or cultural resources of the area or the integrity of the existing setting.
4. Grants for construction of facilities on lands acquired under a previous NPS or other federal grant, provided that the development is in accord with plans submitted with the acquisition grant, and that environmental documents have been completed on the impacts of the proposal funded by the original grant.
5. Grants for the construction of new facilities within an existing park or recreation area, provided that the facilities will not:

- a) conflict with adjacent ownerships or land use, or cause a nuisance to adjacent owners or occupants, such as would happen if use were extended beyond daylight hours.
- b) introduce motorized recreation vehicles, including off-road vehicles, personal water craft, and snowmobiles.
- c) introduce active recreation pursuits into a passive recreation area.
- d) increase public use or introduce non-compatible uses to the extent of compromising the nature and character of the property or causing physical damage to it.
- e) add or alter access to the park from the surrounding area.

Part III- 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 with Legal Description
2. Tract Map (acquisition projects only)
3. Site Development Map (development projects only)
4. County Map with project location
5. City 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, legal description of acres, section numbers and a directional arrow (example of an acceptable map and legal description is included);
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;
8. show area(s) under lease(s) and term remaining on the lease(s);
9. show known outstanding rights and interests in the area held by others such as easements, deed/lease restrictions, reversionary interest, etc.;
10. show and identify adjoining bodies of water or other natural landmarks.

At a minimum, the project area must be a viable public outdoor recreation area which is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project. This area will be the park, open space or recreation area being developed, acquired, or added to. In no case would the areas covered by Section 6(f)(3) be less than that acquired with the LWCF assistance.

The following is a sample legal description and map that would meet the requirement for the Dated Project Boundary Map.

SAMPLE

January 12, 2001

Project: S.T. Morrison Land Swap

Legal Description for 2.415 acres acquired by the City of Coralville:

AUDITOR'S PARCEL 2000053:

A portion of the NE ¼, Section 6, Township 79 North, Range 6 West of the 5th Principal Meridian, Coralville, Iowa, lying within the parent realty conveyed in Book 800 - Page 338, Johnson County Recorder's Office, described as follows:

Commencing at the northeast corner of Section 6, Township 79 North, Range 6 West of the 5th Principal Meridian; thence west 1083.11 feet; thence north 25.96 feet to the northwest corner of Lot 6, Eckhoff Addition, an addition to Coralville, Iowa; thence N88°22'22"W, 1000 feet on the southerly line of Part One and Part Three, Valley View Heights Addition to Coralville, Iowa; thence S01°33'51"W, 784.80 feet; thence S02°06'24"W, 467.58 feet; thence S02°06'24"W, 328.40 feet to the Point of Beginning of Auditor's Parcel 2000053 herein described:

Thence S02°06'24"W, 357.14 feet; thence N21°37'47"W, 41.94 feet; thence S70°59'22"W, 98.39 feet; thence 70°48'07"W, 239.54 feet to the easterly line of Morrison Park Addition; thence N20°20'38"E, 375.20 feet to the southeast corner of Lot 3, Block 5 of said Morrison Park Addition; thence S89°39'22"E, 231.87 feet to the Point of Beginning.

Said Auditor's Parcel 2000053 contains 2.415 acres.

Example Dated Project Boundary Map

If not included with application, project will not eligible for consideration of a grant.

