

LAND & WATER CONSERVATION FUND

GUIDELINES FOR LOCAL PROJECT PARTICIPATION & IOWA'S OPEN PROJECT SELECTION PROCESS



Iowa Department of Natural Resources
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FORWARD

This booklet can assist grant applicants, planning agencies, and consultants in preparing applications for federal assistance from the Land and Water Conservation Fund (LWCF). It does not cover all aspects of the LWCF program; but it does attempt to cover the major items of interest to most applicants. Additional information can be found in the [LWCF Manual](#) and on the [U.S. Department of the Interior Land and Water Conservation Fund webpage](#).

Questions concerning the program should be directed to:

Iowa Department of Natural Resources
Jessica Flatt, Recreational Grants Manager
6200 Park Ave Ste 200
Des Moines IA 50321
515-975-8569
Jessica.Flatt@dnr.iowa.gov

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I. INTRODUCTION

Program Overview

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

LWCF grants are provided to the states and through the states to local political subdivisions in the form of reimbursement grants. Reimbursements are made on eligible expenditures up to 50% of the project cost or the amount of the approved grant, whichever is less. To be eligible to receive LWCF assistance, each state must periodically evaluate local outdoor recreation needs and prepare a [State Conservation and Outdoor Recreation Plan \(SCORP\)](#).

Program Assistance for Local Projects

The Iowa DNR LWCF Local Program Lead, along with other Iowa DNR staff as applicable, will provide technical assistance to applicants. Applicants are encouraged to contact the LWCF Local Program Lead early and often while working on project proposals. Questions on local projects (cities/counties) can be directed to:

Jessica Flatt, Recreational Grants Manager
6200 Park Ave Ste 200, Des Moines IA 50321
515-975-8569
Jessica.flatt@dnr.iowa.gov

Annual Appropriation, Funding Allocation, and Assistance Limits

The LWCF program is funded through revenue generated from off-shore oil and gas drilling. LWCF monies are apportioned to the states each year in accordance with a formula contained in the LWCF Act. In addition to apportionment funds, any unexpended balance from a subrecipient grant reverts to a special reapportionment account (SRA), which is available for new projects once all annual apportioned funds are granted.

In the event that requests exceed the funds available for local projects, applications will be recommended for funding based on the priority rating system. Projects will be fully funded (per application request) until the difference cannot fully fund the next in line. Any remaining amount will be offered to the next highest-rated project to partially fund their request. If this applicant does not accept partial funding, the amount will be offered to the next in line, until an applicant accepts or the program runs out of eligible projects (applications rated 60 points or higher).

Once funding recommendations are complete for the year, if any projects withdraw within the cycle, the award amount could be re-allocated in the following ways: first, to any eligible projects that received partial funding and/or second, to the next eligible project for full or partial funding. If the withdrawal happens within 90 days of the next funding cycle, the funding will be added to the next cycle's SRA funds. If re-allocation is needed, the Program Lead will inform the Review and Selection Committee of the change.

Iowa divides its annual apportionment into two shares; 50% for state projects and 50% for local projects ("local share"). Administrative rules that govern the program in Iowa can be found in [Iowa Administrative Code 571.27](#). **Local entities are eligible to receive annual assistance of up to \$250,000 per project.** State projects must adhere to federal program goals, align with priorities identified in Iowa's Statewide Comprehensive Outdoor Recreation Plan (SCORP), and meet the criteria of Iowa's priority rating system but are selected through a different process than local projects.

II. PROJECT ELIGIBILITY

Eligible Applicants for Local Share

The local share of the Land and Water Conservation Fund is available to county conservation boards and incorporated cities. Prior to submission, applicants should assess local outdoor recreation needs and confirm the proposed project aligns with the priorities identified in Iowa's SCORP.

Eligible Project Types

The Land and Water Conservation Fund supports three types of projects: acquisition, development, and combination. Acquisition projects include the purchase of lands and waters with public access. Development projects include the development (new construction or renovation) of certain outdoor recreation activities and support facilities. Combination projects include both aspects of acquisition and development. All projects must align with priorities outlined in Iowa's SCORP. Examples of eligible projects include:

- Acquisition of lands, wetlands, and waters for public outdoor recreation including new areas or additions to existing areas.
- Trails; including hiking, biking, equestrian, water/paddling, exercise, and nature trails. Can also include features such as trailheads and overlooks.
- Picnic facilities; including open-air shelters, fire rings, tables, or other facilities.
- Camping facilities; including tables, fire rings, restrooms, information stations, and utilities.
- Swimming facilities; including beaches, pools, splash pads, bathhouses and related equipment.
- Winter sports facilities; including ski runs/lifts, outdoor skating rinks, sledding slopes, warming huts, etc.
- Playgrounds, skate parks, and outdoor sports facilities such as ball fields and game courts.
- Sport shooting areas for skeet, trap, rifle, pistol, and archery. Note: SLO review of Pittman-Roberson funding must be completed.
- Boating facilities and fishing access facilities; including docks, ramps, piers, restrooms, and parking areas. Note: SLO review of Dingell-Johnson funding must be completed.
- Landscaping and plantings for wildlife food and cover.
- Renovation or redevelopment of existing facilities which have become outdated.
- Support facilities including roads, parking, wayfinding signage, walkways, utilities, lighting, restrooms, concession buildings, etc.
- Interpretive or observation facilities such as arboretums or interpretive centers.
- Community gardens.
- Phased projects are eligible but must be submitted as a new project for each scoring phase.

Ineligible Project Types

- 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.
- Acquisition, restoration, or preservation of historic structures.
- Operation and maintenance of outdoor recreation areas and facilities.
- 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, show wagons, puppet wagons, and porta-bleachers.
- Acquisition of areas and facilities to be used solely for game refuges or fish production purposes.

III. SPECIAL PROGRAM CONSIDERATIONS

Control and Tenure of Project Sites

The grant applicant must 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**, meaning no property acquired or developed with

LWCF assistance shall be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior.

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.

Conversions

Section 6(f)(3) of the Land and Water Conservation Fund (LWCF) Act requires that any property acquired or developed with LWCF assistance must remain in public outdoor recreation use in perpetuity. A “conversion” to a different use is only permitted with the approval of the Secretary of the Interior (or their delegate, the [National Park Service](#)) and requires the replacement of the converted property with other recreation property of at least equal fair market value and reasonably equivalent location and usefulness. 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.

Waiver of Retroactivity

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

Inspections and Reporting

On a five-year basis, grantees will be required to complete and sign/date a Post-Completion Inspection Certification Report that contains an Operation and Maintenance Statement. The reports 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.

Environmental Screening

Provisions of the National Environmental Policy Act (NEPA) 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 as required by 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 such as floodplain permits, sovereign land permits, etc.

Section 106 of the National Historic Preservation Act

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

An initial archaeological review (“desktop review” or Phase IA) conducted by a professional archaeologist is required prior to grant application submission. Further guidance on this requirement can be found with the application materials.

Appraisal Standards

States must certify that appraisals are completed pursuant to the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), commonly referred to as the “Yellow Book,” in preparation of appraisals for federal LWCF-assisted acquisitions. Appraisals meeting the Uniform Standards of Professional Appraisal Practice (USPAP) can be utilized in the application process but no reimbursements will be made until the DNR has received an appraisal that meets the UASFLA standard.

IV. APPLICATION AND SELECTION PROCESS

Funding Cycle

Each state is required to institute a recurring funding cycle and the cycle must occur at least once every two years. Iowa Administrative Code 571.27 describes Iowa’s application timing. Per IAC 571.27, Iowa shall publish on its website the date and time for submitting a funding proposal providing at least 90 days’ notice. Grant applications will be accepted and reviewed on an annual basis (at a minimum). The current grant cycle timeline will be updated in Appendix A of this document. Amendments will be reviewed year-round. If an applicant requests a change in budget or scope during the pre-award phase, the Program Lead will consult with the Review and Selection Committee. Amendments requested after an award is issued will follow the NPS amendment process.

The annual grant cycle is subject to change based on available funding and the federal Notice of Funding Opportunity dates. Grant agreements have historically been in place 12 months to 24 months after the grant application deadline.

Applicant Notification

To ensure that all eligible applicants are informed on the availability of assistance, information is posted on the Iowa Department of Natural Resources [Land and Water Conservation Fund website](#). Additionally, Iowa DNR’s LWCF Local Program Lead will send direct emails to partner organizations and, when feasible, attend conferences and host educational seminars to promote the funding opportunity. During the grant cycle, the LWCF application will be available electronically through the [DNR SlideRoom Grant Portal](#).

Open Project Selection Process (OPSP)

The National Parks Service requires each state to develop an Open Project Selection Process (OPSP) by which LWCF grant proposals are scored and recommended for funding. The LWCF Act requires that a state’s OPSP include objective criteria and standards for selection that are based on each state’s priorities as identified in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Additionally, each state’s OPSP must establish a public notification process and meet the following goals:

- Provide for public knowledge of and participation in the formulation and application of the project selection process;
- Ensure all applicants are aware of the availability and process for obtaining LWCF assistance, provide opportunities for all eligible agencies to submit applications and have them considered on an equitable basis;
- Provide a measurable link, through published criteria, to specific outdoor recreation needs and priorities identified in SCORP;
- Assure the distribution of LWCF assistance is accomplished in a non-discriminatory manner and ensure a fair and equitable evaluation of all applicants;
- Support locally led and designed conservation efforts;
- Create more parks in underserved communities; and
- Honor Tribal sovereignty and support the priorities of Federally-Recognized Tribes.

Project Scoring and Selection

Land and Water Conservation Fund applications are reviewed and scored by a Review and Selection Committee, which is comprised of five members with at least two additional alternates. The committee structure is governed by Iowa

Administrative Code 571.27 and includes representatives from the Iowa League of Cities, the Iowa Association of County Conservation Boards, the Iowa Parks and Recreation Association, and the Iowa Department of Natural Resources. The Review & Selection Committee review, assign initial scores, and rank the applications using the scoring criteria and matrix.

The LWCF Act requires that each state shall develop a priority rating system that includes (at a minimum): criteria that emphasize priorities and needs identified in SCORP, encourages public participation, recognizes the need for accessibility to the greatest extent practical, and requires conformance to LWCF eligibility and evaluation criteria.

The scoring criteria will be reviewed in conjunction with updates to Iowa's SCORP or as needed. Iowa's LWCF scoring criteria and matrix can be found in Appendix B. The scoring criteria includes:

- Project alignment with priorities identified in Iowa's Statewide Comprehensive Outdoor Recreation Plan (SCORP) and other applicable recreation or local plans (0-30 points)
- An assessment and description of local need and impact (0-30 points)
- Demonstration of partnerships and local support (0-20 points)
- Project Readiness (0-10 points)
- Sustainability of design and future maintenance (0-10 points)
- Bonus points - no prior LWCF assistance at project site (5 points)

Award Process

The Land and Water Conservation Fund local grants consist of a two-stage approval process.

1. State-level review and approval phase. The first step includes the application review and scoring by the Review and Selection Committee. A public grant review meeting is held to finalize scoring. Final scores are then provided to the DNR Director for review and approval. If approved and funding is available, the project is considered to be 'recommended for funding' and will continue to the next step.
2. Compliance review and NPS award. The second step consists of DNR staff assisting grant applicants to acquire any remaining required information for award by the National Parks Service (NPS). Once all materials are compiled, NPS will review the application materials and determine if the project has met the federal requirements for award.

Work associated with both grant and match funds may not begin until the NPS award has been issued and a signed grant agreement is in place.

V. FINANCIAL DETAILS

Reimbursements

Reimbursements are issued 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 "pre-award planning costs," which can include site planning, feasibility studies, preliminary design, environmental assessment, preparation of cost estimates, and construction drawings and specifications. Pre-award costs must be described in the application, including the date the costs will start to be incurred.

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.

Match Funds

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, such as the Community Development Block Grants (CDBG) and Recreational Trails Program.

Applicant Risk Assessment

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

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.

Build America, Buy America Act

With the passage of the [Infrastructure Investment and Jobs Act](#), Federal financial assistance programs for infrastructure must comply with domestic content procurement preference requirements established in the "Build America, Buy America Act" at Section 70911 *et seq.* ("Buy America"). Buy America's domestic content procurement preference applies to all of the iron, steel, manufactured products, and construction materials used for infrastructure projects under an award. These requirements take effect on May 14, 2022; however, parties may seek waivers. For further information, please visit <https://www.doi.gov/grants/BuyAmerica>.

VI. NATIONALLY COMPETITIVE OPPORTUNITIES

The National Parks Service, along with other federal partners, periodically offer additional funding opportunities under the authority of the Land and Water Conservation Fund Act. Examples include the Outdoor Recreation Legacy Partnership (ORLP) and the Readiness and Environmental Protection Integration Program (REPI). For these programs, project selection occurs at the national level and awards do not count against State apportionment funds for the formula grant program. As the State Lead Agency, Iowa DNR may solicit proposals, provide application materials, and assist eligible applicants through the application and submission process. Iowa DNR is responsible for ensuring that allocated funds are used in a manner consistent with the LWCF Act and Manual. Iowa DNR will make the determination on which applications to forward to the National Parks Service and will conduct an initial review of applications for completeness and eligibility; evaluate projects based on program criteria; and ensure that applications are consistent with priorities outlined in Iowa's SCORP. State application deadlines may differ from NPS deadlines to allow for these reviews.

APPENDIX A. OPSP TIMELINE (2026)

- December 1, 2025: 2026 Iowa LWCF cycle opens and application goes live on the DNR SlideRoom portal.
- March 6, 2026: Application opportunity closes in SlideRoom (at 11:59pm).
- May 2026: Review and Selection Committee meets, ranks applications, and prepares a list of recommended projects. Approval is requested from DNR Director.
- June 2026 through September 2026: LWCF Local Program Lead conducts pre-award site inspections.
- September 2026 through March 2027: Local Program Lead works with applicants on compliance items. NPS conducts initial review of projects.
- December 2026: NPS opens Notice of Funding Opportunity (dates vary annually) and projects can be submitted as they are finalized.
- January 2027 through September 2027: NPS will obligate funding and successful applicants will receive a notice of award and grant agreement.
- Year Round: Grant application consultation, payments and closeouts, final inspections, five-year inspections, and amendments.

The timeline is subject to change based on available funding and the federal Notice of Funding Opportunity dates. Applicants should plan for 12-24 months from time of application to execution of grant agreement. No work can begin on a project until a grant agreement has been executed unless a waiver has been granted.

APPENDIX B. LWCF GRANT APPLICATION SCORING CRITERIA AND MATRIX

The following criteria and scoring matrix will be utilized to score and rank applications. A project will not be recommended for funding with a score of less than 60.

Criteria 1: Project Goals Align with SCORP Priorities and Other Applicable Recreation or Local Plans (0 - 30 Points)

- Applicant must clearly define the goals of the project (long and short term) and describe how project goals meet one or more of the current SCORP priorities.
- Applicant may also illustrate how project goals meet priorities described in any of the following: Iowa Wildlife Action Plan; Iowa Forest Action Plan; Wetland Program Plan for Iowa; Iowa DOT Bicycle and Pedestrian Long-Range Plan; and/or other applicable local or regional planning, trails, recreation, parks, or open space plans or initiatives.

Criteria 2: Assessment and Description of Local Need and Impact (0 - 30 Points)

- Application must describe how project goals will meet one or more local outdoor recreation unmet needs. Assessment of need should include consideration of number of people served (regional/city wide/neighborhood); lack of resources or age / condition of resources; specific needs of user groups; and distance to other recreation opportunities. Application should provide details on how the project will provide community-wide benefits with consideration given to public recreational infrastructure, economic impacts, public health, and community engagement.
- For acquisition, application should describe why the parcel/property is a high priority and will serve current or future needs of the community/area based on the type of property/park.

Criteria 3: Demonstration of Partnerships and Local Support (0 - 20 Points)

- Application should clearly explain all project partners and cooperators and how they are involved (examples: financial, in-kind, volunteer, maintenance, professional services).
- Applicants should describe how local input and participation was solicited during planning and/or how the impacted community supports the proposed project.

Criteria 4: Project Readiness (0 - 10 Points)

- Application materials include evidence that the applicant is ready to initiate the project upon award. Capacity is demonstrated through documented and secured match funding and a well-defined project scope.
- The applicant should clearly outline the project goals and timelines and confirm the availability of resources needed to meet the goals and timelines.

Criteria 5: Sustainability of Design and Future Maintenance (0 - 10 Points)

- Describe how project materials have long lifespans and/or are low maintenance, project implements inclusive design, and/or design reduces environmental impacts.
- Application should describe how the project area/site will be maintained into the future, including responsible agencies and organizations.
- For acquisition describe how the property could impact climate change resilience, connectivity within the natural world or the community, and/or meet future or current recreational needs.

Bonus: No Prior Assistance (5 Points)

- Applicant will receive 5 bonus points if the project *site* has not received prior LWCF assistance.
- Properties that received LWCF assistance for acquisition will not receive bonus points for applications related to subsequent development of that property. Acquisitions that expand or are adjacent to an LWCF-assisted property are eligible for bonus points.

- Trail projects that have received LWCF assistance anywhere along the trail route *within that city/county jurisdiction* will not be eligible for bonus points. Trail extensions or connectors to new locations from a centralized trail system are eligible for bonus points.

LWCF Local Projects Scoring Matrix

Criteria 1	0-7 points	8-15 points	16-23 points	24-30 points
Alignment with SCORP Priorities & Other Rec Plans	Project goals not stated or unclear. Project demonstrates low association to priorities in Iowa's SCORP or other applicable plans.	Project goals are stated and loosely correlate to SCORP but specifics are lacking or not well defined.	Project goals are identified and strongly correlate with at least one SCORP priority.	Project goals are clearly defined and align in a robust manner with SCORP and other applicable recreation plans. Specific examples are given and described.
Criteria 2	0-7 points	8-15 points	16-23 points	24-30 points
Local Need & Impact	Application provides little or no demonstration or explanation of local need or project impact.	Description of need or impact is lacking. Little to no discussion on benefits to the community.	Applicant states need and defines impact. Applicant describes benefits.	Application includes a clear description of need and provides measures to show the extent of impact.
Criteria 3	0-5 points	6-11 points	12-17 points	18-20 points
Partnerships & Support	Project does not demonstrate partnerships or collaboration. Application does not describe how local input was collected or considered.	Application describes few partnerships. Application has few descriptions on how community input was solicited or incorporated.	Application includes partnerships and collaboration and describes how community input was considered in the project.	Partnerships, relationships, and support are clearly described. Project will extend community collaboration. Local input was solicited, considered, and incorporated.
Criteria 4	0-2 points	3-5 points	6-8 points	9-10 points
Project Readiness	Application lacks sufficient details about project scope and financial support to offer confidence on completion.	Project scope, timeline, or budget is not well described or achievable. Match contributions are not secure.	Application includes necessary scope and budget details to ensure applicant is committed to completion of the project and match is secure.	Application materials and budget reflect high probability to meet project goals and timelines. Capacity is shown through secured match and a well-defined project scope.
Criteria 5	0-2 points	3-5 points	6-8 points	9-10 points
Sustainability & Maintenance	Application does not describe how long-term care of site will be achieved. Little to no description on how project design is inclusive or low maintenance.	Long term maintenance responsibility is not clear. Materials and design benefits are not described in detail. Reasons or need for acquisition are unclear.	Maintenance and design for the project is described. Acquisition would provide positive impact to at least one listed parameter (connectivity, recreational needs, etc.).	Application clearly describes long term maintenance and responsibility for site. Design is thoughtful and inclusive. Acquisition is necessary to meet local need(s).
Bonus	0 points		5 points	
Prior Assistance*	Project area / park has previously received LWCF assistance		Project area / park has not received LWCF assistance	

*Use the mapping tool on Iowa's [LWCF website](#) to determine if a project area/park has received previous assistance.

APPENDIX C. SAMPLE SLIDEROOM APPLICATION

LWCF Project Summary & Applicant Information

1. **Project Title**
2. **Project Address, PLSS, or Lat/Long**
Address, City, State, Zip Township/Section/Range or Lat/Long of Project Entrance
3. **Project County**
4. **Type of Project**
5. **Number of Existing Park Acres (if applicable)**
6. **Number of Acres to be Acquired (if applicable)**
7. **Applicant Agency**
8. **Primary Grant Contact**
First Name, Last Name
9. **Primary Grant Contact Email**
10. **Agency Mailing Address**
Address, City, State, Zip
11. **Primary Grant Contact Phone Number**
12. **Budget Summary**
Please provide a budget summary in the table below. Include all match fund sources/types, LWCF funds requested, and the corresponding amounts. A more detailed budget will be required later in the application.
13. **Short Project Description**
Please keep responses under 250 words.

LWCF Project Overview

1. **Project Abstract Summary**
Describe the project in plain language. Use 4,000 characters or less. Do not include sensitive or proprietary information as this summary may be made available on public websites or databases.
2. **Relationship to SCORP**
Describe how the project goals align with priorities identified in Iowa's Statewide Comprehensive Outdoor Recreation Plan (SCORP). You may also include how the project goals meet priorities as described in other applicable state, regional, or local recreation plans or planning initiatives (30 pts).
3. **Local Need and Impact**
Describe how project goals will satisfy local outdoor recreation unmet needs. Assessment of need should include scope of impact (regional/city wide/neighborhood); lack of resources or age/condition of resources; specific needs of user groups; and distance to other recreation opportunities. For acquisition, describe why the parcel is a high priority and will serve current or future needs of the area impacted (30 pts.).
4. **Partnerships and Support**
Explain how project partners and cooperators are involved (financial, volunteer, etc.) and how local input and participation was solicited during planning (20 pts).
5. **Project Readiness**
Provide evidence as to how your project will be ready to initiate after award. Show capacity by describing: funding (is match available and secure); well-defined project scope (are plans developed/completed, partners identified); reasonable project timeline (can project be completed within the customary three-year period of performance); and clearly stated goals with progress benchmarks. The timeline should include project milestones and measures that will provide quantifiable progress (design phase, bid letting, construction period, etc.). Please also provide an estimated date when the project will be complete and open to the public (10 points).
6. **Sustainability and Maintenance**
Describe how the design or materials used have long lifespans and/or are low maintenance. Describe how the project will be maintained into the future (responsible agencies/organizations). For acquisitions, describe how the property could impact climate change resilience, connectivity, or future recreational needs (10 points).

7. Project Budget

Please complete and upload the LWCF Project Budget Form found here: <https://www.iowadnr.gov/about-dnr/grants-other-funding/land-water-conservation-fund>.

8. Resolution

Please upload a signed resolution from the Governing Body that includes any resources or support committed to the project. An example form is provided here: <https://www.iowadnr.gov/about-dnr/grants-other-funding/land-water-conservation-fund> or you may use meeting minutes, letter on official letterhead, or similar.

9. Risk Assessment

Please complete and upload the Risk Assessment questionnaire found here: <https://www.iowadnr.gov/about-dnr/grants-other-funding/land-water-conservation-fund>.

10. Audit Report

If you answered “Yes” to Question A on the Risk Assessment, please upload a current audit report.

11. Boundary Map

Please upload a Boundary Map. Project maps are a very important component of the application. The boundary map will be used for future inspections and determines the legal boundary of the encumbered property. The Boundary Map must include the following elements: official park/site name; park/site location; sufficient detail to legally identify acres to be encumbered (parcel numbers, legal description); known outstanding rights (easements, deed restrictions, utilities, etc.); total acres to be encumbered; and a north arrow. Please use the resource “Building Effective Maps” for more guidance on required maps: <https://www.iowadnr.gov/about-dnr/grants-other-funding/land-water-conservation-fund>.

12. Location Map

Please upload a Location Map. The Location Map must include the following elements: location of park/site within the state; location of the park/site within the county; and location of park/site entrance. Please use the resource “Building Effective Maps” for more guidance on required maps: <https://www.iowadnr.gov/about-dnr/grants-other-funding/land-water-conservation-fund>.

13. Archeological Review

Applicants must submit an initial desktop archeological review as part of the application. The process to obtain this review is described in the “Archeological Desktop Review” document found here: <https://www.iowadnr.gov/About-DNR/Grants-Other-Funding/Land-Water-Conservation-Fund>. Please upload the desktop review response received from OSA. Alternatively, if a Phase IA or Phase I archeological review has already been completed for the project, please upload the report. Any additional documentation or supporting materials can be added in the Portfolio.

14. Development Project Site Plans

If your project includes development, please upload the site plans/blueprints/concept plan. Please combine into a single document if possible. You can upload additional documentation in the Portfolio.

15. Site Photos

Please provide photos of the project site. Combine into one document if possible. You can upload additional site photos in the Portfolio, if necessary.

LWCF Application & Revision (A&R) Form**1. How was the estimate of the project’s costs derived?**

If the project involves land acquisition and there is not yet an appraisal, please describe the alternate approach used to assess the property value.

2. What assurances are there that the estimated costs are reasonable?**3. Describe project elements that will improve site resiliency and facility longevity, if any.****4. Are any eligible pre-award costs being included as part of the grant request?**

Reimbursements are issued 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 pre-award planning costs, which can include site planning, feasibility studies, preliminary design, environmental assessment, preparation of cost estimates, and construction drawings and specifications. For more information, please see the LWCF Manual.

*This question has conditional follow-up questions.

5. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.

6. **Explain how this project fits as part of any other projects in progress or planned for this site in the next three years.**
If none, type N/A.
7. **Describe the process that led to the development of this proposal and how the public was involved in establishing the need.**
8. **For acquisition or combination projects, please describe why is the acquisition needed. Please also describe if the acquisition is an addition to an existing park or recreation area.**
Combination projects are acquisition + development. If your project is development only, please write N/A.
9. **For acquisition or combination projects, please describe the existing resources and features of the site that make it desirable for outdoor recreation.**
If your project is development only, please write N/A.
10. **For acquisition or combination projects, who is this property being purchased from?**
If your project is development only, please write N/A.
11. **Are any buildings or structures being purchased along with the property?**
*This question has conditional follow-up questions.
12. **When will the public have access to the site?**
13. **For acquisition or combination projects, describe the development planned for the site in order to open to public outdoor recreation. If development will be delayed more than three years from grant award, please explain why the acquisition is a priority at this time.**
If your project is development only, please write N/A.
14. **For acquisition or combination projects only. Is the property being acquired under the threat of condemnation?**
15. **For acquisition or combination projects only. Was the property listed for public sale?**
16. **For acquisition or combination projects only. Does the project involve donated property?**
17. **What new facilities will be constructed as part of this project?**
Do not include future phase(s) if project is multi-phase. Describe only the scope of the current application.
If acquisition only, please write N/A.
18. **What existing facilities will be renovated or replaced as part of this project?**
If acquisition only, please write N/A.
19. **What general site improvements will be completed as part of this project?**
If acquisition only, please write N/A.
20. **What is the anticipated lifespan of the facilities that will be funded as part of this project?**
If acquisition only, please write N/A.
21. **Does this project include facilities that are also eligible for Dingell-Johnson or Wallop-Breaux Act funding (i.e. boat / fishing access)?**
22. **How will access required by the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) be addressed for each project element?**
If acquisition only, please write N/A.
23. **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?**
If acquisition only, please write N/A.
24. **Will this project create a new public park / recreation area where none previously existed?**
25. **Is this an existing LWCF-protected park/recreation area?**
*This question has conditional follow-up questions.
26. **Is this project located in a FEMA Special Flood Hazard Area (floodplain)?**
27. **Is the site contiguous with or connected to any federally owned recreation areas?**
28. **Is your site part of a larger management area, such as a greenway or regional recreation area?**
29. **Describe the existing site conditions and explain how the site is suitable for the type(s) of outdoor recreation being proposed.**
30. **Does the site include any feature that visually detract (cell tower, powerlines, dilapidated structures, etc.) from the outdoor recreation experience or that will represent a potential public safety hazard?**
31. **What is / will be the applicant's type of ownership of the property?**

- 32. How often will the public have recreation access to the site? What kind of restrictions to public outdoor recreation will occur?**
- 33. Explain who will manage and operate the site.**
- 34. Describe any rights-of-way, easements, reversionary interests, etc. within the proposed LWCF boundary.**
- 35. Are there any pre-existing or planned indoor facilities that would not themselves be eligible for LWCF grant funding and need a public facility request or should be excluded from the LWCF boundary?**
*This question has conditional follow-up questions.
- 36. Is the proposed LWCF boundary the same as the boundary of the park / recreation area as it exists in its totality?**
*This question has conditional follow-up questions.
- 37. Please describe any existing or planned resource management practices (i.e. timber management, grazing, etc.).**
Describe the nature of the practice, anticipated duration, and how the practice supports outdoor recreation. If there are none, write N/A.
- 38. Please describe any pre-existing or planned uses on the site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary?**
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. If none, write N/A.
- 39. Have there been any previous NEPA reviews that are relevant to the grant project or this site?**
NEPA = National Environmental Policy Act. This could include Environmental Assessments (EA), Categorical Exclusions (CE), and Environmental Impact Statements (EIS).
- 40. List all federal permits / approvals needed for the grant and include their current status and timelines for approval.**
Example: USACE floodplain permits
- 41. List all state and local permits needed for the grant project and include their current status and timelines for approval.**
- 42. Have there been any cultural or historic resource surveys completed prior to this application? If yes, please upload associated documents in the Portfolio.**
You are required to submit a 'desktop' archeological review with your application. This question is asking if any additional or previous reviews have been completed for the project such as a Phase IA or Phase I archeological review.

Minority Impact Statement

- 1. I have reviewed the Iowa Code Section 8.11 defining "Minority Persons"**
"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.
- 2. Please choose the statement that pertains to this grant application.**
Complete all the information requested for the chosen statement.
*This question has conditional follow-up questions.
- 3. I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:**

LWCF Certification**1. By checking the box below, I certify that:**

-- All the information provided in this application is true and correct. --I have authority from the organization/agency of which I represent to apply for grant funds on their behalf. --The applicant agrees to conform with the Americans with Disabilities and Civil Rights Acts. --The applicant agrees to keep the Project Site open to the public for outdoor recreation in perpetuity and the applicant will complete required inspections and reports, per the grant agreement and as required by law. --Required match funding is secured.

Media Portfolio

- Allowed 1-15 items.
- Allowed Media Types:
 - Images (up to 5MB each)
 - Video (up to 250MB each)
 - PDFs (up to 10MB each)
 - Other Types (.doc, .docx, .xls, .xlsx, .tiff, .and and .txt each) (up to 10MB each)