

LAND & WATER CONSERVATION FUND



GRANT APPLICATION MANUAL 2013



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LAND AND WATER CONSERVATION FUND (LWCF)

The Department of Conservation and Recreation (DCR) administers a grant-in-aid program for the acquisition and/or development of public outdoor recreation areas and facilities. Grants are for public bodies only. Towns, cities, counties, regional park authorities, and state agencies may apply for 50% matching fund assistance from the Land & Water Conservation Fund. These funds are provided from a federal apportionment from the National Park Service (NPS), a subunit of the United States Department of the Interior (USDOI).

A key feature of the program is that sites assisted with funding from the program must be open, operated and maintained in perpetuity as public outdoor recreation areas and may not be converted to other uses without prior approval by the DCR and NPS acting on behalf of the USDOI.

The program is a matching, reimbursement program, meaning that the sponsoring agency must provide a match and be capable of financing the project in its entirety while requesting periodic reimbursement.

Information herein describes highlights of the program and is designed to assist in application submission. Prospective applicants should note that additional information may be required in order to render a proper decision about individual proposals.

APPLICATION SUBMISSION INFORMATION

2013 LWCF Grant Focus

The 2013 LWCF grant cycle will focus on awarding funds to projects that are 1) ready to be submitted to the National Park Service (NPS) for approval, 2) represent the next logical development phase of an open LWCF grant 3) enhance existing LWCF protected parks, 4) provide access to state waters for recreational purposes, and 5) construct recreational trails.

Projects that are ready to be submitted to the NPS for approval will be given funding preference. Projects considered ready for submission to the NPS are those that have completed the necessary environmental coordination requirements, have completed a public commenting period, have completed construction plans, have a recent appraisal to federal standards (if acquisition is involved) and have necessary permits issued.

Application Deadline

4:00 pm on 4 January 2013. Four complete copies of the application plus one complete electronic version on CD or flash drive must be delivered to the Virginia Department of Conservation & Recreation (DCR) by 4:00 pm at 203 Governor Street, Suite 326, Richmond, Virginia 23219. Postmarks, faxes and email submissions will **not** be accepted. **Applicants are responsible for effecting delivery by the deadline and late submissions will be rejected without consideration.**

Grant Amounts.

Grant requests will be considered in grant amounts not to exceed \$300,000 (\$600,000 minimum total project cost). The minimum grant amount is \$75,000 (minimum \$150,000 total cost).

Approximately \$1,000,000 is available for funding. Half of the available amount will be used on the highest ranking, eligible, local projects. Half of the available amount will be used on the highest ranking, eligible state agency projects. If insufficient requests are submitted from eligible state entities, the remaining funding will be provided to the local share. It is anticipated 3-5 projects will be selected for funding depending upon the number of funding requests received.

Application Submission Requirements

- Submit four (4) original applications.
- Provide a copy of the complete application including attachments on CD or flash drive. **Documents should be saved in an electronic file format which will enable them to be searched, copied and pasted for the purpose of moving the proposal through the review process.** All photos and maps become the property of the Department of Conservation and Recreation.
- **Applications must be delivered to DCR no later than 4:00pm on 4 January 2013.** Send application packages to 203 Governor Street, Suite 326, Richmond, Virginia 23219. Postmarks, faxes and email submissions will **not** be accepted. **Applicants are responsible for effecting delivery by the deadline above and late submissions will be rejected without consideration.**

PROJECT ELIGIBILITY

Eligible Applicants

All cities, towns, counties, eligible state agencies, and park authorities responsible for providing public recreation services under the *Code of Virginia* are eligible for funding. Private and non-profit organizations are **not** eligible although they may be participating partners in the project.

Eligible Projects

LWCF assistance is available to political jurisdictions for:

- Public outdoor recreation land acquisitions.
- Public outdoor recreation development projects.
- Combination projects-those that involve both acquisition and development.

Applicants are encouraged to review the grant focus for the 2013LWCF grant cycle provided on page 4.

Eligible Cost Examples

- Swimming/ fishing facilities
- Boating Facilities
- Picnic Areas
- Trails
- Soccer fields
- Land purchase for public outdoor recreation park

Ineligible Cost Examples

- Restoration of Historic Structures
- Amusement facilities, convention facilities and commemorative exhibits
- Support facilities for public indoor activities
- Recreation centers/gymnasiums
- Incidental costs relating to acquisition
- Condemnation of any kind of interest in property
- Indirect Costs/administrative fees

Perpetuity Requirements

All sites receiving LWCF assistance are required to be opened, operated and maintained in *perpetuity* for public outdoor recreation, and may not be converted, either partially or in full, for uses other than public, outdoor, recreation as outlined Section 6(f) of the Land & Water Conservation Fund Act of 1965.

All recipients of grant funds will be required to submit *two, signed and dated* copies of a Section 6 (f) map.

All recipients of grant funds will be required to ***record in the deed of the property*** that the area is protected through Section 6 (f) of the Land and Water Conservation Fund Act. Please see appendices for deed wording. All applicants should read the Land and Water Conservation Fund program compliance requirements posted on line at http://www.dcr.virginia.gov/recreational_planning/lwcfprogreq.shtml

REQUIREMENTS FOR ACQUISITION PROJECTS

No transfer of property should occur until the applicant has a signed LWCF grant agreement with the Department of Conservation & Recreation.

Eligible Projects

Acquisition of lands for public, outdoor, recreation including new areas or additions to existing parks, forests, wildlife areas, beaches, and other similar areas dedicated to outdoor recreation are eligible for assistance. Areas acquired may serve a wide variety of outdoor recreation activities including but not limited to walking for pleasure, sightseeing, hiking, fishing, swimming, picnicking, nature study, boating, hunting, camping, bicycling, and other outdoor sports and activities.

Natural areas and preserves may be acquired but must be open to the general public for outdoor recreation to the extent that the natural attributes will not be seriously impaired or lost. The percentage of land available for public use within the natural area will be taken into consideration.

Means of Acquisition

Acquisition of lands may be accomplished through purchase, transfer or by gift. *Lands may not be obtained through condemnation.*

Reservation and Rights

Reservations and rights held by others on the subject property may be permissible only if it is determined by DCR/NPS that the outdoor recreation purposes and environment could not be significantly affected. The project sponsor shall provide a description of all outstanding rights and interests, if any, held by others and identify them on the project boundary map.

Acquisition for Delayed Development

LWCF assistance may be available to acquire property for which the development of public outdoor recreation facilities is planned at a future date. In the interim, between the acquisition and development, the property must be able to be made immediately open for use by the public for those recreation purposes which the land is capable of supporting or which can be achieved with minimum financial public investment. Non recreation uses occurring on the property may continue for a specified period of time if approved by DCR/NPS during the application process.

If development will be delayed for more than one year from the date of the acquisition, the sponsor shall include the following information about the project in the application:

- Why immediate acquisition of the property is necessary.
- What facilities will be developed and when such development will occur.
- What type of interim recreational use will be allowed before development occurs?

Uniform Relocation and Acquisition

All projects utilizing LWCF assistance must be made in accordance with the applicable provisions of Public Law 91-646, the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended (Uniform Relocation Act). The acquisition itself does not need to be federally-funded for the rules to apply. If Federal funds are used in any phase of the project, the rules of the Uniform Relocation Act apply. The rules encourage negotiation with property owners in a prompt and amicable manner so that litigation can be avoided.

Ineligible Acquisitions

- Acquisitions of historic sites and structures will not receive LWCF assistance. Exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes. This exclusion need not prevent the consideration of projects involving the acquisition of property contiguous to or near historic sites and structures which meet priority outdoor recreation needs. Compliance with the National Historic Preservation Act of 1966 is required for all acquisitions.
- Acquisition of museums and sites to be used for museums or primarily for archeological excavations will not receive LWCF assistance.
- Acquisitions of land to help meet a public school minimum size requirement will not receive LWCF assistance.
- Acquisitions of areas and facilities designed for semi-professional and professional arts and athletics will not receive LWCF assistance.
- Acquisition of areas to be used solely for game refuges or fish production purposes will not receive LWCF assistance. However, such areas and facilities may be eligible if they will be open to the public, like any public park, for compatible recreation.
- Acquisition of areas to be used mainly for the construction of indoor facilities will not receive LWCF assistance.
- Areas where existing indoor recreation facilities, if left in place, will not leave sufficient land at the site for the development of outdoor recreation facilities to justify the cost of the acquisition are ineligible.
- Acquisition of sites containing lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters will not receive LWCF assistance. The location of these type features if planned for the site or already existing at the site must be excluded from the 6(f)(3) areas.
- Acquisition of agricultural land primarily for preservation in agricultural purposes will not receive LWCF assistance.

- Acquisition of federal surplus property will not receive LWCF assistance unless legislatively authorized by Congress in a specific situation.

Required Acquisition Documentation

After an application has been selected by DCR for recommendation for funding but **prior to** submission to the National Park Service (NPS) for final approval, the following documentation is required on all acquisition projects:

- Appraisal to *Uniform Appraisal Standards for Federal Land Acquisition (UASFLA)*. An original and one copy must be submitted to DCR. UASFLS standards are commonly referred to as “yellow book” standards.
- A copy of the written offer to purchase the property including a statement of just compensation
- Relocation Plan, advisory services program and appeals procedure where displacement occurs.
- Documentation showing that the owner or his designated representative has been given the opportunity to accompany the appraiser during the inspection of the property.
- Two maps showing the Section 6 (f) boundary. The boundary should be clearly indicated. See details regarding the 6(f) map in this manual.
- Certification to UASFLA standards and concurrence with the valuation of property from an independent appraisal reviewer. DCR coordinates the certification review with the NPS approved independent appraiser.

All cost associated with the appraisal are the responsibility of the applicant and are not eligible for reimbursement.

- If a current appraisal to UASFLA standards already exists for the property, please submit it with the LWCF grant application. A current UASFLA appraisal is one conducted between 4 June 2012 and 4 January 2013.

Section 6 (f) Map

The purpose of a section 6 (f) boundary map is to define the area being developed and/or acquired with federal LWCF grant assistance. This area will be given the protection of Section 6 (f) of the LWCF Act, which states that the property acquired or developed with LWCF assistance shall not be converted to uses other than public outdoor recreation and must be maintained in perpetuity as such. In rare circumstances, a conversion of the property may be authorized through a conversion of use request. Applicants should read the Land and Water Conservation Fund program requirements posted on line at http://www.dcr.virginia.gov/recreational_planning/lwcfprogreq.shtml

The Section 6 (f) map also ensures that the area defined by the boundary line is a viable recreation unit. Normally, this will be the total area of the facility receiving assistance. In no case will it be less than the area to be developed or acquired under a given LWCF application. All projects must have a Section 6 (f) boundary map.

According to LWCF rules and regulations, the project area within the Section 6 (f) boundary will become encumbered as an outdoor recreation site in perpetuity. This means that it must be managed for outdoor recreation forever.

At a minimum, the 6 (f)(3) map should include:

- Title of Map.
- Date Map was prepared.
- Scale in feet.
- A north compass point.
- The Section 6 (f)(3) metes and bounds line should be distinct from all other lines on the map.
- The words “Section 6 (f) boundary” should be written on the map with an arrow pointing to the line.
- Boundary lines should be shown by dotted or bold lines and distinct from all other lines on the map.
- Latitudes and longitudes for the boundary lines must be provided.
- Match lines should be distinguishable and easily matched among parcels.
- Whenever possible, maps should include some permanent locator, natural landmarks, public roadways etc. to aid in determining boundaries in the field.
- The number of acres being placed under Section 6 (f) protection must be noted.
- Applicants should consider any existing or potential non-recreational uses of the park property that should be excluded (“carved out” and/or “setback”) from the 6(f) protection. These areas should be clearly marked on the map and identified as been excluded from the 6(f) area. It is highly recommended that applicants consult with the Virginia Department of Transportation to determine if any planned road construction or improvement projects might impact the proposed 6(f) boundary and make adjustments now to avoid creating future conversion of use issues.
- Any easements (utility, conservation, wetland, etc.) must be clearly shown on the map.
- Maps should be as high a quality as possible.
- Whenever possible, the finished map should be submitted on ledger size paper (11 x 17). If using this size paper compromises legibility please use a larger size.
- Two, signed and dated copies of the map are required. Signature should be of local representative authorized to submit the application request.

Additional information regarding Section 6(f)(3) is available in the appendices.

Appraisals

The LWCF program requires that appraisals shall be in accordance with the *Uniform Appraisal Standards for Federal Land Acquisition (UASFLA)*. The UASFLA standards are online at www.usdoj.gov/enrd/land-ack . **The cost of the appraisal is the sole responsibility of the applicant and is ineligible for reimbursement.**

Since professional appraisers license are based on the Uniform Standards of Professional Appraisal Practice (USPAP), which differ from requirements for federal and federally assisted land acquisition, applicants must ensure that the appraisers appropriately follow both UASFLA and USPAP. All appraisals are to include the required certification statements by appraisers as provided for in the UASFLA and USPAP. Copies of the USPAP are unavailable online; however, they may be purchased from the Appraisal Foundation, 1029 Vermont Avenue, NW, Suite 900, Washington, and D. C. Appraisals not meeting these standards could result in withdrawal of the project, delay in approval, and/or the need for a new appraisal and subsequent certification review.

The LWCF program requires DCR to submit all appraisals to an independent appraisal reviewer for certification. **The review of the appraisal and certification review are conducted at the expense of the grant recipient.** The cost of the appraisal review *may* qualify as an eligible reimbursement expense *if* the grant is awarded formal approval, the item is included in the project budget submitted with the grant application and the project is completed according to the approved project agreement for the project.

Appraisals are not required until an applicant receives tentative grant approval from DCR. However, if a current appraisal to UASFLA standards has been completed it should be included with the LWCF grant application submission. A current UASFLA appraisal is one conducted between 4 June 2012 and 4 January 2013.

Acquisition at less than Just Compensation

Nothing in the LWCF regulations is to be construed to prevent or deter a property owner from making a full or partial donation of property.

In those circumstances involving a partial donation, documentation must be provided that gives evidence that the owner has been provided with a statement of just compensation. Additionally, a written statement by the owner that he is making a partial donation is also required. An offer of just compensation is not necessary when acquisition is by full donation—the legal act of donation itself precludes the necessity for this. Relocation benefits must still be complied with under all circumstances.

To determine the amount eligible for matching, *an appraisal and independent review certification as described above are necessary.* The cost of the appraisal and independent certification review for donated properties are the sole responsibility of the applicant.

Donations required by law or regulations are ineligible as the project sponsors matching share.

REQUIREMENTS FOR DEVELOPMENT PROJECTS

Development projects selected for funding must be in the public interest and in accord with the Statewide Comprehensive Outdoor Recreation Plan, which is known in Virginia as the *Virginia Outdoors Plan*. Development projects are subject to all conditions, policies, and regulations of the LWCF program, guidelines that may be developed by the Secretary of Interior/National Park Service and all applicable state and local laws.

A development project may consist of one improvement or a group of related improvements designed to provide facilities for outdoor recreation, including facilities for access, safety, maintenance and protection of the area.

Project proposals must be a logical unit of work to be accomplished within a two to three year time frame. Funding of development project proposals may cover construction, renovation, site preparation, and similar activities essential for the proper undertaking of the project.

Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and consistent with the environment. Plans and specifications for the improvements/facilities should utilize sustainable and low impact designs and established engineering and architectural practices.

Emphasis should be given to the protection of the natural resources of the area, the health and safety of the users and accessibility to the general public.

All facilities developed with assistance from the program must be designed in conformance with 1) the Architectural Barriers and the “Uniform Federal Accessibility Standards” or 2) the Department of the Interior regulations on Section 504 of the Rehabilitation Act of 1973 and the “Minimum Guidelines and Requirements for Accessible Design” as issued by the Architectural and Transportation Barriers Compliance Board, 36 CFR Part 1190.

Development projects must be for recreational facilities on land and/or water owned in fee simple by the applicant agency.

Parks receiving LWCF assistance must be open and maintained in perpetuity as public outdoor recreation facilities in accordance with Section 6 (f) of the LWCF Act.

Development projects must have a Section 6 (f) Map. Please see details on the Section 6(f)(3) map above and in the appendix.

HOW TO COMPETE FOR A LWCF AWARD

1. Read the *2013 Land & Water Conservation Fund Manual* which has a detailed program description covering the focus of the grant cycle eligibility, match requirements, program rules and regulations.
2. Carefully review the grant manual, program requirements, application and scoring criteria posted on the DCR website at www.dcr.virginia.gov/recreational_planning/vof.shtml *before* you begin completing the application.
3. Read the Frequently Asked Questions.
4. Complete the application. The application is a fillable Microsoft Word document. Answer all questions in the spaces provided. Do not exceed the required space allotment or attach pages unless specifically directed to do so.
5. Deliver 4 complete copies of the application plus one complete version on CD or flash drive to DCR at 203 Governor Street, Suite 326, Richmond, Virginia 23219, no later than **4:00pm on 4 January 2013**. Postmarks, faxes and email submissions will *not* be accepted. Applicants are responsible for effecting delivery by the deadline above, and late submissions will be rejected without consideration.

LWCF REVIEW PROCESS

- Applications are reviewed for consistency with the Statewide Comprehensive Outdoor Recreation Plan (SCORP) known in Virginia as the *Virginia Outdoors Plan*.
- The Department of Conservation and Recreation staff reviews all applications and eliminates those applications that are clearly ineligible.
- Projects are then reviewed in accordance with the intent of the Land & Water Conservation Fund program, the 2013 grant cycle focus, state and federal grant requirements, need, and the scoring criteria.
- Projects that are ready to be submitted to the National Park Service for approval will be given funding preference. Projects considered ready for submission to the NPS are those that have completed the necessary environmental coordination requirements, have completed construction plans, have completed a public commenting period, have a recent appraisal to federal standards (if acquisition is involved) and have necessary permits issued.
- A site and field inspection of the highest ranking projects will be made to ascertain conditions and suitability for funding recommendation.
- When the National Park Service approval is obtained a project agreement must be issued by DCR and authorized before any activity can occur. **No costs can be incurred until a project agreement has been authorized by both DCR and the grantee.**

LWCF TIMELINE

4 January 2013	LWCF application due no later than 4:00 pm. Four complete copies of the application plus one complete version on CD or flash drive must be received by DCR no later than 4:00pm at 203 Governor Street, Suite 326, Richmond, Virginia 23219. Postmarks, faxes and email submissions will <i>not</i> be accepted. Applicants are responsible for effecting delivery by the deadline above; late submissions will be rejected without consideration.
January- February 2013	Application review, scoring, and site inspection.
February - March 2013	All applicants notified of status.
March- July 2013	Review and approval by NPS
July-August 2013	DCR-grantee agreements issued and authorized.

Appendices

Sample Governing Resolution

The General Provisions of the Land and Water Conservation Fund require evidence that the grantee possesses legal authority to apply for the grant, and to finance and construct the proposed facilities. As such, the applicant as part of the grant application to DCR must provide evidence that a resolution, motion or similar action has been duly adopted or passed in the locality authorizing the filing of the LWCF application.

Below is a sample resolution for use in preparing your LWCF grant application package. If the resolution cannot be signed before the LWCF deadline an indication of when the signed resolution can be submitted must be included in the application. A draft of the resolution to be approved must also be included.

Land & Water Conservation Fund Authorizing Resolution

A resolution authorizing application(s) for federal funding assistance from the Land and Water Conservation Fund (LWCF) to the Virginia Department of Conservation & Recreation (DCR) as provided in the LWCF Act of 1965, as amended.

WHEREAS, under the provisions of LWCF, federal funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, _____ considers it in the best public interest to complete the land acquisition and/or development project described in the application;

NOW, THEREFORE, BE IT RESOLVED that:

1. The _____ [Mayor, Manager, County Administrator, etc.] be authorized to make formal application to DCR for funding assistance;

2. Any fund assistance received be used for implementation and completion of (Elements to be funded) _____ within the specified time frame;

3. _____ hereby certifies that project funding is currently available and is committed for this project

4. We are aware that the grant, if approved by the National Park Service, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR in the format required.

5. We acknowledge that any property acquired and/or developed with financial aid from the Land & Water Conservation Fund must be placed in use and be retained in perpetuity as a public outdoor recreation area in accordance with the provisions and requirements of the Land & Water Conservation Fund Act of 1965, as amended;

6. We acknowledge that any non-recreational uses may not be made of the property without undergoing a conversion of use process and obtaining approval from the Department of Conservation and Recreation and the U.S. Department of Interior/National Park Service;

8. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;

7. We acknowledge that appropriate opportunity for public comment _____ [has been or will be] provided on this application and evidence of such is a required component for approval.

8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.

*This resolution was adopted by _____ during the meeting held:
Location Date*

Signed and approved by the following authorized representative:

*Signed: _____
Date: _____*

*Title: _____
Attest: _____*

Budget Estimate Example

CONSTRUCTION COSTS			
Direct	Projected Cost	Priority Rating	Percentage of Total Costs
Trail	<u>\$70,000</u>	1	44%
Picnic Area	<u>\$30,000</u>	4	19%
Soccer Field	<u>\$25,000</u>	2	16%
Nature Area	<u>\$25,000</u>	5	16%
Support Facilities			
Restroom	\$10,000	3	5%
Subtotal A (Construction contingencies are included in these costs)	\$160,000		100%
NON-CONSTRUCTION COSTS			
Architectural/Engineering			
Engineering/Architectural Fees	\$		
Total Project Cost (Subtotal A+B)	\$160,000		100%
PROJECT FUNDING SOURCES			
<p>Show all sources of funding available for the project. Remember: The LWCF Program is a reimbursement program and requires 20% of the grant award to be held back until the project is 100% complete. DO NOT list the LWCF grant as a funding source.</p>			
Appropriated General Funds			\$50,000
Open Space and Parks Funds (hard match)			\$110,000
		Total funding sources for 100% Project cost:	\$160,000
LWCF GRANT REQUEST AMOUNT			
<p>LWCF reimburses at 50% of total project cost not to exceed the maximum grant award amount set for 2013 LWCF grant cycle. The maximum grant request is \$300,000. The minimum grant request is \$75,000</p>			
Total Project Cost: \$160,000	x 50% =	\$80,000	LWCF grant request

Section 6(f)(3) Map and Deed Wording

Section 6(f)(3) map and Restrictive Deed Wording

Section 6 (f)(3)

Section 6 (f) (3) of the Land & Water Conservation states that: “No property acquired or developed with assistance under this section shall without approval of the Secretary [of the Interior] be converted to other than public outdoor recreation uses”. The LWCF program realizes that in certain instances there is no alternative to converting a portion of a LWCF property. In those extreme cases where there is no feasible alternative, the grantee must begin a conversion of use process with DCR. In short, the conversion of use process requires that a suitable piece of replacement property be found before a conversion occurs at a LWCF site. “Suitable” means equivalent in fair market value and can serve as a viable public outdoor recreation area without reliance upon adjoining or additional areas.

Restrictive Deed Wording

In order for the section 6 (f) (3) regulations to be enforced, the following language is to be incorporated into the deed and recorded in the city, town or county court house of the project area:

The property identified below has been acquired or developed with federal assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (170 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Virginia Department of Conservation & Recreation and the Secretary of the Department of the Interior. By law, the Secretary shall approve such conversion only if it is in accord with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP) and only upon such condition as the substitution of other recreation properties are of at least equal fair market value and of reasonably equivalent usefulness and location.

Section 6 (f)(3) Map

The purpose of a Section 6(f)(3) map is to legally define the area being developed or acquired with federal LWCF grant money. This area will be given the protection of Section 6(f)(3)(3) of the LWCF Act, which states that property acquired or developed with LWCF money shall not be converted to uses other than public outdoor recreation.

A Section 6(f)(3) map also ensures that the area defined by the boundary line is a viable recreation unit. Normally, this will be the total area of the facility receiving assistance. In no case will it be less than the area to be developed or acquired under a given LWCF application. All projects must have a Section 6(f)(3) map.

According to LWCF rules and regulations, the project area within the Section 6(f)(3) boundary will become encumbered as an outdoor recreational site in perpetuity. This means that it must be open and managed for public outdoor recreation forever.

Each project application must include a 6(f)(3) metes and bounds map unless the project is for an acquisition project.

At a minimum, the 6 (f)(3) map should include:

- Title of Map.
- Date Map was prepared.
- Scale in feet.
- A north compass point.
- The Section 6 (f)(3) metes and bounds line should be distinct from all other lines on the map.
- The words “Section 6 (f) boundary” should be written on the map with an arrow pointing to the line.
- Boundary lines should be shown by dotted or bold lines and distinct from all other lines on the map.
- Latitudes and longitudes for the boundary lines must be provided.
- Match lines should be distinguishable and easily matched among parcels.
- Whenever possible, maps should include some permanent locator, natural landmarks, public roadways etc. to aid in determining boundaries in the field.
- The number of acres being placed under Section 6 (f) protection must be noted.
- Applicants should consider any existing or potential non-recreational uses of the park property that should be excluded (“carved out” and/or “setback”) from the 6(f) protection. These areas should be clearly marked on the map and identified as been excluded from the 6(f) area. It is highly recommended that applicants consult with the Virginia Department of Transportation to determine if any planned road construction or improvement projects might impact the proposed 6(f) boundary and make adjustments now to avoid creating future conversion of use issues.
- Any easements (utility, conservation, wetland, etc.) must be clearly shown on the map.
- Maps should be as high a quality as possible.
- Whenever possible, the finished map should be submitted on ledger size paper (11 x 17). If using this size paper compromises legibility please use a larger size.
- Two, signed and dated copies of the map are required. Signature should be of local representative authorized to submit the application request.

**Environmental Review
And Public Comment
Requirements**

ENVIRONMENTAL REVIEW AND PUBLIC COMMENT REQUIREMENTS

One of the main areas of focus for the 2013 LWCF is on projects that are ready to be submitted to the National Park Service for approval. Projects considered ready for submission to the NPS are those that have completed the necessary environmental coordination requirements, have completed construction plans, have completed a public commenting period, have a recent appraisal to federal standards (if acquisition is involved) and have necessary permits issued.

- Applicants are not required to have completed the environmental review and public comments described below in order to submit a grant application during the 2013 LWCF grant cycle. However, those projects that have completed the requirements or are closer to completing the requirements will be given funding preference. No projects can be approved by the National Park Service until evidence of compliance with the federal laws and regulations governing federal actions is given.

As a federally funded program all Land and Water Conservation Fund grants are considered federal actions. Therefore, applicants must be able to demonstrate compliance with the National Environmental Policy Act; Section 106 of the Historic Preservation Act; Section 7 of the Endangered Species Act; and Executive Orders 11988 and 11990 (Floodplain Management and Wetland Protection,) and where applicable, consistency with the Coastal Zone Management Act.

The purpose of the environmental review is to provide information about the Land and Water Conservation Fund (LWCF) state assistance proposal and the anticipated impacts. The environmental documentation becomes part of the federal record for the project. Identifying potential impacts helps guide the NPS on which National Environmental Policy Act pathway should be pursued: 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 federal legislation that coordinates the consideration of the potential for impacts to the human environment as a result of a federal action is the National Environmental Policy Act (NEPA). The National Environmental Policy Act (NEPA) of 1969, as amended, is landmark environmental protection legislation which established creating a balance between the use and preservation of natural and cultural resources as a goal. LWCF proposals are considered federal actions because the funding for the program is federal. The NEPA process coordinates compliance with applicable related federal, state, and local environmental requirements such as the Endangered Species Act, Historic Preservation Act and Coastal Zone Management Act.

NEPA requires: 1) analysis of the impacts of and alternatives to proposed federal actions, 2) the analysis to be used in deciding whether to proceed with the actions; and, 3) public comment.

To demonstrate compliance with public comment requirement of NEPA, public input to the proposed project must be solicited through a legal advertisement in a daily newspaper with the widest circulation in the immediate project area. This advertisement should run for a minimum of one day with at least 30 days allowed for the public to comment. The notice must include a brief description of the proposed project with the name, address, and contact information of the project sponsor. Comments should be provided in writing. Evidence of the public comment if conducted should be included in the LWCF grant application. Evidence of the public comment must be submitted to DCR before any grant could be awarded.

To satisfy evidence of a public comment period the following information should be submitted:

- a) A photocopy of the legal advertisement showing the date on which it ran in the newspaper.
- b) Describe the total public involvement for this project beyond the legal advertisement.
- c) Describe the nature of the public comments received during the official public comment period. Tally numbers of comments in support of the project and the numbers against.
- d) Summarize the most important comments received and your responses to these comments. For example, if a reviewer made suggestions on how the project could be made better, how did you respond to that suggestion? Submit this summary with the LWCF application.
- e) Describe any changes to the project design or scope of work based on public input.
- f) Comments received and made must be available to DCR for review upon request

For LWCF proposals, the NEPA process coordinates compliance with **separate** but related federal, state, and local environmental requirements as applicable.

At a minimum, compliance by the applicant with the following federal laws and executive orders shall be coordinated during the NEPA process and should be integrated into the impact analysis required.

National Historic Preservation Act, (NHPA) Section 106, as amended.

Section 106 of NHPA requires analysis of the effects of federal actions on historic properties. The State Historic Preservation Office (SHPO), Tribal Historic Preservation Officers (THPO), and as necessary, the Advisory Council on Historic Preservation must be given a reasonable opportunity to review and comment on these actions. Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously, but one is not a substitute for the other. The information and mitigation gathered as part of the Section 106 review must be included in the NEPA document, and the Section 106 process must be completed by the project sponsor before NPS can sign a categorical exclusion, or issue a finding of no significant impact (FONSI) or a record of decision (ROD) so that the proposal may be approved for a grant.

In Virginia, the Department of Historic Resources (DHR) is the resource agency responsible for issuing determinations regarding compliance with NHPA, Section 106. Project sponsors must READ and FOLLOW the instructions posted on the DHR website for obtaining a NHPA Section 106 project review. The DHR website with instructions is located at: <http://www.dhr.virginia.gov/review/orcFedPrjRev.html>. The ePix online project review portal of DHR is located at <https://solutions.virginia.gov/ePIX/>. Registration with ePix is required to use the system. Registration with the system is free. Please follow the instructions and answer all required fields. **For the purposes of this review, the federal entity is the National Park Service, the program is the Land and Water Conservation Fund and the Code of Federal Domestic Assistance number is 15.916.** The review process is a two part process. An archival review followed by a federal project review. The archival review is a required component of the project review process for Section 106 reviews. A letter from DHR that provides a NHPA Section 106 determination is required for obtaining project approval from the NPS. If a determination letter has been issued by DHR for your project, please include it with the 2013 LWCF application submission.

Endangered Species Act, (ESA) Section 7

Section 7 of the Endangered Species Act (ESA) requires consultation with the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service on any action that may affect endangered or threatened species or candidate species, or that may result in adverse modification of critical habitat. For LWCF purposes the applicant must carry out this consultation and provide evidence that it has occurred.

The U.S. Fish and Wildlife Service – Virginia Field Office has created an online review. The website is http://www.fws.gov/northeast/virginiafield/endspecies/Project_Reviews_Introduction.html. Applicants should READ and FOLLOW the instructions for obtaining a review. Note that Step 2 requires an “official species list” to be generated by the USFWS and Step 3 requires coordination with the Virginia Division of Natural Heritage and the Virginia Department of Game and Inland Fisheries (see below). Applicants must submit to DCR a copy of the USFWS online review process: IPAC area, Official Species List, Species Conclusion Table and the supporting documentation along with an ESA, Section 7, determination letter from the USFWS letter in order to be approved for funding. If applicants have completed this process within the past 6 months, please include the USFWS, ESA, Section 7, review package and determination letter with the 2013 LWCF application.

Virginia Division of Natural Heritage

Instructions for obtaining project review comments from the Virginia Division of Natural Heritage are online at http://www.dcr.virginia.gov/natural_heritage/infoservices.shtml#techserv under “Environmental Review Services” located toward the bottom of the webpage. Project sponsors may request the review either online or through a mail in form. Please READ and FOLLOW the instructions for obtaining a review. Applicants must provide a copy of the comment letter received from the Virginia Division of Natural Heritage to DCR before any grant could be approved for the project. The USFWS requires that any information regarding federally listed species received from the Division of Natural Heritage must be documented on the Species Conclusion Table for the USFWS project review.

Virginia Department of Game and Inland Fisheries

Instructions for obtaining project review comments from the Virginia Department of Game and Inland Fisheries are online at <http://www.dgif.virginia.gov/environmental-programs/environmental-services-section.asp> under “Project and Permit Review Process”. Please note that there are several additional types of information DGIF may require in addition to the project description, location coordinates and topographical map showing the project location. It is recommended that the applicant include those items with their request for review to expedite review and comment. Information about the VaFWIS Initial Project Assessment that is referenced is available at <http://www.dgif.virginia.gov/environmental-programs/fish-and-wildlife-information-section.asp>. Applicants must provide a copy of the comment letter received from the Virginia Department of Game and Inland Fisheries before any grant could be approved for the project. The USFWS requires that any information regarding federally listed species received from the Department of Game and Inland Fisheries must be documented on the Species Conclusion Table for the USFWS project review.

Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990

Executive Orders 11988 and 11990 direct the avoidance to the extent possible of long and short term adverse impacts associated with modifying or occupying floodplains and wetlands. These orders also require the avoidance of direct or indirect support of floodplain or wetland development whenever there is a practical alternative. For LWCF purposes, applicants must comply with this executive order. Evidence documenting the applicant’s coordination efforts with responsible state and federal authorities for determining floodplain management and wetland impacts must be submitted to DCR. For proposals involving floodplain areas coordination with the local entity responsible for floodplain management is advised to determine potential impacts. For proposals involving wetlands or potential wetlands, coordination with the Virginia Department of Environmental Quality, U.S. Army Corps of Engineers and Virginia Marine Resources should be initiated. The Virginia Department of Environmental Quality has general guidance information on wetlands posted at <http://www.deq.state.va.us/wetlands/permitfees.html>.

Coastal Zone Management Act Federal Consistency Determination

Pursuant to the Coastal Zone Management Act (CZMA), federal actions with potential effects on any land or water use or natural resources within Virginia's coastal zone must be consistent with the enforceable policies of the Virginia Coastal Resources Management Program. The federal consistency regulations implement the CZMA requirement that federal actions be consistent with the enforceable policies of a coastal state's federally approved coastal management program, before they can occur. Effects include both direct and indirect which result from the activity. The Virginia Department of Environmental Quality (DEQ) is responsible for compliance with CZMA and issuing consistency determinations. DEQ has created an online Federal Consistency Information Package. The link to the package is <http://www.deq.state.va.us/Programs/EnvironmentalImpactReview/FederalConsistencyReviews.aspx> Item 3, under "Review Procedure" addresses federally assisted projects. Applicants with proposals occurring within the Coastal Zone Management Area must request a consistency determination from the DEQ. Please READ the Federal Consistency Information Package and follow the instructions. Please provide a project description which indicates **the request for the federal consistency determination is due to federal funding assistance from the Land and Water Conservation Fund of the National Park Service and administered in Virginia by the Department of Conservation and Recreation.** The DEQ fact sheet available at <http://www.deq.state.va.us/export/sites/default/eir/pdf/FederalConsistencyFactSheet.pdf> provides the names of program contacts. Applicants with projects occurring in the Coastal Zone Management Area must submit the response letter from the DEQ in order to be approved for funding.

Environmental Justice in Minority and Low-Income Populations, Executive Order

12898. Executive Order 12898 directs federal agencies to assess whether their actions have is proportionately high and adverse human health or environmental effects on minority and low-income populations. For LWCF purposes, applicants must specifically analyze and evaluate the impact of the LWCF proposal on minority and low-income populations and communities, as well as the equity of the distribution of the benefits and risks of the decision in the NEPA document. If it does not apply, this should be noted and how it does not apply needs to be described.

Environmental Resources and Mandatory Criteria Tables

There are two tables in the environmental section of the 2013 LWCF grant application that must be submitted. The Environmental Resources table provided as Item 8, under the "Environmental Review and Project Readiness" section of the LWCF application list several environmental resource topics. Applicants are requested to choose an impact estimate level (none, negligible, minor, exceeds minor, more data needed) that describes the degree of **potential negative impact** for each listed resource that may occur directly, indirectly and/or cumulatively as a result of the 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. Be sure to reference any experts that assisted in determining the anticipated impact levels. If the resource does not apply or no negative impact is anticipated, be sure to explain.

The Mandatory Criteria table provided as Item 9, under "Environmental Review and Project Readiness" section of the LWCF application contains a list of mandatory criteria that preclude the use of categorical exclusions for the purpose of the National Environmental Policy Act. Please provide an answer and explanation for each answer. If you answer "yes" or "maybe" for any of the mandatory criteria, more detailed information on your project would be needed in order for it to continue to be considered for funding. In this situation, if the application scores high enough for funding, DCR will contact the applicant to discuss details.

The information provided in the two tables is required to be submitted to the NPS to guide their selection of one of the following NEPA “pathways”: 1) a Categorical Exclusion recommendation 2) the necessity of further environmental analysis through an Environmental Assessment (EA) or 3) Environmental Impact Statement (EIS).

Frequently Asked Questions

What are examples of eligible LWCF projects?

LWCF assistance is available to political jurisdictions for: public outdoor recreation land acquisitions, public outdoor recreation development projects and/or combination projects involving acquisition and development.

Be sure to review the 2013 Grant focus for project funding above.

Who may apply?

Eligible grant recipients include cities, towns, counties, Native American Tribes, regional park authorities and state agencies. Private individuals and organizations, including non-profit and charitable organizations are not eligible for funding assistance. All eligible applicants compete for LWCF funds.

What is the total funding available for 2013?

The available funding for the 2013 grant cycle is \$1,000,000.00

What are the maximum and minimum grant award funding levels?

The maximum grant award will be \$300,000 (minimum total project cost \$600,000). The minimum grant award will be \$75,000 (minimum total project cost \$150,000).

How many grants will be awarded?

It is anticipated that 3-6 awards will be made depending of course on the number of requests received and amounts requested per applicant.

Are matching funds required?

Yes, the LWCF program is a 50-50 matching reimbursement program. Project sponsors do not receive grant funds at the time of approval. The sponsor must, in essence, incur 100 percent of the total project cost; submit evidence of eligible expenditures and payment thereof and request reimbursement from DCR.

What is a Letter of Commitment?

The Letter of Commitment is a letter from a willing donor of property/materials that shows the intent to make the donation is real.

What is the application deadline?

The application deadline is **4:00pm, 4 January 2013**. Deliver 4 complete copies of the application plus one complete version on CD to DCR at 203 Governor Street, Suite 326, Richmond, Virginia 23219, no later than 4:00pm on 4 January 2013. Postmarks, faxes and email submissions will **not** be accepted. Applicants are responsible for effecting delivery by the deadline above, and late submissions will be rejected without consideration.

Are there any long-term commitments associated with this program?

Yes. Properties acquired, improved or developed with LWCF assistance must be open, maintained and operated in perpetuity for public outdoor recreation. Other commitments include proper maintenance and operation, nondiscrimination, facilitating audits, posting of a Land & Water Conservation Fund Acknowledgement, and maintaining the integrity of the 6(f)(3) protected area boundary. More information associated with grantee compliance and commitments is available online under “Program Requirements”.

What does "in perpetuity" mean?

The phrase "in perpetuity" means forever. Parkland acquired and/or developed with LWCF assistance must be open and remain as public outdoor recreation facilities forever. Grant recipients must place restrictive wording in the deed of the park that the property is protected in perpetuity in accordance with the Land & Water Conservation Act. Evidence that this restriction on the property has been recorded in the local court records is required prior to processing final reimbursement on the project.

What is the 6(f)(3) metes and bounds map?

The 6(f) boundary is the legal description, metes and bounds of the area that is being protected in perpetuity by Section 6 (f) (3) of the Land and Water Conservation Fund Act of 1965. Section 6(f)(3) states that the property acquired, developed or improved with LWCF assistance shall not be converted to uses other than public outdoor recreation. The 6(f) (3) boundary ensures that the area defined by the boundary is a viable recreation unit. The 6(f) boundary map goes on record with the locality, National Park Service and the Department of Conservation and Recreation showing the area being placed under protection of the Land & Water Conservation Act.

What is Section 6(f)(3) of the LWCF Act?

Section 6 (f) (3) of the Land & Water Conservation Act states that: "No property acquired or developed with assistance under this section shall without approval of the Secretary [of the Interior] be converted to other than public outdoor recreation uses". The LWCF program realizes that in certain instances there is no alternative to converting a portion of a LWCF property. In those extreme cases where there is no alternative, the Project Sponsor must begin a conversion of use process with DCR. In short, the conversion of use process requires that a suitable piece of replacement property be found before a conversion occurs at a LWCF site. "Suitable" means equivalent in fair market value and can serve as a viable public outdoor recreation area without reliance upon adjoining or additional areas. In order for the section 6 (f) (3) regulation to be enforced, the following language is to be incorporated into the deed and recorded in the city, town or county courthouse of the project area: The property identified has been acquired or developed with federal assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (170 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Virginia Department of Conservation & Recreation and the Secretary of the Department of the Interior/National Park Service. By law, the Secretary shall approve such conversion only if it is in accord with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP) and only upon such condition as the substitution of other recreation properties are of at least equal fair market value and of reasonably equivalent usefulness and location. All grantees must include this language in the deed for their LWCF assisted site.

I want to use donated land as match - Can it be property already owned by the city, town or county?

No.

Must the environmental review and public commenting requirements be completed to submit an application during the 2013 grant cycle?

No. However, evidence of the completed environmental review and public commenting requirements as outlined in the 2013 LWCF grant manual must be completed in order for the project to be submitted to the National Park Service to obtain approval. Therefore, funding preference will be given to projects that are ready to be submitted to the NPS.

What is the focus of the 2013 LWCF grant cycle?

The 2013 LWCF grant cycle will focus on awarding funding to projects that are 1) ready to be submitted to the National Park Service for approval, 2) represent the next logical development phase of an open, active LWCF grant, 3) enhance existing LWCF protected parks, 4) provide access to state waters for public recreation and 5) construct recreational trails.

I am developing a park facility that may only be used during certain seasons and/or months of the year for organized activity. If funded through L&WCF, is it permissible to close and lock the facility during the non-use days or months and/or lock it up after the activity is over?

No. LWCF guidelines state that the park facility must be open during reasonable hours for public use every day of the year. Some exceptions include holidays, portions of Sundays, wet field conditions, etc. Even if it is the "off-season" for programming, the facility must remain open and accessible to the general public.

For additional questions, contact :
Synthia Waymack,
Land & Water Conservation Fund Program
Planning and Recreation Resources
Department of Conservation and Recreation
203 Governor Street, Suite 326
Richmond, Virginia 23219-2010
(804) 786-4379

2013 Scoring Criteria

2013 Land & Water Conservation Fund Scoring Criteria

Name of Project: _____

1. Purpose and need of the proposal. (0-5 points)

Creates a new park, score 5 points

Extends or expands or enhances the use of existing facilities, score 3-5 points.

Not adequately addressed in preliminary application, score 0 points.

2. To what extent does the proposal meet recreational needs identified in the Virginia Outdoors Plan (VOP)? (0 - 10 points)

Project provides for access to state waters for recreational use (swimming, fishing, boating, etc.), score 6-10 points

Creates *recreational* trails, score 5- points

If this project is a general need of the VOP, score 3 points

3. Does this proposal represent the creation of the first public park in the locality? Score, 10 points

4. Does the proposal enhance existing LWCF sites? If yes, score 2 points

5. Does the proposal represent the next phase of an open active LWCF grant? If yes, score 3 points

6. Score the management, operation and maintenance of the park and its facilities. (Committed P&R Department staff, Public Works, Volunteers, etc, regular, sporadic, etc) (0-5 points)

Committed management, operation and maintenance provided on a regular basis (P&R Department staff and/or other local government entity), score 3-5 points

Maintained by volunteers, score 1-2 points

Answer not adequately addressed or maintenance schedule seems inadequate for facilities provided, score 0 points.

7. Rate the extent to which the project is accessible to (and usable by) disabled citizens. (0-10 points)

Proposal provides 100% accessibility, score 10 points

Majority of the proposal provides for accessibility and sponsor clearly details why the entire project cannot be accessible, score 4-9 points

Only one element is proposed and only a portion of it is accessible. Sponsor clearly demonstrates why the entire element cannot be accessible, score 1-3 points.

Not addressed or application does not clearly indicate the accessibility to be available, score 0 points

8. Rate the extent of public comment involved in the proposal. (Score 0-8 points)

The public was involved in the early stages of the planning for the proposal: public meetings were held specifically to engage the public and interested stakeholders on this proposal, a formal commenting period was held, responses were provided by sponsor to comments received. Evidence of public comment is included with application, score 5-8 points

A public commenting period is underway and evidence of the public comment announcement is included with the application, score 3-4 points

The proposal was presented/discussed as part of the regularly scheduled board of supervisors/ town council/ city council/ meeting, as required where the public is invited to attend. Score 1-2 points

9. Does the project involve environmentally responsible development? Does it include the use of native plant materials for landscaping, energy efficient lighting, recycled materials, minimizes removal of forested areas and vegetation, reduce impacts to wetlands, reduce impervious surfaces, balance natural and active areas, adhere to LEED standards, etc. Score 0-5 points

10. Rate the environmental review and project readiness of the project. (0-22 points)

If the project involves acquisition and a current UASFLA appraisal exists on the project and was submitted with the application, score 3 points.

If the project involves acquisition and an appraisal to UASFLA standards is underway, score 1 point.

If a Section 106 Historic Preservation Act Determination has been made by the Department of Historic Resources for the LWCF proposal and the determination letter is included with the application, score 4 points.

If a Section 106, Historic Preservation Act review is underway and evidence of the process being initiated is included with the application, score 1 point

If a Section 7, Endangered Species Act review has been *correctly* conducted and a determination has been made by the U.S. Fish and Wildlife Service for the LWCF proposal and the USFWS review package is included in the application, score 3 points.

If applicant has included documentation providing evidence of compliance with Executive Order 11988, Floodplain Management and Executive Order 11990, Wetlands Protection with the application, score 3 points

If the project is in the Coastal Zone of Virginia and the applicant has included a Federal Consistency Determination letter from the DEQ with application, score 1 point

If all federal, state and local permits were identified and the permits have been issued for the LWCF project, score 3 points.

If all federal state and local permits were identified and the permitting process is underway, score 2 points.

If constructions plan are complete for the project, score 5 points.

11. Is the provided timeline realistic? Consider site specific conditions as described in application, extent of project readiness demonstrated, number of elements to be assisted, etc. (Score 0-3 points)

12. Did applicant respond to the unmet needs section of the application and provide a methodology on how the dollar estimate was calculated? (1-5 Points)

If applicant provided a dollar estimate and methodology on calculating the unmet needs, score 1-5 points.

If applicant failed to completely answer the question (estimate, methodology and breakdown were not all provided), score **negative 5 points**

13. Rate the budget are all of the items included in the budget eligible for assistance? Is the budget realistic? Has sponsor clearly shown funding is in place to finance the project in its entirety while seeking periodic reimbursement? Is the match a hard or soft match? (0-5 points)

14. Rate the application preparation. Have all questions been answered? All attachments provided? Has applicant provided a clear indication of what the project is and what the LWCF funding will assist with? Have all directions been followed, etc. (0-5 points)

15. Rate applicant's performance on existing or previous (within past 5 years) recreational grants at DCR. Have extensions, changes in scope of work, etc. been needed? Has sponsor kept project on schedule, submitted status reports in a timely fashion, followed project agreement requirements, submitted requested information in a timely fashion, etc?.

Points awarded for this criterion may be either negative for poor performance or positive for good performance, (score 0-5 points).

When scoring this criterion for applicants that would be first time grantees score 0-5 points. Base awarded points on the quality of the project (ownership of property/funds available/maintenance of facilities/facilities to be developed, public comment, etc.).

Total Project Points =
(106 Maximum points)