



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

WALTER RABON, COMMISSIONER

## LWCF /Section 54 U.S.C. § 200305 (f)(3) Conversion Process

Action Item	Responsible Party
Contact DNR-Grants to determine whether or not proposed activity on site protected by Section 54 U.S.C § 200305 (f)(3) of the LWCF Act require official NPS approval.	Project Sponsor
Consult with NPS to confirm park boundary( from previously funded LWCF projects and NPS grant files). Based on the discussion will determine whether the proposed activity is within NPS jurisdiction, and whether the proposed activity requires further NPS involvement.	DNR-Grants/NPS
Correspond with the Project Sponsor and NPS to discuss the size and type of conversion and the next steps. (The agreement on the conversion footprint must take place prior to proceeding with NEPA, SHPO, appraisals, etc.)	DNR-Grants Project Sponsor NPS
After the conversion footprint has been determined the appraisal(s) for the converted area can begin. Once the appraisal is completed submit to DNR through electronic and hardcopy.  *Must be completed according to yellow book standards	Project Sponsor
Submit the appraisal to DNR’s Appraisal Reviewer.  *Once the appraisal has been reviewed by DNR appraisal reviewer, the report and invoice will be sent electronically to the Project Sponsor.	DNR-Grants
Identify potential replacement property	Project Sponsor

Complete the proposed replacement property form along with the general concept plan, or proposed recreation use for review to DNR-Grants.	Project Sponsor
Review the proposed replacement property documents and concept plan.	DNR-Grants
Present proposed replacement information to NPS for review and acceptance to proceed with the conversion process.  *Special note: acceptance means that the proposed replacement can be used for the conversion process and is not approved until NPS receives the conversion packet, review and provide the final approval as the of the replacement property.	DNR-Grants
After the replacement property is accepted the Project Sponsor will be notified to move forward with the appraisals() for proposed replacement property.	DNR-Grants
Complete appraisal(s) for the proposed replacement property and submit to DNR electronically and hardcopy.  *Appraisals must be completed according to yellow book standards.	Project Sponsor
Submit the appraisal for proposed replacement to DNR's Appraisal Reviewer.  *Once the appraisal has been reviewed by DNR appraisal reviewer, the report and invoice will be sent to the Project Sponsor.	DNR-Grants
Complete State Historic Preservation Office (SHPO) Review <ul style="list-style-type: none"> <li>• <b>Initiate Section 106 consultation by submitting the Environmental Form to SHPO.</b></li> </ul>	Project Sponsor

<p><b>Submit the results of the report to DNR from the SHPO review.</b></p> <p><b>If an adverse effect is reported it may result in additional steps to complete prior to the submission of the conversion packet that will involve DNR and NPS.</b></p>	
<p>Begin working through the Environmental Assessment and the Compliance Stewardship Form.</p> <p>*Once the Environmental Assessment is complete, release the EA for public comment of a minimum of 30 days and respond to the public comments.</p> <p>Submit document, public comments, and responses to DNR-Grants.</p> <p>*Special note: if there is an adverse affect report from SHPO, additional details may be required to add in the environmental assessment.</p>	<p>Project Sponsor</p>
<p>Begin working on Agency review through completing the maps and submit the maps as electronic and hard copy to DNR.</p> <ul style="list-style-type: none"> <li>• <b>3 Topographical Maps- for proposed replacement property.</b></li> <li>• <b>3 Location Maps (GDOT, Regional Commission, and Floodplain Management)</b></li> <li>• <b>3 Boundary Maps- to be submitted with the conversion packet.</b></li> <li>• <b>Site development plan for the proposed replacement property- to be submitted with the conversion packet.</b></li> </ul>	<p>Project Sponsor</p>

<p>For small conversions- 3 boundary maps of the new layout of the LWCF original park. (To be submitted with the conversion packet.)</p> <p>*DNR will provide a document that to assist with the requirements for the maps.</p>	
<p>Complete Agency review</p> <ul style="list-style-type: none"> <li>• <b>WRD- DNR will provide local sponsor with instructions.</b></li> <li>• <b>Regional Commission</b></li> <li>• <b>Floodplain Management</b></li> <li>• <b>Georgia Department of Transportation</b></li> </ul>	Project Sponsor/ DNR-Grants
<p>Submit the entire conversion packet with <b>formal transmittal letter to DNR-Grants requesting approval of conversion.</b></p>	Project Sponsor
<p>DNR-Grants prepares and submits conversion request for submittal to NPS.</p> <p>With additional documents</p> <ul style="list-style-type: none"> <li>• <b>Transmittal letter from SLO to NPS requesting approval of conversion.</b></li> <li>• <b>Description and Notification Form (DNF)</b></li> <li>• <b>Application for Federal Assistance SF-424</b></li> <li>• <b>NPS Federal Amendment</b></li> </ul> <p>The entire conversion packet is submitted to NPS for review and final approval.</p>	DNR-Grants
<p>Review and approval of the conversion request. Send final Correspondence and signed NPS Amendment.</p>	NPS
<p>Notify the Project Sponsor the Status Conversion Packet.</p> <p><b>Once approved the Project Sponsor will complete the transfer of land from previous owner and submit the closing documents</b></p>	DNR-Grants/Project Sponsor

<b>for ownership of the replacement property to DNR.</b>	
Prepare and submit State/Local Amendment to Project Sponsor	DNR-Grants
Sign and return State/Local Amendment and <b>File the LWCF Affidavit on the replacement</b> property and submit documents to DNR-Grants	Project Sponsor
SLO signs and returns State/Local Amendment to Project Sponsor	DNR-Grants