



Land & Water Conservation Fund (LWCF) Educational Webinar

Antoinette Norfleet
Grants Manager
January 2023

Housekeeping Reminder

Presentation will be recorded

Everyone will be muted

Questions are encouraged

Write questions in chat box or

Raise your hand to be unmuted

Full Q&A at the end of the session

10-minute break

Note

This workshop does not contain all of the information and applicant responsibilities associated with LWCF. Applicants must adhere to all state and federal requirements.

www.gadnr.org/grants



Agenda

LWCF overview

Applicants & project types

Funding

Pre-application

Break

Criteria

Second level application

Agreement & project launch

Closeout & post completion

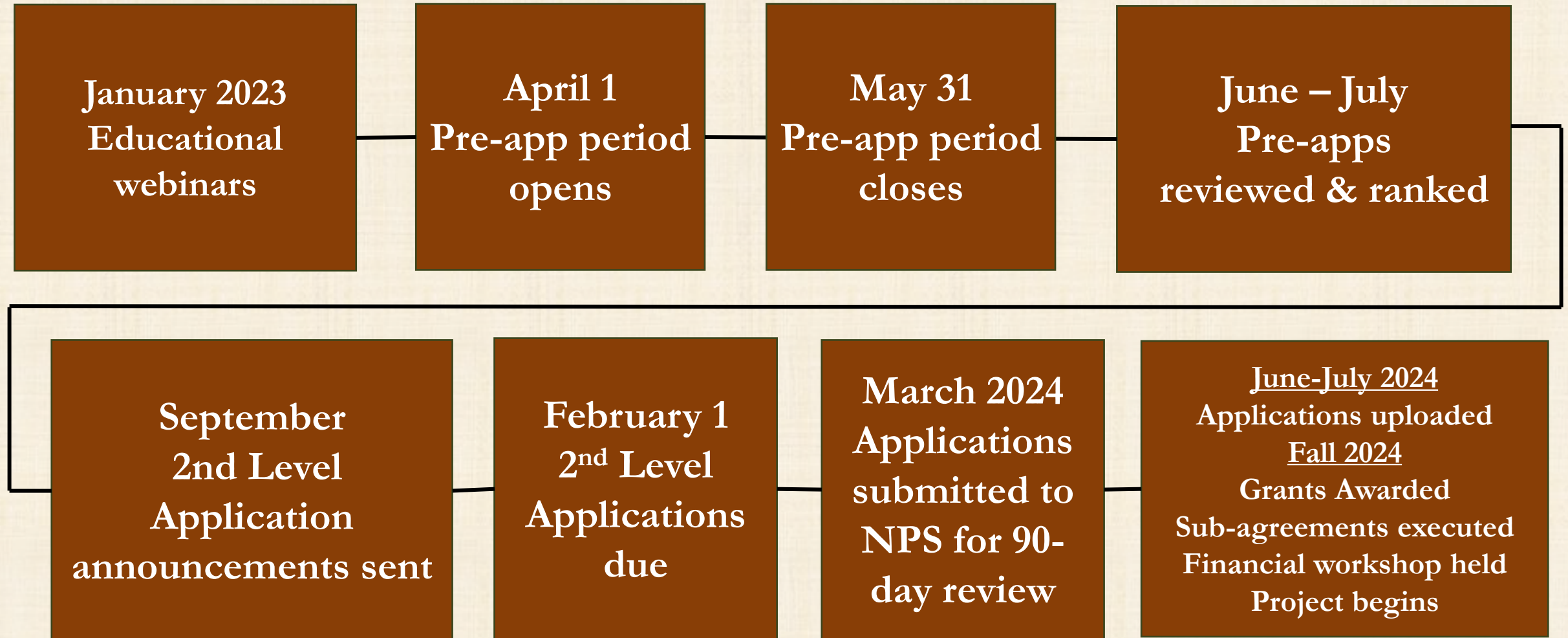
LWCF Purpose

The Land and Water Conservation Fund (LWCF) provides funds to acquire recreation lands as well as to develop and renovate outdoor recreation facilities.

Where Does LWCF Funding Come From?

- The LWCF Program is a **federally funded grant** program via the Department of Interior-National Park Service and is administered at the **state level**.
- Funds are derived from the revenue from **oil and gas lease sales** on the Outer Continental Shelf.
- Each state receives an **appropriation** based on a formula that includes the states population.
- We accept applications on a biennial grant cycle. Therefore, the available funds will typically be **two years of appropriations**.

LWCF 2022-2023 Grant Cycle Timeline





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- Qualified Local Government Agencies
- Legally constituted Recreation Authorities and Recreation Commissions
- Limited to 1 application/project



Who Can Apply?

Project Types

Acquisition

Development

Renovation/Rehab

Projects compete within each category

Poll Question #1

Which category do you plan on applying for?

Acquisition

Development

Renovation/Rehab

Unsure

Acquisition Projects

Acquisition projects:

Undeveloped land for future
development

or

Recreation land that is not
currently available to the
general public.



Acquisition Projects



Eligible costs: limited to the appraised
land value



Ineligible costs: appraisals, appraisal
review cost, attorney fees, title searches

Development Projects

Construction of outdoor recreation facilities and support facilities for public enjoyment and use

Key point is public outdoor recreation

Development Projects- Examples

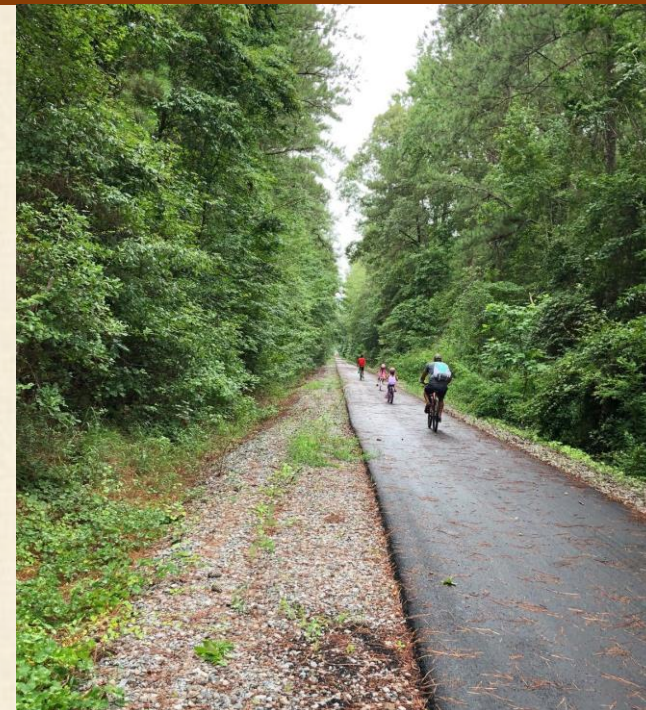
Eligible

Ballfields

Trails

Splash pad

Restroom



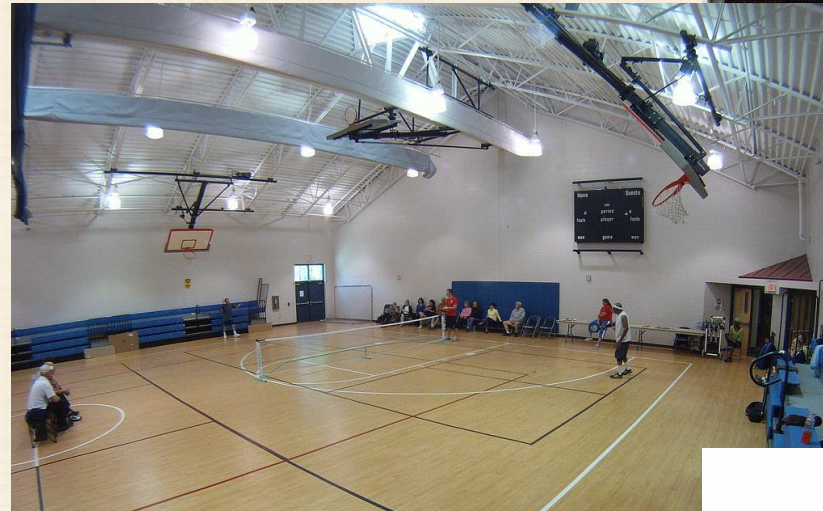
Development Projects

Ineligible

Gymnasium

Senior centers

Semi/professional team
arena



Renovation/Rehab Projects

Renovation/rehab of existing outdoor recreation facilities into the same or different type of facility for public enjoyment and use

Renovation/Rehab Projects- Examples

- Ballfields lighting replacement
- Trail resurfacing from gravel to asphalt
- Swimming pools converted to splash pad
- Changing tennis court to skate park



Project Types Summary



Apply for ALL of
your outdoor
recreation needs.



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2022-2023 Available Funds

Appropriation by year

FY 2022- \$7 million

FY 2023- \$7 million (anticipated)

Total available **\$14 million**

Minimum and Maximum Funding

LWCF requires dollar for dollar match

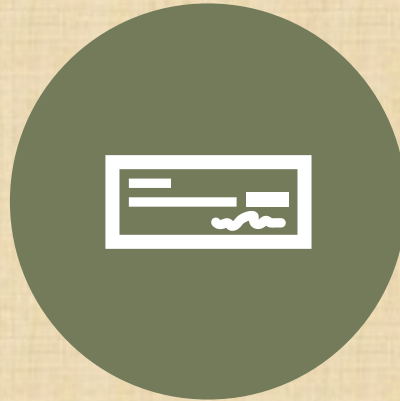
Maximum award of **\$500,000**
equates to a \$1 million project
(2nd funding cycle)

Minimum award of **\$25,000**
equates to \$50,000 project

Reimbursement



REIMBURSEMENT
PROGRAM




PAY EXPENSE/INVOICE;
SUBMIT DOCUMENTS;
RECEIVE REIMBURSEMENT
OF **50%** OF ELIGIBLE COSTS



10% OF FUNDING IS
WITHHELD UNTIL THE
CLOSEOUT PROCESS IS
COMPLETE

- Applicant's cash and cash donations
- Applicant's in-kind labor, equipment rental, and materials
- Donations of labor from private organizations & individuals (professional services, materials, and equipment)
- Discounts recorded as donations (services, equipment rental, or materials)
- Items must be associated with the project



Ways to match
the grant

Examples of Ineligible Items

- Design only projects
 - Purchase of heavy equipment
 - Roads outside of the park boundary
 - Indoor recreation facilities
 - Consulting services and planning
 - Travel & meals
 - Incidental acquisition costs
 - Administrative costs
 - Purchase of equipment & large tools
 - Equipment maintenance
-
- Any expense prior to full execution of the grant agreement



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The Pre-Application

- Comprised of grading criteria and other items, resulting in total score/rank
- Serves as the basis for selecting projects that continue in the approval process
- Submitted using on-line portal

The on-line portal

Wize Hive

Create account

General project information

Criteria questions

Upload documents

Meet submittal deadline

Pre-Application Requirements

- Transmittal Letter
- Current Resolution
- Site Map
- Boundary Map and/or legal description
- Location Map
- Narrative description
- Answers to criteria questions
- Budget/Cost estimate
- Any additional information (Comprehensive Plan, etc..)



Pre-Application Requirements

Resolution



RESOLUTION

(example)

STATE OF GEORGIA

COUNTY OF RUTHERFORD

WHEREAS, at the regular meeting of *City of Freebush* of Rutherford County, Georgia, held on October 1, 2020, a motion was made and duly seconded that the *City of Freebush* agrees to submit a Pre-application for funding from the Land and Water Conservation Fund. The *City of Freebush* further agrees that in the event the *City of Freebush's* pre-application is recommended for funding by the Department of Natural Resources, the *City of Freebush* certifies and assures that it has the ability and intention to finance their 50 percent of the total project cost and will move forward with due diligence to prepare, or have prepared, appropriate documentation required for a formal LWCF application.

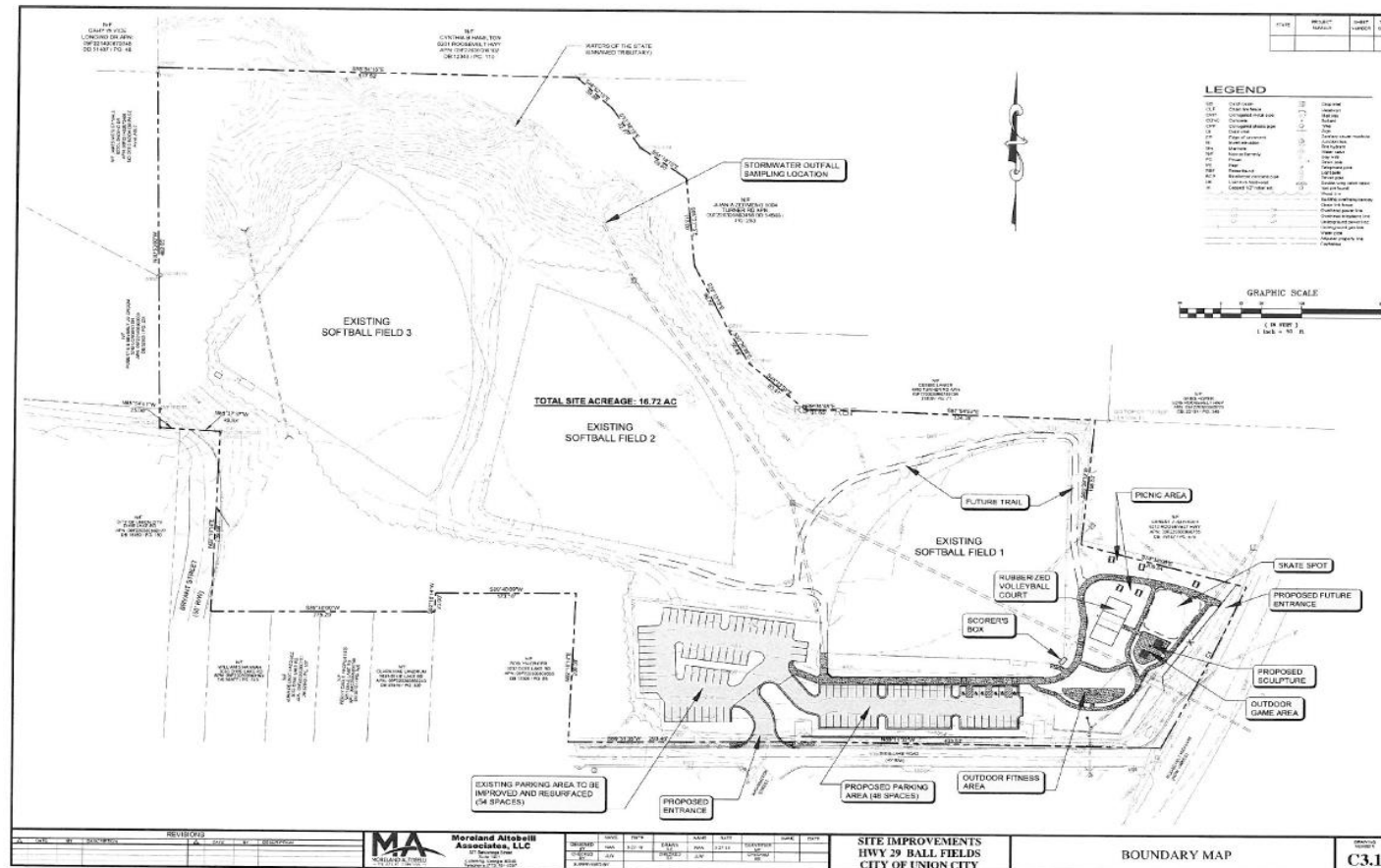
PROJECT SPONSOR

BY: _____
(Official Authorized to Sign)

(Signatures of Council/Commission, if required)

Combination Site & Boundary Map

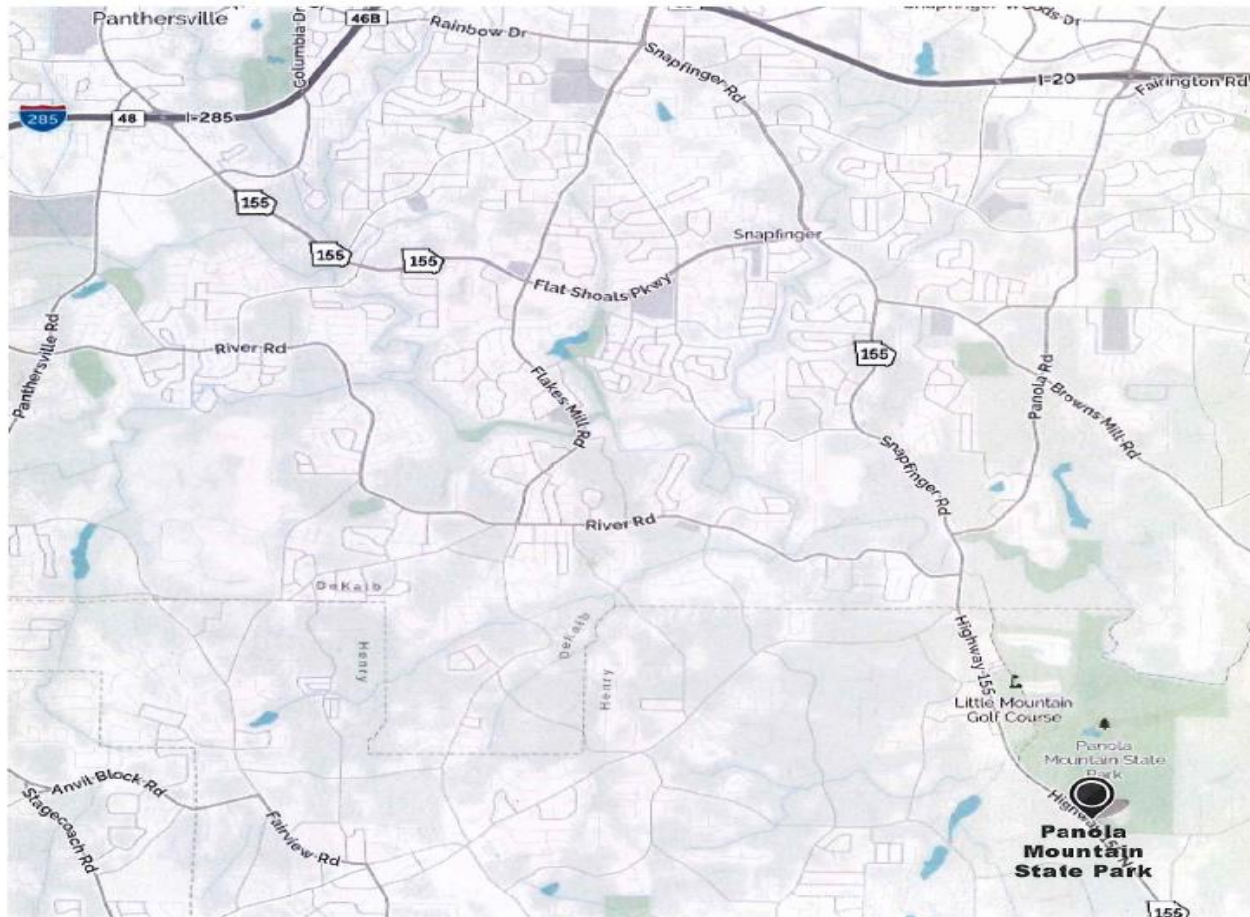
Purpose: identifies recreation facilities & boundary



- ✓ North arrow
- ✓ Meets & bounds
- ✓ Scale
- ✓ Date of completion
- ✓ Site name
- ✓ Ingress/egress
- ✓ Acres

Location Map

Purpose: to locate the site effectively



Include at least one major road.
(Interstate, State Hwy, park)

Narrative

Purpose: a quick reference of the project elements

- One page max
- Make reference to each item included in the project (all facilities, donations, volunteers, etc.)
- Cross-reference the budget
- Include needs

Narrative- example



Norfleet Park Project Narrative

Background

The 40-acre Norfleet Park was developed in 1990. Current facilities at the park include: 1 football field; 4 baseball fields; a concessions/restroom building; paved parking; and a maintenance area. All fields are lighted.

Need

During the COVID crisis outdoor recreation became a focal point in people's minds. As the only outlet, it became popular again and the popularity has not slowed down. We received many citizens comments over the last years that the facilities are nice but dated. We need to meet the needs of our existing and new users. Renovations at Norfleet Park will be completed in phases. Phase 1 was the replacement of all fencing and was completed in 2021.

Request

Phase 2 of the Norfleet Park renovation project will consist of demolition of the existing concessions/restroom building and construction of a new 2 story concessions/restroom building. The upper level of the building will be used for coaches' meetings, umpire area and scorekeeping station.

Project Budget

- Include all eligible items in your budget
- For Second Level application, minor budget tweaks only
- After grant award, budget changes may require a formal amendment request to National Park Service
- Major budget changes may result in withdrawal of project (bait & switch)
- Be very conscious of this when creating the budget
- You must adhere to it

Cost Estimate

City Park- trail improvements and renovations

Trail renovations

Henderson Park:

Bridge/Boardwalk construction (Red Trail)	\$50,000.00
Trail improvements (steps, clearing, grading)	\$12,000.00
Trail improvements (site preparation – work groups/maintenance crews)	\$5,000.00

Kelly Cofer Park:

Bridge/Boardwalk construction	\$7,000.00
Trail improvements (clearing, grading)	\$5,000.00
Trail improvements (site preparation – work groups/maintenance crews)	\$5,000.00

Smoke Rise Park:

Bridge/Boardwalk improvements	\$8,000.00
Trail improvements (clearing, grading)	\$4,000.00
Trail improvements (site preparation – work groups/maintenance crews)	\$5,000.00

Benches	\$10,000.00
Trash Receptacles	\$4,000.00

Total budgeted costs:	\$100,000.00
Total "in-kind" costs:	\$15,000.00
TOTAL Project Cost:	\$115,000.00

Project Budget (con't)

- Make sure donations appear in budget sheet
- Itemize all your costs
- Engineering & Design capped at 10% of the total cost
- Round up or down to nearest thousand (75,000 vs. 75,352)



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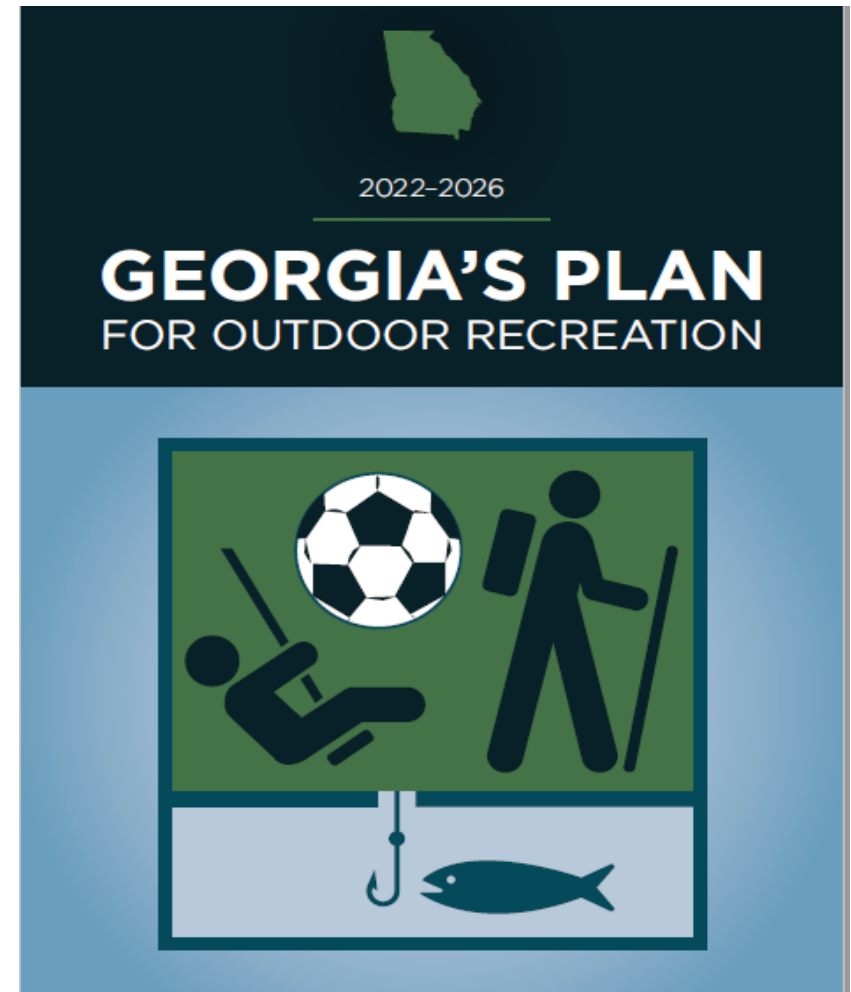
Second level application

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Criteria Background

- 5 year Statewide Comprehensive Outdoor Recreation Plan (SCORP) ↓
- Pillars & Strategies ↓
- Criteria questions ↓
- Selected projects meet a goal of SCORP



Pillar-Strategy-Criteria question

Pillar: Conserve natural resources

Strategy #2:

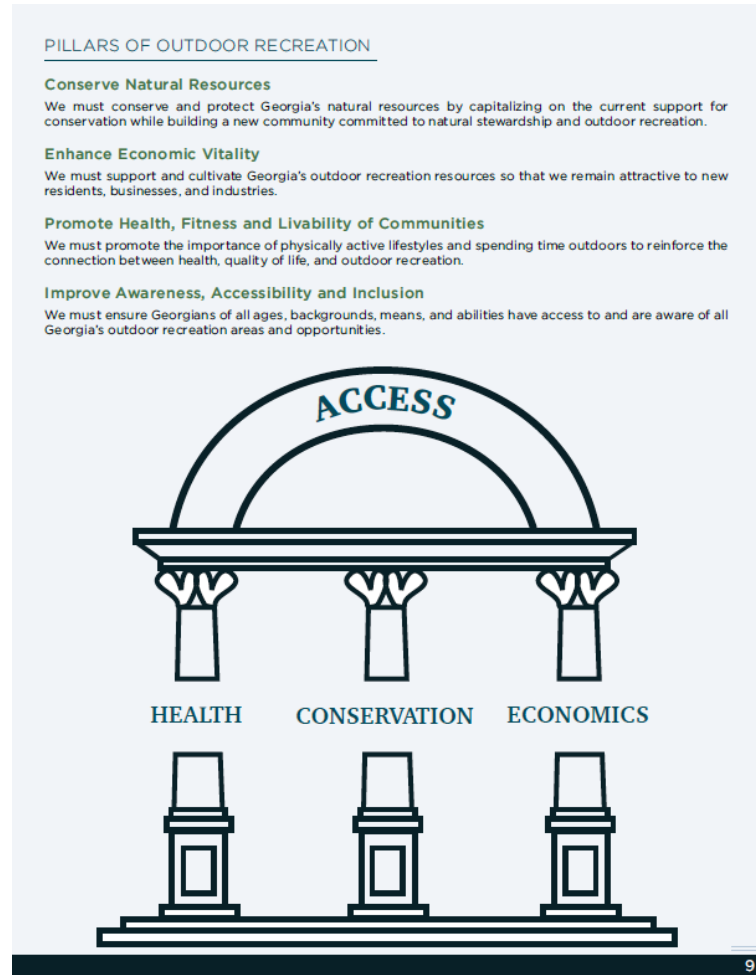
Include outdoor recreation planning at the state and local level of land management planning to ensure outdoor recreation is identified as an important part of providing, maintaining, and protecting Georgia's natural resources.

Criteria question #14:

Does your jurisdiction have a planning document that specifically identifies this project?

SCORP Pillars

- Conserve natural resources
- Enhance economic vitality
- Promote health, fitness, and livability of communities
- Improve awareness, accessibility and inclusion



Review Question

Are all of the LWCF criteria questions derived from the Statewide Comprehensive Outdoor Recreation Plan?

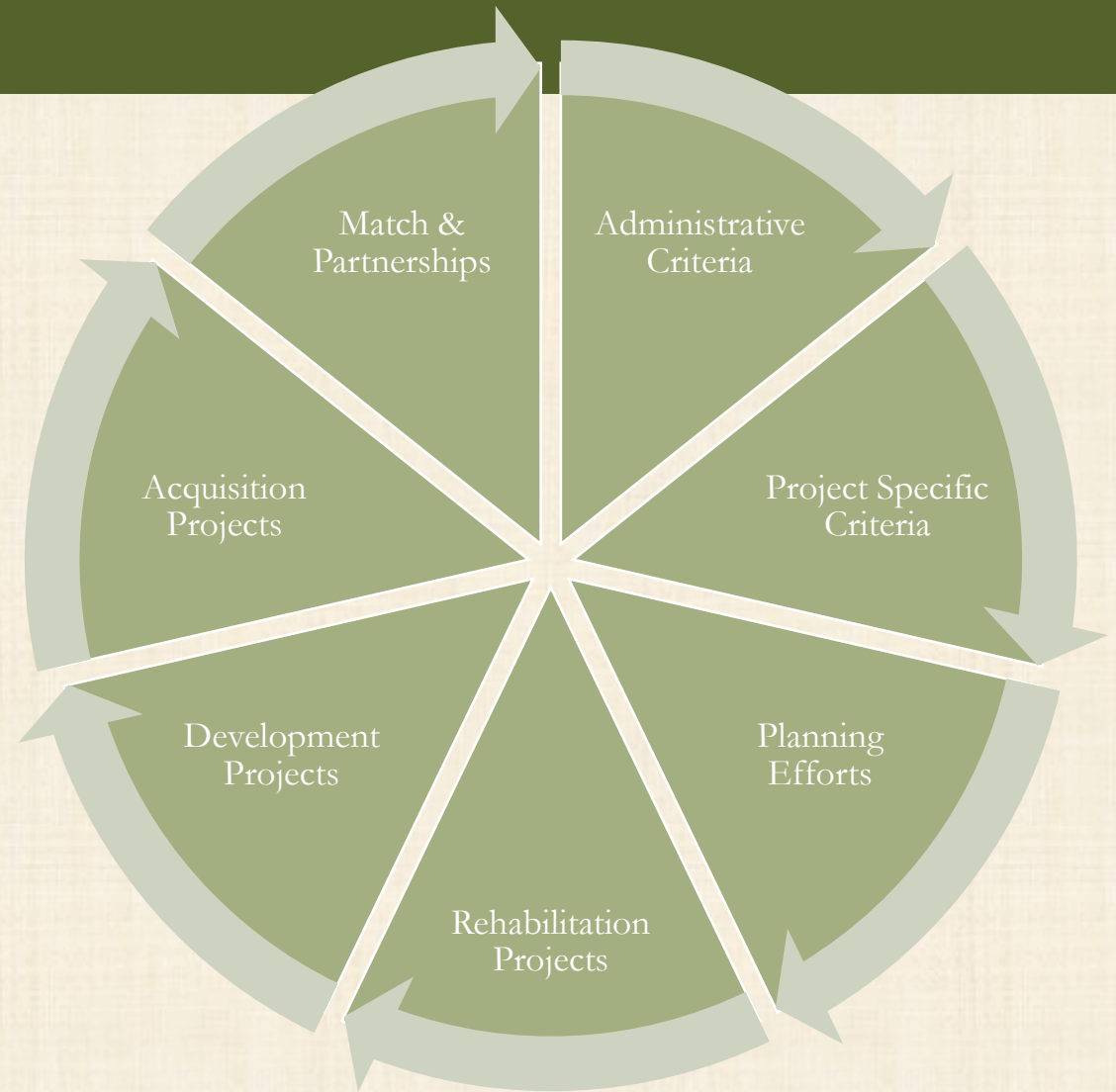
Review Question

Are all of the LWCF criteria questions derived from the
Statewide Comprehensive Outdoor Recreation Plan?

No

Criteria questions

7 sections



Administrative Criteria

Every applicant must address the 5 criteria in this section

- **Unresolved Issues-** compliance issue, conversion, unresolved issue with Recreational Trails Program, on federal debarred list
- **Park System-** update of parks in your system, *AAI#6*
- **LWCF Inspection History-** inspection of previous grant sites
- **Past Grants-** when was your last LWCF grant?
- **SHPO Review-** completed and favorable review by State Historic Preservation Office

Administrative Criteria

Every applicant must address the 5 criteria in this section

- **Unresolved Issues-** compliance issue, conversion, unresolved issue with Recreational Trails Program, on federal debarred list
- **Park System-** update of parks in your system, *AAI#6*
- **LWCF Inspection History-** inspection of previous grant sites
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Project Specific criteria

Every applicant must address the 7 criteria in this section

- **Recreation Type-** active or passive, *CNR#4*
- **Connect and Educate-** connect and educate users of GA's natural resources within the project, *CNR#4*
- **Disadvantaged Area-** within financially disadvantaged area, *EV #5*
- **Economic Opportunities-** project create opportunity within immediate project area, *EV #5*
- **ADA-** project goes above and beyond requirements, *AAI#2*
- **Barriers (identify)-** barriers that discourage use of facilities, *AAI#3*
- **Addressing Barriers-** does project address the barrier, *AAI#3*

Planning Criteria

Every applicant must address the 12 criteria in this section

- **Land Use planning, *CNR#2***

Planning that address outdoor recreation /conservation of natural resources

If yes, upload cover page and other relevant pages (comp plans, recreation plans, etc.)

- **Project Specific Planning, *CNR#2***

Planning document with project identified in it

If yes, upload cover page and other relevant pages

- **General land-use policies, *HFL#2***

Policies that encourage non-recreation providers to identify/maintain outdoor recreation spaces

If yes, provide copy of policy

Planning Criteria continued

- **Healthy communities, *HFL#4***

Collaboration to advance Healthy Communities Initiative & incorporate health & livability programs. If yes, explain

- **Collaboration Efforts, *AAI#4***

Collaboration to increase access to outdoor recreation facilities
If yes, explain

- **Project Specific Collaboration Efforts, *AAI#4***

Project result of the efforts in question above
If yes, explain

Planning Criteria continued

- **Identifying Recreation Users, *EV#1***

Marketing research that tracks demographics & usage trends for your project

If yes, upload research

- **Return on Investment, *EV#1***

Return on investment included in report above

If yes, upload report

- **Census Data, *HFL#3***

Which demographic increase in your area (2010-2020)

Upload documentation

Planning Criteria continued

- **Increasing demographic population, *HFL#3***
Direct impact on the demographic by the project
If yes, explain impact
- **Increasing demographic involvement, *HFL#3***
Was identified group involved in creation the grant proposal
If yes, explain
- **Underrepresented Communities, *AAI#1***
Direct impact on underrepresented communities or diverse individuals
If yes, explain

Match & Partnership criteria

Every applicant must address the 2 criteria in this section

- **Match source, *CNR#5***

SPLOST, grant, donation, in-kind

The value of the match must be at least 5% of grant request.

Example: Total project cost= \$50,000 Grant request= \$25,000

Match source 5% of \$25,000= \$1,250

- **Number of Financial Partners, *EV#2***

Letter from each partner describing their commitment

(volunteer hours, donation of cash or materials, or professional services)

Letters of support do not constitute a financial commitment

To be considered a financial partner, the value of the match must be at least 5% of grant request.

Example: Total project cost= \$50,000 Grant request= \$25,000

Match source 5% of \$25,000= \$1,250

Rehabilitation Projects- criteria

Skip if your project is development or acquisition

- **Nature of rehabilitation**
Describe project & why it is critical
- **Type of rehab project**
Select type: multiple facilities, single facility, support facility
- **Rehab to meet needs, *HFL#3***
Replacing facility with a different type
If yes, will meet preference of growing demographic or under-represented



Rehabilitation Projects- continued

- **Rehabilitating an LWCF-funded Site**

Site has had past LWCF grant dollars

- **Rehabilitating Parks near People**

Project site is located near where people live and work

A labeled map must be included, *HFL#1*

- **Rehabilitating trails**

Project is a trail that provides connectivity

A labeled map must be included, *HFL#1*



Development Projects- criteria

Skip if your project is renovation or acquisition

- **Nature of Development**
Describe the project, explain why it is critical
- **Type of Development**
Multiple facilities, single facility, support facilities
- **Development to meet needs**
New trends, growing demographic, underrepresented users, **HFL#3**



Development Projects- continued

- **Development within an LWCF site**
Has there been prior LWCF grants at the site
- **Type of recreation**
Project is for recreation or the support of recreation (fencing, lighting, etc)
- **Developing Parks near People**
Project site is located near where people live and work A labeled map must be included, *HFL#1*
- **Developing Trails**
Project is a trail that provides connectivity A labeled map must be included, *HFL#1*



Acquisition criteria questions

Skip if your project is renovation or development

- **Description of acquisition**

Describe why this land needs to be purchased

Include a map that indicates the parcel/tract being acquired.

- **Type of land**

Wetlands, buffer, recreation, endangered species, other, *CNR#3*

- **Recreation areas**

Describe the acquisition in terms of expanding an existing LWCF site; expanding an existing non-LWCF site; establish a new park site; and/or secure an in-holding

- **Acquiring park land near people**

Is acquisition near where people live and work

A labeled map must be included in order to earn points, *HFL#1*

Tips

- Just because you don't answer/satisfy every criteria question does not mean the project will not be funded.
- Using facts, not fluff results in a better-quality application.
- Being consistent throughout helps the reviewer understand your project.
- Understanding each question and clearly addressing it will result in greater points.
- Call us, we want you to be successful!



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LWCF 2022-2023 Grant Cycle Timeline

January 2023
Educational
webinars

April 1
Pre-app period
opens

May 31
Pre-app period
closes

June – July
Pre-apps
reviewed & ranked



September
2nd Level
Application
announcements sent

February 1
2nd Level
Applications
due

March 2024
Applications
submitted to
NPS for 90-
day review

June-July 2024
Applications uploaded
Fall 2024
Grants Awarded
Sub-agreements executed
Financial workshop held
Project begins

The Second-Level Application

- Formatting information for National Park Service review & approval
- Boundary Map finalized
- Budget/Cost estimate tweaked
- Pre-award inspection completed
- Environmental Review Documents
 - Applicant to comply with NEPA review requirements: Environmental Assessment or Cat Ex
 - Agency reviews to be completed:
 - Wildlife Resources Division (WRD)
 - State Historic Preservation Office (SHPO) Section 106 Review, if not submitted with pre-application
 - Georgia Department of Transportation (GDOT)
 - Floodplain Encroachment Review (EPD)
 - United States Fish and Wildlife (USFW)

Appraisal & Independent Review

- Appraisals are required to determine fair market value for projects selected to move to the second-level stage
- All appraisals are subject to an independent appraisal review
- Appraisals must be sent to DNR & forwarded to reviewer on behalf of the Applicant
- Costs for the independent review is the responsibility of the Applicant and is not eligible for reimbursement.
- For acquisition projects only.



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After NPS approval

- Sign grant agreement & provide new resolution accepting the terms
- Attend a mandatory financial work session prior to starting construction
- Reimbursement process will be covered in depth
- Submit quarterly reports
- 24 months to complete project
- Record **'notice of limitation of use'** on property



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Closeout

- Close out must occur within 30 days of project completion
 - Submit final reimbursement request
- DNR review all reimbursement documents & file including 'notice of limitation of use'
 - DNR completes final inspection
 - Appropriate acknowledgement signage
- Approval to close from National Park Service
 - Final grant dollars released

Perpetual obligations after grant closure

- Acquisition projects must be developed within 3 years of acquisition
- Property must be properly maintained and kept inviting to the public
- Property must be kept available for outdoor recreation use in perpetuity, meaning FOR-EV-ER!
- DNR inspects sites every 4-5 years

LWCF Educational Webinar

A copy of this presentation will be available at
www.gadnr.org/lwcf

Trivia Question

How long has Antoinette worked with the LWCF grant program?

5-15 years

16-25 years

26-30 years

Trivia Question

How long has Antoinette worked with the LWCF grant program?

Answer: 26-30 years

26 years with LWCF

30 years with DNR



Land & Water Conservation Fund (LWCF) Educational Webinar

Questions?

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