

## Second level/Formal Application Webinar September 14, 2023

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## Agenda

- Welcome/housekeeping
- Purpose
- Maps/ownership
- Presenting The Project
- Reviews
- Break
- A&R form
- Grants Unit
- Tips & Deadlines

## Housekeeping



Raise your hand if you want to speak

Write in chat box

Staff available after webinars

20-30 minute individual session September 20<sup>th</sup> and 21<sup>st</sup> • Poll Question

## Purpose...why are we here?

### Purpose:

Gain an understanding of the puzzle pieces that form the Second-Level/Formal Application



### NPS checklist

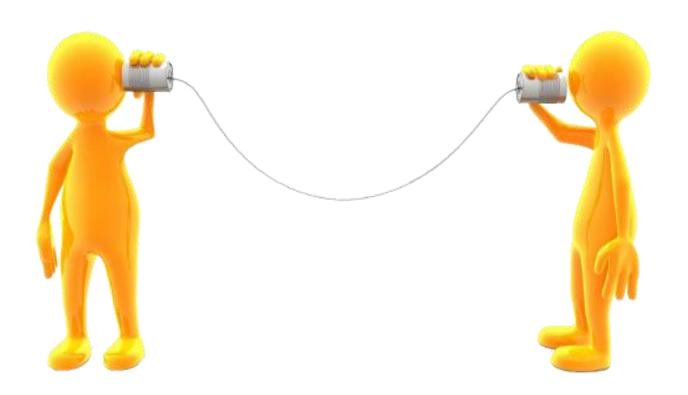
# Responsible parties: DNR and Applicant

#### New Grant Proposal Application Checklist

The LWCF Federal Financial Assistance Manual v.71 (2021) contains additional guidance on the application process. Specific guidance on the application process and the documents that comprise a complete federal application for LWCF grant assistance can be found in Chapter 6.B, pages 78 – 81. Additional citations are noted within the checklist below.

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☐ Location Map	☐ Intergovernmental review comments
☐ LWCF boundary area map (proposed) (Chapter 6.B.4)	☐ SEPA documentation
□ SF-424	☐ Floodplain/Wetland map overlays
□ SF-424 C & D	☐ Proof of flood insurance
☐ Project budget narrative	□ Leases, MOA's, MUA's, etc.
☐ Proof of ownership or other control and tenure	□ Use schedule (school parks)
☐ Pre-award site inspection report	☐ Dingell-Johnson certification
☐ A&R Form, valuation section signed only if acquisition or combo	□ Waiver of retroactivity
	☐ Acquisition donation acknowledgement
☐ NPS concurrence on NEPA Pathway (NPS will concur during Pre-Application review)	Applicable federal law compliance (Army Corps permit, endangered species act, etc.)
□ NHPA documentation - SHPO review and related consulting party or correspondence from tribal governments if applicable. (Chapter 4.C)	☐ Statement of Difference in Value and Waivers (Manual Chapter 4, pg. 56)
□ DNF	☐ Proof of cold climate criteria qualification
Acquisition & Combination Projects	Planning Projects
☐ Parcel map for acquisition parcel(s)	□ SF-424A & B
☐ Acquisition schedule	☐ Project Narrative
☐ SLO certification of Appraisal Report (A&R Form Section 2.1.B, Chapter 4.D.7)	☐ Budget Narrative
☐ Site development plan	Grants with Indirect Costs
□ Conceptual design plan	□ SF 424-A OR other presentation showing cost
☐ Building floor plan(s) if grant-funded	☐ Indirect cost rate agreement
SF-429 Cover sheet and Attachment B	

### Communication is Key



### DNR's Role









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- Checklist
  - Maps/ownership
  - Presenting The Project
  - Reviews
- Break
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- Tips & Deadlines

### NPS checklist

### Maps/ownership

Presenting The Project
Reviews
A&R form
Grants Unit

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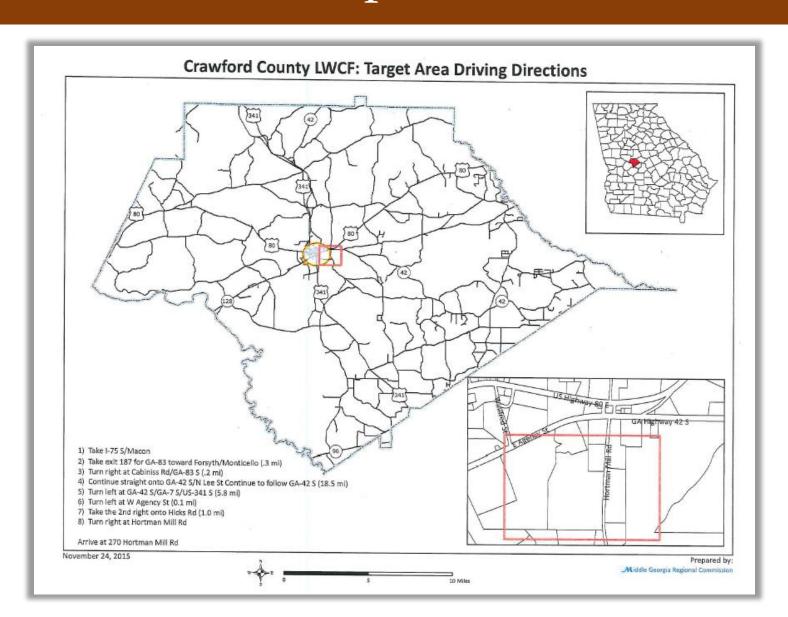
## Location Map

#### Purpose:

Locate site for inspections NPS & DNR files Inquiries by GDOT & others.

### Tip:

Driving directions alone are not acceptable



## Boundary Map: purpose & requirements

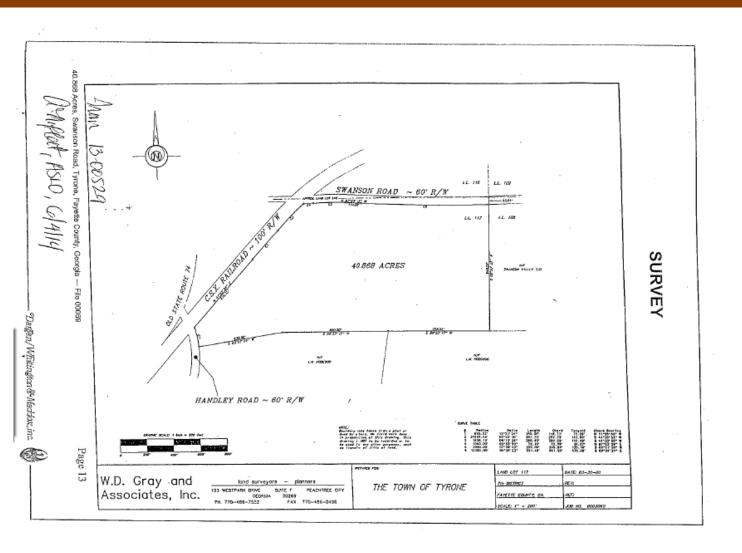
### **Purpose**

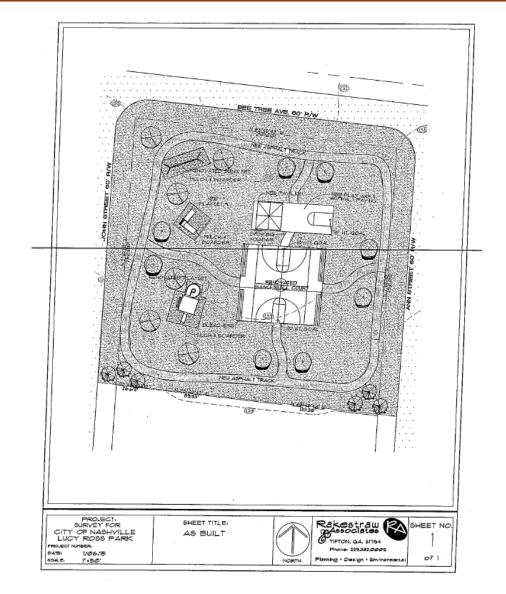
Picture format of the area that will be protected after grant acceptance.

### Required elements

- Site name
  - Acres
- Ingress/egress
  - Scale
- Meets & bounds
  - Date
- Adjacent road(s)
  - North Arrow
  - Viable park

## Boundary Map examples





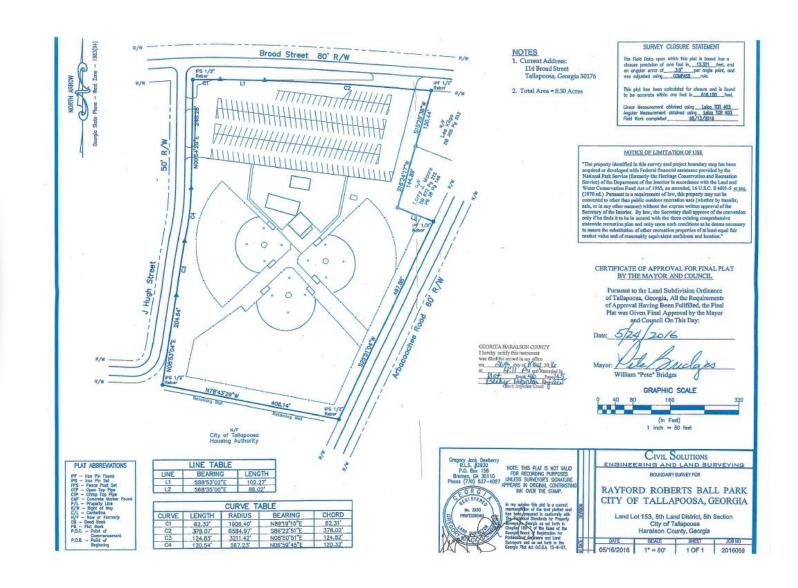
## Affidavit (after grant award)

Purpose: Legal recording showing prior grant, protection, NPS involvement.

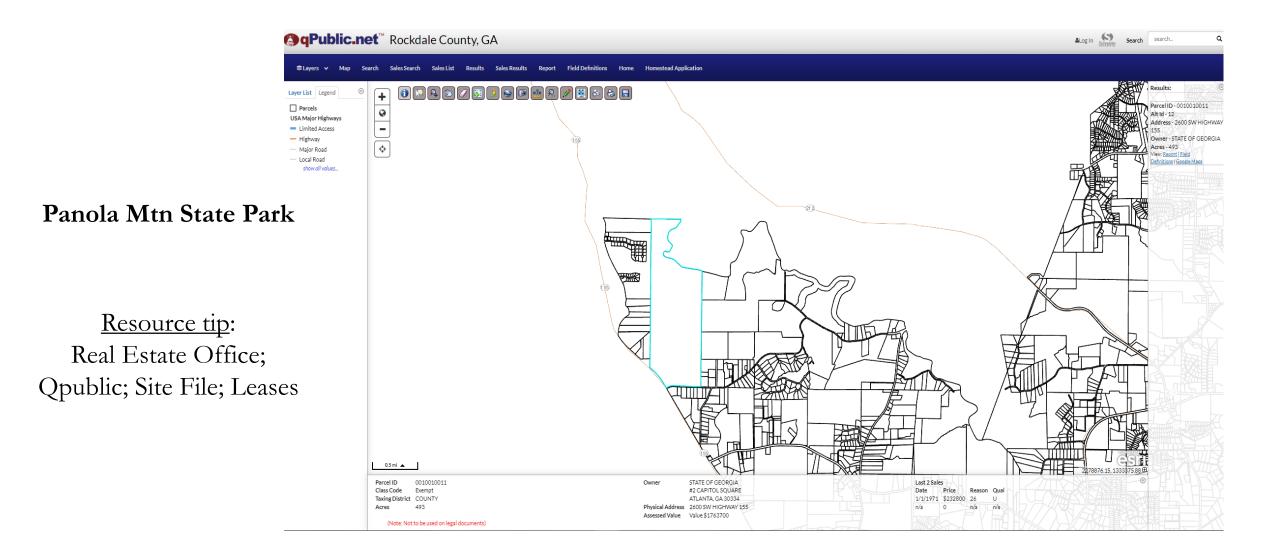
Must be recorded prior to closing the grant.

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STATE O	F GEORGIA									
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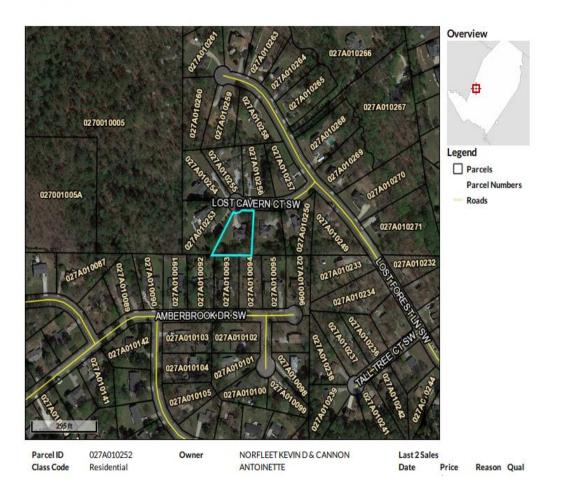
## Boundary Map- all inclusive



## Proof of Ownership



## Maps/Ownership-Proof of Ownership



Filed for Record and Recorded 01/08/2020 03:33PM Georgia Transfer Tax Paid : \$37.00

PT61#: 0652020000008

DEBBIE KINES Clerk Superior Court, GRADY County, Ga

Bk 00860 Pg 0192-0193

RETURN TO: THOMAS L. LEHMAN ATTORNEY AT LAW P.O. BOX 156 CAIRO, GA 39828-0156

WARRANTY DEED

STATE OF GEORGIA:

COUNTY OF GRADY:

THIS INDENTURE made and entered into the 18th day of December in the year of our Lord, Two Thousand and Nineteen, between CHARLES W. GRAHAM AND BRENDA K.

### NPS checklist

### Maps/ownership

Presenting The Project

Reviews

A&R form

**Grants Unit** 

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## Presenting The Project: in words

### **Narrative**

- 1st knowledge for NPS
- Not a sales job | Not competition | Informational
  - ½ to ¾ page
  - Used for scope of work along with budget

## Presenting The Project: in words

#### 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.

The project will be funded with \$100,000 from the County SPLOST funds and with \$100,000 from LWCF funds.

In addition to the proposed project, other efforts coinciding with this project include the purchase of bleachers, clearing and drainage of the remainder of the property, the installation of a fishing / retention pond of approximately one (1) acre in size. The cost of these other efforts will be approximately \$322,000 and will be funded from SPLOST, General Fund force account labor and equipment.

## Presenting The Project: in words

### **Tips**

- ➤ Same elements listed in budget/cost estimate
- Source of match
- ➤ Additional work not a part of grant, list at bottom to decrease confusion

#### Project Narrative Norfleet Park

In 2002, the County purchased 24.9 acres of property adjacent to the existing recreational complex. The property was developed for football and soccer activities.

The Recreation Authority, County Administration, and the Board of Commissioners have identified the need for renovating the football field to meet the demand of growing interest and activity in our football and soccer programs.

The LWCF renovation will include:

Goal posts Score board

Lights

Soccer goals

Bleachers

Fencing

Barrier netting

Grading

Trail paving; and

Concrete paving

The project will be funded with \$100,000 from the County SPLOST funds and in-kind labor and with \$100,000 from LWCF funds.

In addition to the proposed project, other efforts coinciding with this project include the installation of a fishing / retention pond of approximately one (1) acre in size and the construction of a concession / score tower / restroom building. The cost of these other efforts will be approximately \$344,000 and will be funded from SPLOST, General Fund force account labor and equipment.

## Presenting The Project: in numbers

### Pre-app vs 2nd level app 50-50 match easier No major changes from pre-app

Pre-application Cost Estimate					
Norfleet Park- Football renovations					
Goal posts	1	EA	1,800.00	1,800.00	
Scoreboard	2	EA	1,400.00	2,800.00	
Lights	6	EA	16,500.00	99,000.00	
Soccer goals	2	EA	200.00	400.00	
Bleachers	1	EA	50,000.00	50,000.00	
4' Fence	110	LF	8.00	880.00	
6' Fence	400	LF	12.00	4,800.00	
Barrier Netting	360	LF	8.00	2,880.00	
Grading	3500	CY	5.00	17,500.00	
Asphalt trail paving	200	SY	40.00	8,000.00	
Concrete paving	2600	SF	5.00	13,000.00	
Total				201,060.00	
Grant funds				100,000.00	
Local match				101,060.00	

Formal Application Cost Estimate							
Norflee	Norfleet Park- Football renovations						
Sports & Playfields							
Goal posts	1	EA	1,800.00	\$	1,800.00		
Scoreboard	2	EA	1,400.00	\$	2,800.00		
Lights	6	EA	16,500.00	\$	99,000.00		
Soccer goals	2	EA	200.00	\$	400.00		
Bleachers	1	EA	50,000.00	\$	50,000.00		
4' Fence	110	LF	8.00	\$	880.00		
6' Fence	400	LF	12.00	\$	4,800.00		
Barrier Netting	360	LF	8.00	\$	2,880.00		
Grading	3500	CY	5.00	\$	17,500.00		
Asphalt trail paving	200	SY	40.00	\$	8,000.00		
Concrete paving	2388	SF	5.00	\$	11,940.00		
Total				\$	200,000.00		
					400 000 00		
LWCF grant funds				\$	100,000.00		
Local match- splost				\$	82,500.00		
Local match- in-kind				\$	17,500.00		
Total				\$	200,000.00		

## Presenting The Project: in numbers

#### Bernard Park Budget Narrative Example

Element	Units	Cost	Fed Share	Match Share	Total
Acquisition	1.5ac	100,000	50,000	50,000	100,000
"Playground for All"			23,665	23,500	47,165
Poured-in-place surface	750sf	8.00	3,000	3,000	6,000
Play elements			20,665	20,500	41,165
Bathroom Renovation			12,500	12,500	25,000
Picnic areas	3	11,750	17,625	17,625	35,250
Accessible tables	12	350	-	4,200	4,200
Shelters	3	8,950	15,525	11,325	26,850
Concrete surface	1,200sf	3.50	2,100	2,100	4,200
Parking Renovation			19,110	17,265	36,375
Demolish existing lot	4,500 sf	2.25	5,062	5,063	10,125
Install new surface lot	7,000 sf	3.75	14,408	12,202	26,250
Goals for multi-use field	2	2,100	2,100	2,100	4,200
Site work (3 staff)	120 h	16.75	-	2,010	2,010
Total			125,000	125,000	250,000

The Hamilton Parks Department expects to execute this project using a combination of in-house labor and contracting with one or more outside companies. We hope to use a single firm to install the playground surface as well as the concrete for the picnic areas and the parking lot. We have reached out to several prospective companies that would typically bid for this sort of work to get general estimates to use in our budget proposal.

Site plan development for the project have occurred over the past several years and were completed in 2018. The costs of this work are not included in our budget proposal.

Land acquisition: The 1.5 acre portion of the former school property to be acquired has already been appraised to the federal standards and the value determined to be \$100,000.

Playground for all children: A new playground with a variety of elements that will be accessible for both able-bodied and disabled children of a range of ages will be built. The playground will have safety surfacing and will have features such as swings and slides, climbing apparatus, and a 12-foot-long suspension bridge.

Bathroom renovation: The existing bathroom building that includes men's and women's areas will be renovated to reconfigure the sink areas and some of the toilet cubicles so both can meet contemporary accessible design standards.

Picnic areas: Three picnic areas will be developed around the park, to include 20' diameter steel framed gazebo shelters, concrete surface, and accessible picnic tables. The picnic tables will be donated to the project by a local hardware store in Hamilton and will be counted as part of the match.

Parking Area with Permeable Pavement: A small existing asphalt parking lot that served the school playfield area and that will be accessible to one of the new picnic areas will be demolished and

#### Page 2

expanded to create a new lot using porous concrete that will park 20 cars, including 3 parking spaces for people with disabilities.

Multi-use field – The land being acquired comprises former school playfields so minimal work is needed. However, to be fully usable new goals will need to be installed.

Site work: Fencing and vegetation that separates the existing park from the former school site will be cleared or demolished. This work will be performed by the park's maintenance staff. We estimate the work will take about 120 hours, or 3 staff each for one week at an average salary of \$16.75/hour.

## Presenting The Project: in numbers

#### Tips:

- Larger project...more detail
- How was budget developed or cost derived? (appraisal, phone quotes)
- Element mentioned not in budget...explain. (Site plan)
- Smaller scope/lower cost possible confusion...explain. (bathroom reno)
- More expensive item...explain (pervious concrete)
- In-kind labor, donations, etc....explain (site work)
- Separate cost not associated with grant (not in example)

#### Bernard Park Budget Narrative Example

Element	Units	Cost	Fed Share	Match Share	Total
Acquisition	1.5ac	100,000	50,000	50,000	100,000
"Playground for All"			23,665	23,500	47,165
Poured-in-place surface	750sf	8.00	3,000	3,000	6,000
Play elements			20,665	20,500	41,165
Bathroom Renovation			12,500	12,500	25,000
Picnic areas	3	11,750	17,625	17,625	35,250
Accessible tables	12	350	-	4,200	4,200
Shelters	3	8,950	15,525	11,325	26,850
Concrete surface	1,200sf	3.50	2,100	2,100	4,200
Parking Renovation			19,110	17,265	36,375
Demolish existing lot	4,500 sf	2.25	5,062	5,063	10,125
Install new surface lot	7,000 sf	3.75	14,408	12,202	26,250
Goals for multi-use field	2	2,100	2,100	2,100	4,200
Site work (3 staff)	120 h	16.75	-	2,010	2,010
Total			125,000	125,000	250,000

The Hamilton Parks Department expects to execute this project using a combination of in-house labor and contracting with one or more outside companies. We hope to use a single firm to install the playground surface as well as the concrete for the picnic areas and the parking lot. We have reached out to several prospective companies that would typically bid for this sort of work to get general estimates to use in our budget proposal.

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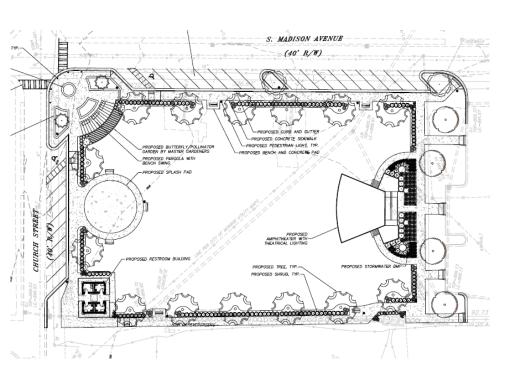
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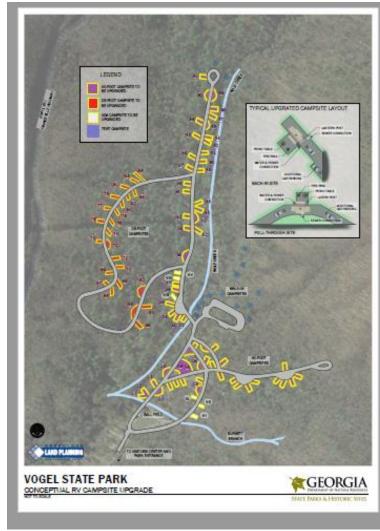
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## Presenting The Project: in pictures



Concept & Development Plans



### CITY OF **CEDAR**TOWN GOODYEAR PARK - PROPOSED PHASE II



\*Proposed fields can be subdivided into smaller youth fields.

## Presenting The Project: in pictures

### **Tips**

Distinguish facilities as Existing | Proposed | Future

Distinguish
Prior LWCF elements/facilities & project number



### NPS checklist

### Maps/ownership

**Presenting The Project** 

Reviews

A&R form

**Grants Unit** 

#### New Grant Proposal Application Checklist

The LWCF Federal Financial Assistance Manual v.71 (2021) contains additional guidance on the application process. Specific guidance on the application process and the documents that comprise a complete federal application for LWCF grant assistance can be found in Chapter 6.B, pages 78 – 81. Additional citations are noted within the checklist below.

All Acquisition & Development & Combo	
Projects	As Applicable
Location Map	☐ Intergovernmental review comments
WCF boundary area map (proposed) (Chapter	☐ SEPA documentation
□ SF-424	□ Floodplain/Wetland map overlays
☐ SF-424 C & D	☐ Proof of flood insurance
Project budget narrative	Leases, MOA's, MUA's, etc.
Proof of ownership or other control and tenure	□ Use schedule (school parks)
☐ Pre-award site inspection report	□ Dingell-Johnson certification
☐ A&R Form, valuation section signed only if acquisition or combo	□ Waiver of retroactivity
☐ Required NEPA documentation (Chapter 4.B)	☐ Acquisition donation acknowledgement
☐ NPS concurrence on NEPA Pathway (NPS will concur during Pre-Application review)	Applicable federal law compliance (Army Corps permit, endangered species act, etc.)
☐ NHPA documentation - SHPO review and related consulting party or correspondence from tribal governments if applicable. (Chapter 4.C)	☐ Statement of Difference in Value and Waivers (Manual Chapter 4, pg. 56)
□ DNF	☐ Proof of cold climate criteria qualification
Acquisition & Combination Projects	Planning Projects
☐ Parcel map for acquisition parcel(s)	□ SF-424A & B
☐ Acquisition schedule	Project Narrative
☐ SLO certification of Appraisal Report (A&R Form Section 2.1.B, Chapter 4.D.7)	□ Budget Narrative
Site development plan	Grants with Indirect Costs
Conceptual design plan	SF 424-A OR other presentation showing cost
☐ Building floor plan(s) if grant-funded	☐ Indirect cost rate agreement
☐ SF-429 Cover sheet and Attachment B	



## Agenda

- Welcome/housekeeping
- Purpose
- Checklist
  - Maps/ownership
  - Presenting The Project
  - Reviews
- Break
- A&R form
- Grants Unit
- Tips & Deadlines

### Reviews

#### **NEPA**

Environmental Assessment -inclusive Categorical Exclusion- skip some reviews

Required for LWCF application:

State Historic Preservation Office (SHPO)

U.S. Fish and Wildlife Services

GA Floodplain Management

Interagency reviews

GA Department of Transportation

Regional Commission

GA Wildlife Resources Division (WRD)



## Section 106 of the National Historic Preservation Act

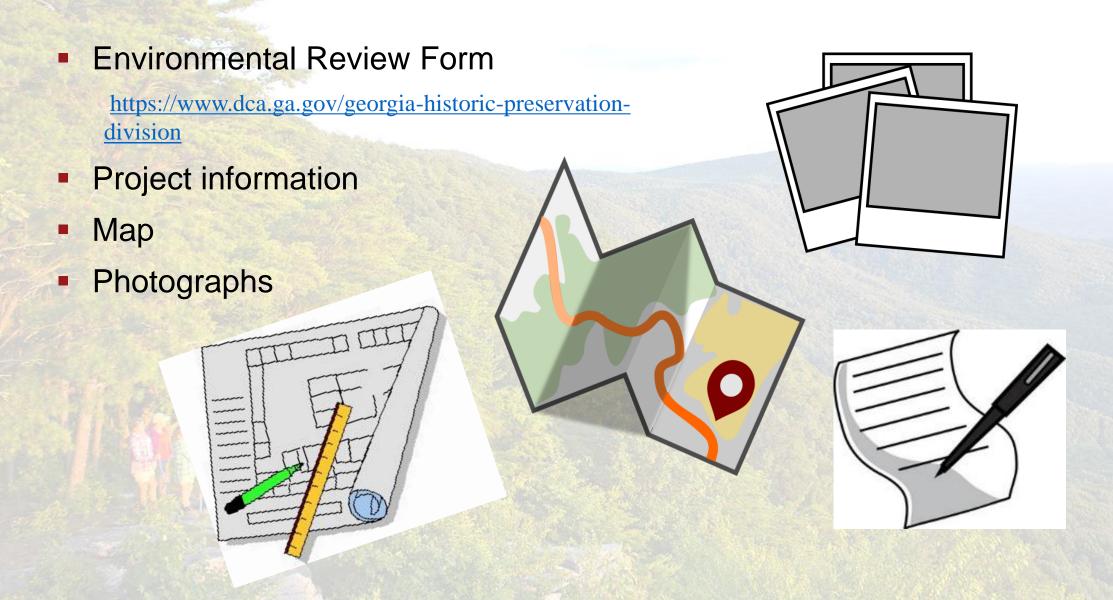
- National Historic Preservation Act
  - Section 106
- Undertaking:

"project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval." 36 CFR Part 800.16

### Historic Property:

"any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places..." 36 CFR Part 800.16

### Consultation with SHPO



## NHPA/SHPO/HPD review



### Reviews

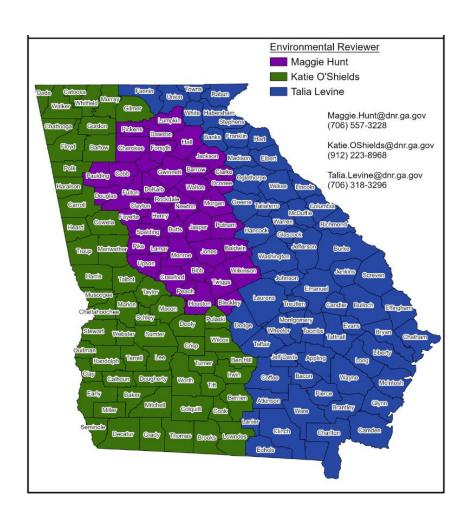
GA Wildlife Resources Division (WRD)

https://georgiawildlife.com/environmental-review

U.S. Fish and Wildlife Services





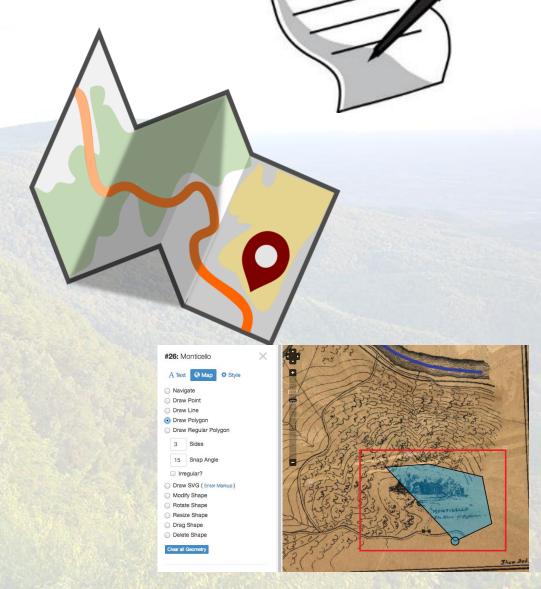


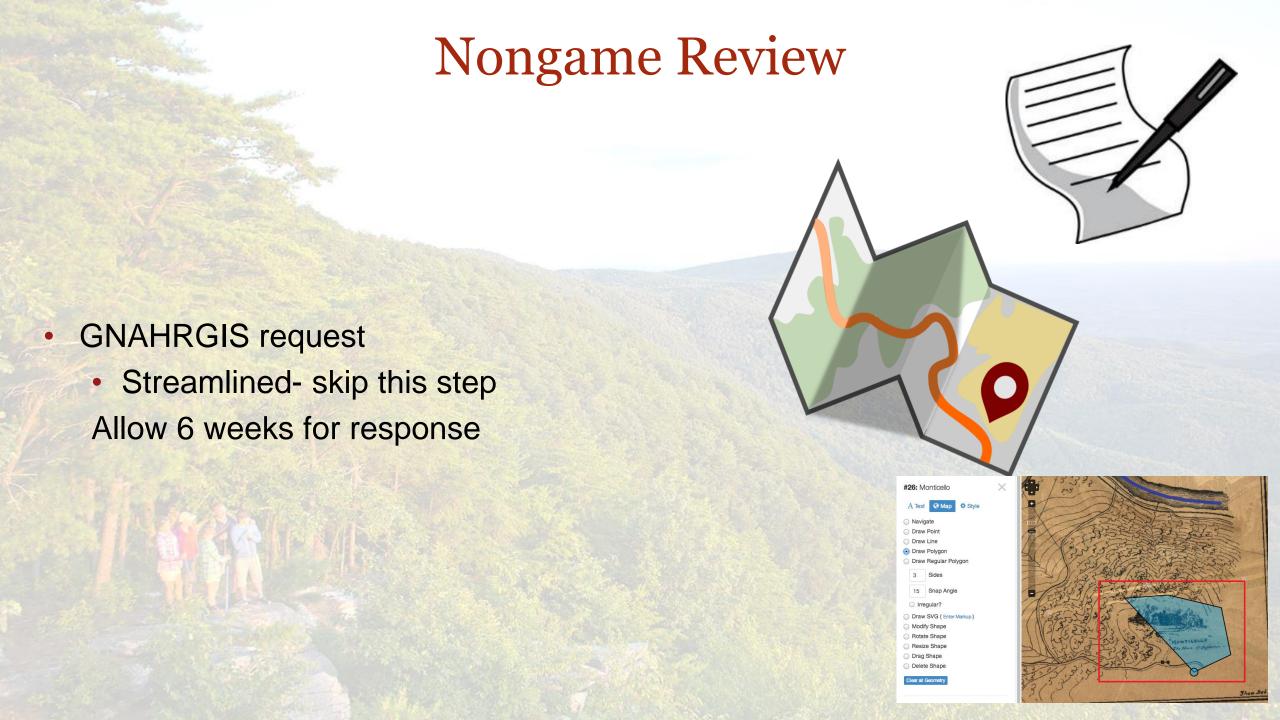
Nongame Review

Initial Review Request

Nongame.Review@dnr.ga.gov

- Subject line: LWCF Grant-project namecounty
- Cc- review biologist (previous slide)
- Description of the project and possible impacts
- Shape file, KMZ, lat-long, detailed map or Qpublic map with address
- Compressed/zipped files may be blocked
- DropBox; Google Drive; One Drive work well





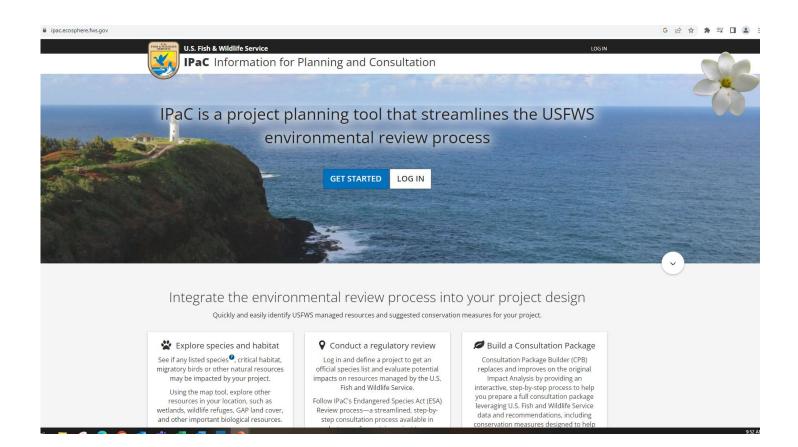
### Reviews

U.S. Fish and Wildlife Services

https://ipac.ecosphere.fws.gov

IPaC overview (8 minute video)

https://www.youtube.com/watch?v=8WAbubFKyFY



### Reviews

#### NEPA

Environmental Assessment -inclusive Categorical Exclusion- skip some reviews

Required for LWCF application:

State Historic Preservation Office (SHPO)
U.S. Fish and Wildlife Services

GA Floodplain Management

Interagency reviews

**GA** Department of Transportation Regional Commission

GA Wildlife Resources Division (WRD)



### Reviews

#### NEPA

Environmental Assessment -inclusive Categorical Exclusion- skip some reviews

Required for LWCF application:

State Historic Preservation Office (SHPO)

U.S. Fish and Wildlife Services

GA Floodplain Management

Interagency reviews

**GA Department of Transportation Regional Commission** 

GA Wildlife Resources Division (WRD)

Needed Items:

GPS coordinates/location

Narrative

Topo map

Deadline: September 29th

### Reviews submittal dates

### September 29

Topo map | narrative | location (via email)



### October 13

State Historic Preservation Office

GA Wildlife Resources Division (WRD)



### November 27

US Fish & Wildlife Service

### Break Time





# Agenda

- Welcome/housekeeping
- Purpose
- Checklist
  - Maps/ownership
  - Presenting The Project
  - Reviews
- Break
- A&R form
- Grants Unit
- Tips & Deadlines

### Application & Revisions Form

On LWCF website in Word format

15-page document

Cover sheet and 4 sections

Cover sheet- local government/applicant

Section 1- combination DNR/applicant

Section 2 & 3- local government/applicant

Section 4- used after grant award only

NPS Form 10-904 (Rev. 11/2019) National Park Service OMB Control No. 1024-0031 Expiration Date 10/31/2023

#### LWCF

National Fark Service
U.S. Department of the Interior
State and Local Assistance Programs



#### Application and Revision (A&R) Form

New project grant application (fill out section 1.0, 2.0 with relevant sub-section(s), and 3.0):  Acquisition (fill out section 2.1)  Development/Renovation (fill out section 2.2)  Combination Acquisition & Development/Renovation (fill out both sections 2.1 and 2.2)  New Planning Grant Application (attach narrative – see manual)  Amendment during active period of performance (fill out section 4.0) – check all that apply, beloe Scope change (fill out section 4.1)  Cost increase (fill out section 4.2)  Time extension (fill out section 4.3)  Other administrative change (fill out this page and include explanation in transmittal)	FBMS Grant Number (if known): (e.g., PXXAPXXXX)  New project grant application (fill out section 1.0, 2.0 with relevant sub-section(s), and 3.0):  Acquisition (fill out section 2.1)  Development/Renovation (fill out section 2.2)		For amendments, include the amendment number
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		Scope change (fill out section 4.1) Cost increase (fill out section 4.2)	
	rief Description of Proposal (for amendments, describe only the changes proposed):	Other administrative change (fill o	out this page and include explanation in transmittal)
ef Description of Proposal (for amendments, describe only the changes proposed):		rief Description of Proposal (for am	nendments, describe only the changes proposed):

RECORD'S RETENTION - PERMANENT ACTIVE. (NPS Records Schedule, National Assistance Programs (Item 8.A.2) (N1-79-08-7))

### Application & Revisions Form- Cover sheet

#### Tips:

Grant name: same as project name

Ex: Norfleet Park rehab

Skip grant numbers: not assigned yet

Select type of grant:

acquisition, development, rehab

Skip to proposal description:

Do not copy and paste narrative

Provide description of grant elements

Do not deviate from narrative...be consistent

NPS Form 10-904 (Rev. 11/2019) National Park Service OMB Control No. 1024-0031 Expiration Date 10/31/2023

LWCF

National Park Service
U.S. Department of the Interior
State and Local Assistance Programs



#### Application and Revision (A&R) Form

Grant Name:	
	For amendments, include the amendment number
LWCF Grant Number (if known):	(e.g. ##-#### <u>#.#</u> )
FBMS Grant Number (if known):	(e.g., PxxAPxxxxx)
□New project grant application (fill	out section 1.0, 2.0 with relevant sub-section(s), and 3.0):
☐ Development/Renovation (	•
	Development/Renovation (fill out both sections 2.1 and 2.2)
□New Planning Grant Application (a	attach narrative – see manual)
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RECORD'S RETENTION - PERMANENT ACTIVE. (NPS Records Schedule, National Assistance Programs (Item 8.A.2) (N1-79-08-7))

### Application & Revisions Form- Section 1.0

Section 1 contact is DNR:

Antoinette Norfleet

404.463.8629

Antoinette.Norfleet@dnr.ga.gov

Section 1.0-A

Checklist within document

Only provide applicable information

NPS Form 10-904 (Rev. 11/2019) National Park Service	OMB Control No. 1024-0031 Expiration Date 10/31/2023	
SECTION 1.0 NEW PROJECT GRANT APPL	LICATION	
Project contact name: if different than what was submitted on the SF 424, otherwise delete Project contact number: Project contact email:		
A. Attachments checklist		
The following should be transmitted to NPS, eit	ther directly or via Grants.gov.	
All projects	As applicable	
☐ Location map	$\square$ intergovernmental review comments	
☐ LWCF boundary map (proposed)	☐ relevant NEPA/SEPA documents	
☐ NHPA documentation	☐ applicable federal law compliance	
☐ SF 424	$\square$ proof of flood insurance	
☐ SF 424C	$\square$ proof of cold climate criteria qualification	
☐ SF 424D	☐ leases, MOA's, MUA's, etc.	
☐ project budget	use schedule (school parks)	
☐ proof of ownership	☐ Dingell-Johnson certification	
pre-award site inspection report	☐ waiver of retroactivity	
Acquisition & Combination Projects	☐ acquisition donation acknowledgement	
☐ parcel map for acquisition parcel(s)		
□ conceptual design plan		
Development & Combination Projects	Grants with Indirect Costs	
site development plan	☐ SF 424 A	
☐ building floor plan(s) if grant-funded	☐ Indirect cost rate agreement	
	2 of 15	

### Application & Revisions Form- Section 1.0

Section 1.0-B & C

DNR completes

Section 1.0-D

Local government/applicant

NPS Form 10-904 (Rev. 11/2019) National Park Service OMB Control No. 1024-0031 Expiration Date 10/31/2023

#### B. Project competition

- 1. Explain how this proposal was ranked using the state's Open Project Selection Process (OPSP).
- 2. Explain how this project meets SCORP priorities.

#### C. Risk assessment

- 1. How did you assess the sub-recipient's financial risk and capacity to deliver this project?
- How did you assess the applicant's ability to complete the project as scoped and within the proposed time frame?
- 3. What is the applicant's recent experience completing similar projects with federal grant funding (LWCF or other)?

#### D. Financial

- 1. How was the cost estimate derived?
- 2. What assurances are there that the costs listed are reasonable?
- Describe any project elements or costs that will improve site resiliency and facility longevity, if any.
- 4. Are any eligible pre-award costs being included as part of the grant request?
  - a. ⊔ N
  - b. \[ \sum Yes Indicate the date from when those costs started being incurred, the funding category/categories, the total amount of pre-award costs anticipated to be incurred before the grant start date, and whether they are included for match purposes or for reimbursement. (Note: these should also be presented in the budget narrative.)

# Section 1.0-D- example

How was the cost estimate derived?

Ex: phone quotes

What assurances are there that the costs listed are reasonable? Ex: similar project & cost completed last year at a different park.

Describe any project elements or costs that will improve site resiliency and facility longevity, if any? Ex: proven use of certain materials (in the budget) increase longevity...concrete vs mulch

### Application & Revision Form- Section 2.0

Section 2.0-A
Your contact information

#### Section 2.0-B

- Answer questions completely
- Consider section heading when composing response
- Watch questions with 'and' short & long-term benefits process to develop & public involvement

NPS Form 10-904 (Rev. 11/2019) National Park Service OMB Control No. 1024-0031 Expiration Date 10/31/2023

#### SECTION 2.0 SITE BASED PROJECT GRANTS

#### A. Sub-recipient (grant sponsor) information (repeat if needed for co-sponsors)

Sub-Recipient Agency Name:

Sub-Recipient Contact Name:

Address:

Phone: Email:

#### B. Public benefit

- Describe both short- and long-term outdoor recreation benefits that will be achieved as a result
  of this project.
- Explain how this project fits as part of any other projects planned for this same site in the next three years.
- Describe the process that led to the development of this proposal and how the public was involved.

### Application & Revision Form- Section 2.1(acquisitions)

Section 2.1

Completed for all projects with land acquisition

Section A- needs- why

Section B- schedule- when (DNR completes state section)

Section C- information-what

Section D- approach- how

NPS Form 10-904 (Rev. 11/2019) National Park Service OMB Control No. 1024-0031 Expiration Date 10/31/2023

#### SECTION 2.1 ACQUISITION AND COMBINATION GRANTS

#### A. Need

- 1. Why is this acquisition (whether attained via purchase or donation) needed?
- Describe the existing resources and features of the site that make it desirable for public outdoor recreation.
- 3. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

#### B. Acquisition schedule & appraisal/waiver valuation certification

Reproduce table as needed for multiple parcels

Parcel Name

Parcel Size

Parcel Value

Anticipated Acquisition Date

A State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions

OR

☐ The State has prepared a waiver valuation for this property in conformity with 49 CFR 24.102(c)(2)(ii)

SLO/ASLO Signature Date

Name, Title, and Agency

#### C. Property information

- 1. From whom is this property being purchased?
- 2. Are any buildings or structures being purchased along with the property?
  - a. 🗌 No
  - D Yes Describe what is planned for those structures and whether the grant funded project includes the value of those structures.
- How will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
- 4. When will access to the site for public outdoor recreation become available?

5 of 15

### Application & Revision Form- Section 2.2 (development/renovation)

#### Section 2.2

Completed for development, renovation, and combination projects

Section 2.2-A- grant elements

Section 2.2-B- design elements

Reminder: Grant + Match = The Project

<u>Tip:</u> 'not applicable' is acceptable when appropriate

#### SECTION 2.2 DEVELOPMENT AND COMBINATION GRANTS

#### A. Grant elements

- 1. What new facilities will be constructed as part of this project?
- 2. What existing facilities will be renovated or replaced (specify which) as part of this project?
- 3. What general site improvements (e.g. demolition, site preparation, landscaping, habitat improvements, etc.) will be completed as part of this project?
- 4. What is the anticipated life span of the facilities that will be funded as part of this project?
- Does the project scope include facilities that also eligible for Dingell-Johnson or Wallop-Breaux Act funding (i.e., boat/fish access)?
  - a. No
  - b. 

    Yes Ensure necessary SLO certification is included (see manual)
- 6. Does this project involve the new development of a sheltered/enclosed swimming pool or ice skating rink or the sheltering/enclosure of an existing outdoor pool or rink?
  - a. 🗆 No
  - o. 🗆 Yes
    - Explain how it was determined that the site meets the cold climatic criteria described in the LWCF manual. Provide a copy of the cold climatic data used to make the eligibility determination with the application (see manual).
    - ii. Explain the nature of the project is this a new sheltered facility, or construction of the shelter only? If the pool or ice rink already exists, was it LWCF-funded? If yes, what year was it built and how much LWCF assistance was provided?
    - iii. What is the total cost of the sheltered facility and what amount of grant funding will be spent on the actual shelter/enclosure structure itself (if any)?
    - Explain the significantly increased public use that will be made possible by the shelter/enclosure to justify the construction of such a facility.

#### B. Design elements

- How are access requirements under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) being addressed in this project?
- 2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

Section 3.0

Complete for <u>all</u> projects

Straight forward questions

If prior LWCF grants, list under #6

#### Tips:

Don't over think

Be honest

Unsure/confused, call DNR

A. Ba	asic information
1.	Will this proposal create a new public park/recreation area where none previously existed?  a. □ No  b. □ Yes – Explain:
2.	If this is an existing LWCF site, has the park name changed since the last grant?  a. □ No  b. □ Yes − Explain:
3.	Is this project located in a floodplain? a. □ No
	<ul> <li>a.          In No</li> <li>b.          Ses – Explain and confirm that you have met applicable federal insurance requirements.</li> </ul>
4.	Is your site contiguous with or connected to any federally owned recreation area?  a. □ No  b. □ Yes – Explain:
5.	Is your site part of a larger management area, such as a greenway or regional recreation area? a. □ No b. □ Yes – Explain:
6.	Describe the existing site conditions.
7.	Explain why the site is suitable for the type of outdoor recreation proposal being submitted.
8.	Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?  a. □ No
	b. $\square$ Yes – Explain and describe whether this project will help to address those concerns.
9.	What is/will be the applicant's type of ownership and control of the property?  a. □Fee simple ownership.  b. □Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.  c. □Lease. Include a copy of the lease with the application.

NPS Form 10-904 (Rev. 11/2019)

Section 3.0-B

Question #7

Are there any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary?

Concerns related to indoor facilities, at or within park site will be discussed individually.

National Park Service Expiration Date 10/31/2023 B. Stewardship considerations 1. Is this a multi-use site (i.e. school, reservoir, state forest, etc.)? a. 🗆 No b. Yes - Explain: i. How often will the public have recreation access to the site? ii. What kinds of restrictions to public outdoor recreation will occur? 2. Who will manage and operate the site(s)? 3. Describe the nature of any rights-of-way, easements, reversionary interests, etc. within the proposed LWCF boundary area: 4. Are there any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funding? a. 🗆 No b. 
 ☐ Yes – Describe and explain how/if the structure(s) support public outdoor recreation. 5. Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality? b. 

No - Explain any area proposed for exclusion and why, and ensure it is clearly depicted on the proposed LWCF boundary map 6. Are there any pre-existing or planned resource management practices (i.e., timber management, grazing, etc.)? a.  $\square$  No b. 

Yes - Describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation. 7. Are there any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary? b. 

Yes - Describe the nature of the use and ensure it is clearly depicted on the proposed LWCF boundary map. Clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity.

OMB Control No. 1024-0031

Section 3.0-C

**Environmental Resources Survey** 

#### Pathway options:

**Categorical Exclusion** 

**Environmental Assessment** 

**Environmental Impact Statement** 

#### C. Environmental Resources Survey

Consultation with NPS regarding the NEPA pathway for a proposal should occur prior to the completion of this section. If you have already determined that the proposal will require an EA or EIS, you may go directly to the questions following Tables 1 and 2.

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#### Site Name:

	How will the project affect the following resources?	+	-	?
1	Air quality			
2	Circulation and transportation			
3	Climate			
4	Contamination or hazardous materials even if remediated			
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat			
6	Environmental justice: minority and low-income populations			
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.			
8	Historic or cultural resources			
9	Invasive species			
10	Land use plans or policies from other agencies including tribes			
11	Lightscapes, especially night sky			
12	Migratory birds			
13	Recreation resources			
14	Socioeconomics: changes to tax base or competition with private sector			
15	Sound (noise impacts)			
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.			
17	Water quality and/or quantity			
18	Water: coastal barrier resources or coastal zones			
19	Water: marine and/or estuarine			
20	Water: stream flow characteristics			
21	Water: wetlands and floodplains			
22	Other important resources Explain:			

Categorical Exclusion replacing lighting





Environmental Assessment New development/undisturbed land

Environmental Impact Statement
Rare situation
Known issue to address





# Categorical Exclusion complete both tables & questions

#### <u>Tips</u>

Prior EA can be used to address this section
Use agency reviews (SHPO, WRD, etc.)
EA or EIS may be required
1st table ?- means more info needed (EA)
2nd table Y- means negative impact (EA)

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20	Water: stream flow characteristics			
21	Water: wetlands and floodplains			
22	Other important resources Explain:			

10 of 15

### **Environmental Resources Survey**

General concept

Project Impact will be:

Positive +

Negative –

More information needed?

If not applicable, leave blank.

On line 22, make a note that lines #,##, etc. were intentionally left blank.

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22	Other important resources Explain:			

Section 3.0-C

**Environmental Resources Survey** 

2nd table

Answers are:

Yes/No or ?

	Will your proposal:	Υ	N	?
1	Have significant negative impacts on public health or safety?			
2	Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?		0	0
3	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?			
4	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?			
5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
6	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?			
7	Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?			
8	Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species?			
9	Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?			
10	Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?			
11	Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?			
12	Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species?		0	
	Have there been any previous NEPA/SEPA documents that are relevant to this pecific site?  a. □ No  b. □ Yes — Attach and summarize findings and include page number refer		pelow	of 15

# Environmental Assessment Skip both tables Provide EA & Answer 5 questions



#### C. Environmental Resources Survey

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19	Water: marine and/or estuarine			
20	Water: stream flow characteristics			
21	Water: wetlands and floodplains			
22	Other important resources Explain:			

# Environmental Impact Statement Skip both tables Provide EIS & Answer 5 questions



#### C. Environmental Resources Survey

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22	Other important resources Explain:			

# Application & Revision Form- Section 4.0 (after grant award)

Section 4.0

Changes needed after grant award

### Examples:

Time extension

Amend acquisition acres

Delete element in scope

Add element (not typical)

1.	Describe the nature of the proposed amendment and why it is needed.
2.	If the changes proposed by this amendment had been part of the project from the beginning how would the OPSP scoring have been affected?
3.	Is the scope of the amendment within the authority for modifications granted through your or did it have to re-compete to be eligible? If it had to re-compete, also share how it ranked.
A. Sco	ope changes
Attach	nments checklist:
$\square$ N	IEPA revision
$\square$ N	HPA revision
□uj	pdated site development plan
□re	evised parcel map for acquisition parcel(s)
2. 3.	Describe any specific elements are being revised or removed from your original project.  Describe any elements being added to your original project.  Will the disturbance prism for your project change from what was originally assessed? That is will construction extend in any direction (including depth) beyond what was reviewed by NPS the SHPO, and any other consulting parties?  Is your disturbance prism is increasing as compared by what was previously reviewed by NPS a. □ No  b. □ Yes -  i. By how much in what direction?  ii. Are you moving into any soil that is previously undisturbed?
5.	Is any additional vegetation clearing needed to accommodate this scope change?
B. Co	st increases
Attach	nments checklist:



# Agenda

- Welcome/housekeeping
- Purpose
- Checklist
  - Maps/ownership
  - Presenting The Project
  - Reviews
- Break
- A&R form
- Grants Unit
- Tips & Deadlines

# Pre-Award Inspection





## NPS checklist

### Maps/ownership

The Project

Reviews

A&R form

**Grants Unit** 

#### New Grant Proposal Application Checklist

The LWCF Federal Financial Assistance Manual v.71 (2021) contains additional guidance on the application process. Specific guidance on the application process and the documents that comprise a complete federal application for LWCF grant assistance can be found in Chapter 6.B, pages 78 – 81. Additional citations are noted within the checklist below.

All Acquisition & Development & Combo	
Projects	As Applicable
Location Map	Intergovernmental review comments
CWCF boundary area map (proposed) (Chapter	<u> </u>
(B.4)	SEPA documentation
☐ SF-424	Floodplain/Wetland map overlays
☐ SF-424 C & D	Proof of flood insurance
Project budget narrative	Leases, MOA's, MUA's, etc.
Proof of ownership or other control and tenure	▼ □ Use schedule (school parks)
Pre-award site inspection report	☐ Dingell-Johnson certification
A&R Form, valuation section signed only if	
acquisition or combo	☐ Waiver of retroactivity
1 1 1	☐ Acquisition donation acknowledgement
NPS concurrence on NEPA Pathway (NPS will	
concur during Pre-Application review)  NHPA documentation - SHPO review and	Corps permit, endangered species act, etc.)
	L
related consulting party or correspondence from tribal governments if applicable. (Chapter 4.C)	☐ Statement of Difference in Value and Waivers (Manual Chapter 4, pg. 56)
<b>Z</b> DNF	☐ Proof of cold climate criteria qualification
Acquisition & Combination Projects	Planning Projects
☐ Parcel map for acquisition parcel(s)	√ SF-424A & B
☐ Acquisition schedule	Project Narrative
☐ SLO certification of Appraisal Report (A&R	
Form Section 2.1.B, Chapter 4.D.7)	☐ Budget Narrative
Site development plan	Grants with Indirect Costs
Conceptual design plan	SF 424-A OR other presentation showing cost
☐ Building floor plan(s) if grant-funded	Indirect cost rate agreement
☐ SF-429 Cover sheet and Attachment B	

### NPS checklist

Maps/ownership

The Projec

Reviews

A&R form

**Grants Unit** 

Not applicable X

#### New Grant Proposal Application Checklist

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All Acquisition & Development & Combo Projects	A - A - 15 - 1-1 -
Projects	As Applicable
Location Map	Intergovernmental review comments
WCF boundary area map (proposed) (Chapter	-
<b>√</b> 8.4)	SEPA documentation
☐ SF-424	Floodplain/Wetland map overlays
SF-424 C & D	Proof of flood insurance
Project budget narrative	Leases, MOA's, MUA's, etc.
Proof of ownership or other control and tenure	Use schedule (school parks)
	Dingell-Johnson certification
A&R Form, valuation section signed only if acquisition or combo	Waiver of retroactivity
Required NEPA documentation (Chapter 4.B)	Acquisition donation acknowledgement
NPS concurrence on NEPA Pathway (NPS will	
congur during Pre-Application review)	Corps permit, endangered species act, etc.)
NHPA documentation - SHPO review and	
related consulting party or correspondence from tribal governments if applicable. (Chapter 4.C)	Statement of Difference in Value and Waivers [Manual Chapter 4, pg. 56]
☑ DNF	
DNF	Proof of cold climate criteria qualification
Acquisition & Combination Projects	Planning Projects
Parcel map for acquisition parcel(s)	√SF-424A & B
Acquisition schedule	Project Narrative
SLO certification of Appraisal Report (A&R	<b>_</b>
Form Section 2.1.B, Chapter 4.D.7)	XBudget Narrative
Site development plan	Grants with Indirect Costs
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Building floor plan(s) if grant-funded	Indirect cost rate agreement
SF-429 Cover sheet and Attachment B	

### NPS checklist

All of your 2<sup>nd</sup> level application documents will be uploaded into Wize Hive

#### New Grant Proposal Application Checklist

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All Acquisition & Development & Combo	
Projects	As Applicable
Location Map	Intergovernmental review comments
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### Tips: Best Practices

- Make notes from today & start early
- Determine others who will be needed
- Be respectful of your co-worker's time and workload
- Ask for help well in advance
- Change in one area may require changes in another area
- Have someone else review documents for consistency
- Remember NPS is the cold reader
- Use different font color for answers on A&R form



## Final Tips

- Digest your notes within the next 1-2 days
- Coordinate early with others who will be working on a puzzle piece
- Ask questions, but realize 27 of you > 2 of us
- Take DNR's call when you are able to take notes
- Do your best (pass-fail scenario)
- Remember life & holidays happens-schedule accordingly
- Triple check entire packet
- Be responsive and responsible
- Ask for clarification, don't assume
- Upload documents into WizeHive by the deadline

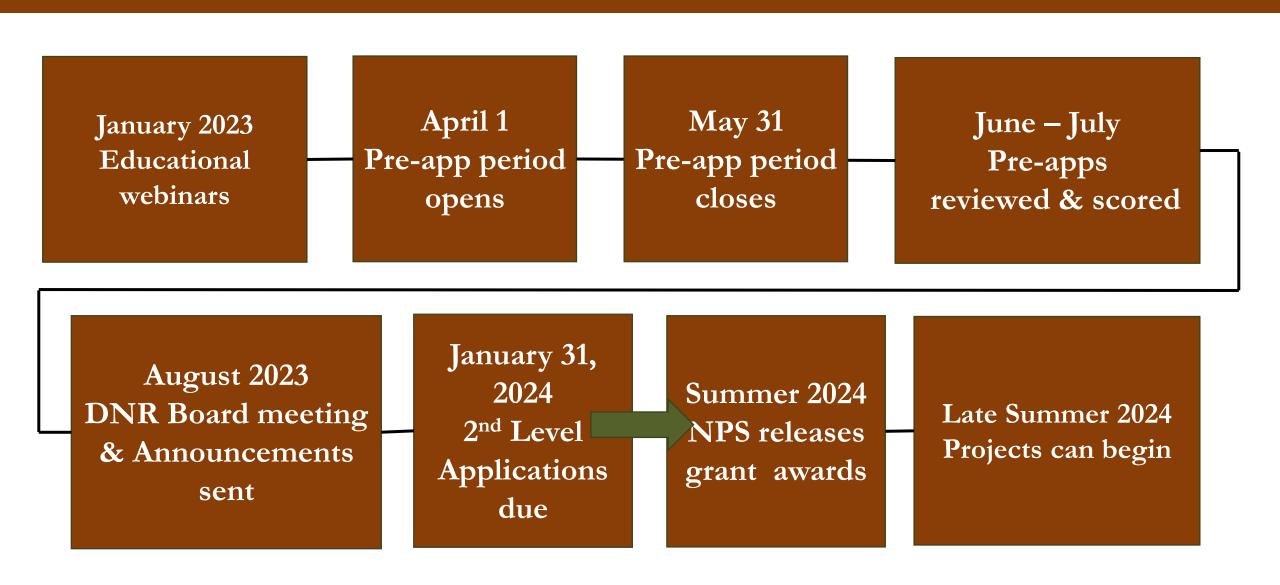


### Deadline

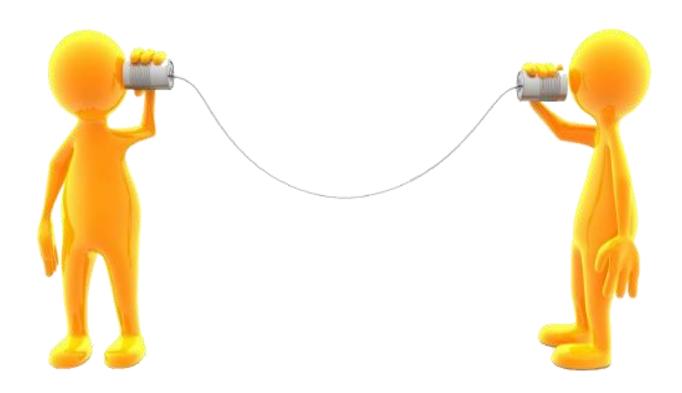
11:59 p.m., Wednesday, January 31, 2024

https://webportalapp.com/sp/lwcf\_2022-2023

### LWCF Timeline



### Communication is Key



October 1-5- Conference with National Park Service
Contact Julianne Carroll during this time
If new information presented, relevant changes will be emailed.





# Conclusion

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