

April
2024

Land & Water Conservation Fund

Application Overview



Prerequisites to Applying

Taken from LWCF Manual October 2023 Edition

Prerequisites

Prior to submitting an application to NPS for LWCF assistance, the following conditions must be met:


- 1. The State's SCORP and the OPSP must meet the eligibility requirements of the LWCF Act and this manual. Project applications must be received by NPS while there is a sufficient period of eligibility remaining to permit thorough processing of the applications. Applications that cannot be processed prior to the revocation of eligibility will not be acted upon until the State's eligibility has been reinstated.
- 2. The State's apportionment and reapportionment balances from NPS must be adequate to cover the proposed project to be activated.
- 3. The sponsoring agency must have developed the plans for its proposed project to the point where the project scope can be described and reasonable estimates of cost can be made.



Application Overview

The successful LWCF application must navigate a series of steps before a project can begin:

- Applicant scoping and public involvement
- Grant submission to the relevant state agency
- Competition and ranking in the OPSP
- NPS technical review
- State formal submission to NPS
- NPS formal review
- NPS notifies Congress of award(s)
- NPS releases project to state
- State executes grant agreement
- State issues notice to proceed, subject to any special conditions.



All LWCF proposals must be submitted and compete in the relevant state process. Potential applicants are encouraged to coordinate early with their state, review their state's SCORP and OPSP, and review any state produced LWCF manuals. The state prioritizes and selects eligible projects for LWCF assistance through its OPSP. The state is responsible for ensuring the development of the project proposal and completion of the federal grant application according to federal requirements.

Grant Round Timeline 2025

State Application

August 15, 2024 deadline to submit state application in NEW grant management platform.

September 2024 LWCF Advisory Committee reviews and scores all eligible applications after sponsor presents project at meeting in Boise.

November 2024 Park Board approves projects to be submitted to the National Park Service (NPS) for final award.

NEW process for 2025 cycle

Federal Pre-Application Review

Project Pre-Application Review: Applications must be complete and include all documents on the A&R Form page 2 checklist. The intent is to confirm the appropriate NEPA Pathway has been chosen and ensure the necessary federal environmental laws and regulations have been completed for each project and set conditions for which the grant will be actionable (for example, completion of any additional steps for consultation with Fish and Wildlife Service or coordination with the US Army Corps of Engineers). The NPS will begin tribal consultation, if not already initiated. States will not be given permission to upload applications into Grants.gov for approval and funding until compliance with all federal laws and regulations has been completed. **(DUE March 15, and June 2025)**

Final Application Submission to National Park Service

Final Applications Submission: States address NPS comments on application documents and make revisions or corrections as directed, with support of local applicant as needed. When revisions are complete, the program officer will approve submission of the final application (ALL required elements are included) into [GrantSolutions](#).

Grant Award: Application is complete and final. During this period, the NPS establishes the funding stream(s) for the grant, writes the agreement, creates the award in [GrantSolutions](#), and generally works the application through the steps needed to release it. **(NOFO January thru July 2025)**

LWCF EVALUATION COMMITTEE PROJECT EVALUATION FORM

Project Name: _____ Date: _____
 Evaluator's Name: _____



Please evaluate the project on the basis of the following criteria:

7-8 = Excellent or Extensive
 5-6 = Good or Considerable
 3-4 = Fair or Moderate
 1-2 = Poor or Little
 0 = None or Missing

A. Degree to which the project aligns with the Statewide Comprehensive Outdoor Recreation Plan, particularly Chapters 3 and 4.	
B. Degree to which the project benefits the general public and the facility is open and usable for outdoor recreation during reasonable hours.	
C. Degree to which the costs are reasonable, accurate and relate to an acceptable cost-to-benefit ratio.	
D. Degree to which the property and/or design is well planned and suited for the intended uses.	
E. Degree to which the facility will encourage universal accessibility beyond minimum requirements.	
F. Degree to which the applicant has demonstrated a financial commitment for the ongoing operation and maintenance of the site. (Is there a maintenance budget and/or impact statement for 3-5 years of commitment?)	
G. Degree to which the applicant understands environmental issues and will take action to mitigate any concerns for potential resource damage or health and safety matters.	
H. Degree to which the project creates new or improved recreational opportunities supported by the community.	
I. Degree to which project is reflected as a user need in a current agency plan (this could include a city master plan, local parks and recreation master plan, or county comprehensive plan.)	
J. Degree to which the project brings outdoor recreation activities closer to users and/or underserved demographics.	
K. Degree to which the applicant demonstrates public outreach to sufficiently identify community needs. (Excellent or extensive scores should be reserved for projects that include either statistically valid surveys or public meetings specific to the project.)	
TOTAL	

Do you feel that this project meets the criteria and general quality necessary to merit approval by the Idaho Park and Recreation Board? Yes No

COMMENTS AND RECOMMENDATIONS:

- SCORP reference
- Adequate public outreach
- Good cost estimates and budget description (50% match requirement)
- Solid planning documents
- Accessibility
- Environmental clearances/permits
- Recreation priority
- User benefits/demographics

New SCORP January 2023 – Make sure you are using the correct version

Application Elements

An application for LWCF development and/or acquisition assistance must include the following elements for NPS review :

- Application and Revision Form (A&R)
- Pre-award Onsite Inspection Report
- Standard Forms for Federal Assistance with signatures, as needed (the 424 Family)
- Project Budget including Negotiated Indirect Cost Rate (NICRA) and pre-award costs, if applicable
- Evidence of control and tenure
- Maps
- Description and Notification Form (DNF)
- Evidence of compliance with applicable federal laws (i.e. NHPA, ESA, etc.)
- Project Abstract Summary - *Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal.*

State provides all forms to applicant

Application & Revision Form (A&R)

Using the LWCF Application and Revision Form (A&R), the state develops the proposal for a federal LWCF grant. A completed A&R form will include the following key information:

- **Proposal description** – a description of the project that outlines the scope of work, planned results and outcomes, and a general timeline. Elements to be funded as part of the grant project should be specifically detailed.
- **SCORP reference** – all projects funded with LWCF must meet goals identified in the SCORP. This section of the A&R should explain how the projects does that.
- **Stewardship considerations** – because every park funded with LWCF must be managed for public outdoor recreation use in perpetuity, the form asks applicants to identify all pre-existing site conditions relevant to those requirements. This includes identifying land rights held by other parties, non-recreation uses, and pre-existing buildings.
- **Match source** – NPS must verify that all match is eligible.
- **Public review** – NPS encourages applicants to vet all projects through a sound public review process and the details of that process will also influence which NEPA pathway is selected for the grant.
- **Intergovernmental Review of Federal Programs process**, Executive Order 12372 – if the state participates in this process, the A&R is where that information can be shared with NPS.
- **Acquisition information** – grants that involve an acquisition will need to provide preliminary information including name, size, value, and anticipated acquisition date. Prior to project close out, property must have appraisals completed that meet the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA - see Chapter 4 of LWCF Manual).
- **ERS** – The survey form can be completed either as part of a pre-award inspection or as part of a dedicated environmental review process.



Pre-award on-site inspection report

The inspection must be conducted in accord with the on-site inspection agreement between the state and NPS and conducted by individuals knowledgeable about the resources of the site. Sufficient documentation and photos of the site's current conditions are a critical element that help to identify baseline conditions, which can later be compared as the project advances to completion.



Budget

Project budget

- The project budget should clearly identify all project costs and align with the scope of work identified in the project description. It should include detailed information on all cost categories including the value of in-kind contributions submitted for matching purposes. Costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C. While those two forms provide summaries by cost category, the project budget should give additional detail on the details of what each item includes.
- There is no specific format required by NPS for the project budget.

Pre-award costs

- If the budget includes pre-award costs, the project budget should identify the amount of pre-award costs anticipated prior to the grant award, the date from when they began to accrue, and the cost items for which they're being requested. If pre-award costs are approved by the NPS, it will be specified in the grant agreement.

Pre-Award costs are typically design and engineering. There is no guarantee NPS will approve pre-award costs. Please consult the State for more details.

Budget Narrative

Sponsor: Boise City Parks & Recreation
 State: Idaho
 Indirect Cost Rate: 4.63%
 Project Name: Croffoot Park Improvements
 Project Number: 16-00593
 Date: 8-Dec-21

Item	Costs
Engineering/Surveying/Staking/Environmental Review	\$108,000.00
Earthwork	\$104,000.00
Utilities	\$95,000.00
Pavement/Base/Concrete	\$274,560.00
Structures ?	\$261,500.00
Landscaping/Irrigation	\$185,500.00
Amenities (fencing/picnic tables/garbage cans)	\$51,440.00
TOTAL	\$1,130,004.00

Basic budget compared to NPS budget aligning to SF424 form

9. Construction
Mobilization
General Electric, Water Service
Irrigation, Landscaping, Fencing, Pavement Markings
Restroom/Concession
Shelter

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LWCF State & Local Assistance Grant Budget Narrative / Milestone Plan

State: Idaho	Sub-grantee:	Indirect (ICR): 4.63%
Project Name: 2022 Croffoot Park Project	PoP Start: 10/01/21	PoP End: 12/31/23
LWCF Legacy Project #:	Development: X	Acquisition:
Total Project Cost (including ICR): \$1,130,004.00	NPS Region:	Date Prepared: 07/27/21
Federal Share: \$565,002.00		
Federal Share as % of project: 50.0%		

Scope of Work: The project will expand Croffoot Park (Hayden's sports complex) by adding a restroom/concession facility, a picnic shelter, add parking, provide walkways, and develop soccer fields.

PROPOSED ACCOMPLISHMENTS	LWCF grant (federal share)	MATCH - from grant sponsor	MATCH - not from grant sponsor	SUBTOTALS by Category	Pre- Agreement Cost?	MILESTONES - projected dates by scope element
1. Administrative and legal expenses				\$0.00		10/1/2021 - 12/31/2023
4. Architectural and Engineering Fees				\$63,000.00		10/1/2021 - 12/31/2023
Professional design services	\$31,500.00	\$31,500.00				
6. Project Inspection Fees				\$45,000.00		10/1/2021 - 12/31/2023
Construction surveying and project inspection	\$22,500.00	\$22,500.00				
7. Site Work				\$321,550.00		10/1/2021 - 12/31/2023
Clearing, Grubbing, & Grading	\$25,000.00	\$25,000.00				
Asphalt, Base, Concrete, Paths	\$136,775.00	\$136,775.00				
8. Demolition/Removal				\$0.00		
9. Construction				\$616,750.00		10/1/2021 - 12/31/2023
Mobilization	\$27,000.00	\$27,000.00				
General Electric, Water Service	\$35,000.00	\$35,000.00				
Irrigation, Landscaping, Fencing, Pavement Markings	\$116,375.00	\$116,375.00				
Restroom/Concession	\$90,000.00	\$90,000.00				
Shelter	\$40,000.00	\$40,000.00				
10. Equipment & Materials (no labor)				\$0.00		
11. Miscellaneous				\$33,700.00		10/1/2021 - 12/31/2023
Picnic Table, Garbage Cans, Storage Shed	\$4,350.00	\$4,350.00				
Water Cap Fee and Power Service	\$12,500.00	\$12,500.00				
Subtotals - federal cost share	\$540,000.00	\$540,000.00	\$0.00	\$1,080,000.00		
Subtotal - local cost share (all sources)		\$540,000.00				
16. TOTAL PROJECT COSTS (not incl ICR)	\$1,080,000.00					
Indirect Cost by federal and local cost share	\$25,002.00	\$25,002.00		\$50,004.00		
Total project cost by type of cost share	\$565,002.00	\$565,002.00				
TOTAL Project Cost (including ICR)	\$1,130,004.00					
				Over Match (Not Reimbursable):		\$0.00

Notes: On the SF424C, Misc and Indirect are combined so \$33,700 + \$50,004 = \$83,704
 The indirect cost rate in effect will be applied to each billing.
 Cost estimates prepared by: Melissa Cleveland, City of Hayden
 Cost categories should align with SF-424c categories. The most common categories for LWCF projects are included above; add others as needed to complete the budget detail.

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text" value="0.00"/>	\$ <input type="text"/>	\$ <input type="text" value="0.00"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text" value="0.00"/>	\$ <input type="text"/>	\$ <input type="text" value="0.00"/>
3. Relocation expenses and payments	\$ <input type="text" value="0.00"/>	\$ <input type="text"/>	\$ <input type="text" value="0.00"/>
4. Architectural and engineering fees	\$ <input type="text" value="15,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="15,500.00"/>
5. Other architectural and engineering fees	\$ <input type="text" value="0.00"/>	\$ <input type="text"/>	\$ <input type="text" value="0.00"/>
6. Project inspection fees	\$ <input type="text" value="0.00"/>	\$ <input type="text"/>	\$ <input type="text" value="0.00"/>
7. Site work	\$ <input type="text" value="35,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="35,000.00"/>
8. Demolition and removal	\$ <input type="text" value="5,313.00"/>	\$ <input type="text"/>	\$ <input type="text" value="5,313.00"/>
9. Construction	\$ <input type="text" value="48,206.00"/>	\$ <input type="text"/>	\$ <input type="text" value="48,206.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text" value="167,989.00"/>	\$ <input type="text"/>	\$ <input type="text" value="167,989.00"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="272,008.00"/>	\$ <input type="text"/>	\$ <input type="text" value="272,008.00"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text" value="272,008.00"/>	\$ <input type="text"/>	\$ <input type="text" value="272,008.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="272,008.00"/>	\$ <input type="text"/>	\$ <input type="text" value="272,008.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c Multiply X <input type="text" value="50"/> % Enter the resulting Federal share.			\$ <input type="text" value="136,004.00"/>

Your budget must fit cleanly into the federal 424C form. The state “milestone plan” is designed to follow this form and will be used for performance reporting and reimbursement requests. Make sure your budget clearly lines up with this form.

Cost Principles

- To be eligible for matching assistance, costs must have been incurred within the project period except for certain pre-award project planning costs, which may be approved retroactively. The project period is the span of time stipulated on the agreement during which all work to be accomplished under the terms of the agreement must be completed. The LWCF does not reimburse obligations, regardless of when they are assumed; it reimburses costs incurred during the project period.
- For development projects, the costs of site investigation and selection, site planning, feasibility studies, preliminary design, environmental review and other federal and State compliance, preparation of cost estimates, preparation of construction drawings and specifications, and similar items necessary for project proposal preparation may be eligible for assistance, although incurred prior to project approval. Similar costs may be allowable for acquisition proposals except for incidental costs.

All such pre-award planning costs will be allowable if incurred within three years prior to project submission to the NPS.

Public Outreach/Public Comment Period

Decision to place water tower in Capital Park stirs local debate

By BRENNEN KAUFFMAN bkauffman@postregister.com Feb 27, 2021 0



An evening picture of the Idaho Falls water tower from September 2019.

Brian Allison

MORE INFORMATION



Hundreds sign petition to preserve Idaho Falls water tower

An online petition to keep an oft-photographed Idaho Falls water tower from being torn down and replaced has passed its 500-signature goal.



A circle outlined in the snow in Capital Park-South marks the site of renewed debate over the future of the Idaho Falls water tower.

David and Renee Morgan have lived directly across Capitol Avenue from the park for four years. The Morgans knew the site was one of the three possible locations for the city's next water tower and had attended public hearings last March to speak against placing the tower there. But until two weeks ago, they didn't know the city had long since made its official decision.

Idaho Falls City Council had voted to approve the location in Capital Park during a May work session. On Thursday, the Board of Adjustment held a conditional-use permit hearing to decide on allowing the water tower site to continue forward. The

Adequate public outreach is vital to a project.

Travers Park project concerns citizens



A concept drawing for improvements at the Travers/Centennial/Great Northern Sports Complex. Improvements at the complex were identified as a community priority in terms of the city's parks system.

(Illustration courtesy CITY OF SANDPOINT)



Buy America/Build America



The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project.

- As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver.



Buy America Preference

Buy America, Build America Act

The Buy America, Build America Act (sections 70901-52 of the Infrastructure Investment and Jobs Act, Pub. L. 117-58) requires all federal agencies to ensure that no financial assistance funding is provided for infrastructure projects unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Per the Office of Management and Budget (OMB) memorandum M-22-11, federal agencies must meet this requirement by May 14, 2022.

- **“Buy America” Preference**
- *A domestic procurement preference applies to these categories of products and materials used in infrastructure projects:*
 - **All iron and steel.** All manufacturing processes, from the initial melting stage through the application of coatings, must occur in the United States.
 - **All manufactured products.** Must be manufactured in the United States and the cost of its domestically mined, produced, or manufactured components must be greater than 55 percent of the total cost of all its components unless another standard applies under law or regulation.
 - **All construction materials.** All manufacturing processes for the construction material must occur in the United States.
- Classify an article, material, or supply into only one category. Apply the iron and steel test to items made mostly of iron or steel unless another standard applies under law or regulation.

Nationwide Waivers

... when the total award amount of an agreement does not exceed the Simplified Acquisition Threshold, currently \$250,000.00.

OR

... otherwise covered infrastructure project purchases totaling up to 5% of the total applicable project costs, up to a maximum of \$1,000,000.

Approval Date February 21, 2023

The screenshot shows a web browser window with the URL <https://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers>. The page title is "Approved DOI General Applicability Waivers". On the left, there is a sidebar titled "IN THIS SECTION" with links for "About", "Policies and Guidance", and "Employees". The main content area features a heading "Approved DOI General Applicability Waivers" and a "Share" button. Below the heading, a paragraph explains that DOI Buy America general applicability waiver requests have been approved and that entities do not need to apply for a separate DOI Buy America Waiver for items that meet the criteria defined within one of the active waivers below. A blue button labeled "DOI Financial Assistance Waivers" is present. Below this, there are links for "DOI Buy America Guidance", "Waiver Requests Available for Public Comment", and "Approved Buy America Waiver Requests". A section titled "Approved and Active DOI Buy America General Applicability Waivers:" contains a table with the following data:

Project Title	Waiver Justification	Approval Date	Expiration Date
DOI Small Grants Waiver	This general applicability waiver provides approval to waive the Buy America Preference for DOI financial assistance agreements when the total award amount of an agreement does not exceed the Simplified Acquisition Threshold, currently \$250,000.00.	February 21, 2023	February 20, 2028
DOI De Minimis Waiver	This general applicability waiver provides approval to waive the Buy America Preference for otherwise covered infrastructure project purchases totaling up to 5% of the total applicable project costs, up to a maximum of \$1,000,000.	February 21, 2023	February 20, 2028

CERTIFICATE OF MATERIALS ORIGIN			
PROJECT NUMBER		CONTRACT ID	
ITEM DESCRIPTION		BID ITEM NUMBER	
INVOICE NUMBER		QUANTITY	
DATE RECEIVED		BILL OF LADING No.	
MATERIAL SOURCE (NAME AND ADDRESS) TO INCLUDE EACH SUPPLIER, FABRICATOR, AND MANUFACTURER INCLUDING HEAT/BATCH NUMBERS IF AVAILABLE			
MATERIAL DESCRIPTION			
DESCRIPTION OF MATERIALS OF UNKNOWN ORIGIN OR FOREIGN MATERIALS DELIVERED TO THE PROJECT			
<p>This certification is made for the purpose of establishing the materials acceptance under the Build America, Buy America Certification (Bipartisan Infrastructure Law P.L 117-58 Section 70914). All iron and steel, manufactured products, and construction materials, including protective coating for the domestic materials described above occurred in the United States of America. Manufacturer's certificates verify the origin above described in the domestic materials and will be kept on file for three years by the suppliers following final payment. Copies will be provided to the National Park Service upon request.</p> <p>I declare under penalty of perjury under the Missouri and Federal Laws that the foregoing is true and correct.</p>			
Company Name and Address		Authorized Representative	
		Name:	
		Title:	
		Signature:	
		Date:	

Sample Build America/Buy America Compliance form

Components Fabricated or Manufactured Outside of the United States

Component Description (ie. Nut/bolts/post/slide)	Component Materials (ie iron/steel/plastic/wood/vinyl)	Origin of the Raw Materials (ie USA/Canada/Mexico)	Component Quantity	Component Cost

Components Fabricated or Manufactured within the United States

Component Description (ie. Nut/bolts/post/slide)	Component Materials (ie iron/steel/plastic/wood/vinyl)	Origin of the Raw Materials (ie USA/Canada/Mexico)	Component Quantity	Component Cost

Control and tenure

- The application must include proof that the applicant has sufficient control and tenure of the property that will be subject to LWCF requirements. Adequate documentation could include a copy of a deed, assessor's report, or statement by counsel, and may be waived when the property has been the subject of previous LWCF grants. The application must also describe any easements, rights-of-way, leases, subsurface rights (e.g. mineral), reversionary interests, and any other agreements that convey rights entities that are not signatories on the LWCF grant. If the property includes reversionary interests held by a party that is not a signatory on the LWCF grant, the application should also include an opinion from appropriate counsel stating the applicant has the authority to enter into a grant contract that requires a conversion in the event those reversionary rights are exercised. If an applicant has no such authority, and the state does not agree to replace the property at its expense, then the project is not eligible for LWCF assistance.

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If the property interest held is an easement, the easement should include sufficient language to guarantee public outdoor recreation use in perpetuity.

Maps

- *Location map*

- The location map is intended to be a simple graphic that depicts the location of the site within its larger geographic context. It should clearly depict the location of the outdoor recreation area, its entrance, and the closest cross streets. It should include a north arrow and location name (i.e. city, county).

- *Site plan*

- A site plan is a detailed graphic that shows how a site will be developed. It should identify the location of the planned LWCF development in relation to the property boundary and any existing structures, landscape features, roadways, or other identifying features. For both acquisition and development grants, the site plan should depict the development planned at the location within the foreseeable future (generally three years), whether or not it will be funded with LWCF. However, if LWCF is funding some of the development, the site plan should identify which elements are grant funded, which are pre-existing, and which are planned.

- *Parcel map*

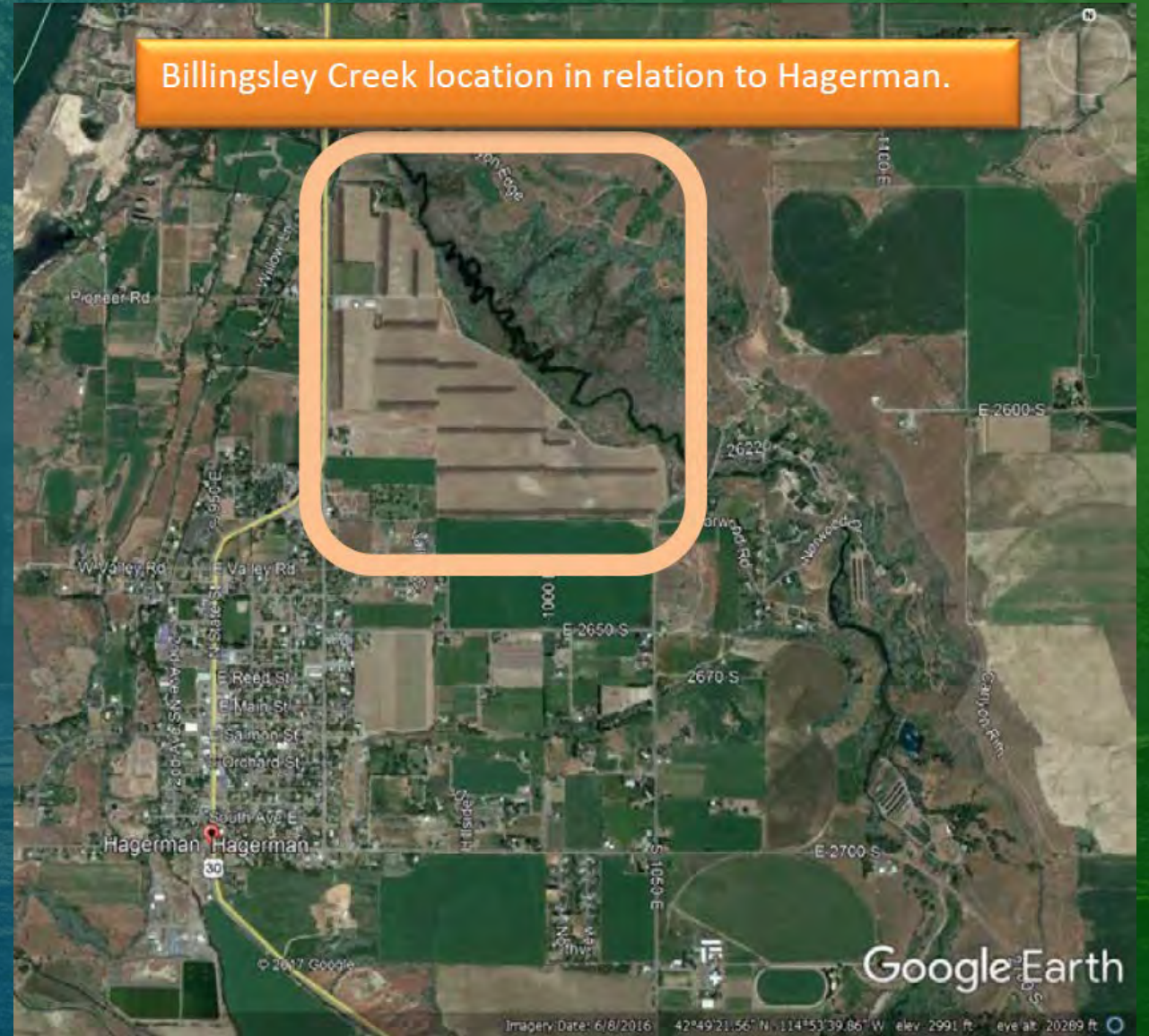
- Acquisition grants must include a parcel map or maps depicting the parcels to be acquired with grant funding. Parcel maps may be provided with development grants to further clarify ownership and boundaries.

- *LWCF boundary map*

- The intent of the LWCF Act is to expand and protect a public recreation estate. Generally speaking, the LWCF Act aims to include the largest possible area in boundary to add to the national recreation estate. **Thus, the default assumption should be that the entire recreation area being developed or expanded will become subject to LWCF requirements.** The LWCF boundary area should generally be the same as that which is owned by the project applicant(s) at the time of grant close out. It is the expectation of NPS that acquisitions justified by their proximity to a pre-existing recreation area will include in the LWCF boundary that pre-existing area in its entirety.



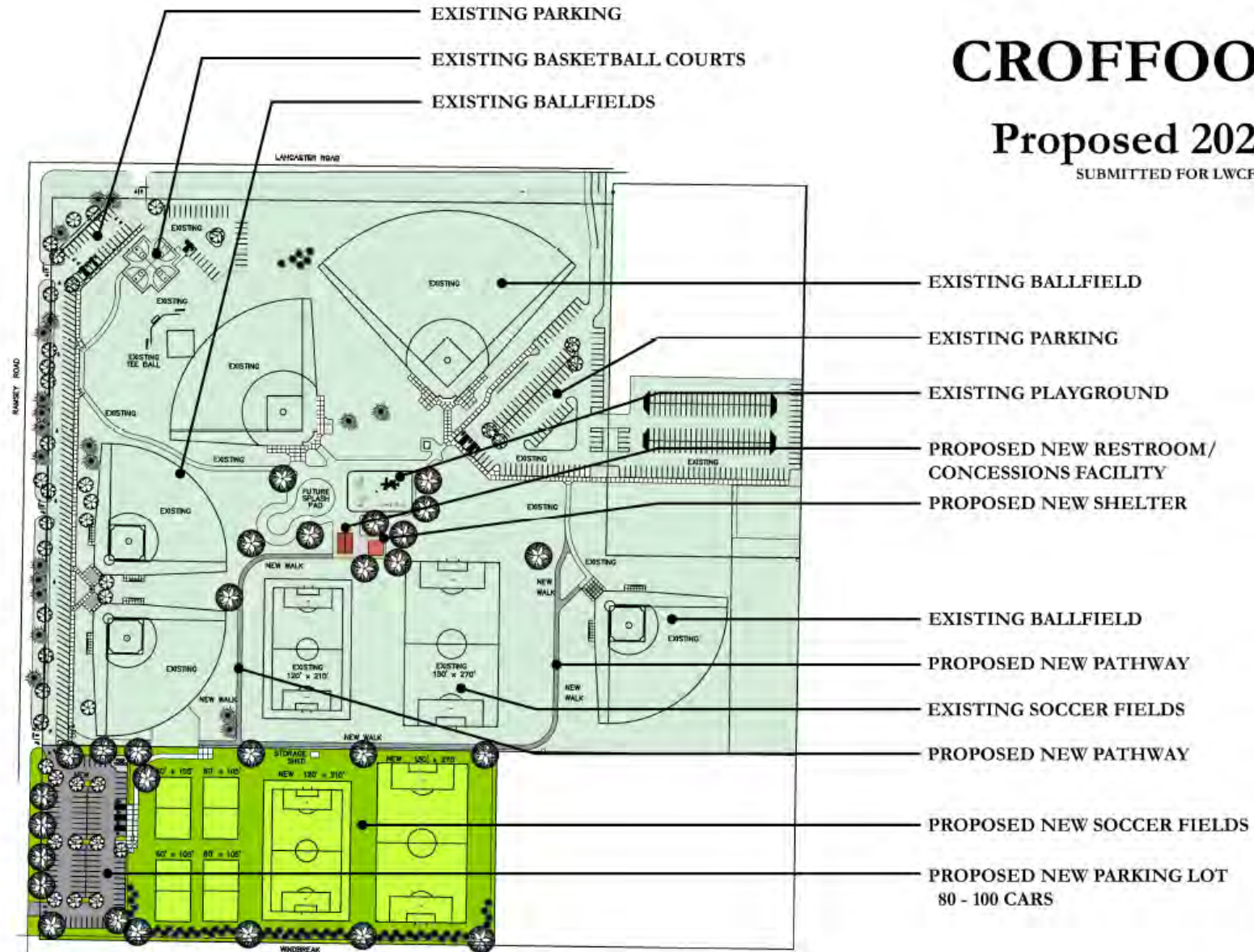
Location Maps should give enough information that someone who has not been to the location could find it to visit.



Site Plan/Concept Design

A site plan is a detailed graphic that shows how a site will be developed. It should identify the location of the planned LWCF development in relation to the property boundary and any existing structures, landscape features, roadways, or other identifying features.

The site plan should identify which elements are grant funded, which are pre-existing, and which are planned.



CROFFOOT PARK

HAYDEN, IDAHO

Proposed 2022 Additions

SUBMITTED FOR LWCF FUNDING CONSIDERATION

JANUARY 2021

PREPARED FOR:



PREPARED BY:

O J M

THE OFFICE OF
JONATHAN MUELLER, FASLA
Coeur d'Alene, Idaho



LWCF Boundary Maps (formerly known as 6(f) Maps)

The LWCF boundary map should clearly delineate the area to be subject to the provisions of the LWCF Act. A draft LWCF boundary map is required for all projects prior to NPS approval. NPS will contact the state about any needed changes to the map.

For some parks and recreation areas, the boundary area is well defined and identified easily. For other sites, defining the boundary is a more complex task. Examples of challenging boundaries can include linear parks, trails, greenways, sites with complex ownership or jurisdictional issues, boundary points that have the potential to shift over time (i.e. a boundary defined based on a water body or other natural landmark), and expanding conservation areas with multiple management partners. In those instances the project applicant should plan for additional time to collaborate with NPS on defining the LWCF boundary area that meets LWCF program requirement and **represents a viable recreation area.**

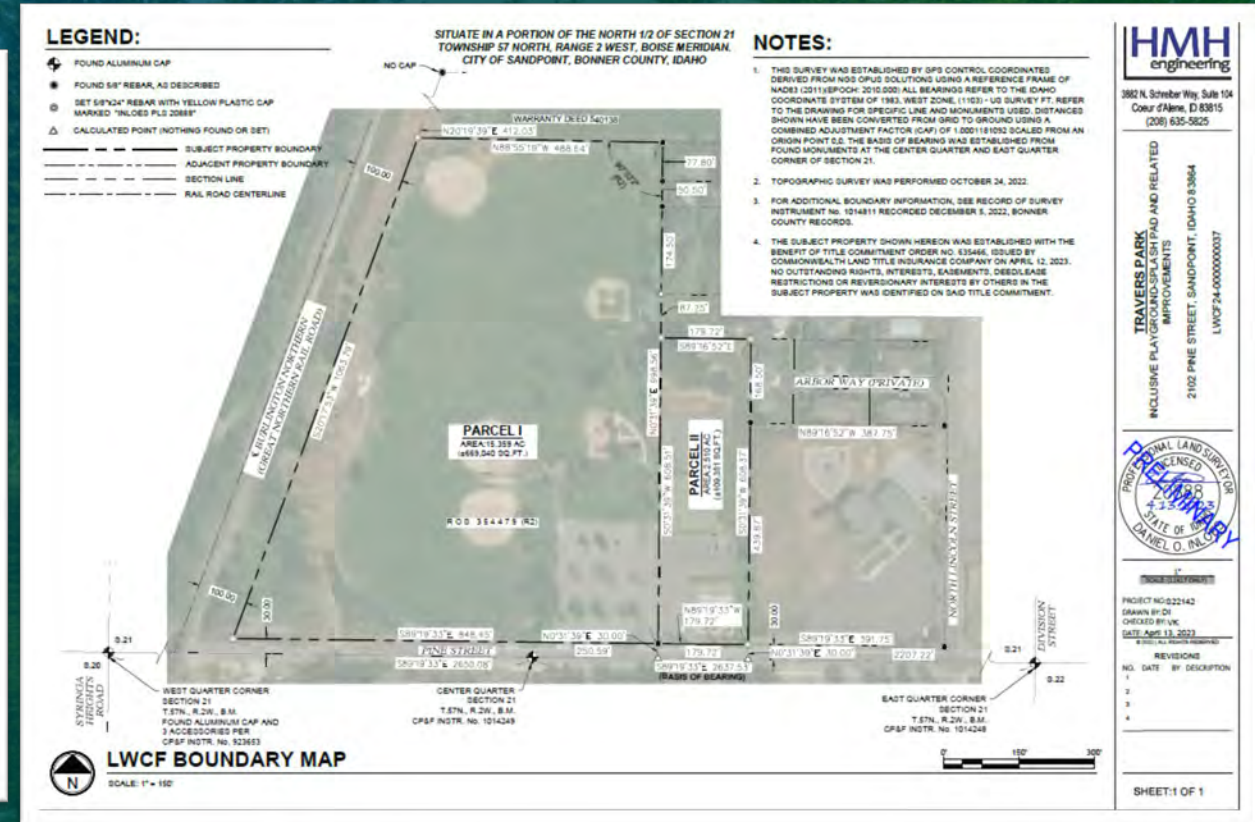
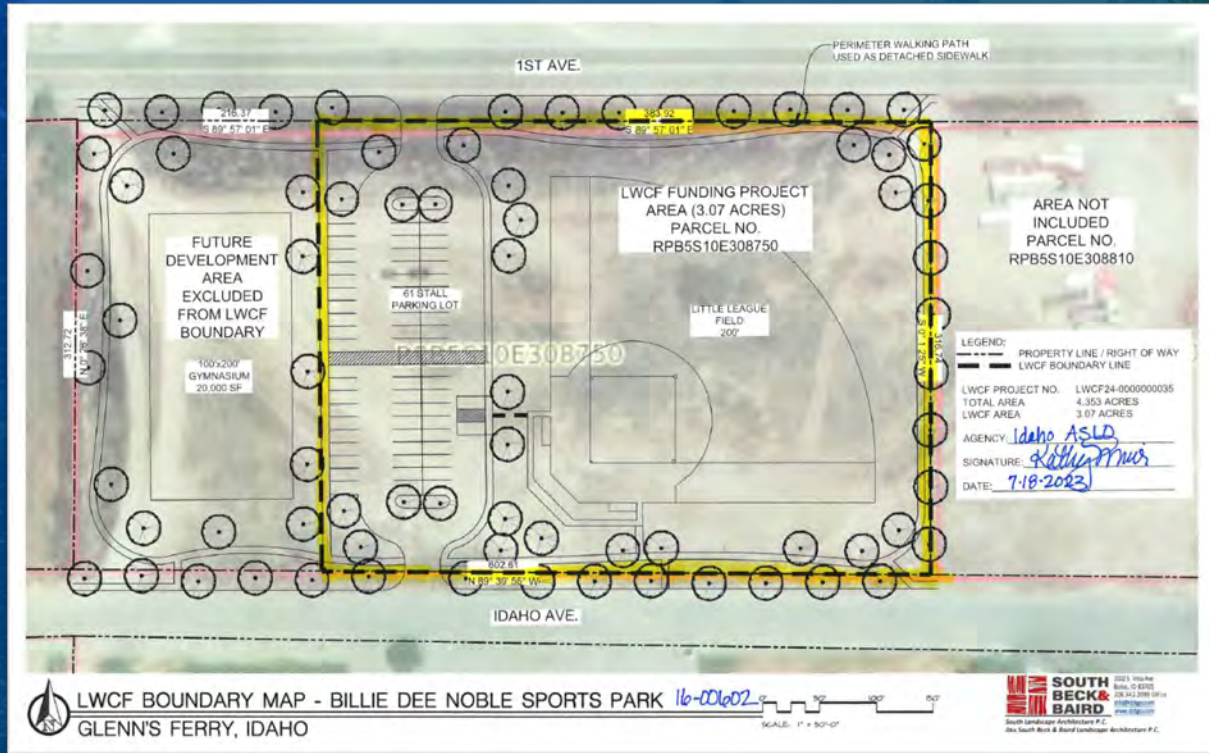


An acceptable LWCF boundary area map is required for all development and combination projects prior to NPS approval, and for acquisition projects, prior to reimbursement.

1. Official park/site name, location, and LWCF project number.
2. Sufficient detail so as to legally identify the lands to be subject to the provisions of the LWCF Act.
3. All known outstanding rights, interests in the area held by others.
4. Total acreage of the area within the LWCF boundary and subject to the provisions of the LWCF Act.
5. North Arrow.
6. Signature of the SLO or ASLO (dated).
7. Maps of up to 11x17-inch format are preferred. Avoid use of color as the only means to delineate areas.



One copy, hand-signed and dated. The LWCF boundary area map shall clearly delineate the area to be subject to the provisions of the LWCF Act (54 U.S.C. § 2003).

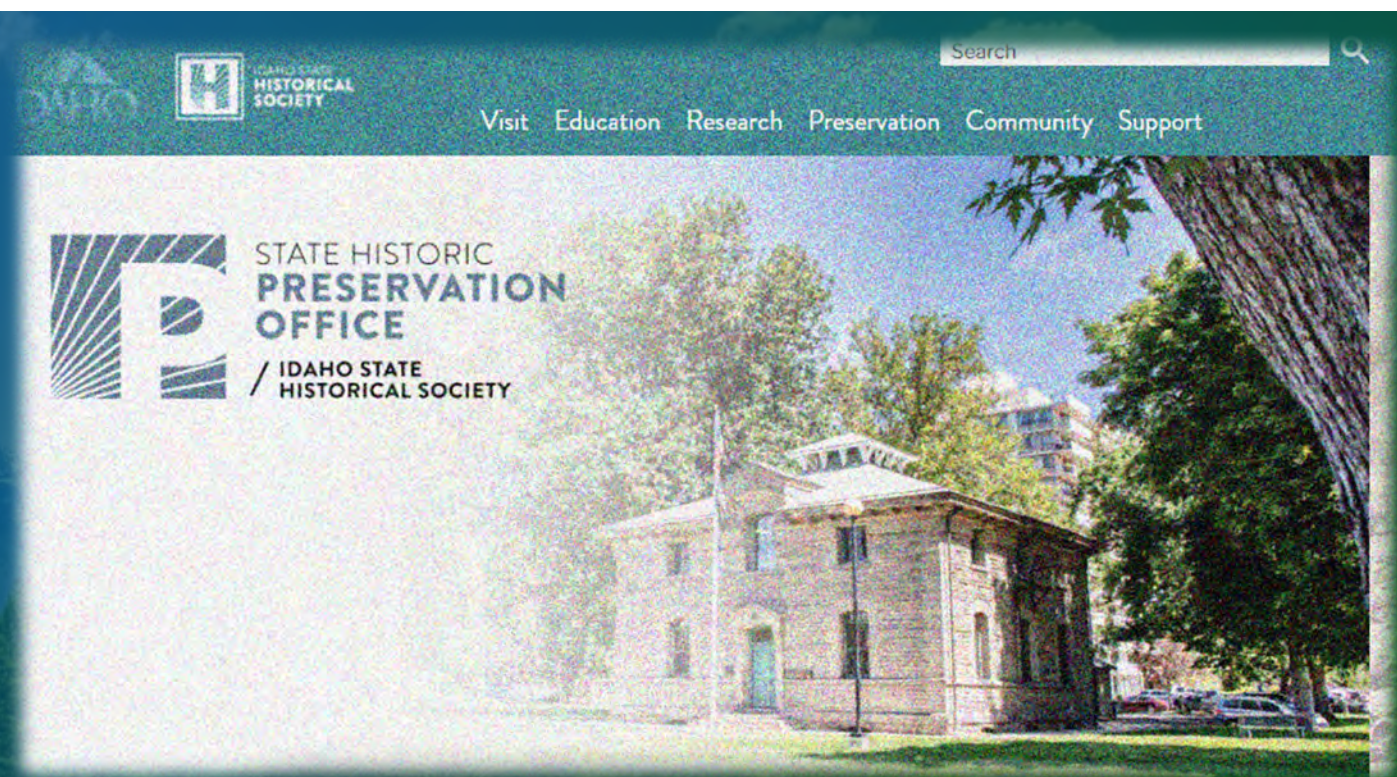


LWCF Boundary Map Examples

National Historic Preservation Act


Since the passage of the National Historic Preservation Act (NHPA) in 1966, federal agencies have been required to promote the preservation of historic properties. The purpose of NHPA is to help federal agencies make informed decisions about their activities, and to provide an opportunity for interested and affected parties to provide comments and recommendations that will help agencies avoid, minimize, and mitigate adverse effects on historic properties. Section 106 of the NHPA requires federal agencies to consider the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertakings. The section 106 implementing regulations are found at 36 C.F.R. Part 800.

For the purposes of Section 106 compliance, an undertaking includes any project carried out, funded, or approved by a federal agency and therefore includes all new LWCF grants (except for planning grant). Additional review may also be required for amendments that change the scope of what had previously been considered when a grant was first submitted. Failure to comply with the requirements of NHPA prior to initiating the scope of an LWCF grant may be grounds for termination for cause.




Maps

Welcome to the featured maps of the State Historic Preservation Office. To view a complete list of available map resources, please visit our [ArcGIS Online](#) page.



Idaho Certified Local Governments +

This map displays the Idaho Cities and Counties that are recognized as Certified Local Governments. For more information visit [Idaho CLGs](#) or [email](#).



National Register of Historic Places in Idaho +

This map features the National Register of Historic Places in Idaho. For more information visit [Idaho National Register](#) or [email](#).

[Map Link](#)

ICRIS

MODULES

- Search

CREATE


- New Project
- New Unassoc. Survey

QUEUES

- User Work Queue
- Organization Queue

PUBLIC

- Historic Resources
- Section 106 Projects



ICRIS / Resources Search

Area of Significance
 Select Areas of Significance

Primary Site Type
 Select Site Type

Phase/Period
 Select Phase/Period

Brief Resource Description
 Search Brief Resource Description

City
 Sugar City

Original Function or Use
 Select Original Function/Use

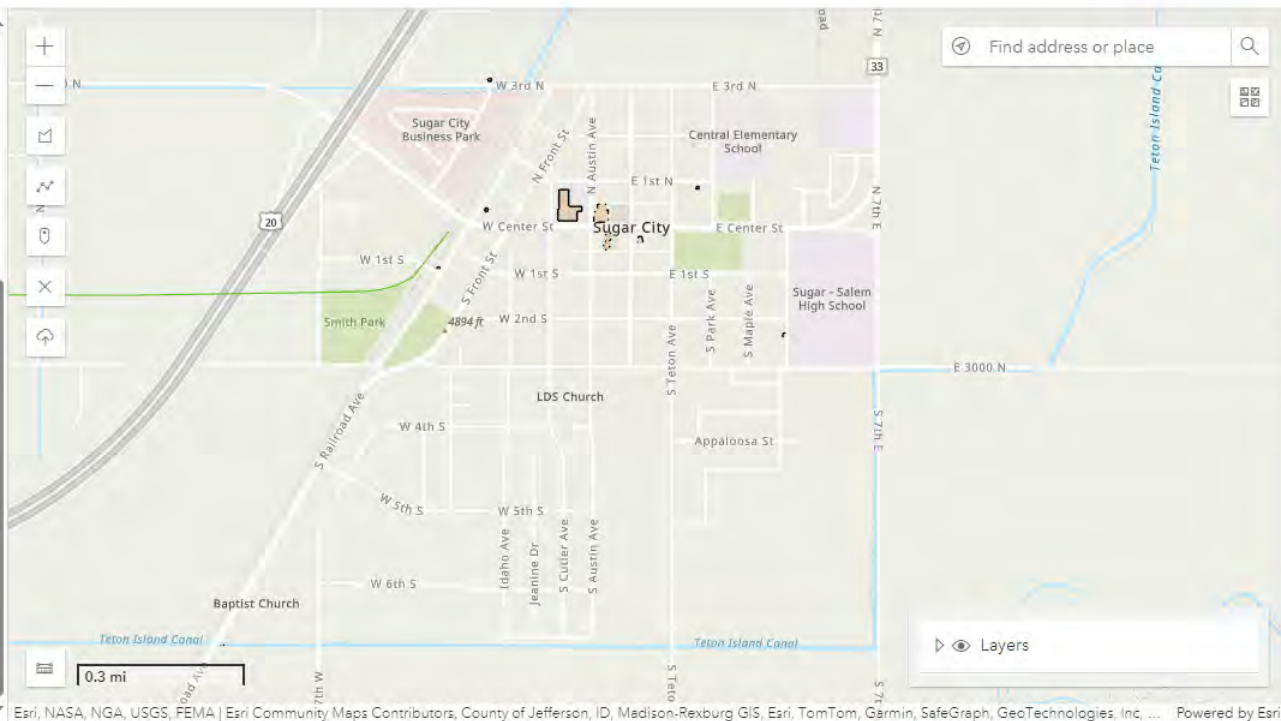
Original Sub-Use
 Select Original Sub-Use

Architectural Style
 Select Architectural Style

Architect/Builder
 Filter By Architect/Builder

Original Construction Year Range
 No Min - No Max

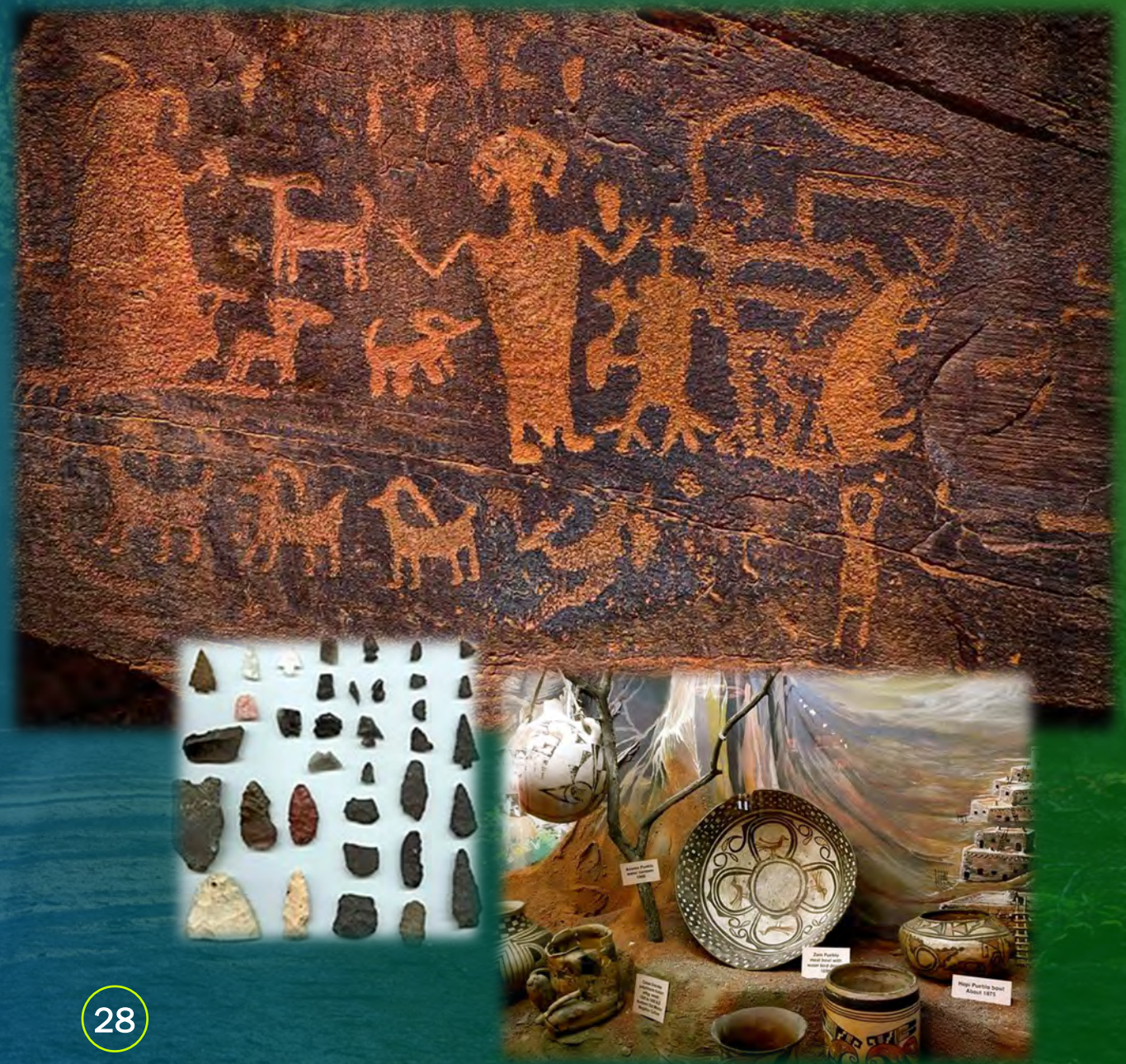
Clear Search



Smithsonian No	IHSI No	Property Type	Resource Name	Primary Site Type	Address	City	Original Function/Use	Architectural Style	Original Construction Date
10MO182	65-8303	Building	Union Pacific Railroad Dep...		W of US 20/191, ...	Sugar City	Transportation		c. 1910
10MO175	65-581	Building	Sugar Factory			Sugar City	Industry/Processing		1904
10MO174	65-5798	Structure	South Fork Teton River bri...		Approx. 2.0 mi. S...	Sugar City	Transportation	Other	c. 1920
10MO166	65-2268	Building	Bank		3 E Center St	Sugar City	Commerce/Trade		c. 1909
10MO165	65-2267	Building	Stone house		Main St.	Sugar City	Domestic	Tudor Revival	c. 1930
10MO131	65-5700, 65-150	Structure	1000 East Bridge		1000 East Road	Sugar City	Transportation	Other	c. 1920

Tribal Consultation

NPS will carry out its government-to-government consultation responsibilities with Indian tribes and NHOs. States must coordinate with the NPS early in the planning process, prior to application submission, so that NPS can begin consultation with Indian Tribes and NHOs as early as possible in the planning process (36 C.F.R. § 800.2(c)(2)(ii)(C)).



National Environmental Policy Act (NEPA)

The NEPA process coordinates compliance with applicable related federal, State, and local environmental requirements.

- The National Environmental Policy Act of 1969, as amended (43 U.S.C. §4321 *et seq.*), was enacted to provide a consistent process across federal agencies for making better, more informed decisions that carefully consider potential environmental impacts of any proposed federal action.
- The NPS federal action for new grants is the approval to provide funding for planning, acquisition, and/or development. Thus all of NPS LWCF decisions are subject to NEPA, but there are varying degrees of analysis required. The NPS has four NEPA pathways, or levels of analysis and documentation, to comply with NEPA as outlined in the NPS NEPA Handbook.



NEPA

- **Categorical Exclusion (CE) for which No Documentation is Required** – This pathway is applicable to actions that have been found to have no potential for significant environmental impacts under ordinary circumstances and whose potential for environmental impacts of any kind is so minimal the NEPA pathway does not require formal documentation.
- **Categorical Exclusion (CE) for which Documentation is Required** – This pathway is applicable to actions that have been found to have no potential for individual or cumulative significant environmental impacts under ordinary circumstances, but whose potential for environmental impacts warrants some level of analysis and formal documentation.
- **Environmental Assessment (EA)** – This pathway is applicable to a variety of situations, most often when the potential degree of environmental impacts is unknown. An EA should be a brief and concise document at a level of detail limited to that necessary to demonstrate that the proposal would not result in significant environmental impacts.
- **Environmental Impact Statement (EIS)** – This pathway is applicable to proposals that could result in significant adverse environmental impacts. There is regulatory guidance detailing the requirements for an EIS.

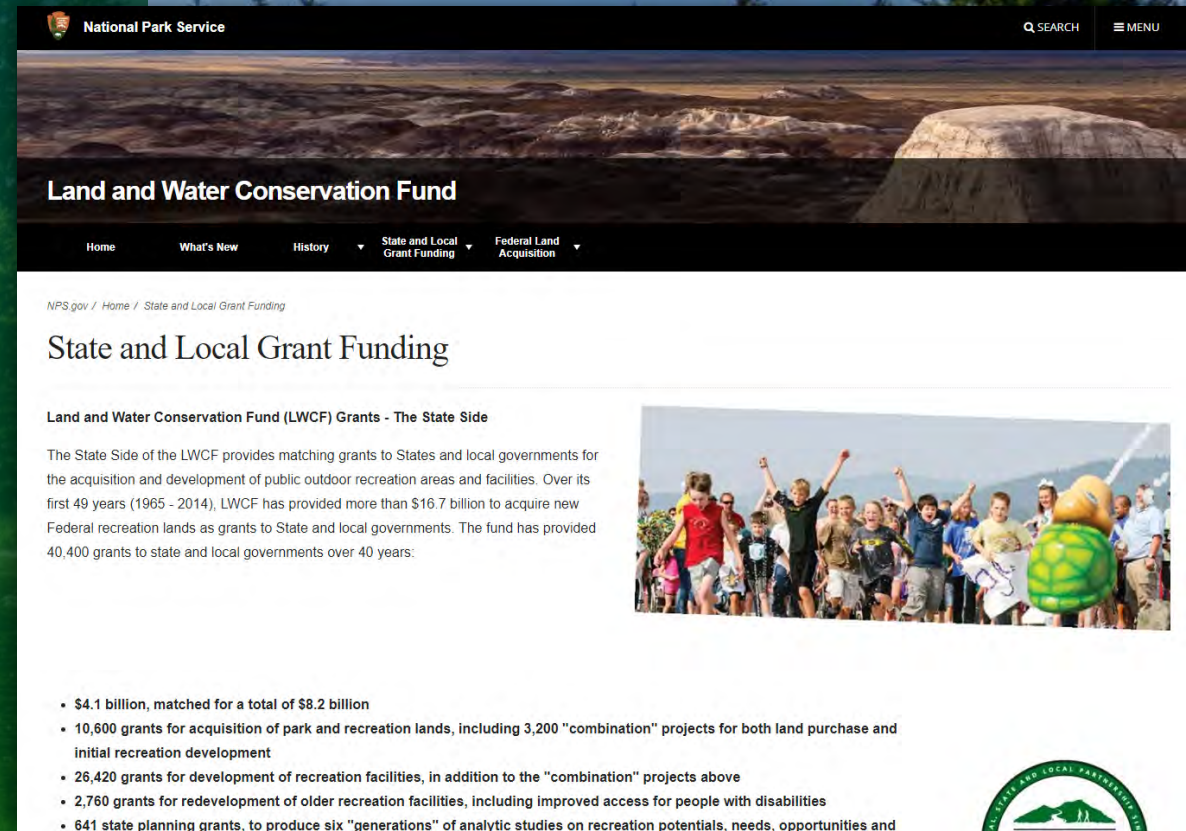
Do not assume already disturbed areas constitute a CE!

NPS Review Process

Upon receipt of a draft grant application package, the NPS will assign an official LWCF project number to the project and conduct an initial cursory review to determine if all required items are included in the grant application package.

- If items are missing or incomplete, NPS will notify the State and will not process the application package until the missing or incomplete documentation is provided. If the grant application package is complete, the NPS will conduct a detailed independent review of the proposal and required documentation to determine if the proposal is eligible for LWCF assistance, has been developed in accordance with applicable laws and Executive Orders as outlined in Chapter 4, and meets the administrative requirements contained in this manual. If needed, NPS will consult with the State for additional information to better understand the proposal and to fulfill compliance with all requirements.

For more detail see Chapter 6 pages 81-82 of the LWCF Manual



The screenshot shows the National Park Service website. The header includes the NPS logo, "National Park Service", a search bar, and a menu icon. The main navigation bar has links for "Home", "What's New", "History", "State and Local Grant Funding", and "Federal Land Acquisition". The page title is "State and Local Grant Funding". The main content area is titled "Land and Water Conservation Fund (LWCF) Grants - The State Side". It contains a paragraph of text and a photograph of a group of people celebrating at a ribbon cutting. Below the text is a bulleted list of statistics. A small logo for "STATE AND LOCAL PARTNERSHIP" is visible in the bottom right corner of the screenshot.

NPS.gov / Home / State and Local Grant Funding

State and Local Grant Funding

Land and Water Conservation Fund (LWCF) Grants - The State Side

The State Side of the LWCF provides matching grants to States and local governments for the acquisition and development of public outdoor recreation areas and facilities. Over its first 49 years (1965 - 2014), LWCF has provided more than \$16.7 billion to acquire new Federal recreation lands as grants to State and local governments. The fund has provided 40,400 grants to state and local governments over 40 years:

- \$4.1 billion, matched for a total of \$8.2 billion
- 10,600 grants for acquisition of park and recreation lands, including 3,200 "combination" projects for both land purchase and initial recreation development
- 26,420 grants for development of recreation facilities, in addition to the "combination" projects above
- 2,760 grants for redevelopment of older recreation facilities, including improved access for people with disabilities
- 641 state planning grants, to produce six "generations" of analytic studies on recreation potentials, needs, opportunities and

Above picture taken at ribbon cutting at Majestic Park, Rathdrum in 2013

Inspections

- States are encouraged to use the **pre-award on-site inspection** to generate information for use in preparing the LWCF A&R Form. The pre-award site inspection shall be conducted by individuals knowledgeable about the resources of the site.
- **Progress inspection** reports may be combined with the annual performance report or submitted to the Service at the same time as the electronic fund transfer.
- **Final inspection** reports must be submitted to NPS within 90 days after the date of completing a project and prior to final reimbursement and administrative closeout.
- **Post-completion site inspections** must be conducted within five years after the final project reimbursement and **every five years** thereafter. Post-completion reports should be retained in the State file, except for those inspections that discover post-completion compliance problems such as park closures and non-recreation or private uses occurring within the LWCF boundary area. The State shall report to the NPS the project numbers of all sites inspected soon after the inspection is conducted and forward to NPS only the inspection reports for LWCF sites with problems.

Unannounced inspections should be expected.

POST-COMPLETION AND STEWARDSHIP

Requirements for maintaining LWCF assisted sites and facilities in public outdoor recreation use following project completion. LWCF-assisted areas shall remain accessible to the general public including non-residents of assisted jurisdictions

Operation and Maintenance

Property acquired or developed with LWCF assistance shall be operated and maintained as follows:

- 1. The property shall be maintained so as to appear attractive and inviting to the public.
- 2. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- 3. Properties shall be kept reasonably open, accessible, and safe for public use. Fire prevention, lifeguard, and similar activities shall be maintained for proper public safety.
- 4. Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- 5. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

https://lwcf.tplgis.org/mappast/

The screenshot shows a web browser window with the URL <https://lwcf.tplgis.org/mappast/>. The page header features the LWCF logo and the text "The Land and Water Conservation Fund" and "PROTECTING THE PLACES THAT MATTER TO YOU". A navigation bar includes links for "Home", "Maps", "More info", and "Contact us". The main content area is titled "Past projects" and contains a dropdown menu for "Map information/help (click to expand or collapse)". Below this is a list of instructions for using the map. At the bottom is an interactive map of Idaho with a search bar and a legend.

Map information/help (click to expand or collapse)

- Explore the [user guide](#) for the map below
- The more you zoom in on the map, the more LWCF-funded places you will see
- Points with **i** symbols have additional information/stories
- For more information about LWCF's specific programs, see the [LWCF programs](#) page
- The LWCF-funded places databases were last updated in June 2022, see the [About the data](#) page for more information on data status per program.
- Do you see anything missing or in the wrong location? Use the [Contact us](#) page to let us know.

Map interface showing a search bar, map controls, and a legend with categories: Congressional districts, Counties, and States. The map displays blue circular markers with 'i' symbols indicating LWCF-funded places, primarily clustered around Boise and Garden City.

This system is not 100% accurate

Conversion of Use

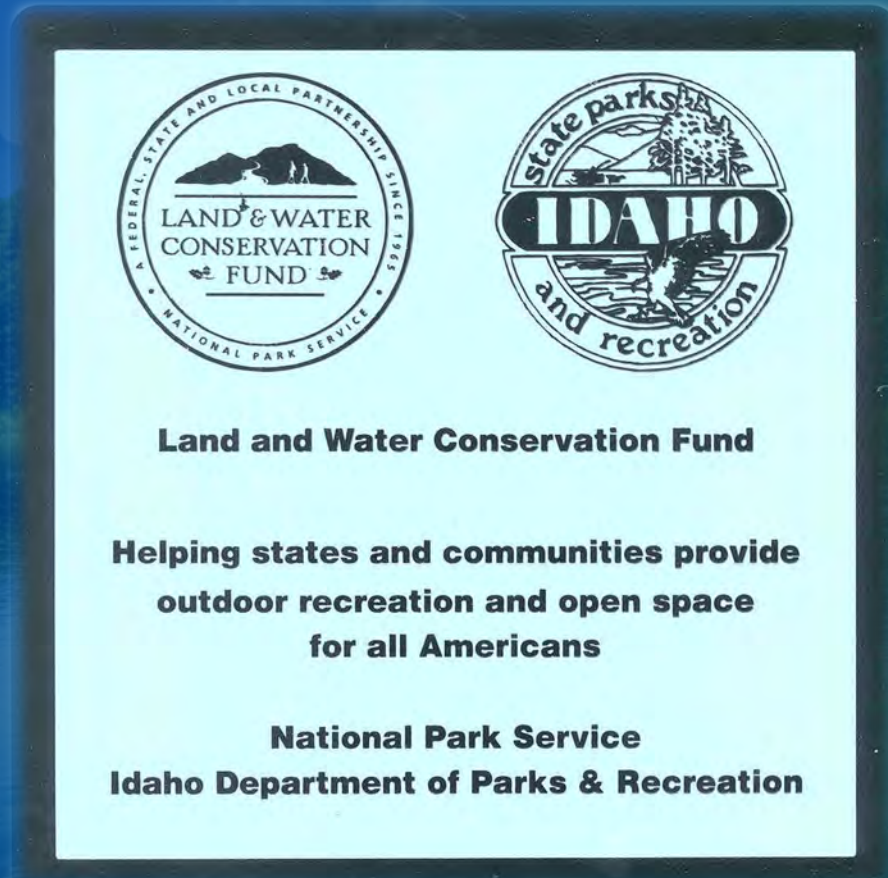
Property acquired or developed with LWCF assistance shall be retained and used for public outdoor recreation. Any property so acquired and/or developed shall not be wholly or partly converted to other than public outdoor recreation uses without the approval of NPS pursuant to Section 200305(f)(3) of the LWCF Act and these regulations.

Situations that trigger a conversion include:

- Property interests are conveyed for private use or non-public outdoor recreation uses.
- Non-outdoor recreation uses (public or private) are made of the project area or a portion thereof, including those occurring on pre-existing rights-of-way and easements, or by a lessor, which alters the outdoor recreation use.
- Unallowable indoor facilities are developed within the project area without NPS approval, such as unauthorized public facilities and sheltering of an outdoor facility.
- Public outdoor recreation use of property acquired or developed with LWCF assistance is terminated.

The sponsor is responsible for perpetual management of the land in accordance with the LWCF Act.

SIGNS



LWCF Acknowledgement Signs

1. Permanent signs. Permanent signs shall be installed to acknowledge the federal-state-local partnership role in providing new high quality outdoor recreation areas and facilities and to facilitate continued awareness of the LWCF Act obligations by recipients/subrecipients as well as the public, consistent with 2 C.F.R. § 200.316.

Checklist

A successful application should include the following steps:

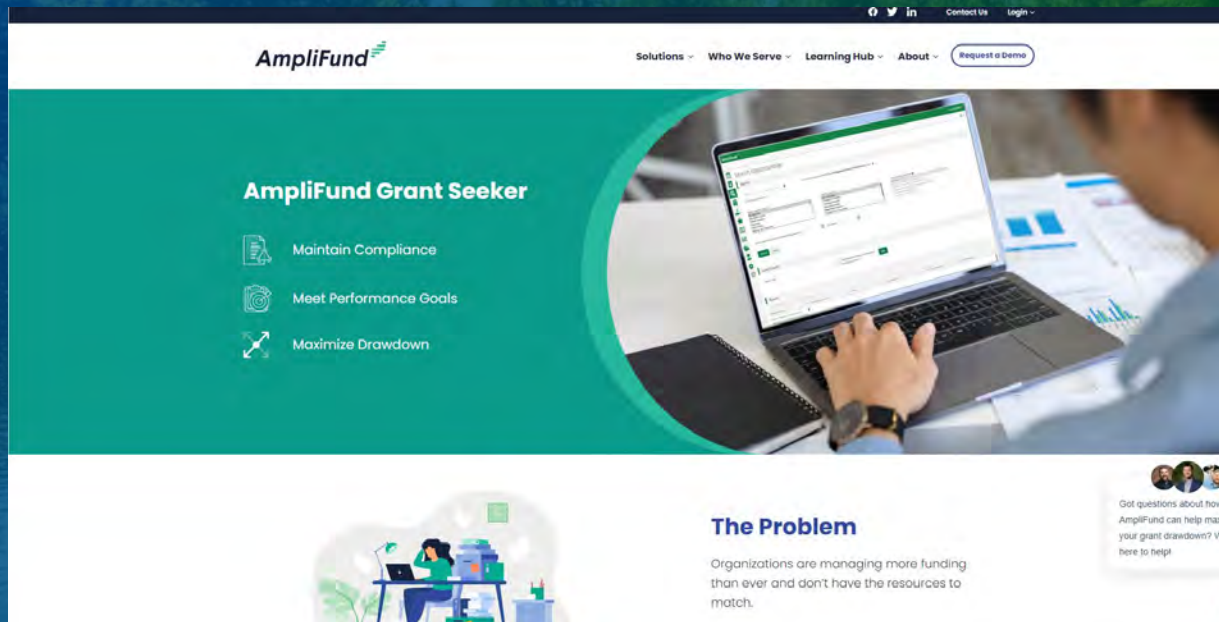
- Talk to Kathy about your project
- Set up a site visit to talk about project components
- Learn how to navigate on-line application process
 - Will not be Survey Monkey
- Research any NEPA requirements your site might need
 - Some costs could be eligible if required
- Do adequate public outreach
- Create a reasonable budget with adequate detail
 - Pad your numbers, we don't allow contingency line
- Create a sufficient boundary map per NPS rules
 - NPS will not approve projects without appropriate boundary map

BE Patient – this is a long process



August 15, 2024

All new applications will submit through AmpliFund. You must create an account in this system in order to apply for any IDPR funds.



Not actual website we will use



Established 1965

The Land and Water Conservation Fund was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard our natural areas, water resources and cultural heritage, and to provide recreation opportunities to all Americans.

Questions?

Kathy Muir, Alternate State Liaison Officer

Phone

208-514-2431

Email

Kathy.Muir@idpr.Idaho.gov

Protecting Lands and Giving Back to Communities

