

2026  
Land & Water  
Conservation Fund

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Application Overview



Conservation projects are organized efforts to protect and preserve Earth's natural heritage, including wildlife, habitats, and ecosystems, by addressing specific goals like species recovery, habitat restoration, pollution control, and sustainable resource management. These projects vary in scope and duration, ranging from local efforts like planting trees and cleaning streams to large-scale initiatives for endangered species protection and land preservation, often involving community participation and advanced management skills for maximum impact.



The title is misleading

# 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.



# Grant Round Timeline 2026/2027

## State Application

**August 14, 2026** deadline to submit state application in NEW grant management platform.

**September 2026** LWCF Advisory Committee reviews and scores all eligible applications after sponsor presents project at meeting in Boise.

**November 2026** Park Board approves projects to be submitted to the National Park Service (NPS) for final award.

## 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 National Parks Service will begin tribal consultation, if not already initiated. States will not be given permission to upload applications into GrantSolutions for final federal approval and funding until compliance with all federal laws and regulations has been completed.

## 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 2027)**

GRANT TYPES	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
FORMULA, PLANNING, & ADMIN.	October 29 - LWCF Accepting Applications							May 1- Final Draft Applications Deadline		July 11 - Final Revisions Due			October 1 - ACCEPTING FY26 APPLICATIONS	

## Acquisition and Development

*Funding Opportunity Number: P-P-LWCF-25-003*

From the NPS site

- Required documents to be submitted:
  - SF-424
  - SF-424C
  - A&R
  - Project Boundary Map
  - SF-429 (acquisition)
  - Budget/Budget Narrative
  - Location Map
  - SHPO letter
  - Proof of ownership (i.e. deeds, leases etc.)
  - Site Development Plan
  - DNF
  - NEPA/SEPA (if applicable)
  - Pre-Award Site Inspection
  - Project Abstract
  
- **Please note:** Depending on the type of application additional information and documents may be required to complete the application review. Please consult your program officer if you have questions.

# LWCF EVALUATION COMMITTEE PROJECT EVALUATION FORM

Project Name: \_\_\_\_\_

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.)	
<b>TOTAL</b>	

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**

Make sure you are using the correct SCORP version. Document can be found on the IDPR website on the "About Us" page.

# 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 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.*
- Evidence of control and tenure (ownership)
- Maps
- Description and Notification Form (DNF)
- Evidence of compliance with applicable federal laws (i.e. NHPA, ESA, etc.)
- Environmental Screening
- Detailed Budget Narrative
- Development Plan

State provides all forms to application

# 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).
- Environmental Screening** – The survey form can be completed either as part of a pre-award inspection or as part of a dedicated environmental review process.



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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.

Pre-award on-site inspection report

# Project budget

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- 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.
- 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.

Grant Budget Narrative / Detailed Plan

Project Name:		Date Prepared:	
Applicant (Agency) Name:		Project Start:	
Total Project Cost :	\$0.00		
GRANT Share:	\$0.00		
Grant Share as % of project:	#DIV/0!		

New budget format

Scope of Work (basic description):

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	NOTES
<b>1. Administrative &amp; Legal Expenses</b>			\$0.00	
<b>2. Architectural and Engineering Fees</b>			\$0.00	
<b>3. Other Architectural &amp; Engineering</b>			\$0.00	
<b>4. Project Inspection Fees</b>			\$0.00	
<b>5. Site Work</b>			\$0.00	
<b>6. Demolition &amp; Removal</b>			\$0.00	
<b>7. Construction</b>			\$0.00	
<b>8. Equipment (no labor)</b>			\$0.00	
<b>9. Supplies &amp; Materials</b>			\$0.00	
<b>10. Miscellaneous</b>			\$0.00	
Subtotals - grant cost share	\$0.00		\$0.00	
Subtotal - match cost share (all sources)		\$0.00		
<b>16. TOTAL PROJECT COSTS</b>	<b>\$0.00</b>			
Total project cost by type of cost share	#DIV/0!	#DIV/0!		

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

Notes:  
 Cost estimates prepared by:

LWCF State & Local Assistance Grant Budget Narrative / Milestone Plan

State: Idaho	Sub-grantee:	Indirect (ICR):	4.63%
Project Name: 2022 Croffoot Park Project	Project 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
<b>1. Administrative and legal expenses</b>				\$0.00		10/1/2021 - 12/31/2023
<b>4. Architectural and Engineering Fees</b>				\$63,000.00		10/1/2021 - 12/31/2023
Professional design services	\$31,500.00	\$31,500.00				
<b>6. Project Inspection Fees</b>				\$45,000.00		10/1/2021 - 12/31/2023
Construction surveying and project inspection	\$22,500.00	\$22,500.00				
<b>7. Site Work</b>				\$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				
<b>8. Demolition/Removal</b>				\$0.00		
<b>9. Construction</b>				\$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				
<b>10. Equipment &amp; Materials (no labor)</b>				\$0.00		
<b>11. Miscellaneous</b>				\$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				
<b>16. TOTAL PROJECT COSTS (not incl ICR)</b>	<b>\$1,080,000.00</b>					
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				
<b>TOTAL Project Cost (including ICR)</b>	<b>\$1,130,004.00</b>					
				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	\$ 0.00	\$	\$ 0.00
2. Land, structures, rights-of-way, appraisals, etc.	\$ 0.00	\$	\$ 0.00
3. Relocation expenses and payments	\$ 0.00	\$	\$ 0.00
4. Architectural and engineering fees	\$ 15,500.00	\$	\$ 15,500.00
5. Other architectural and engineering fees	\$ 0.00	\$	\$ 0.00
6. Project inspection fees	\$ 0.00	\$	\$ 0.00
7. Site work	\$ 35,000.00	\$	\$ 35,000.00
8. Demolition and removal	\$ 5,313.00	\$	\$ 5,313.00
9. Construction	\$ 48,206.00	\$	\$ 48,206.00
10. Equipment	\$	\$	\$
11. Miscellaneous	\$ 167,989.00	\$	\$ 167,989.00
12. SUBTOTAL (sum of lines 1-11)	\$ 272,008.00	\$	\$ 272,008.00
13. Contingencies	\$	\$	\$
14. SUBTOTAL	\$ 272,008.00	\$	\$ 272,008.00
15. Project (program) income	\$	\$	\$
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 272,008.00	\$	\$ 272,008.00
<b>FEDERAL FUNDING</b>			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.		Enter eligible costs from line 16c Multiply X 50 %	\$ 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.
- Pre-approved pre-award costs will be allowable if incurred within three years prior to project submission to NPS.

- 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.

# 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.

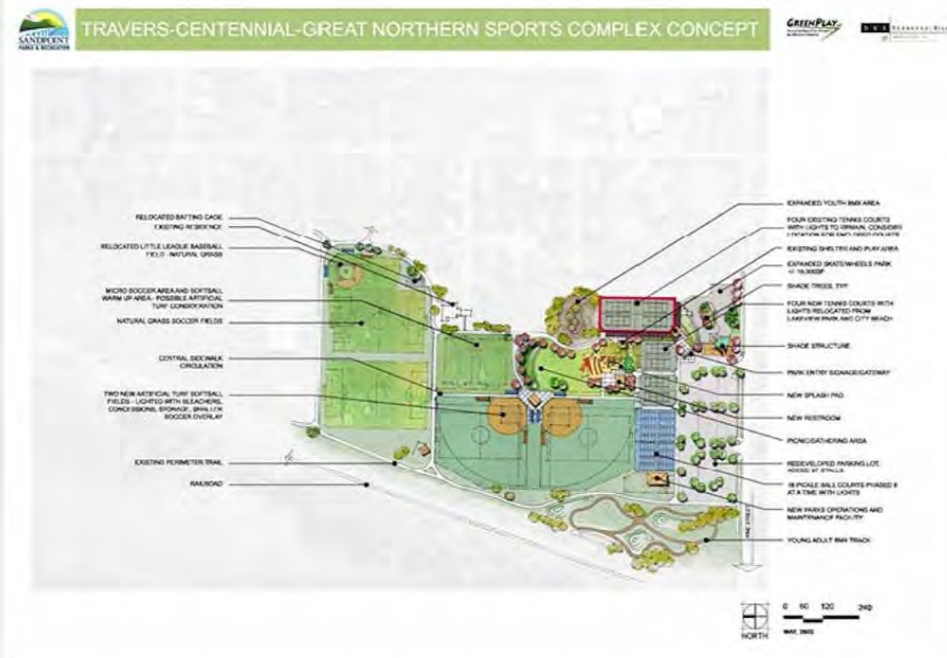
Idaho Falls City Council had voted to approve the location in Capital Park during a May work session. On Thursday, the Board of Adjustment held a conditional-use permit hearing to decide on allowing the water tower site to continue forward. The



## Public Outreach/Public Comment Period

PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

# Traversers 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 in terms of the city's parks system.

(Illustration courtesy CITY OF SANDPOINT)

Adequate public outreach is vital to a project

# Public Proof of Public Involvement

## AGENDA

### CITY OF POCA TELLO REGULAR CITY COUNCIL MEETING

AUGUST 1, 2024 • 6:00 PM  
COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

#### 10. LAND WATER CONSERVATION FUND GRANT APPLICATION

Council may wish to approve submission of a grant application to the Idaho Department of Parks and Recreation for submission to the federal Land Water Conservation Fund for the Centennial Rainey Park Project and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. The total project cost is \$1,200,000.00 with a 50% match, which has been budgeted in the Science and Environment budget. **(ACTION ITEM)**

What public outreach did you complete to identify community needs? \*

Attach public meeting documents and/or surveys completed to collect data. \*

Choose File

**NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!**



U.S. Forest Service - Payette National Forest

December 7, 2021

The McCall & New Meadows Ranger Districts of the Payette National Forest are applying for grant funding from the Idaho Department of Parks and Recreation (IDPR) to support trail projects.

The districts are planning to submit one application through IDPR's Off-Road Motor Vehicle (ORMV) fund to support replacement of the Jenkins Crossing Bridge on the McCall Ranger District.

The Forest will submit a second application through the Recreation Trails Program (RTP) for heavy trail maintenance on the two districts. The trail maintenance project would also include the construction of two trail bridges on the New Meadows Ranger District, as well as supporting trail crew members and conservation corps crews to complete the work.

If received, implementation of the grants would begin in the late summer of 2022 and continue into the summer of 2023.

Comments or requests for more information should be submitted to Will Smith, McCall Ranger District, 102 West Lake Street, McCall, ID 83638, or by calling 208-634-0440.

Photo: Jenkins Crossing Bridge



# Buy America/Buy America

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

- **“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.

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.



# 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.

**Approved DOI General Applicability Waivers**

The following DOI Buy America general applicability waiver requests have been approved. 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. Any questions regarding general applicability waivers should be directed to the financial assistance awarding officer for your grant or cooperative agreement.

**Approved and Active DOI Buy America General Applicability Waivers:**

Project Title	Waiver Justification	Approval Date	Expiration Date
<a href="#">DOI Small Grants Waiver</a>	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
<a href="#">DOI De Minimis Waiver</a>	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

Waiver expires February 20, 2028

# BABA Intake Review Request

LAND AND WATER CONSERVATION FUND

Please complete to the best of your ability and submit to your Program Officer (PO).  
Your PO will use this information to ensure your request meets the most current guidance.



## GRANT INFORMATION

FAIN		NOFO of Project	
Project Title		Grant Program	Land and Water Conservation Fund
Recipient Name		Period of Performance	
NPS Awarding Officer		Federal Amount	
NPS AO Email		Non-Federal Amount	
NPS Program Officer		Total Project Cost	

## PURPOSE OF REVIEW Please select 1 option

- a. This project involves the construction or installation of a splash pad.
- b. This project is not a splash pad, but this includes potential outdoor recreation infrastructure that the FAAO would like an initial review.
- c. This includes other infrastructure that would like to have an initial review.

## DESCRIBE THE PROJECT, LOCATION, AND INFRASTRUCTURE COMPONENTS OF THIS PROJECT

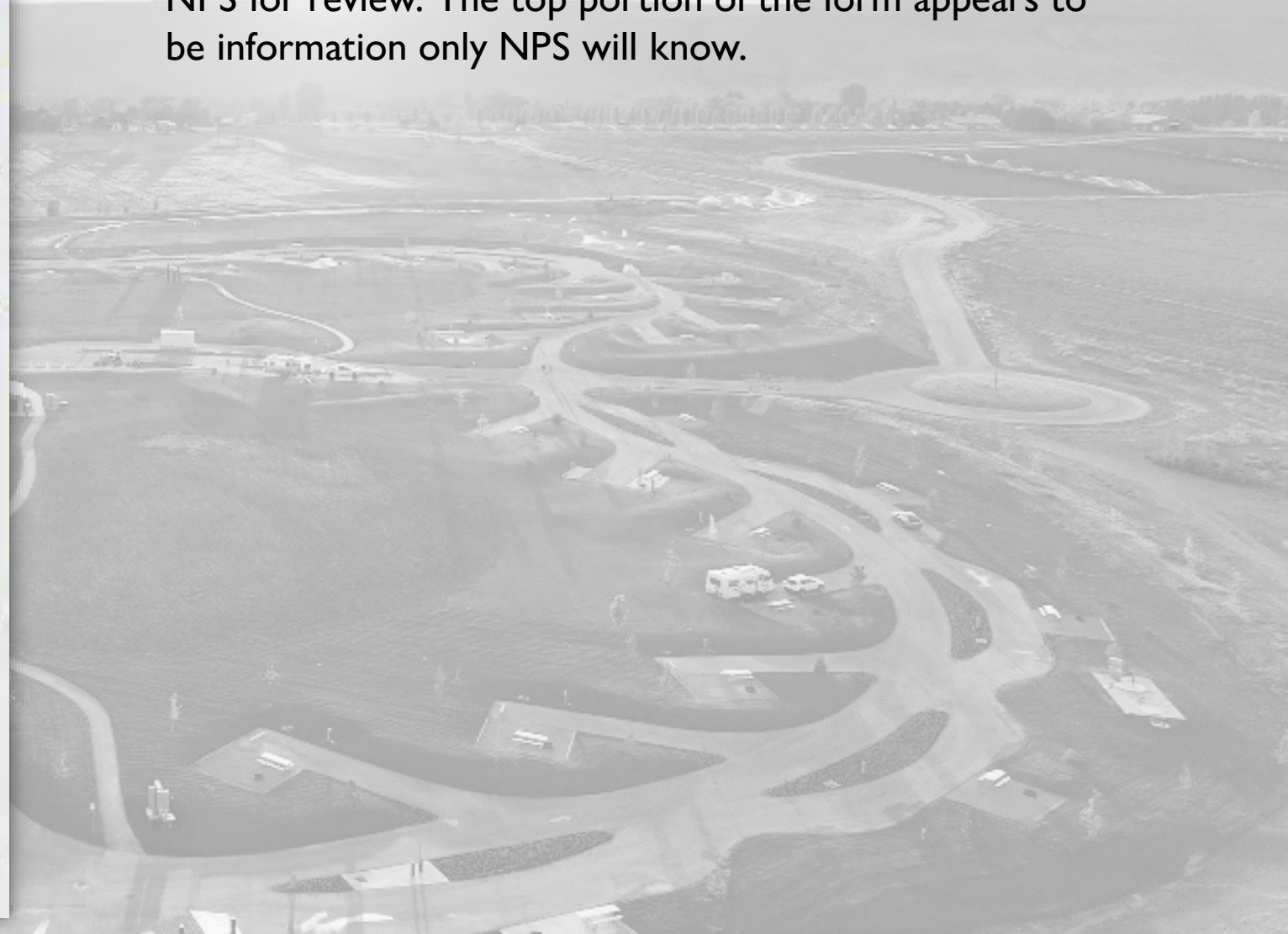
## CATEGORY OF INFRASTRUCTURE, STRUCTURES, FACILITIES, OR EQUIPMENT Please select best 2 options

- a. Roads, highways, and bridges
- b. Public transportation
- c. Dams
- d. Ports, harbors, and other maritime facilities
- e. Intercity passenger and freight railroads; freight and intermodal facilities; airports
- f. Water systems, including drinking water and wastewater systems
- g. Electrical transmission facilities and systems; utilities; broadband infrastructure
- h. Buildings and real property
- i. Structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging
- j. Other or Outdoor Recreation

**Attachments:** The PO will ensure the notice of award, grant agreement and budget are included with the initial application and all supplemental information as a single PDF attachment. Attachments submitted internally as part of this request may be subject to change based on future guidance.

# New NPS required document (TBD)

The only guidance received is to fill it out and send to NPS for review. The top portion of the form appears to be information only NPS will know.



# Control and tenure

A black and white photograph of a swimming pool. In the background, there is a large wooden barn with a gambrel roof. To the right of the barn is a large tree. The pool is in the foreground, with lane lines visible. The pool is surrounded by a fence. In the distance, there are mountains under a cloudy sky. The overall scene is a rural or mountainous property.

**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.**

# 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.

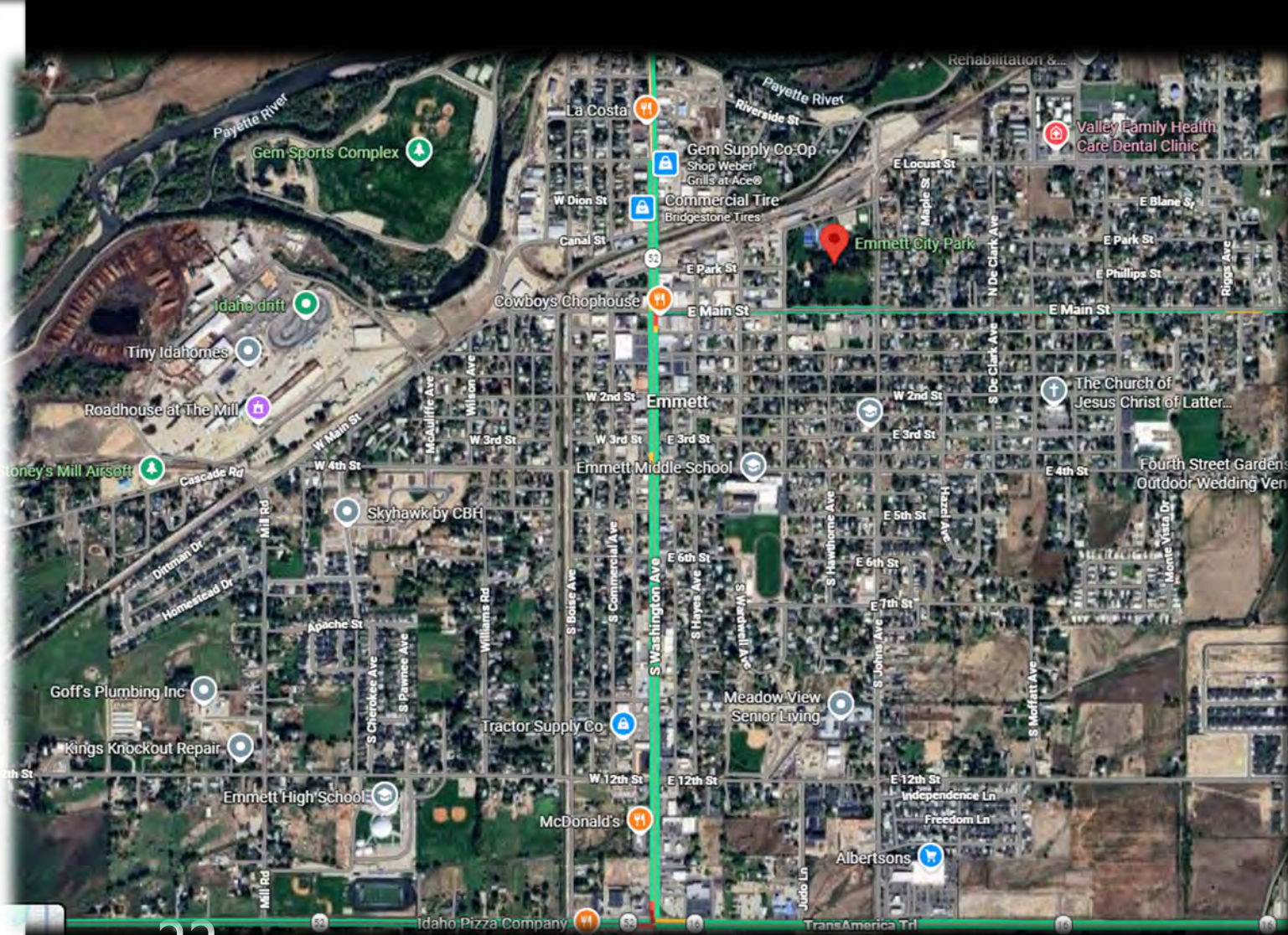
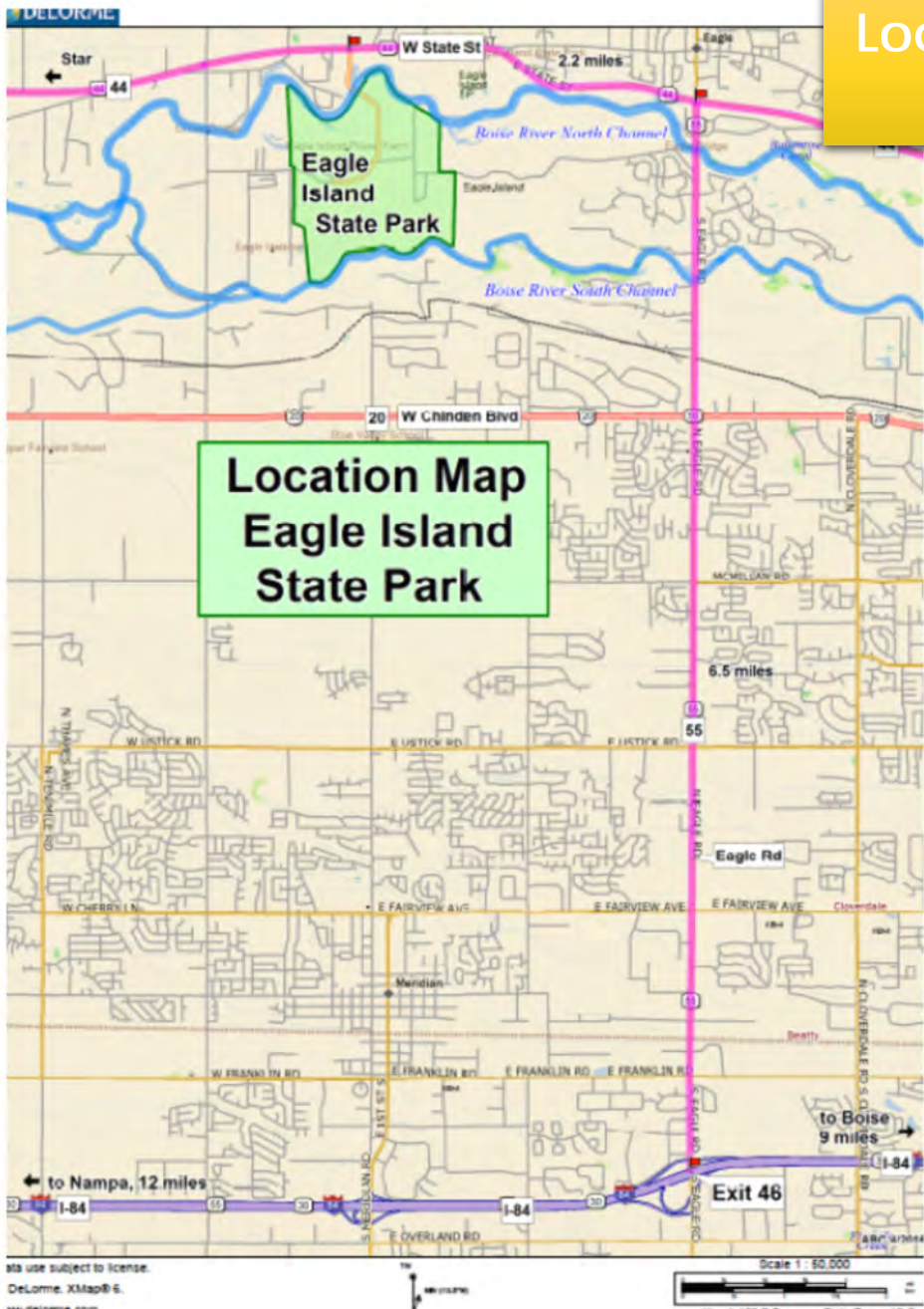
- **Parcel map**

- 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.

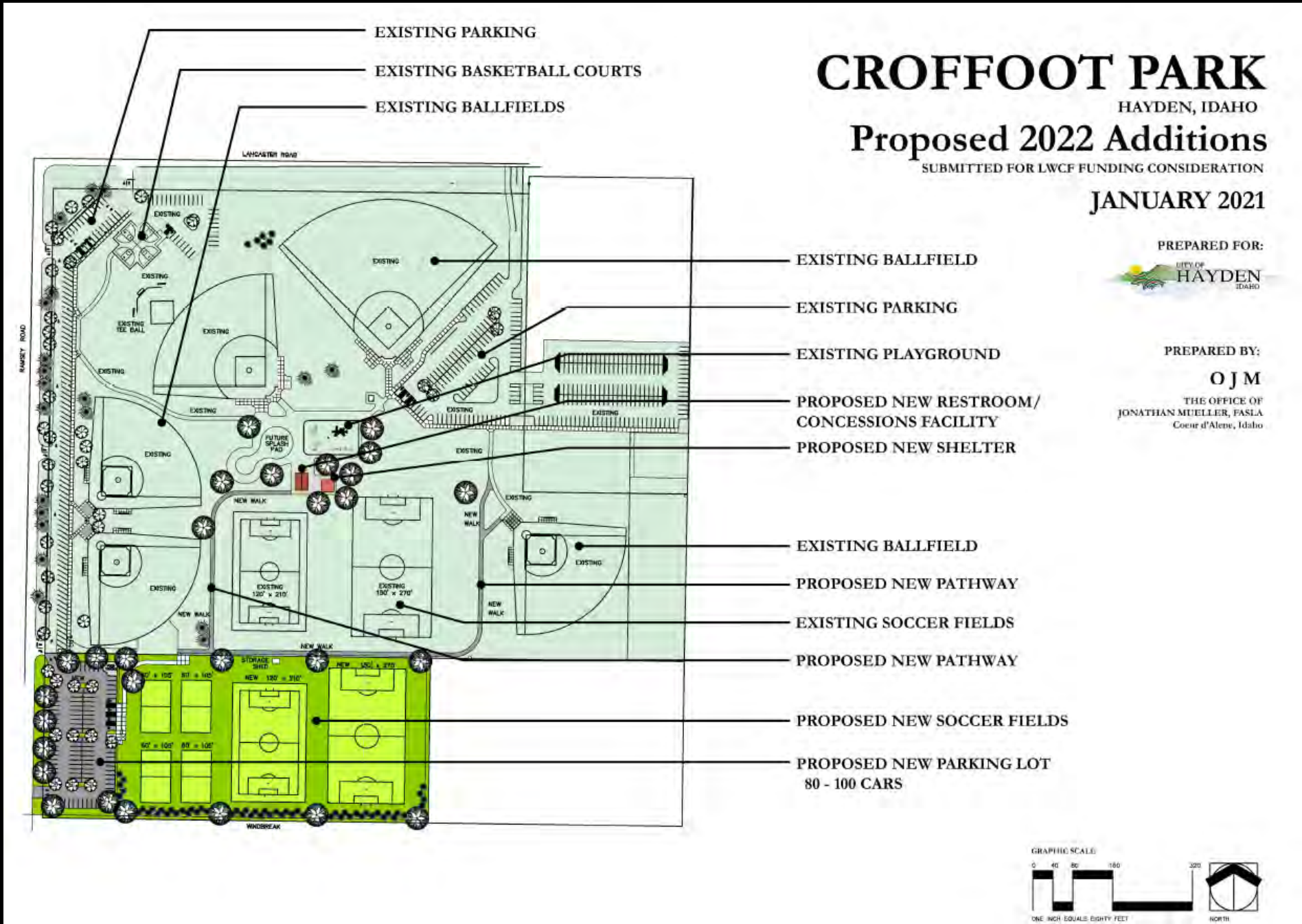
Location Maps should give enough information that someone who has never been there could find the location.



# Site Plan/Concept Design

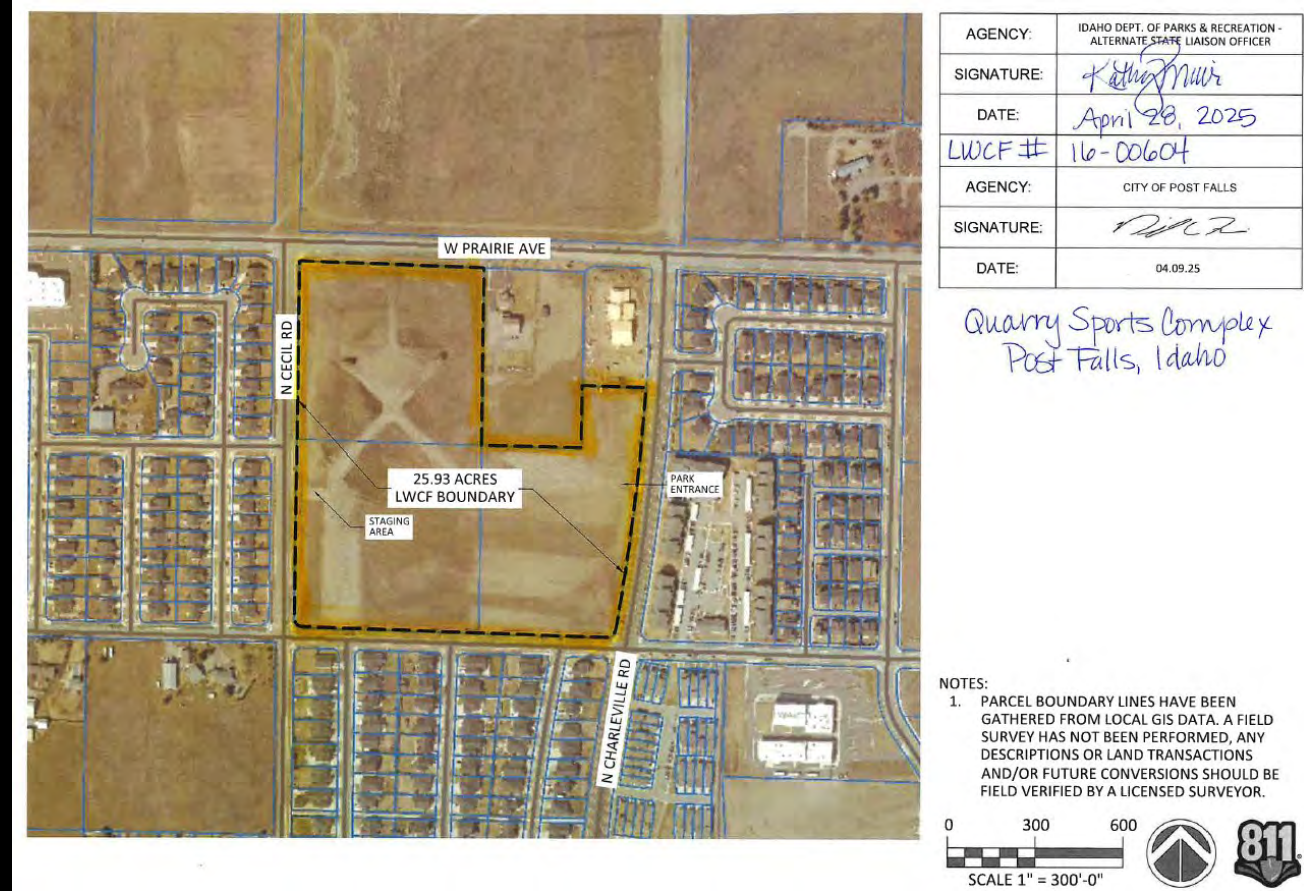
A site plan is a detailed graphic that shows how a site will be developed. It should identify the location of the planned LWCF development in relation to the property boundary and any existing structures, landscape features, roadways, or other identifying features.

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



**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.**

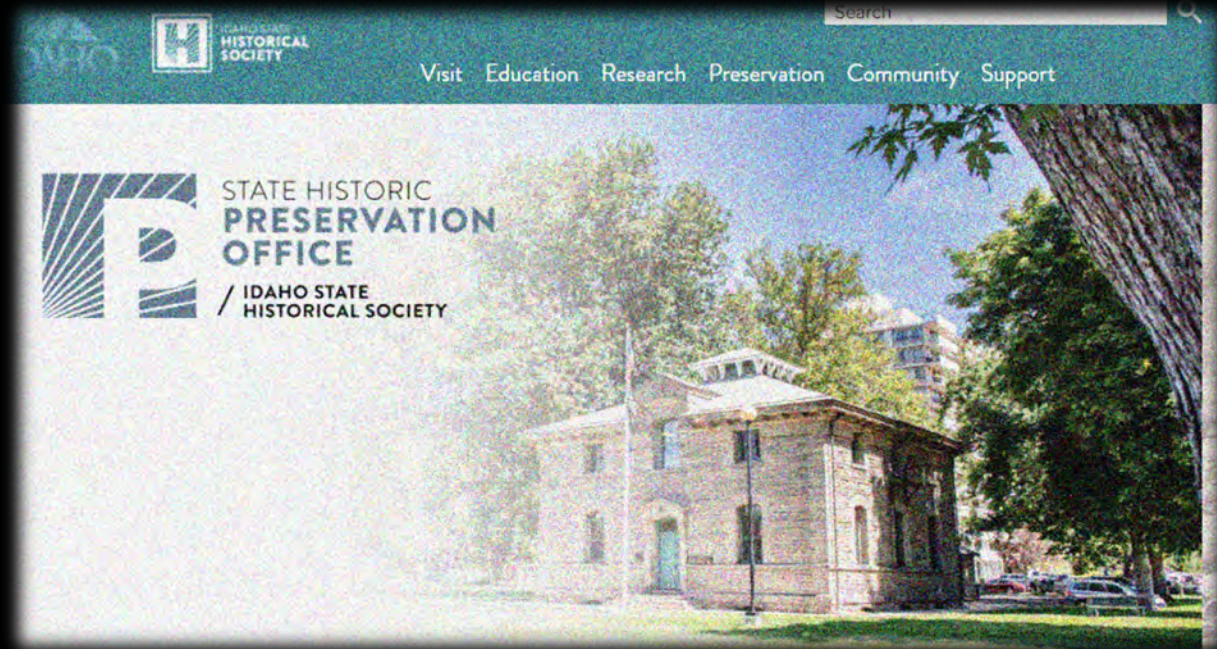
- 1. Official park/site name, location, and LWCF project number.**
- 2. Sufficient detail so as to legally identify the lands to be subject to the provisions of the LWCF Act.**
- 3. All known outstanding rights, interests in the area held by others.**
- 4. Total acreage of the area within the LWCF boundary 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.**



Location map. *One copy.* This map shall clearly depict the location of and entrance to the site/outdoor recreation/park area

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.



## National Historic Preservation Act

Section 106 includes both historic and cultural resources

# State Historic Preservation Office

Costs for cultural surveys can be an allowable cost in your budget if you know one will be required.

The screenshot displays the ICRIS Resources Search interface. On the left is a navigation sidebar with sections for Modules, Create, Queues, and Public. The main area features a search form with various filters and a map of Sugar City, Idaho. Below the map is a table of search results.

**Search Filters:**

- 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/L
- 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

**Map Labels:** Sugar City Business Park, Central Elementary School, Sugar - Salem High School, LDS Church, Appaloosa St, Baptist Church, Teton Island Canal, 4894 ft, W 1st S, W 2nd S, W 3rd N, W 4th S, W 5th S, W 6th S, S Railroad Ave, Idaho Ave, Jeanine Dr, S Cutler Ave, S Austin Ave, S Teton Ave, S Maple Ave, S Park Ave, E 1st N, E 1st S, E 3rd N, E 3000 N, N 27th E, N 27th W.

**Search Results Table:**

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

# 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)).



# Threatened/Endangered Species

There are resources you can use to determine if you have potential challenges. Currently, plants are popping up on a lot of park sites.

The screenshot shows the top portion of the IPaC website. At the top left is the browser address bar with 'ipac.ecosphere.fws.gov'. Below it is the U.S. Fish & Wildlife Service logo and the text 'U.S. Fish & Wildlife Service' and 'IPaC Information for Planning and Consultation'. A 'LOG IN' link is in the top right. The main banner features a scenic view of a lighthouse on a cliff overlooking the ocean, with the text 'IPaC is a project planning tool that streamlines the USFWS environmental review process'. A large white flower is in the top right corner of the banner.

This screenshot shows the 'Find location' step of the IPaC process. It includes a sidebar with three numbered steps: '1 Find location', '2 Define area', and '3 Confirm'. The 'Find location' step is active. Below the sidebar is an aerial satellite map of a residential area with a blue rectangular selection box over a body of water. The sidebar also shows 'AREA: 5.64 acres' and buttons for 'CONTINUE' and 'START OVER'.

[GET STARTED](#) [LOG IN](#)

This screenshot shows the 'Resources' and 'Insects' sections of the IPaC interface. The 'Resources' section lists 'ENDANGERED SPECIES' (3), 'BALD & GOLDEN EAGLES' (2), and 'MIGRATORY BIRDS' (19). Below this is a 'What's next?' section with a 'DEFINE PROJECT' button. The 'Insects' section shows 'Proposed Threatened' and 'Proposed Endangered' categories. Under 'Proposed Threatened' is the 'Monarch Butterfly' (Danaus plexippus). Under 'Proposed Endangered' is 'Suckley's Cuckoo Bumble Bee' (Bombus suckleyi). There are also 'Flowering Plants' and 'Critical habitats' sections, both showing 'No photo available' for the listed species.

This screenshot shows the results for 'Wetlands in the National Wetlands Inventory (NWI)'. It includes a 'Resources' sidebar with 'WETLANDS' selected. The main content area states: 'This location did not intersect any wetlands mapped by NWI.' It also includes a 'NOTE' about the initial screening and a list of 'Data limitations', 'Data exclusions', and 'Data precautions'.

- 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.

# National Environmental Policy Act (NEPA)

- 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.

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.



# I Inspections



# 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.



## Post-Completion & Stewardship



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

Past projects – The Land and Water Conservation Fund

[Home](#) [Maps](#) [More info](#) [Contact us](#)

## Past projects

▼ 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.

This system is not 100% accurate

# Signs



## Land and Water Conservation Fund

Helping states and communities provide  
outdoor recreation and open space  
for all Americans

National Park Service  
Idaho Department of Parks & Recreation



## 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.

- 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.

## Conversion of Use

### 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. .

# New Applications

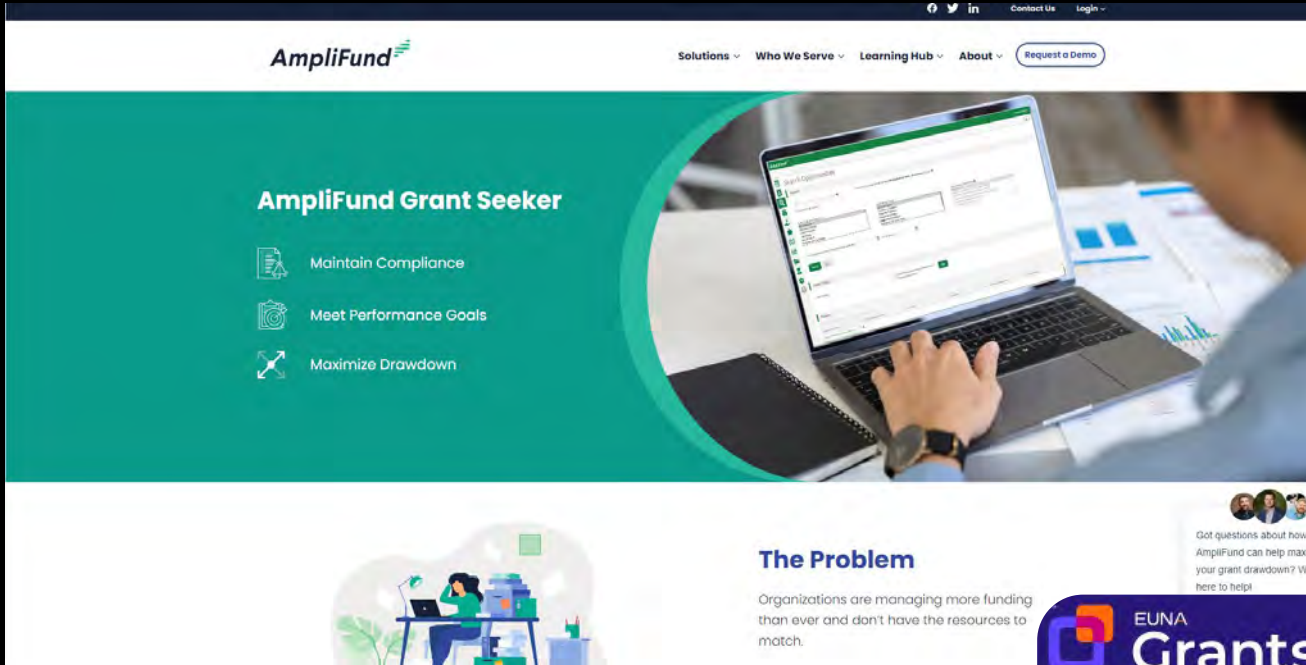
## Administering the Program Fairly

In order to better serve the public and assure that grant money is administered more efficiently, State and Federal Aid Program staff at the Idaho Department of Parks and Recreation recommended two changes in the Open Project Selection Process. The changes are:

- 1). Entities with unresolved Land and Water Conservation Fund conversion issues will not be considered for grants until those issues are resolved, unless the National Park Service negotiates a special condition on the original project agreement.
- 2). Projects will only be considered if they are primarily for use by the general public. Property must be readily accessible and open to the public during reasonable hours and times of the year.

**Per the current SCORP, applicants must be in good standing to apply for funds. IDPR staff will determine eligibility prior to submittal.**

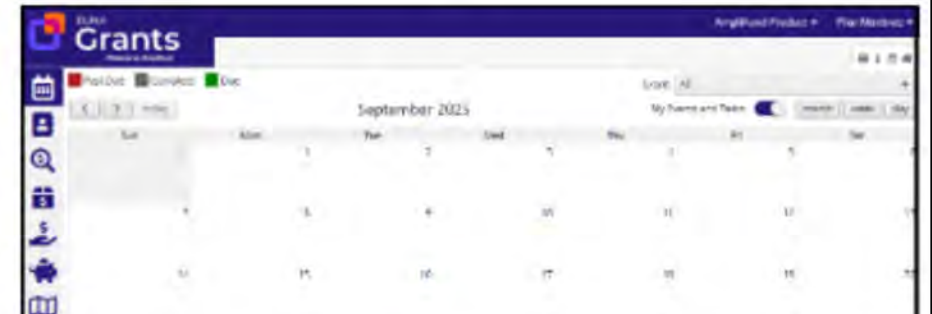
# Grant Application Portal



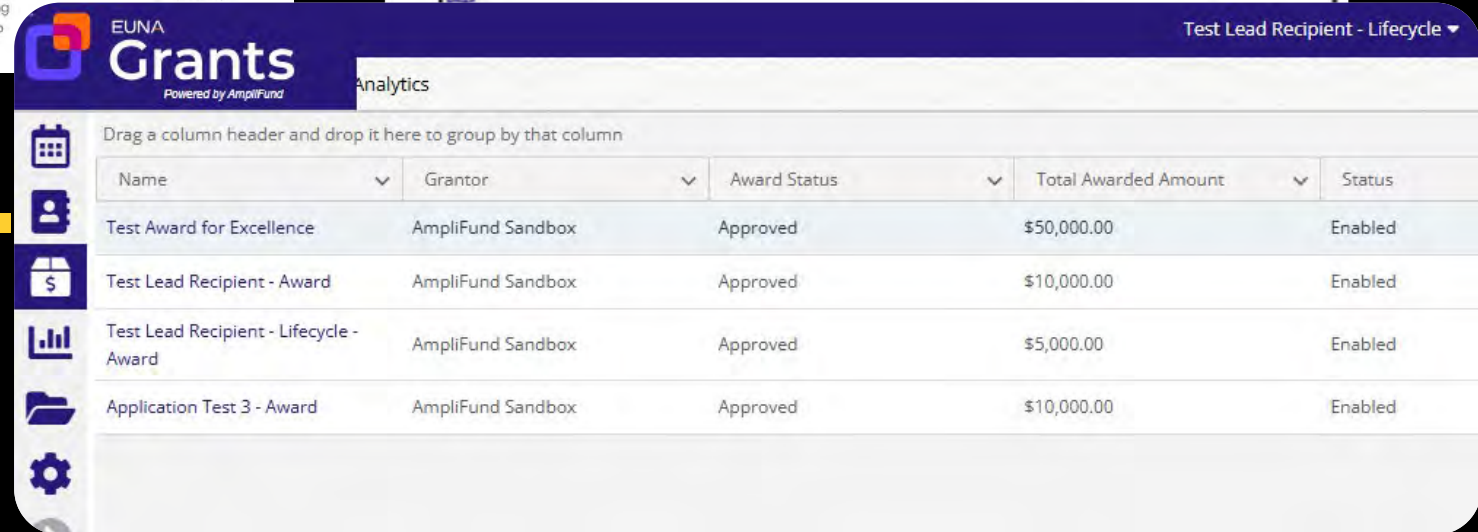
The screenshot shows the AmpliFund Grant Seeker website. At the top, there is a navigation bar with the AmpliFund logo, social media icons, and links for Solutions, Who We Serve, Learning Hub, About, and a Request a Demo button. The main content area features a large green banner with the heading "AmpliFund Grant Seeker" and three bullet points: "Maintain Compliance", "Meet Performance Goals", and "Maximize Drawdown". Below this, there is a section titled "The Problem" with an illustration of a person working at a desk and a text box stating: "Organizations are managing more funding than ever and don't have the resources to match."

## AmpliFund is becoming Euna Grants!

On 10/31, AmpliFund will become Euna Grants. The **interface and logo will look different**, but features and capabilities remain the same.



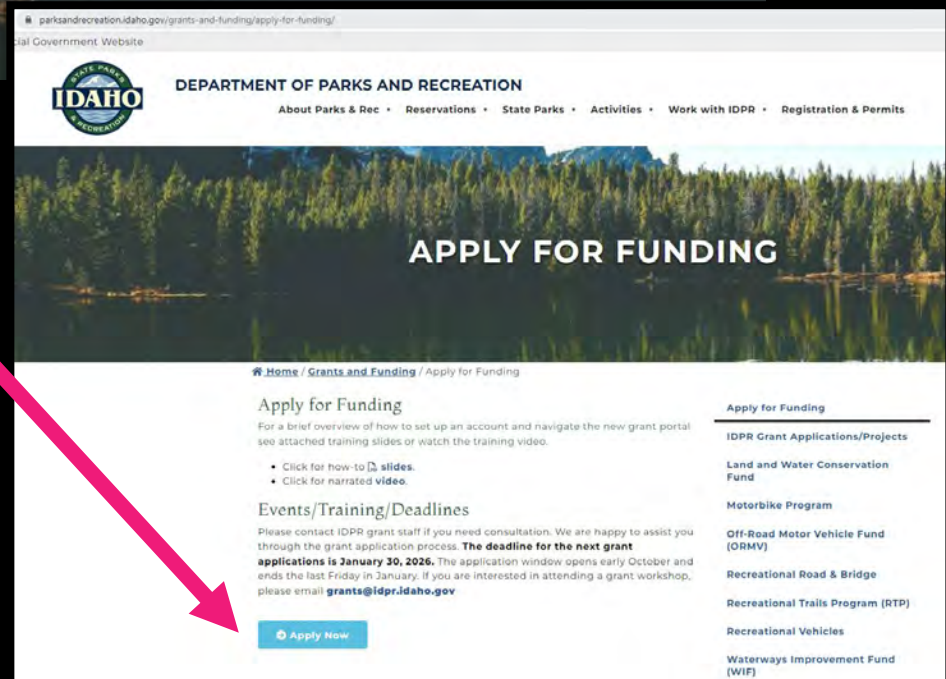
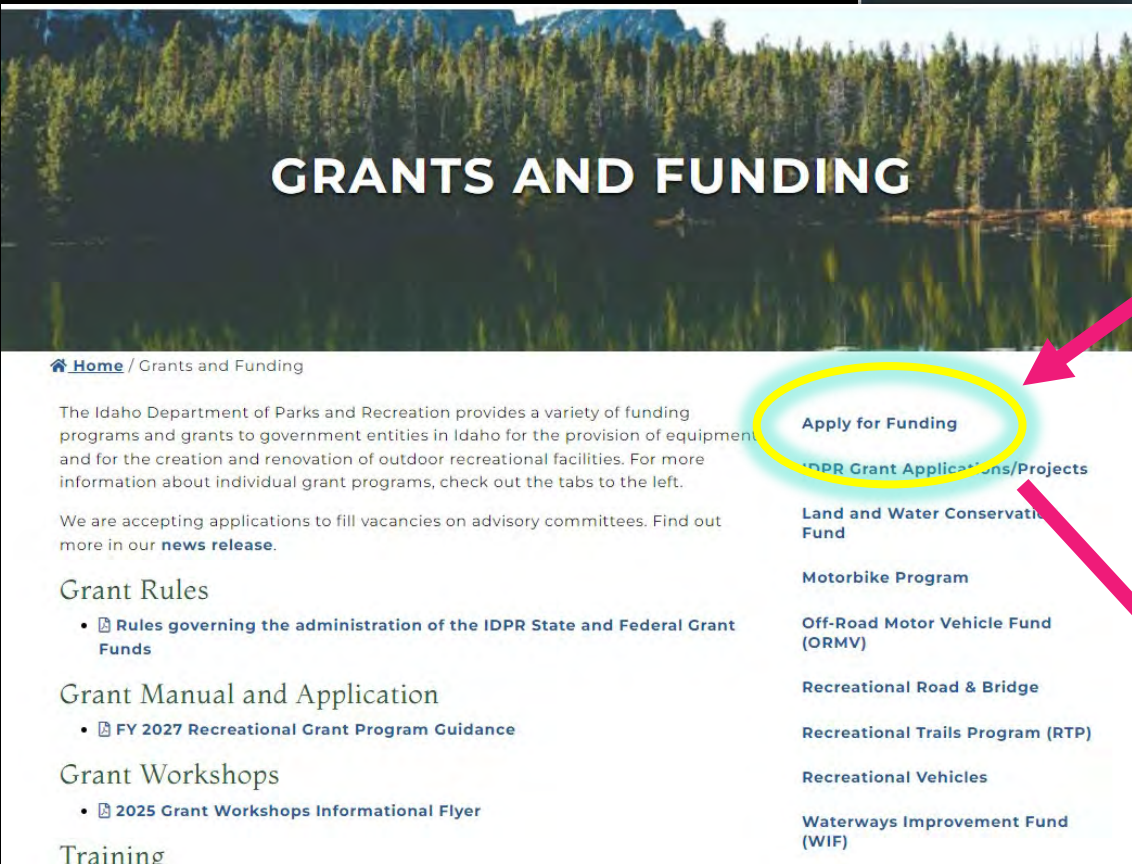
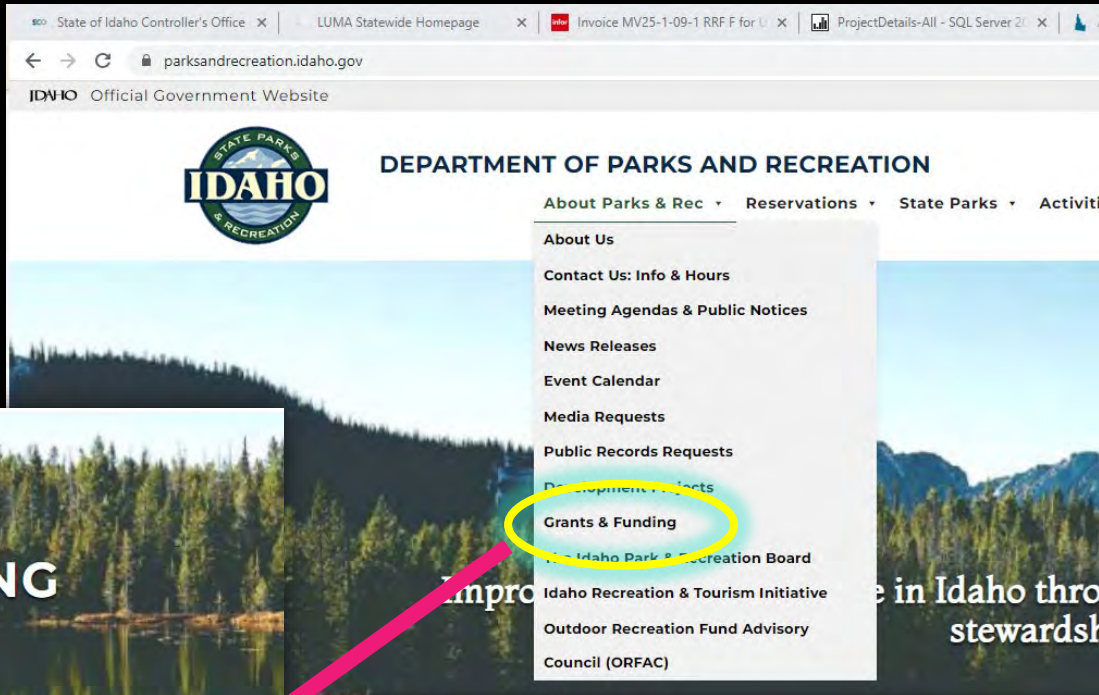
The screenshot shows the Euna Grants dashboard. It features a calendar for September 2025 with a sidebar containing various icons for navigation. The main area displays a table of grant data.



The screenshot shows the Euna Grants Analytics interface. It includes a table with the following data:

Name	Grantor	Award Status	Total Awarded Amount	Status
Test Award for Excellence	AmpliFund Sandbox	Approved	\$50,000.00	Enabled
Test Lead Recipient - Award	AmpliFund Sandbox	Approved	\$10,000.00	Enabled
Test Lead Recipient - Lifecycle - Award	AmpliFund Sandbox	Approved	\$5,000.00	Enabled
Application Test 3 - Award	AmpliFund Sandbox	Approved	\$10,000.00	Enabled

Access the portal through our website



# Idaho Department of Parks and Recreation

## Opportunities

Title	Status	Submission Open Date	Submission Close Date
Recreational Vehicle (RV) Fund FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Waterways Improvement Fund (WIF) FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Cutthroat Plate Fund FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Off-Road Motor Vehicle Fund (ORMV) FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Motorbike Recreation Fund FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Recreational Road & Bridge Fund FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Mountain Bike Plate Fund FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Recreational Trails Program (RTP) FY2027	Closed	10/7/2025 8:00 AM (MDT)	1/30/2026 5:00 PM (MST)
Land & Water Conservation Fund Grant FY2028	Closed	5/1/2026 9:00 AM (MDT)	8/14/2026 5:00 PM (MDT)

Opens May 1 

# Registering to Apply

- When the AmpliFund Login screen appears, users will click the 'Register' button to Create New Account for their Applicant Organization
- Applicants should only Register **ONCE** for their Organization
  - Users can be added to the Organization account

EUNA Grants  
Powered by AmpliFund

## Login

Email

The Email field is required

Password  show

The Password field is required

Remember my email [Forgot your password?](#)

[Log in with SSO](#)

Login

## Create New Account

If you have already registered, please click [here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

### Contact Information

You cannot apply until your agency creates a parent account. All applications must go through this account.

The agency to which the award will be given must be the applicant! A third party cannot apply on behalf of a governmental agency.

# Navigating the Applicant Portal

- Once registered and in the applicant portal, users can edit their information or add Users through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit

AmpliFund

**Submit a support ticket:**  
support@amplifund.Zendesk.com

The screenshot displays the AmpliFund Applicant Portal interface. At the top, a progress bar shows four steps: Opportunity Details (checked), Project Information (active), Application Forms, and Submit. Below this, the 'Project Information' section is active, with tabs for Applications, Account Information, Users, and FAQ. The 'Users' section is expanded, showing 'User Information' and an '+ Add User' button. The 'New User' form is visible, with fields for 'Email Address\*' and 'Role\*'. The 'Role\*' dropdown menu is open, showing 'Editor' selected, with 'Editor' and 'Administrator' as options. A 'Help' button is located above the form. On the right side, a yellow callout box states: 'Any questions about account set up or technical difficulties should be directed to the Euna helpdesk.' Below this, a dark blue navigation menu is shown with the user's name 'Kathy Muir' and a dropdown arrow. The menu items are: Account Information, Change Password, Message Center, Help and Support (circled in red), Terms and Conditions, Applicant Portal, and Logout. A red box highlights the 'Account Information' link in the top right corner of the portal.



# Land & Water Conservation Fund Grant FY2028

- Print
- Help
- Download
- Apply

## Opportunity Information

Title	Land & Water Conservation Fund Grant FY2028
Description	LWCF grants are provided to the States, and through the States to local governmental jurisdictions, on a matching basis for up to fifty percent (50%) of the total project-related allowable costs for the acquisition of land and the development of facilities for public outdoor recreation.  The congressional intent of the Land and Water Conservation Fund (LWCF) is to acquire, develop, and maintain outstanding property into perpetuity for outdoor recreation purposes.
Awarding Agency Name	Idaho Dept. of Parks and Recreation
Agency Contact Name	Kathy Muir
Agency Contact Phone	208-514-2430
Agency Contact Email	kathy.muir@idpr.idaho.gov
Program	
Fund Activity Categories	
Opportunity Manager	Kathy Muir
Additional Users	
Announcement Type	Initial Announcement
Public Link	<a href="https://www.gotomygrants.com/Public/Opportunities/Details/b63d5442-5f76-49e0-934e-bed91dcbe2c1">https://www.gotomygrants.com/Public/Opportunities/Details/b63d5442-5f76-49e0-934e-bed91dcbe2c1</a>
Is Published	No

## Funding Information

Opportunity Funding \$0.00

## Award Information

# Land & Water Conservation Fund Grant FY2028

Print

Help

Download

Apply

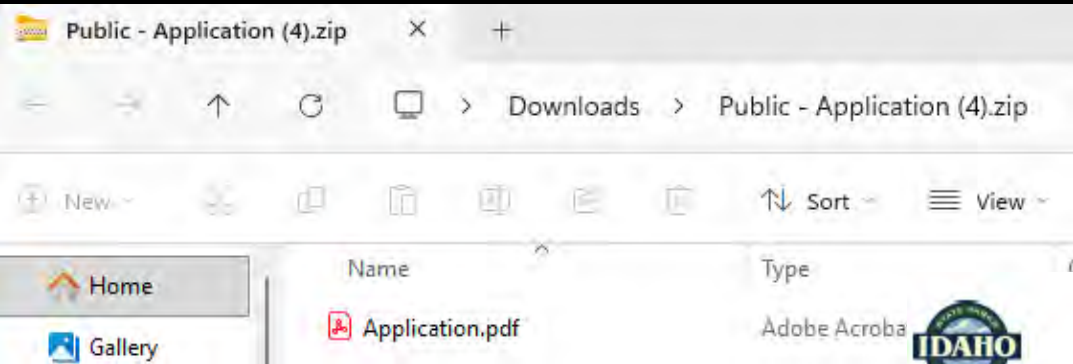


## Opportunity Information

Title Land & Water Conservation Fund Grant FY2028

Description LWCF grants are provided to the States, and through the States to local governmental jurisdictions, on a matching basis for up to fifty percent (50%) of the total project-related allowable costs for the acquisition of land and the development of facilities for public outdoor recreation.

The congressional intent of the Land and Water Conservation Fund (LWCF) is to acquire, develop, and maintain outstanding property into perpetuity for outdoor recreation purposes.



## Land & Water Conservation Fund Grant FY2028

### Application Questions

#### Project Questions

Explain how this project aligns with Idaho's current State Comprehensive Outdoor Recreation Plan (SCORP). The current SCORP can be found at:

<http://parksandrecreation.idaho.gov/scorp2018>

Explain below:

Describe who will be the primary user of this site. What are the hours of operation? What is the current use? What is the potential use expected with the deployment of this project. How did you calculate use patterns? Describe current deficiencies and how they will be corrected with the development of this project.

**You can download the application in pdf format to see all the questions.**

# Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form

Save ✓ Mark as Complete Save & Continue

## Project Information

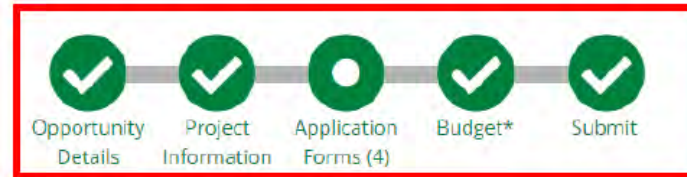
### Application Information

Application Name\*

How much are you requesting from the funder?

Award Requested\*

Total Award Budget \$0.00



## Forms ✓

Name	Status
Land & Water Conservation Fund Grant Application Form	Complete
Application Questions	Complete
Financial	Complete
Public Benefit	Complete

Training videos and presentation slides are available on the IDPR website



# Land & Water Conservation Fund Grant FY2028



## Project Information

### Application Information

Application Name \*  ✓

#### How much are you requesting from the funder?

Award Requested \*

Total Award Budget

### Primary Contact Information

Name \*

Email Address \*

Address Line 1 \*

Address Line 2

City \*

State/Province \*

Postal Code \*

Phone Number

**You need to fill out the project information accurately!**

Help

Download

Save

Save & Continue

Save

✓ Mark as Complete

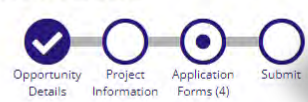
Save & Continue

**YOU MUST** Mark as complete or your application will not submit. You can save and continue, but you must complete before submitting or it won't work.



Forms required to complete the application

### Land & Water Conservation Fund Grant FY2028



Status Bar

#### Forms

Help Download Save & Continue

Name	Status	Print
Land & Water Conservation Fund Grant Application Form	New	
Application Questions	New	
Financial	New	
Public Benefit	New	

1 25

1 - 4 of 4 items

Save & Continue

#### Forms

Name	Status	Print
Land & Water Conservation Fund Grant Application Form	New	
Application Questions	New	
Financial	New	
Public Benefit	New	

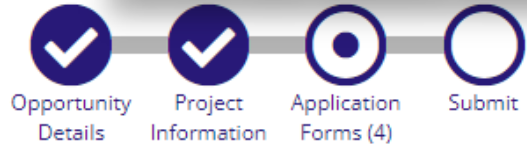
1 25

Save & Continue

Click on form name to start

# Land & Water Conservation Fund Grant F

**STATUS shown with check marks and targets**



## Forms

Name	Status
Land & Water Conservation Fund Grant Application Form	In Progress
Application Questions	In Progress
Financial	Complete
Public Benefit	New

**Status of forms**

# Land & Water Conservation Fund Grant FY2028



You are about to submit your application, **Old Faithful Splash Pad**, to **Idaho Department of Parks and Recreation**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed.

You have forms that have not been completed.

**WARNING!**

# BUDGET

## Budget and Instruction

3 of 4

[Download](#) [Save](#)

### Budget Completion Instructions

Using the attached template below, please complete a budget worksheet for your project. The total **Grant Amount** should be equal to the Amount indicated on your **Project** of the application. The **MATCH - from your grant sponsor** should be equal to the **Match Amount** indicated on the **Project Information** section. At the end of the spreadsheet you will need to identify the person(s) responsible for preparing the Submission Budget. If additional line items are required within any section please be sure to right click the row additional rows as needed. If assistance is required please reach out to the **Agency Contact** listed on the Opportunity Details section.

### Budget Template

Please download the attached Budget Worksheet and complete. Budgeted amount will need to equal amount indicated on your Project Information Section of your application [Budget Worksheet 2024.xlsx](#)

Once completed please upload your Budget Worksheet \*

You need to download the spreadsheet to edit and then upload back in the system to complete this task!

### Cost Estimate Documents

Please upload cost estimates that support the budget you provided.

Cost estimate documents ARE NOT a replacement for a project budget.

[Save](#) [✓ Mark as Complete](#) [Save & Continue](#)

# BUDGET

Grant Budget Narrative / Detailed Plan

Project Name:	Date Prepared:
Applicant (Agency) Name:	Project Start:
Total Project Cost : \$0.00	
GRANT Share: \$0.00	
Grant Share as % of project: #DIV/0!	

Scope of Work (basic description):

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	NOTES
1. Administrative & Legal Expenses			\$0.00	
2. Architectural and Engineering Fees			\$0.00	
3. Other Architectural & Engineering Fees			\$0.00	
4. Project Inspection Fees			\$0.00	
5. Site Work			\$0.00	
6. Demolition & Removal			\$0.00	
7. Construction			\$0.00	
8. Equipment (no labor)			\$0.00	
9. Supplies & Materials			\$0.00	
10. Miscellaneous			\$0.00	
Subtotals - grant cost share	\$0.00		\$0.00	
Subtotal - match cost share (all sources)		\$0.00		
16. TOTAL PROJECT COSTS	\$0.00			
Total project cost by type of cost share	#DIV/0!	#DIV/0!		

Notes:

Cost estimates prepared by:

The application questions are intended to score projects by state priority. This is a PRE-application. Once selected by the state another application must be submitted to the National Park Service for final award.

## Application Questions

Applicant Reviewer

### Project Questions

Explain how this project aligns with Idaho's current State Recreation Plan (SCORP). The current SCORP can be found at: <http://parksandrecreation.idaho.gov/scorp2018>

Explain below: \*

Describe who will be the primary user of this site. What are the hours of operation? What is the current use? What are the current deficiencies and how they will be corrected with the development of this project.

Please provide detailed information on cost estimates. This could be quotes, bids or other itemized estimates. (IDPR can provide forms to upload for this question.) \*

Attach Cost Estimates

Choose File

Describe the scope of work for this project. If in-kind work will be included, describe how you calculated the value for the work. Any volunteer labor or donation must be verified with a letter of commitment. \*

Attach any planning/design documents: \*

Choose File

Describe how does this site meets accessibility standards? (How does this project comply with the Uniform Federal Accessibility Standards, Americans with Disabilities Act Guidelines, or Uniform Building Code?)

This SCORP link is OLD and does not function!!!

Two places for cost estimates

Ownership - Proof of land ownership must accompany application \*

Maps:

The LWCF project boundary map is a dated project boundary map showing the project boundary. This map is required so that project inspectors better identify and evaluate the site. All streets must be labeled to the project boundary. All streets must be labeled in perpetuity.

Upload proposed LWCF Boundary Map Here \*

Screenshot 2024-07-26 at 1.39.51 PM

Form: Land & Water Conservation Fund Grant Application Form

Field: Attach project site photos.

# DON'T FORGET

Budget Template

Please download the attached Budget Worksheet and complete. Budgeted amount will need to equal amount indicated on your Project Information Section of your application

Worksheet

Budget Worksheet 2026.xlsx

Once completed please upload your Budget Worksheet \*


Budget Worksheet \*

Cost Estimate Documents

Please upload cost estimates that support the budget you provided.

Upload Estimates

Upload proposed LWCF Boundary Map Here \*

Piccadilly Park 6f Boundary.pdf 

What public outreach did you complete to identify community needs? \*

Attach public meeting documents and/or surveys completed to collect data. \*

**NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!**

# 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
  - **NEW system to some applicants!**
- 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**



Travers Park, Sandpoint



**WHEW**

**Questions?**

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- Kathy Muir, Alternate State Liaison Officer
  - 208-514-2431
  - [Kathy.Muir@idpr.Idaho.gov](mailto:Kathy.Muir@idpr.Idaho.gov)

into the woods  
walking with giants





In every walk with nature one receives far more than he seeks

John Muir

