

# Table of Contents

## 26.01.33 – Rules Governing the Administration of the Land and Water Conservation Fund Program

00. Legal Authority.....	5
01. Title And Scope.....	5
002. -- 009. (Reserved).....	5
010. Definitions.....	5
011. -- 049. (Reserved).....	6
050. General Provisions.....	6
051. -- 064. (Reserved).....	6
065. Compliance With Laws.....	6
066. -- 079. (Reserved).....	6
080. Fund Allocation.....	6
081. -- 094. (Reserved).....	7
095. Contingency Fund.....	7
096. -- 109. (Reserved).....	7
110. Sponsor's Matching Share.....	7
111. -- 124. (Reserved).....	7
125. Project Time Limitations.....	7
126. -- 139. (Reserved).....	7
140. Eligible Projects.....	7
141. -- 154. (Reserved).....	8
155. Eligible Project Costs.....	8
156. -- 169. (Reserved).....	8
170. Acquisition Of Publicly Owned Lands.....	8
171. -- 184. (Reserved).....	8
185. Acquisition Of Structures.....	8
186. -- 199. (Reserved).....	8
200. Waiver Of Retroactively.....	8
201. -- 214. (Reserved).....	8
215. Encumbrances.....	8
216. -- 229. (Reserved).....	8
230. Acquisition Costs Exceeding Fair Market Value.....	8
231. -- 259. (Reserved).....	8
260. Acquisitions Involving Compatible Multiple Uses.....	8
261. -- 274. (Reserved).....	9
275. Acquisitions Involving Nonrecreation Use.....	9
276. -- 289. (Reserved).....	9
290. Public Park And School Development Projects.....	9
291. -- 304. (Reserved).....	9
305. Donated Real Property As Matching Share.....	9
306. -- 319. (Reserved).....	9
320. Donated Goods And Services As Matching Share.....	9

321. -- 334. (Reserved).....	10
335. Force Account As Matching Share.....	10
336. -- 349. (Reserved).....	10
350. Appraisal Requirements.....	10
351. -- 364. (Reserved).....	10
365. Appraisal Reviews.....	10
366. -- 379. (Reserved).....	10
380. Revenue Feasibility Studies.....	10
381. -- 394. (Reserved).....	10
395. Technical Review.....	10
396. -- 409. (Reserved).....	10
410. Funding Cycle.....	10
411. -- 424. (Reserved).....	11
425. Application Procedure.....	11
426. -- 439. (Reserved).....	11
440. Open Project Selection Process (OPSP).....	11
441. -- 454. (Reserved).....	11
455. Evaluation Committee.....	11
456. -- 469. (Reserved).....	12
470. Board Review And Approval.....	12
471. -- 484. (Reserved).....	12
485. NPS Project Approval.....	12
486. -- 499. (Reserved).....	12
500. Proceeding On The Project.....	12
501. -- 514. (Reserved).....	12
515. Disbursement Of Funds.....	12
516. -- 529. (Reserved).....	13
530. Project Contract.....	13
531. -- 544. (Reserved).....	13
545. Control And Tenure.....	13
546. -- 559. (Reserved).....	14
560. Applicability.....	14
561. -- 574. (Reserved).....	14
575. Sponsor Commitment.....	14
576. -- 589. (Reserved).....	14
590. Restriction On Title.....	14
591. -- 604. (Reserved).....	14
605. Records.....	14
606. -- 619. (Reserved).....	14
620. Project Amendments, Cost Increases And Time Extensions.....	14
621. -- 634. (Reserved).....	15
635. Development Project Contract Requirements.....	15
636. -- 649. (Reserved).....	15
650. Conversion To Other Uses.....	15

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651. -- 664. (Reserved).....	16
665. User Fees, Charges And Income.....	16
666. -- 679. (Reserved).....	16
680. Permanent Project Signs.....	16
681. -- 694. (Reserved).....	17
695. Architectural Barriers. ....	17
696. -- 709. (Reserved).....	17
710. Uniform Relocation Complaint Procedure .....	17
711. -- 724. (Reserved).....	17
725. Availability To Users.....	17
726. -- 739. (Reserved).....	17
740. Civil Rights Complaint Procedure. ....	17
741. -- 999. (Reserved).....	17

**26.01.33 – RULES GOVERNING THE ADMINISTRATION OF THE LAND  
AND WATER CONSERVATION FUND PROGRAM**

**00. LEGAL AUTHORITY.**

The Idaho Parks and Recreation Board is authorized under Section 67-4223, Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the department and its programs. ~~(3-20-20)T~~

**01. TITLE AND SCOPE.**

**01. Title.** The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.33, “Rules Governing the Administration of the Land and Water Conservation Fund Program.” ~~(3-20-20)T~~

~~02.~~ **02. Scope.** This chapter establishes procedures for the administration of the Land and Water Conservation Fund program, including requirements for project application, eligibility, review, award, and management. ~~(3-20-20)T~~

**02. -- 009. (RESERVED)**

**10. DEFINITIONS.**

As used in this chapter: ~~(3-20-20)T~~

**01.** 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations). ( )

**02. Acquisition.** The gaining of rights of public use by purchase or donation of fee or less than fee interests in real property.

**03.** Alternate State Liaison Officer (ALSO): State official designated by the governor of Idaho to assist the State Liaison Officer in managing the LWCF Program. The State and Federal Grant Manager is the ALSO. ( )

**04. Board.** The Idaho Parks and Recreation Board, a bipartisan, six (6) member board, appointed by the governor. ~~(3-20-20)T~~

**05. Development.** The act of physically improving an area or constructing facilities necessary to increase its ability to serve outdoor recreation purposes.

**06.** Department: The Idaho Department of Parks and Recreation. ( )

**07. Director.** The director and chief administrator of the Department or designee. ~~IDPR or the designee of the director. Designated by the governor to serve as the State Liaison Officer for the LWCF program.~~ ~~(3-20-20)T~~

**08.** LWCF: The Land and Water Conservation Fund, a federal grant program that provides matching grants to states, and through states to local governments, for the planning, acquisition and development of public outdoor recreation areas and facilities. ~~Evaluation Committee. Representatives from federal, state and local agencies with expertise in community development or public outdoor recreation needs. The committee determines acceptability of projects based on technical criteria, rates LWCF projects, and assists IDPR staff in making funding priority recommendations to the Idaho Parks and Recreation Board.~~ ~~(3-20-20)T~~

**09.** LWCF Advisory Committee: Representatives from federal, state and local entities and other subject matter experts with expertise in community development or public outdoor recreation needs. ( ) ~~Grants Program. All funding programs administered by IDPR.~~ ~~(3-20-20)T~~

**10.** NPS: The National Park Service. ( ) ~~IDPR. The Idaho Department of Parks and Recreation.~~ ~~(3-20-20)T~~

~~11. **Open Project Selection Process (OPSP):** The decision-making process and criteria by which the Department selects projects for the LWCF funding. The OPSP defines the criteria that propose LWCF projects must meet in order to be eligible for funding and establish priorities to objectively rate competing eligible projects. ( ) LWCF. The Land and Water Conservation Fund, a federal grant program that provides fifty percent (50%) matching grants to states, and through states to local governments, for the planning, acquisition and development of public outdoor recreation areas and facilities. (3-20-20)T~~

~~12. **SCORP: Statewide Comprehensive Outdoor Recreation Plan.** ( ) NPS. The National Park Service. (3-20-20)T~~

~~13. **Sponsor:** A state or local government agency that solicits a grant from the Department for a project or is responsible for administering the grant of an approved application or completed project. ( )~~

~~14. **State Liaison Officer (SLO):** State official designated by the governor of Idaho to manage the LWCF Program with the assistance of the Alternate State Liaison Officer. The director is designated as the SLO. ( )~~

~~10. **Open Project Selection Process (OPSP).** The overall objective decision making process by which IDPR selects LWCF projects for funding. (3-20-20)T~~

~~11. **Participation Manual and Internal Procedures Manuals.** A compilation of state procedures, rules, and instructions that have been assembled in manual form and that have been approved by the board for dissemination to the public and public agencies that may wish to participate in grant programs of IDPR or that outline operation of the Land and Water Conservation Program by IDPR for staff use. (3-20-20)T~~

~~12. **Planning.** The development of documents and programs to identify and propose actions for managing recreational resources and the preparation and review of designs and specifications for such resources. (3-20-20)T~~

~~13. **Priority Needs Assessment.** Incorporates SCORTP related activities that refined Idaho's priorities for LWCF obligation. These area are reflected in the OPSP criteria (see Section 440 of this chapter). (3-20-20)T~~

~~14. **Project.** The undertaking that is or may be funded in whole or in part with funds administered by IDPR. (3-20-20)T~~

~~15. **Retroactive Cost.** Costs incurred after receipt of application but prior to the execution of the project contract. (3-20-20)T~~

~~16. **SCORP/SCORTP.** Statewide Comprehensive Outdoor Recreation Plan/Statewide Comprehensive Outdoor Recreation and Tourism Plan. (3-20-20)T~~

~~17. **Scope Element.** A specific item, for example, one (1) facility or amenity, listed on a project application or project agreement that is a part of the whole. (3-20-20)T~~

~~18. **Sponsor.** A state or local government agency that solicits a grant of funds from IDPR for a projector is responsible for administering the grant or funding of an approved application or completed project. (3-20-20)T~~

~~19. **State Liaison Officer (SLO).** The director is designated by the governor to serve as the State Liaison Officer to the National Park Service for the LWCF program. The chief of the Recreation Resources Bureau is designated as the Alternate State Liaison Officer. (3-20-20)T~~

11. -- ~~049-~~**039.** (RESERVED)

**40. LWCF ADVISORY COMMITTEE MEMBER SELECTION AND APPOINTMENT. ( )**

**01. Members.** The advisory committee includes nine (9) members as follows:

**a.** Three (3) members are representatives of state and federal agencies with a technical relationship to community development or the outdoor recreation needs in the state. ( )

b. One (1) member represents a community of five thousand (5,000) population or more. ( )

c. One (1) members represents a community of five thousand (5,000) population or less.( )

d. One (1) member represents the interests of ethnic minorities.( )

e. One (1) member represents the interests of the elderly.( )

f. One (1) member represents the interests of people with disabilities.( )

g. One (1) member must be from the board.( )

02. Quorum. A quorum is required to conduct committee business. Five (5) people constitute a quorum.( )

03. Appointment and Term. Members are appointed by and serve at the discretion of the board for three (3) funding sessions and may be reappointed. ( )

041. -- 049. (RESERVED)

50. GRANT CYCLE: The funding cycle must occur at least once every two years and may occur at any other regular interval within the fiscal year as determined by the state. ( ) ~~GENERAL PROVISIONS.~~

~~Federal Land and Water Conservation Fund (LWCF) grants are available through IDPR for the acquisition or development of land to be used for outdoor recreation or for the combined acquisition and development of land to be used for outdoor recreation. Any land acquired or developed with these funds are held in perpetuity for outdoor recreation or, with approval from IDPR and NPS, be replaced with land of equal or higher fair market value, recreation utility and location. LWCF grants may be used for SCORTP activities. (3 20 20)T~~

51. -- 064. (RESERVED)

65. ELIGIBLE SPONSORS. Governmental agencies that are eligible to receive or apply for the grant funds include incorporated cities, counties, state agencies, recreation districts, and other state or local governmental agencies authorized to provide general public recreation facilities. ( ) ~~COMPLIANCE WITH LAWS. LWCF administration is subject to all applicable state and federal statutes, rules, regulations, ordinances and requirements. (3 20 20)T~~

66. ELIGIBLE PROJECTS. LWCF grants are available to acquire or develop land that is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses. The sponsor must have title to or adequate control and tenure of the area to be developed. Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. Projects must be consistent with the current LWCF Federal Assistance Manual. ( )

67. INELIGIBLE PROJECTS. Acquisitions or development that do not contribute directly to general public outdoor recreation facilities or activities are ineligible for LWCF funding. Acquisition of leases are not eligible for LWCF funding. The cost to a sponsor of land purchased from another public agency is not eligible for LWCF funding.

68. -- 079. (RESERVED)

80. FUND ALLOCATION. APPLICATION PROCEDURE

01. Procedure: To be considered for a grant, a sponsor must follow the procedural requirements, file a completed grant application form prior to the stated deadline, propose an eligible project, and submit all other documentation specified in this rule. ( ) ~~Eligible Applicants. Governmental agencies that are eligible to receive or~~

~~apply for the grant funds include incorporated cities, counties, state agencies, recreation districts and other state or local governmental agencies authorized to provide general public recreation facilities. (3-20-20)T~~

~~**02. Review for Completeness and Eligibility.** Materials submitted by the sponsor are reviewed by the Department for completeness and for project eligibility. ( ) **Allocation of Funds.** Idaho's cost of administering the SCORTP program, the LWCF program and a contingency fund are deducted from the state's annual apportionment. The remaining funds are divided fifty percent (50%) for local governmental agencies and fifty percent (50%) for state agencies. This policy may be altered in any year at the discretion of the board. (3-20-20)T~~

~~**a.** To assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of five thousand (5,000) population or less. If the cumulative request of the governmental agencies of five thousand (5,000) population or less is more than the twenty percent (20%) of the amount dedicated for local governmental agencies, governmental agencies of five thousand (5,000) population or less may compete for the total remaining allocation. (3-20-20)T~~

~~**b.** If the total cost for a single project of a governmental agency with a population of five thousand (5,000) or less requires over one half (1/2) of the twenty percent (20%) dedicated for use by governmental agencies of five thousand (5,000) population or less, that project will compete with the large governmental agency projects. (3-20-20)T~~

~~**03. LWCF Advisory Committee Rating.** The LWCF Advisory Committee rates projects and assists the Department in making funding priority recommendations to the Idaho Park and Recreation Board. To objectively rate competing eligible projects, the committee considers the application, the presentation by the sponsor, and how the project meets the OPSP criteria and established priorities. ( ) **Exceptions.** The board may suspend (through formal action at the board meeting at which LWCF grant requests are considered) any provision of Subsection 080.02 of this chapter if the allocation is too small to warrant viable projects. (3-20-20)T~~

~~**04. Board and NPS Approval.** The board reviews and approves a priority list for submission to NPS. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by Congress and allocated to the state. ( ) **Project Requests Insufficient.** The board is not required to distribute all available funds. IDPR staff may recommend, and the board determine, to reject projects with evaluation scores so low as to be noncompetitive. (3-20-20)T~~

~~**05. Grant Agreement.** Upon approval of a grant application by NPS, the Department will present the sponsor with a grant agreement that identifies eligible costs and obligates the sponsor to a specified project scope. The sponsor must sign the agreement prior to initiating work on the project. The signed agreement obligates the sponsor to complete all elements of the project as described in the agreement and any applicable approved amendment. The signed agreement must include a proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements in perpetuity. ( )~~

~~81. -- 094.099. (RESERVED)~~

**100. FEES AND INCOME. ( )**

~~**01. User Fees.** User or other types of fees may be charged in connection with facilities developed with LWCF grants, provided that the fees and charges are commensurate with the value of recreation services or opportunities furnished and are in the prevailing range of public fees and charges for the particular activity involved. Discrimination on the basis of residence, including preferential reservation or membership systems and annual permit systems, is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. ( )~~

~~**02. Nonrecreational Income.** Nonrecreational income that accrues to an outdoor recreation area other than the intended recreational use, including income from land management practices, must derive from use that is consistent with, and complementary to, the intended outdoor recreational use of the area. Gross nonrecreational income that accrues during the project period established in the project contract must be used to reduce the total cost of the project. Gross nonrecreational income that accrues subsequent to the ending date identified in the project contracts must be used only to offset the expense of operation and maintenance of the facility. ( )~~

~~101. **SPONSOR'S MATCHING SHARE.** The sponsor must match a portion of the approved project cost as determined by the National Park Service. The sponsor's share can be either local funds, acceptable state funds, force account (labor or equipment), or donation of privately owned lands, goods or services. All matching funds must meet LWCF Program rules as well as the allowable cost rules under 2 CFR 200. ( )~~

~~102. **APPRAISAL REQUIREMENTS.** A real estate appraisal is required for all land to be acquired. The appraisal must be prepared and paid for by the sponsor. All appraisals must be done according to "Uniform Appraisal Standards for Federal Land Acquisitions." NPS requires that the Department has each appraisal reviewed by a qualified appraiser. Any appraisal report that does not meet the basic content requirement or use correct analysis procedures must be corrected to the satisfaction of the Department. All costs are paid by the sponsor. ( )~~

~~103. -- 299. (RESERVED)~~

~~95. **CONTINGENCY FUND.**~~

~~Twenty percent (20%) of the total allocation may be held out for needed cost overruns, special projects, and emergency needs. Any unused funds at the end of the funding cycle are obligated through the normal process. (3-20-20)T~~

~~96. -- 109. (RESERVED)~~

~~110. **SPONSOR'S MATCHING SHARE.**~~

~~The sponsor will be reimbursed up to fifty percent (50%) of the approved project cost. The sponsor's share can be either local funds, acceptable state funds, force account, or donation of privately owned lands, goods or services. Reimbursement varies according to the type of project and total project cost (see Section 515 of this chapter). The use of specific types of sponsor's share match may be adjusted in any year at the discretion of the board (see Section 140.04 of this chapter). (3-20-20)T~~

~~111. -- 124. (RESERVED)~~

~~125. **PROJECT TIME LIMITATIONS.**~~

~~The project must be completed by the applicant within twenty four (24) months of the federal contract signing. (3-20-20)T~~

~~126. -- 139. (RESERVED)~~

~~140. **ELIGIBLE PROJECTS.**~~

~~01. **Generally.** LWCF grants are available for up to fifty percent (50%) of the cost to acquire or develop land that is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses. (3-20-20)T~~

~~02. **Less Than Fee Acquisition.** Acquisition of less than fee interest, such as easements and development right, must be considered in the same manner as simple fee acquisition subject to the following conditions: (3-20-20)T~~

~~a. The interest cannot be revocable; (3-20-20)T~~

~~b. The value can be supported through standard appraisal techniques; and (3-20-20)T~~

~~c. Recreation can be demonstrated as the primary purpose of the acquisition. (3-20-20)T~~

~~03. **Ineligible Projects.** Acquisitions or developments that do not contribute directly to general public outdoor recreation facilities or activities are ineligible for LWCF funding. Acquisition of leases are not eligible. (3-20-20)T~~

~~04. **SCORTP.** LWCF grants are available for up to fifty percent (50%) of the cost of the SCORTP. (3-20-20)T~~



~~141. -- 154. (RESERVED)~~

~~155. ELIGIBLE PROJECT COSTS.~~

~~IDPR may place restrictions on reimbursement of some acquisition and development costs. (3-20-20)T~~

~~156. 169. (RESERVED)~~

~~170. ACQUISITION OF PUBLICLY OWNED LANDS.~~

~~The cost to the sponsor of land purchased from another public agency is generally not eligible for matching assistance. (3-20-20)T~~

~~171. 184. (RESERVED)~~

~~185. ACQUISITION OF STRUCTURES.~~

~~Structures that are proposed to be retained and are incidental to the land are eligible for LWCF matching funds if they are to be used primarily for support facilities for outdoor recreation activities. The anticipated used must be clearly identified in the project application so that IDPR may exercise reasonable judgment in determining the eligibility of the structure for funding assistance. (3-20-20)T~~

~~186. 199. (RESERVED)~~

~~200. WAIVER OF RETROACTIVELY.~~

~~01. Generally. The SLO may grant permission to a sponsor to proceed prior to normal processing of an application through a written waiver of retroactivity. This is not be construed as a qualitative approval of the proposed project. Should the project subsequently be approved, the costs incurred must be eligible for assistance. (3-20-20)T~~

~~02. NPS Waiver Required. The SLO may not grant a waiver of retroactivity until the NPS has issued its waiver of retroactivity. A waiver may be granted only if LWCF moneys are available and only if an emergency situation warrants it. (3-20-20)T~~

~~03. Limitations. Retroactive development costs are not eligible for reimbursement, other than expenses necessary for planning a development project and then only if it is specifically requested in the project application. (3-20-20)T~~

~~201. 214. (RESERVED)~~

~~215. ENCUMBRANCES.~~

~~Property rights obtained with LWCF assistance must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit. (3-20-20)T~~

~~216. 229. (RESERVED)~~

~~230. ACQUISITION COSTS EXCEEDING FAIR MARKET VALUE.~~

~~An approved appraisal is an acceptable estimate of property value (see Section 350 of this chapter). The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this market place value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the sponsor believes that the negotiated price is a better indication of market value, yet it is higher than the appraised value, a detailed and well documented statement of this differences must be submitted, together with a formal request for a cost increase (see Section 620 of this chapter). (3-20-20)T~~

~~231. 259. (RESERVED)~~

~~260. ACQUISITIONS INVOLVING COMPATIBLE MULTIPLE USES.~~

~~Nonrecreation uses, such as timber management, grazing, and other natural resource uses, may be carried out on lands acquired with LWCF assistance if they are clearly compatible with and secondary to recreation use, and are approved by IDPR prior to execution of the project contract. (3-20-20)T~~

~~261. 274. (RESERVED)~~

**275. ACQUISITIONS INVOLVING NONRECREATION USE.**

~~01. Nonrecreation Use Limited. Lands acquired with LWCF assistance are immediately dedicated to public outdoor recreation and therefore, in the interim period between acquisition and planned development, the public cannot be denied use. In some instances during this period the temporary continuation of nonrecreation uses of LWCF assisted areas may be appropriate if not at the expense of public use. Continuation of existing nonrecreation uses must be approved by IDPR. When approved by IDPR, the used will be phased out within three (3) years from the date of the acquisition. (3-20-20)T~~

~~02. Life Estates. Life estates, whereby an owner is allowed to use the property to the end of his life, is an allowable nonrecreation use provided all of the following conditions are met: (3-20-20)T~~

~~a. The life estate must not totally limit public use of the site; (3-20-20)T~~

~~b. The value of the life estate is not included within the total project cost as established through acceptable appraisal techniques; and (3-20-20)T~~

~~c. The life estate provisions are approved by IDPR. (3-20-20)T~~

~~276. -- 289. (RESERVED)~~

~~290. PUBLIC PARK AND SCHOOL DEVELOPMENT PROJECTS.~~

~~Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. (3-20-20)T~~

**300. FUND ALLOCATION. ( )**

**01. Administration Costs.** Idaho's cost of administering the SCORP program, the LWCF program and a contingency fund are deducted from the state's annual apportionment. The remaining funds are divided fifty percent (50%) for local governmental agencies and fifty percent (50%) for state agencies. This standard may be altered in any year at the discretion of the board. ( )

**02. ALLOCATION BY POPULATION. ( )**

**a.** To assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of five thousand (5,000) population or less. If the cumulative request of the governmental agencies of five thousand (5,000) population or less is more than the twenty percent (20%) of the amount dedicated for local governmental agencies, governmental agencies of five thousand (5,000) population or less may compete for the total remaining allocation. ( )

**b.** If the total cost for a single project of a governmental agency with a population of five thousand (5,000) or less requires over one-half (1/2) of the twenty percent (20%) dedicated for use by governmental agencies of five thousand (5,000) population or less, that project will compete with the large governmental agency projects. ( )

**c.** The board may suspend (through formal action at the board meeting at which LWCF grant requests are considered) any provision of this section if the allocation is too small to warrant viable projects. ( )

**03. Less Than Full Distribution.** The board is not required to distribute all available funds. The Department may recommend, and the board determine, to reject projects with evaluation scores so low as to be noncompetitive. ( )

**04. Cost Overruns.** Twenty percent (20%) of the total allocation may be held out for needed cost

~~overruns. Any unused funds at the end of the funding cycle are obligated through the normal process. ( )~~

~~**301. -- 514. (RESERVED)**~~

~~**291. 304. (RESERVED)**~~

~~**305. DONATED REAL PROPERTY AS MATCHING SHARE.**~~

~~**01. Generally.** The value of privately owned donated real property may be used as a portion or as all of the sponsor's matching share of an approved project when the transfer of title to the sponsor has not been accomplished prior to the execution by IDPR of the project contract, unless such action has been previously approved by IDPR under the waiver of retroactivity procedure (see Section 200 of this chapter). (3 20 20)T~~

~~**02. Limitations.** The donation must consist of real property that would normally qualify for LWCF funding. If the donation does not adjoin the tract being acquired or is not being developed as part of the project then it must stand on its own merits as an acceptable public recreation area in order to be considered an eligible donation. It also must be within the jurisdiction of the sponsor. (3 20 20)T~~

~~**03. Appraisal Required.** The value of the donation must be established by an appraisal report prepared under the provision of Section 350 of this chapter. Any portion of the value of the donation not utilized by the sponsor for matching in the project is not available for subsequent projects. The amount of donation that is matchable is the value of the land donation up to the limit of the local agency's share of the project. The maximum reimbursed by IDPR may never exceed the cash expended on the project. (3 20 20)T~~

~~**306. 319. (RESERVED)**~~

~~**320. DONATED GOODS AND SERVICES AS MATCHING SHARE.**~~

~~**01. Generally.** Donated services, materials and equipment are eligible for reimbursement. Allowable rates must be agreed upon by IDPR prior to initiation of construction and must be in accordance with current federal regulations and state rules. Partial reimbursement on projects involving such donations are limited to the amount of actual cash outlay by the grantee. (3 20 20)T~~

~~**02. Excess Value.** Donated services above the needs for a project are not eligible for further funding assistance. (3 20 20)T~~

~~**03. Requirements.** Donated services may be furnished by professional and technical personnel, consultants, and other skilled or unskilled labor. The services must be an integral and necessary part of an approved project. Rates for donated services must be consistent with those paid for similar work in other activities of the state or local government. In those instances in which the required skills are not found in the sponsor's organization, rates must be consistent with those paid for similar work in the labor market in which the sponsor competes for the kind of services involved. (3 20 20)T~~

~~**321. 334. (RESERVED)**~~

~~**335. FORCE ACCOUNT AS MATCHING SHARE.**~~

~~All or a portion of the sponsor's share can be provided through force account (i.e., use of sponsor's staff and equipment) when such contributions are verifiable from the sponsor's records, are not included as contributions for any other IDPR program, and are necessary and reasonable for proper and efficient accomplishment of the project. (3 20 20)T~~

~~**336. 349. (RESERVED)**~~

~~**350. APPRAISAL REQUIREMENTS.**~~

~~A real estate appraisal is required for all land to be acquired. The appraisal must be prepared and paid for by the sponsor. The type of appraisal to be used must be determined by the cost of the property, and difficulty of the appraisal assignment. All appraisal must be done according to "Uniform Appraisal Standards for Federal Land Acquisitions." (3 20 20)T~~

~~351. 364. (RESERVED)~~

~~365. APPRAISAL REVIEWS.~~

~~IDPR reviews appraisals as necessary. Any appraisal report that does not meet the basic content requirement or use correct analysis procedures must be corrected to the satisfaction of IDPR. All costs are paid by the sponsor.~~

~~(3-20-20)T~~

~~366. 379. (RESERVED)~~

~~380. REVENUE FEASIBILITY STUDIES.~~

~~At the discretion of the SLO, a feasibility report prepared by a fiscal specialist may be required prior to funding consideration by the board. Specifically, it must provide the SLO with detailed financial information and data that is incorporated in staff recommendations to the board. This report is paid for by the sponsor.~~

~~(3-20-20)T~~

~~381. 394. (RESERVED)~~

~~395. TECHNICAL REVIEW.~~

~~At the discretion of the SLO, a technical report prepared by a licensed, certified engineer may be required prior to funding consideration by the board. This report is paid for by the sponsor.~~

~~(3-20-20)T~~

~~396. 409. (RESERVED)~~

~~410. FUNDING CYCLE.~~

~~01. Generally. A funding cycle is held at a minimum of once every two (2) years with the following exception: subject to the level of funding, the board may suspend (through formal action at any regular meeting) a funding cycle.~~

~~(3-20-20)T~~

~~02. Procedure. The funding cycle consists of the following:~~

~~(3-20-20)T~~

~~a. Notification to begin a funding cycle must be made no less than ninety (90) days before applications are due.~~

~~(3-20-20)T~~

~~b. The evaluation committee meeting must be held within one hundred twenty (120) days of the application due date.~~

~~(3-20-20)T~~

~~c. Recommendations must be formulated by IDPR staff within thirty (30) days following the evaluation committee meeting and must be made to the board no later than the next regularly scheduled meeting.~~

~~(3-20-20)T~~

~~d. Subject to the level of funding, the board may suspend (through formal action at any regular meeting) the evaluation committee meeting and may elect to adopt staff recommendations.~~

~~(3-20-20)T~~

~~03. Fees. At the discretion of the SLO, fees may be charged for the various stages of any funding cycle. When charged, fees are assessed equally on all applicants. Fees charge may not exceed fifty dollars (\$50) for all stages combined.~~

~~411. 424. (RESERVED)~~

~~425. APPLICATION PROCEDURE.~~

~~01. Initial Review. Participation manuals are available to guide sponsors in preparing projects for funding consideration. Materials submitted for consideration are reviewed by IDPR staff for completeness and for project eligibility. Once all application materials are submitted and a project is determined to be potentially eligible under criteria established in the OPSP, IDPR will ask the sponsor to make a presentation to the evaluation committee.~~

~~(3-20-20)T~~

~~02. Eligible Projects. Eligible projects are ranked according to the (OPSP (see Section 440 of this chapter) and approved by the board (see Section 470 of this chapter). Full federal application materials must be submitted to NPS for final funding approval (see Section 485 of this chapter).~~

~~(3-20-20)T~~

~~426. 439. (RESERVED)~~

~~440. OPEN PROJECT SELECTION PROCESS (OPSP).~~

~~01. Generally. The procedures outlined in OPSP through the SCORTP process are for the purpose of defining criteria that a proposed LWCF project must meet in order to be eligible for funding, and to establish priorities on the basis of which competing eligible projects can be rated objectively. The intent is to ensure that available funds are used to fund those projects that most nearly satisfy the intent of the LWCF Act, and the recreational needs of the people of Idaho. (3-20-20)T~~

~~02. Requirements. Requirements for the SCORTP and the OPSP can be found in the "LWCF Participation Manual," available from IDPR or NPS. (3-20-20)T~~

~~03. Availability. Copies of the SCORTP and the OPSP criteria used in prioritizing those projects submitted for LWCF assistance may be obtained from IDPR or NPS. Typically, this criteria is provided in all LWCF application guidelines. (3-20-20)T~~

~~04. Suspension of OPSP. Subject to the level of funding, the board may elect to suspend OPSP (through formal action at any regular meeting). (3-20-20)T~~

~~441. 454. (RESERVED)~~

~~455. EVALUATION COMMITTEE.~~

~~01. Composition. The evaluation committee includes representatives with experience in community development or public outdoor recreation. The committee ranks projects based on its review of the application and a presentation by the sponsor. It rates all projects based on the selected criteria found in OPSP. The evaluation committee includes nine (9) members as follows: (3-20-20)T~~

~~a. Three (3) members are representatives of state and federal agencies with a technical relationship to community development or the outdoor recreation needs in the state. (3-20-20)T~~

~~b. One (1) member represents a community of five thousand (5,000) population or more. (3-20-20)T~~

~~c. One (1) members represents a community of five thousand (5,000) population or less. (3-20-20)T~~

~~d. One (1) member represents the interests of ethnic minorities. (3-20-20)T~~

~~e. One (1) member represents the interests of the elderly. (3-20-20)T~~

~~f. One (1) member represents the interests of people with disabilities. (3-20-20)T~~

~~g. One (1) member must be from the board. (3-20-20)T~~

~~02. Quorum. A quorum is required to conduct committee business. Five (5) people constitute a quorum. (3-20-20)T~~

~~03. Appointment and Term. Members are appointed by and serve at the discretion of the SLO for three (3) funding sessions and may be reappointed, except, the board member must be selected by and serve at the discretion of the board. As necessary, the SLO provides public notice of available seats. Any interested individual or organization may nominate individuals to serve on the committee. (3-20-20)T~~

~~456. 469. (RESERVED)~~

~~470. BOARD REVIEW AND APPROVAL.~~

~~The board reviews and approves projects according to the priority list provided by IDPR staff. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by congress and allocated to the state. (3-20-20)T~~

~~471. – 484. (RESERVED)~~

~~485. NPS PROJECT APPROVAL.~~

~~When a project is approved by NPS, the announcement is made by one of the state's congressional delegation following notification from IDPR. All appraisals, title and deed work must be finalized prior to submitting a project to NPS. (3-20-20)T~~

~~486. – 499. (RESERVED)~~

~~500. PROCEEDING ON THE PROJECT.~~

~~After project approval, the IDPR staff assists the sponsor in meeting the requirements of the LWCF including providing information on the steps and required documentation for acquisition and development projects along with financial responsibilities and allowable costs. The sponsor must complete work on the project according to the scope elements in the state/local agreement. (3-20-20)T~~

**301. -- 514. (RESERVED)**

**515. PROJECT MANAGEMENT AND DISBURSEMENT OF FUNDS. ( )**

**01. Authorization.** Except as otherwise provided herein, the SLO must authorize disbursement of funds allocated to a project through reimbursement basis. The LWCF program is a reimbursement program, which means that the sponsors initially pay all project costs and then seek reimbursement through the Department. ( )

**02. Documentation of Property Purchase.** Prior to submitting for property acquisition cost reimbursement, the sponsor must document that all deed, title insurance and appraisal requirements are satisfied

**03. Reimbursement.** The sponsor must request reimbursement on forms provided by the Department and must include all required documentation. The amount of reimbursement must never exceed the cash expended on the project. ( )

**04. Development Project Contract Requirements.** Development projects require competitive bidding and must comply with all local, state and federal requirements. ( )

**05. Records.** Project records must be maintained by the state and sponsor for three (3) years after final payment. The material must be maintained beyond the required three (3) year period if audit findings have not been resolved. ( )

**516. -- 649. (RESERVED)**

**501. -- 514. (RESERVED)**

**515. DISBURSEMENT OF FUNDS.**

~~**01. Authorization.** Except as otherwise provided herein, the SLO must authorize disbursement of funds allocated to a project through reimbursement basis. The LWCF program is a reimbursement program, which means that the participants initially pay all project costs and then seek reimbursement through IDPR. (3-20-20)T~~

~~**02. Documentation.** Reimbursement not be made by IDPR until deed, title insurance and appraisal requirements are satisfied on all projects. Reimbursement may be made on development or combination acquisition and development projects once construction shows evidence and reasonable progress toward the completion of all scope elements and LWCF requirements. (3-20-20)T~~

~~**03. Partial Reimbursement.** Partial reimbursement is not made for projects where the project sponsor's matching share is less than fifteen thousand dollars (\$15,000). When reimbursement is granted prior to project completion, the sponsor receives a reimbursement for fifty percent (50%) of the eligible costs incurred less a fifteen percent (15%) hold back. When the project has been completed and receives final approval from IDPR, the~~

~~sponsor is paid the fifteen percent (15%) hold back. If multiple payments are to be incurred as part of the project, the final payment may be used as the fifteen percent (15%) hold back. (3-20-20)T~~

~~**04. Request for Reimbursement.** Reimbursement must be requested by local governmental agencies on voucher forms provided by IDPR and includes all required documentation. The sponsor will receive a reimbursement for fifty percent (50%) of the eligible costs incurred. The amount of reimbursement must never exceed the cash expended on the project. (3-20-20)T~~

~~**05. Advance Payment.** An advance payment is a payment made to a sponsor upon its request before cash outlays are made by the sponsor or payment made through the use of predetermined payment schedules before such payments are due. Advance payment may be made subject to the conditions outlined below: (3-20-20)T~~

~~**a.** IDPR will consider the payment of advances on development projects where the matching share is non-cash, and on acquisition projects where funds must be available up front in order to prevent the loss of an available site to other interested buyers. Such advances must receive prior approval of NPS. A written request must be submitted by the sponsor to IDPR to initiate the process. (3-20-20)T~~

~~**b.** Advances must be timed and procedures observed to assure that cash withdrawals occur only as and when essential to meet the needs of the project sponsors. Advances are limited to the minimum amounts needed and timed to be in accord with the requirements of carrying out the purpose of the approved project. Any moneys advanced to the sponsor are public moneys (owned by the federal government and the State of Idaho) and must be deposited in a bank with FDIC insurance coverage and the balances exceeding the FDIC coverage must be collaterally secure. (3-20-20)T~~

~~**c.** One (1) month after the advance has been received, the sponsor must submit a billing indicating expenditures made from the advanced funds. This will be used by IDPR as a basis for liquidating obligations, reducing the advance account and making charges to the appropriate cost account. (3-20-20)T~~

~~**d.** At least monthly, IDPR reviews the sponsor's disbursements of advanced funds for reasonableness of cash balances on hand. In the event IDPR determines a sponsor is making insufficient progress using advanced funds, IDPR may request an immediate refund. (3-20-20)T~~

~~**516. 529. (RESERVED)**~~

~~**530. PROJECT CONTRACT.**~~

~~For every funded project, a project contract must be executed. The project contract must be prepared by the IDPR staff subsequent to approval of the project. Upon execution by the sponsor, the parties are thereafter bound by the project contract terms. The sponsor may not proceed with the project until the project contract has been executed. IDPR may not execute a project contract until federal funding has been authorized by NPS. (3-20-20)T~~

~~**531. 544. (RESERVED)**~~

~~**545. CONTROL AND TENURE.**~~

~~The sponsor has title to or adequate control and tenure of the area to be developed. The sponsor must list all outstanding rights or interests held by others in the property to be developed. In the event that outstanding rights later prove to be incompatible with public outdoor recreation uses of the site, the sponsor assumes the responsibility for having to replace the facilities developed with state or federal assistance with others of at least equal value and~~

~~reasonably equivalent usefulness and location at the sole cost of the sponsor. (3 20 20)T~~

~~546. 559. (RESERVED)~~

~~**560. APPLICABILITY.**~~

~~All LWCF requirements apply to each area or facility, regardless of the extent of LWCF assistance. When LWCF development assistance is given to a project limited to less than a complete recreational property, all lands immediately adjacent to that LWCF development that are designated as recreational property must be identified as being within the LWCF project boundary and must be subject to LWCF guidelines. (3 20 20)T~~

~~561. 574. (RESERVED)~~

~~**575. SPONSOR COMMITMENT.**~~

~~A proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements must be submitted to IDPR prior to IDPR project approval. (3 20 20)T~~

~~576. 589. (RESERVED)~~

~~**590. RESTRICTION ON TITLE.**~~

~~Land acquired in fee or developed with outdoor recreation funds must be dedicated to outdoor recreation use in perpetuity by a recorded "Deed of Right to Use Land for Public Recreation Purposes" (Deed of Right) that conveys a real property interest to the public. This must be executed and recorded by the sponsor after it has taken title to the property, and before it applies for reimbursement. (3 20 20)T~~

~~591. 604. (RESERVED)~~

~~**605. RECORDS.**~~

~~Project records must be maintained by the state and sponsor for three (3) years after final payment. The material must be maintained beyond the required three (3) year period if audit findings have not been resolved. Property records must be maintained in perpetuity. (3 20 20)T~~

~~606. 619. (RESERVED)~~

~~**620. PROJECT AMENDMENTS, COST INCREASES AND TIME EXTENSIONS.**~~

~~**01. Amendments.** The project contract may be amended by execution of a project amendment. All amendment requests must be made in writing and must include a detailed justification. Sponsors are expected to complete projects as originally proposed and evaluated. However, amendments for minor changes in scope may be requested. Cost increases of twenty five percent (25%) or more or changes in project elements that change the total project cost by twenty five percent (25%) or more require that the project be presented as a totally new proposal and compete through the OPSP (see Sections 440 through 485 of this chapter) during a current funding cycle. Should the revised project not receive enough points to be funded, the sponsor is required to complete the scope of the project as originally proposed at its expense or return any funds reimbursed so that the project may be canceled and the funds reallocated. This does not apply to SCORTP projects. (3 20 20)T~~

~~**02. Cost Increases on Development Projects.** For cost increase requests on development projects to be considered, all of the following requirements must be met: (3 20 20)T~~

~~**a.** The increase, or any portion thereof, is to be used only for costs incurred on elements specified in the project agreement; and (3 20 20)T~~

~~**b.** The sponsor has initiated implementation of the project in a timely manner and has had little control over the condition causing the cost overrun. (3 20 20)T~~

~~**03. Cost Increases on Acquisition Projects.** Acquisition project cost increases must meet all of the following conditions: (3 20 20)T~~



- ~~a. The increased market value is supported by an acceptable appraisal; (3 20 20)T~~
- ~~b. The sponsor has diligently pursued the acquisition; and (3 20 20)T~~
- ~~c. If increased relocation costs have caused a cost overrun, an explanation is required. (3 20 20)T~~

~~04. **Condemnation.** Acquisition cost increases based on condemnation awards, if granted, must be based on compensation for the property and direct relocation costs; no court or legal costs are eligible for reimbursement. (3 20 20)T~~

~~05. **Basis for Cost Increase.** Cost increase requests for development projects are based on the total approved costs. Cost increase requests for acquisition projects are based on a parcel by parcel determination. (3 20 20)T~~

~~06. **Extensions of Time.** Extensions of time limitations will be considered if based on unavoidable circumstances such as condemnation of property for acquisition projects and delays due to unusually poor weather or unavailability of supplies for a development project. Extensions are generally granted in six (6) month intervals. Avoidable project delays may result in loss of funding with the sponsor being required to return any funds reimbursed so that the project can be canceled. (3 20 20)T~~

~~621. – 634. (RESERVED)~~

~~635. **DEVELOPMENT PROJECT CONTRACT REQUIREMENTS.**  
Development projects require competitive bidding according to state and federal statutes. (3 20 20)T~~

~~636. – 649. (RESERVED)~~

~~516. -- 649. (RESERVED)~~

~~650. **CONVERSION TO OTHER USES.** ( )~~

~~01. **Conversion.** The term “conversion” is used to identify properties that were acquired or developed with LWCF assistance that have been converted from a public outdoor recreation to other than public outdoor recreation uses without prior approval of NPS. ( )~~

~~02. **Fees.** The sponsor must pay all costs associated with the LWCF conversion process. ( )~~

~~651. -- 724. (RESERVED)~~

~~650. **CONVERSION TO OTHER USES.**~~

~~01. **Generally.** Property acquired or developed with LWCF assistance is not converted to other than public outdoor recreation uses without prior approval of the SLO and the NPS regional director. The SLO has authority to disapprove conversion requests or to reject proposed property substitutions. (3 20 20)T~~

~~02. **Prerequisites to Approval of Conversion.** IDPR will only consider a conversion request once the following prerequisites have been met: (3 20 20)T~~

- ~~a. All practical alternatives to the conversion have been evaluated and rejected on a sound basis. (3 20 20)T~~
- ~~b. At least thirty (30) days prior to IDPR submitting a request to NPS to convert LWCF properties, the sponsors must hold a public hearing. (3 20 20)T~~

~~c. The fair market value of the property to be converted has been established and the property proposed for substitution is of at least equal fair market value as established by a state approved appraisal. (3 20 20)T~~

~~d. The property proposed for replacement is of reasonably equivalent usefulness and location as that being converted. It must be administered by the same political jurisdiction as the converted property. (3-20-20)T~~

~~e. The property proposed for substitution meets the eligibility requirements for LWCF assisted acquisition. The replacement property constitutes or is part of a viable recreation area. (3-20-20)T~~

~~f. Public land may not be used for substitution on acquisition projects unless it meets the criteria for an eligible acquisition project. However, in the case of development projects for which the state match was not derived from the cost of the purchase or value of a donation of the land to be converted, public land not currently dedicated to recreation or conservation use may be used as replacement land even if this land is transferred from one public agency to another without cost. (3-20-20)T~~

~~g. All necessary coordination with other federal agencies has been satisfactorily accomplished. (3-20-20)T~~

~~h. The guidelines for environmental evaluation have been satisfactorily completed and considered. (3-20-20)T~~

~~i. The proposed conversion and substitution are in accord with the SCORTP. (3-20-20)T~~

~~j. Staff consideration of the above points reveals no reason for disapproval and the project files are so documented. (3-20-20)T~~

~~k. It should also be noted that the acquisition of one (1) parcel of land may be used in satisfaction of several approved conversions. However, previously acquired property cannot be used to satisfy substitution requirements except in the case of development projects. (3-20-20)T~~

~~03. **Project Amendments.** Approved conversions require amendments in the project contract when the property to be substituted is off site or when replacement of property is deferred. (3-20-20)T~~

~~04. **Fees.** Deposit, cost and fees for the administration and management of the LWCF conversion process must be as follows: (3-20-20)T~~

~~a. The sponsor is required to pay a deposit of two and five tenths percent (2.5%) of the appraised value of the property or the total cost of the project grant, whichever is greater. This deposit may not be less than one thousand dollars (\$1,000). (3-20-20)T~~

~~b. IDPR will charge the sponsor for all administrative costs relating to the conversion and a service fee of one percent (1%) of the current appraised value of the converted property. The service fee may not exceed three thousand five hundred dollars (\$3,500) for each converted tract of property. (3-20-20)T~~

~~c. The administrative costs and the service fee will be deducted from the deposit. The sponsor will be reimbursed the remaining amount upon the successful completion of the conversion. Any incidental costs exceeding the deposit will be paid by the sponsor. (3-20-20)T~~

~~651. 664. (RESERVED)~~

~~665. **USER FEES, CHARGES AND INCOME.**~~

~~01. **User Fees.** User or other types of fees may be charged in connection with facilities developed with LWCF grants, provided that the fees and charges are commensurate with the value of recreation services or opportunities furnished and are in the prevailing range of public fees and charges for the particular activity involved. Discrimination on the basis of residence, including preferential reservation or membership systems and annual permit systems, is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. (3-20-20)T~~

~~02. **Nonrecreational User Fees.** Nonrecreational income that accrues to an outdoor recreation area other than the intended recreational use, including income from land management practices, must derive from use that is consistent with, and complementary to, the intended outdoor recreational use of the area. Gross nonrecreational income that accrues during the project period established in the project contract must be used to~~

~~reduce the total cost of the project. Gross nonrecreational income that accrues subsequent to the ending date identified in the project contracts must be used only to offset the expense of operation and maintenance of the facility.~~  
(3-20-20)T

~~666. -- 679. (RESERVED)~~

~~680. PERMANENT PROJECT SIGNS.~~

~~Permanent public acknowledgment of LWCF assistance at project sites is required on at least one (1) prominently placed area identification sign. The LWCF symbol established and provided by IDPR must be used for such acknowledgment at the project site entrance, or other appropriate locations. The sponsor may desire to provide a more detailed identification. IDPR staff must approve the sponsor's park sign prior to its construction to ensure proper designation is included.~~  
(3-20-20)T

~~681. -- 694. (RESERVED)~~

~~695. ARCHITECTURAL BARRIERS.~~

~~Sponsors in the LWCF programs must assure that persons with disabilities are not precluded from the use of LWCF assisted recreational facilities.~~  
(3-20-20)T

~~696. -- 709. (RESERVED)~~

~~710. UNIFORM RELOCATION COMPLAINT PROCEDURE.~~

~~The two (2) appeal procedure recommended by NPS are an appeal to the SLO and then to the board for resolution (see IDAPA 26.01.01, Section 250, "Rules of Administrative Procedure of the Idaho Park and Recreation Board").~~  
(3-20-20)T

**651. -- 724. (RESERVED)**

**725. ONGOING SPONSOR OBLIGATIONS. ( )**

**01. Permanent Project Signs.** The sponsor is required to install permanent public acknowledgment of LWCF assistance at project sites on at least one (1) prominent location, such as the project site entrance. The sponsor must use the LWCF symbol established and provided by the Department for such acknowledgment. If the sponsor wants to provide a more detailed sign, the Department must approve the sign prior to construction to ensure proper designation.  
( )

**02. In Perpetuity.** The sponsor must maintain any outdoor recreation use within LWCF boundaries in perpetuity.  
( )

**726 -- 999. (RESERVED)**

~~711. -- 724. (RESERVED)~~

~~725. AVAILABILITY TO USERS.~~

~~01. Nondiscrimination.~~ ~~Property must be open to entry and use by all persons regardless of race, color, or national origin. Discrimination is also prohibited on the basis of age, disability, religion or gender.~~  
(3-20-20)T

~~02. Seasons and Hours.~~ ~~Facilities must be kept open for public use at reasonable hours and times of the year based on intended use.~~  
(3-20-20)T

~~726. -- 739. (RESERVED)~~

~~740. CIVIL RIGHTS COMPLAINT PROCEDURE.~~

~~An opportunity is provided for filing civil rights complaints. A written complaint must be filed with the SLO within one hundred eighty (180) days from the date the alleged discrimination occurred. Within ten (10) working days of IDPR receiving the complaint, the complainant must be notified of action that has been or must be taken to resolve the complaint. An investigation must be conducted by the deputy director or his designee within thirty (30) working~~

~~days of IDPR's receipt of the complaint. The SLO or SLO's designee must send a written response to the complainant regarding the results of the investigation within thirty (30) working days of the time the investigation began. If dissatisfied with the results of the investigation, the complainant may submit a written request for reconsideration to the SLO within ten (10) days of the receipt of resolution. The complainant may also file a complaint with the Idaho Human Rights Commission and The Office of Equal Opportunity. Addresses are available from IDPR. (3-20-20)T~~

~~741. 999. (RESERVED)~~

# Subject Index

## A

Acquisition Costs Exceeding Fair Market Value—8  
Acquisition Of Publicly Owned Lands—8  
Acquisition Of Structures—8  
Acquisitions Involving Compatible Multiple Uses—8  
Acquisitions Involving Nonrecreation Use—9  
    Life Estates—9  
    Nonrecreation Use Limited—9  
Applicability—14  
Application Procedure—11  
    Eligible Projects—11  
    Initial Review—11  
Appraisal Requirements—10  
Appraisal Reviews—10  
Architectural Barriers—17  
Availability To Users—17  
    Nondiscrimination—17  
    Seasons & Hours—17

## B

Board Review & Approval—12

## C

Civil Rights Complaint Procedure—17  
Compliance With Laws—6  
Contingency Fund—7  
Control & Tenure—13  
Conversion To Other Uses—15  
    Fees—16  
    Generally—15  
    Prerequisites to Approval of Conversion—15  
    Project Amendments—16

## D

Definitions, IDAPA 26.01.33—5  
    Acquisition—5  
    Board—5  
    Development—5  
    Director—5  
    Evaluation Committee—5  
    Grants Program—5  
    IDPR—5  
    LWCF—5  
    NPS—5  
    Open Project Selection Process (OPSP)—5  
    Participation Manual & Internal Procedures Manuals—5  
    Planning—5  
    Priority Needs Assessment—5  
    Project—6  
    Retroactive Cost—6  
    Scope Element—6

SCORP/SCORTP—6  
    Sponsor—6  
    State Liaison Officer (SLO)—6  
Development Project Contract Requirements—15  
Disbursement Of Funds—12  
    Advance Payment—13  
    Authorization—12  
    Documentation—13  
    Partial Reimbursement—13  
    Request for Reimbursement—13  
Donated Goods & Services As Matching Share—9  
    Excess Value—10  
    Generally—9  
    Requirements—10  
Donated Real Property As Matching Share—9  
    Appraisal Required—9  
    Generally—9  
    Limitations—9

## E

Eligible Project Costs—8  
Eligible Projects—7  
    Generally—7  
    Ineligible Projects—7  
    Less Than Fee Acquisition—7  
    SCORTP—7  
Encumbrances—8  
Evaluation Committee—11  
    Appointment & Term—12  
    Composition—12  
    Quorum—12

## F

Force Account As Matching Share—10  
Fund Allocation—6  
    Allocation of Funds—6  
    Eligible Applicants—6  
    Exceptions—7  
    Project Requests Insufficient—7  
Funding Cycle—10  
    Fees—11  
    Generally—10  
    Procedure—11

## G

General Provisions—6

## L

Legal Authority—5

## N

NPS Project Approval—12

## O

Open Project Selection Process (OPSP)—11

Availability—11  
    Generally—11  
    Requirements—11  
    Suspension Of OPSP—11

## P

Permanent Project Signs—16  
Proceeding On The Project—12  
Project Amendments, Cost Increases & Time Extensions—14  
    Amendments—14  
    Basis for Cost Increase—15  
    Condemnation—15  
    Cost Increases on Acquisition Projects—14  
    Cost Increases on Development Projects—14  
    Extensions of Time—15  
Project Contract—13  
Project Time Limitations—7  
Public Park & School Development Projects—9

## R

Records—14  
Restriction On Title—14  
Revenue Feasibility Studies—10

## S

Sponsor Commitment—14  
Sponsor's Matching Share—7

## T

Technical Review—10  
Title & Scope—5

## U

User Fees, Charges & Income—16  
    Nonrecreational User Fees—16  
    User Fees—16

## W

Waiver Of Retroactivity—8  
    Generally—8  
    Limitations—8  
    NPS Waiver Required—8