

# LAND AND WATER CONSERVATION FUND GRANT APPLICATION AND GUIDE 2022



Oklahoma Tourism and Recreation Department  
Division of State Parks – Federal Grants Section  
123 Robert S. Kerr Suite 900  
Oklahoma City, Oklahoma 73102-6406

## PREFACE

This guide will provide the Land and Water Conservation Fund applicant (project sponsor) with the instructions and forms necessary to prepare and submit a complete application. Project sponsors must provide all requested information in this application and guide to be considered for funding; therefore, it is important to read all items carefully. A checklist is included in the Appendix to help ensure project sponsors have met all requirements.

Project sponsors must submit two (2) bound original and one digital copy (no CD's) of the application and all supporting documents to:

Oklahoma Tourism & Recreation Department  
Division of State Parks – Federal Grants Section  
123 Robert S. Kerr Suite 900  
Oklahoma City, OK 73102-6406

**Applications must be in our office by 4:00 P.M., the last business day of September.**

Thank you for your interest in the Land and Water Conservation Fund program. Please contact our office with any questions or for assistance with the application process.

Rhonda Moore, Federal Programs Manager  
405-522- 9522            Rhonda.Moore@travelok.com

Candy Cypert, Administrative Assistant/Reimbursements  
405-522-9521            Candy.Cypert@travelok.com

Eve Atkinson, Planner/ADA Accessibility  
405-522-9516            Eve.Atkinson@travelok.com



# LAND AND WATER CONSERVATION FUND

## PROGRAM SUMMARY

The Land and Water Conservation Fund (LWCF) is a federal assistance program administered by the National Park Service (NPS) at the federal level. The NPS provides the LWCF matching grants to the States, and through the States to local governments, for the acquisition and development of public outdoor recreation areas and facilities.

Funds for the program are derived from sales of federal surplus, a small portion of federal motorboat fuel taxes, and Outer Continental Shelf (OCS) revenues from the leasing of oil and gas sites in coastal waters.

In Oklahoma, the Oklahoma Tourism and Recreation Department administers the fund at the state level through its Division of State Parks.

## HISTORY AND PURPOSE

The Land and Water Conservation Fund Act of 1965 was enacted "...to assist in preserving, developing, and assuring accessibility to all citizens of the United States of America of present and future generations...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..."

Goals of the LWCF State Assistance Program are to:

- a. Meet state and locally identified public outdoor recreation resource needs to strengthen the health and vitality of the American People.
- b. Increase the number of protected state and local outdoor recreation resources and to ensure their availability for public use in perpetuity.
- c. Encourage sound planning and long-term partnerships to expand the quantity and to ensure the quality of needed state and local outdoor recreation resources.

## STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN

In keeping with the law under the LWCF Act, the Oklahoma Tourism and Recreation Department coordinates the production of Oklahoma's Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP is a study that evaluates the demand and supply of public outdoor recreation resources throughout the State.

The SCORP is used to identify priorities for acquiring, developing, and protecting all types of outdoor recreation resources and outdoor recreation programs throughout the State.

All proposed LWCF projects must meet priority outdoor recreation needs as identified in the current SCORP to be eligible for assistance. The SCORP can be found online at <https://www.travelok.com/state-parks> under the GET INVOLVED tab.

An *approved* local Master Plan that shows a need for the requested recreational facility *may* take priority over the SCORP needs assessment.

### REIMBURSABLE GRANT

The Land and Water Conservation Fund is a reimbursable grant, meaning the project sponsor must pay all project costs as they are incurred. Sponsors then may request reimbursement for 50% of eligible expenses up to the amount approved for the project. All costs must be incurred and paid by the project sponsor during the project period as identified in the approved Sponsor Agreement. There is not a funding cap, so an eligible sponsor may request as much funding as they are able to match.

Any project expenses incurred or paid by the sponsor before or after the project period will not be eligible for reimbursement or project match.

### TYPES OF PROJECTS

- A. Acquisition – There must be public access.
- B. Development – Must provide or support public outdoor recreation.
- C. Combination (acquisition and development)

## ELIGIBLE ACQUISITION PROJECTS

Acquisition of lands and waters for public outdoor recreation may be eligible for assistance. This may include new areas or additions to existing parks, forests, wildlife areas, beaches, and other similar areas dedicated to outdoor recreation. Acquisition may be accomplished through purchase, transfer, or by gift.

Any land acquisition included in the grant request or as part of the matching funds will need an appraisal and an appraisal review.

*Appraisal requirements for land purchases.* Unless a waiver valuation applies in accordance with [49 CFR 24.102](#) (c), land or interests in land that will be acquired under the award must be appraised in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions, 6th Edition, dated December 6, 2016 (UASFLA or the “Yellow Book”) by a real property appraiser licensed or certified by the state or states in which the property is located in. The appraisal report shall be reviewed by a qualified review appraiser that qualifications established by the DOI Appraisal and Valuation Services Office (AVSO), which is responsible for appraisal and valuation services and policy across the Department. See UASFLA Section C-1 for further guidance on technical reviews.

## ELIGIBLE DEVELOPMENT PROJECTS

Development projects may consist of basic outdoor recreation facilities to serve the general public as long as the projects are in the public interest and in accord with the SCORP. Such eligible facilities may include but are not limited to the following facility types:

Sports and playfields used in competitive and individual sports (baseball, softball, soccer, and football, tennis courts, golf courses, rodeo arenas, skate parks, etc.); Playgrounds and tot lots; Picnic or camping facilities (tables, fireplaces, shelters, etc.); Trails (nature, hiking, bicycling, horseback riding, exercising, etc.); Swimming facilities (outdoor pools, wading pools, spray grounds, splash pads, etc.)

Support facilities (roads, parking areas, walkways, restrooms, utilities, etc.) may also be eligible for funding if they are needed by the public for outdoor recreation use of an area. Some restrictions may apply to certain facilities or locations.

All facilities within the project boundary (either existing or proposed) must conform to current ADA accessibility standards.

All utility lines (either existing or proposed) must be buried or relocated.



# **PROJECT SPONSOR COMMITMENT AND RESPONSIBILITY**

## **ELIGIBLE APPLICANTS**

Incorporated cities, counties, state agencies, tribal nations, public schools and public universities are eligible to apply for Land and Water Conservation Funds for the acquisition and development of outdoor recreation projects. State Parks and statewide planning projects may also be funded.

All eligible project sponsors must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area.

## **OWNERSHIP AND CONTROL**

If land acquisition is part of a project, the sponsor may not take title to the land or begin development until after both federal and state approval of the project. An appraisal of the property will be required.

For all development projects, the project sponsor must possess sufficient title and adequate legal control of the property. This will typically require the sponsor to hold fee-simple title to the property. However, ownership of less-than-fee interest may be acceptable if it provides for permanent control of the property to be utilized as an outdoor recreation area in perpetuity.

## **PERMANENT OUTDOOR RECREATION ESTATE**

The Land and Water Conservation Fund Act requires the sponsor to operate and maintain the properties or facilities acquired, developed, and/or renovated with LWCF assistance for public outdoor recreation use in perpetuity. As required by Section 6(f)(3) of the LWCF Act, should any portion of LWCF-assisted property be converted for anything other than public outdoor recreation use, the project sponsor must replace, at its own expense, the converted property with property having equal or greater appraised value and equal or greater recreational usefulness.

## **OPERATION AND MAINTENANCE**

Property acquired or developed with LWCF assistance must be operated and maintained by the project sponsor according to certain federal and state standards. These responsibilities begin immediately upon completion of a project and will remain as such in perpetuity.

Beginning no later than five years from project completion, staff from the Oklahoma Tourism & Recreation Department will make periodic compliance inspections (with or without notice). Staff from the National Park Service may also conduct random inspections to ensure long-term stewardship.

Every application must contain a five-year maintenance plan that includes anticipated needs and costs as well as available resources for operating and maintaining the project area. You will find this noted in the Attachments section.

Operation and Maintenance Guidelines are included in the Appendix.

## **PROJECT EXECUTION**

The Oklahoma Tourism and Recreation Department encourages project sponsors to begin projects promptly following state and federal approval. It is important sponsors commit the necessary resources toward the project to ensure the facilities are available timely to the public.

Failure of sponsors to initiate a project within a reasonable period of time may result in rescission of funds and termination of the project agreement.



# PROJECT RESEARCH AND PLANNING

## PUBLIC PARTICIPATION

Project sponsors are required to hold a public meeting to obtain input from the interested and affected public on recreation needs and the planning of each proposed project. A public notice about the meeting must appear in a local newspaper at least 7 days prior to the date of the hearing.

Applications must include a description of this process as well as the minutes and attendance records of the meeting. Proof of publication of the notice and other methods of invitation to the public to participate in the public hearing are also required.

Project sponsors should attempt to develop a comprehensive project plan based on information and input received at the public hearing.

## PROJECT LOCATION

When determining the location for a project, project sponsors should choose an area suitable for the proposed recreation facilities as well as any support facilities that will serve the project area. The location should be free adverse environmental factors that could minimize quality recreation or present a health or safety hazard. The area should also be easily accessible for users as well as maintenance and control.

Sponsors should keep in mind that all facilities must conform to current ADA accessibility standards, and all utility lines (either existing or proposed) should be buried or relocated. These requirements may be a factor when choosing a feasible project location.

## **PLANS AND SPECIFICATIONS**

Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and generally be consistent with the environment. Plans and specifications for the improvements should be in accord with established engineering and architectural practices. Emphasis should be given to the health and safety of the users, accessibility to the general public, and the protection of the recreational and natural values of the area.

After a proposed project has been approved for funding, the project sponsor will be required to sign a form (to be provided), certifying acceptable practice and code compliance.

### **PRELIMINARY CONSTRUCTION FLOOR PLANS**

For projects that include enclosed buildings such as restrooms or storage buildings, the Project Sponsor must submit a preliminary floor plan for each building being constructed indicating the intended use of each room or area. Accurate dimensions must be shown, including door openings, stall openings and the size of exterior slab or foundation. All spaces and the entry to the building must meet accessibility requirements.

### **FLOOD PLAIN**

If the project area is in a flood plain as designated by HUD, the Project Sponsor will be required to obtain flood insurance. A written assurance to purchase flood insurance to cover all walled or roofed structures being constructed must be included with the application. If the project area is not in a flood plain, the Project Sponsor must include a written statement to that effect.

### **COST ESTIMATE**

A cost estimate is required in every project application. It must follow the format of the example included in the Appendix.

A cost estimate should be drafted to determine the estimated costs and to assess the sponsor's resources to complete the project. In addition to actual construction costs, the cost estimate should take into account expenses for items such as site clearing, preparation, landscaping, accessibility, burying utility lines, and signage. Please make sure the cost estimate shows the total project cost and that the grant request amount and the sponsor match (including in kind and donation) amount are 50/50. If this is part of a larger project, you may show that in a statement with description and amounts in a paragraph at the bottom of your cost estimate.

## SIGNAGE

**LWCF Acknowledgement:** Project sponsors are required to install and maintain permanent signs acknowledging the federal-state-local partnership role in providing the outdoor recreation areas and facilities that were acquired or developed with assistance from the Land and Water Conservation Fund.

**Public Availability:** Project areas and facilities must be available for public use at reasonable hours and times of the year, according to the type of area or facility. Some areas or facilities may be reserved at certain times for school use (or use by other organizations). At such facilities, the project sponsor is required to install and maintain a sign posting public availability.

Sign specifications and examples are provided in the Appendix.



# APPLICATION AND EVALUATION PROCEDURES

## PRIORITY RATING SYSTEM

Complete applications received by the Oklahoma Tourism and Recreation Department by 4:00 P.M., the last business day of September, will be reviewed by this office and ranked using the Priority Rating System. The Priority Rating System is included in the Appendix to assist project sponsors in preparing applications to achieve their highest possible scores.

This period of review and ranking will take place within the first few months following the application deadline.

## APPROPRIATION AND PRE-APPROVAL

After this office receives official notification of Oklahoma's Land and Water Conservation Fund appropriation, the applications will be selected for *recommended* funding by this office in order from the highest scoring project (according to the Priority Rating System) until the annual appropriation is exhausted. Recommendations will be sent to the Governor's office for pre-approval, and then submitted to the National Park Service for final approval.

## ENVIRONMENTAL REVIEWS

Upon receiving State pre-approval, the project sponsor will be required to submit state environmental review documentation relating to the project to the Oklahoma Archeological Survey and the Oklahoma Historic Preservation Offices.

<http://www.okhistory.org/shpo/shpom.htm>

The Oklahoma Tourism & Recreation Department will provide the forms for obtaining these reviews. Project applications will not be submitted to the National Park Service until the environmental reviews have been completed and clearance obtained.

Project sponsors should allow four to six weeks for the environmental reviews to be conducted.

## INSPECTIONS

Once the proposed project has received environmental clearance, OTRD staff will conduct a pre-award inspection of the project site.

Note: A minimum of two more inspections will be conducted over the course of an approved project period. OTRD staff will conduct an inspection when a project is approximately 50% complete. A final inspection will also be required before the final reimbursement of funds is processed.

## NATIONAL PARK SERVICE

After all State reviews and inspections have been completed with positive results and all necessary documentation has been obtained, pre-approved project applications will be forwarded to the National Park Service Regional Office for federal review and approval. Project sponsors should allow four to eight weeks for the NPS review.

## SPONSOR AGREEMENT

Once the National Park Service provides official notice to our office that a project application has been approved, we will prepare an agreement between OTRD and the project sponsor. The agreement will include the scope of the project and the project period. Any additional documents or forms needed specific to the project also will be obtained.

After all required documents are on file in this office and both parties have signed the agreement, the project sponsor will receive official notice to begin work on the project. Any project expenses incurred or paid by the sponsor *before* the Sponsor Agreement is signed by both parties will not be eligible for reimbursement or project match.





# LWCF PROJECT APPLICATION

Project Sponsors, please read all instructions thoroughly. All items are required as part of your application. Incomplete applications will not be considered for LWCF funding. Organize your application in the order of the sections below and submit as a separate document: I. Project Narrative; II. Financial Profile; III. Property Information/Maps; IV. Environmental Assessment; V. Supplemental Attachments. Please use the Project Application Summary as a cover page and label, index or tab each major section for easy reference.

Answer all questions as completely and clearly as possible. Do not assume those reviewing your application will have any prior knowledge or information. The review committee may include individuals who are not familiar with you or your area.

## SECTION I. PROJECT NARRATIVE

### A. Project Justification

1. Why does your community need this project? How are people adversely affected by the current situation? Provide information about economic, social, financial, physical, institutional or other issues related to the need.
2. Provide information on the project site or facility usage (frequency of use, number of users, age groups affected, current uses of the area, etc.).
3. Provide information received from the interested affected public about community recreation needs. Include records and minutes from public meetings or public comment periods. At a minimum, the completed application and required support material must be available for comment at the duly advertised public meeting.
4. Discuss how you chose this project as a priority in the community. Cite the results of citizen surveys or similar local input, including letters of support. You are encouraged to include the items with your application.
5. Comment on partnerships with local citizens and organizations who will offer support relative to planning, development and/or upkeep of the proposed project.
6. List any other areas or facilities owned by the sponsor that provide the same type of recreation proposed by this project. Provide an explanation why the new developments are needed.
7. Please list features identified in local plans and how they relate to the SCORP. Provide any additional comments to justify the need for this project.

## **B. Project Description**

Provide a detailed description of the proposed project.

- 1.** Explain the scope of work you intend to complete using the funds requested.
- 2.** Describe the characteristics of the project area to be included within the boundary (also shown on your site map). Include the physical location, type of terrain, and any notable features.
- 3.** Discuss the existing developments in the project area. Include any support facilities, lighting, water lines, easements, or rights-of-way. If non-recreational facilities or structures are in the project area (other than support facilities), describe how they are being used. Note any structures that will be removed for this project.
- 4.** Explain any proposed renovation or replacement of older facilities or equipment as part of this project.
- 5.** Describe any natural, cultural, or historical features associated with the project area that will serve to enhance or preserve the area.
- 6.** Explain how this project might serve to protect the environment or solve a site problem. Include how it might reduce the potential for vandalism or provide for ease of maintenance.
- 7.** How will the project will meet or exceed the Americans with Disabilities Act (ADA)? Describe any existing accessibility features as well as the accessibility developments included with this project.
- 8.** Explain any overhead utility lines that currently exist within the project boundary. Describe whether they will be buried or relocated. All overhead lines must be identified on the required site map.
- 9.** List and describe any prior LWCF-funded projects in this project area or at other sponsor-owned locations. Have any of the LWCF project areas been closed, or have any been all or partially converted to non-outdoor recreational use? If so, explain.
- 10.** Provide a project schedule for the commencement, progress, and completion of this project. List an anticipated timeframe for each stage.
- 11.** Describe the degree of commitment to continue operation and maintenance of the project after the project is complete and provide a 5 year maintenance plan including cost.

## SECTION II. FINANCIAL PROFILE

### A. Cost Estimate and Sponsor's Matching Share

Provide documentation that shows the minimum required 50% local match for the project is readily available. Include tables detailing the sources and uses of funding, including line item expenses. An example is provided in the Appendix.

**Use the format provided and sign and date.**

The following is a list of methods by which the local share of a project may be financed. You may use one or a combination of these methods:

Donated Cash: Strictly monetary contributions. Project sponsor will be required to provide documentation (invoices, etc.) how the money was used when requesting reimbursement.

Donated Land: Strictly the donation of real property by a non-public entity. Land must be appraised according to LWCF guidelines. Do NOT take title prior to project approval or the land value will NOT be eligible for reimbursement.

Donated Equipment/Materials: The actual items are donated for permanent ownership.

Donated Labor and/or Equipment Use: **Donated Labor** is an estimated value of *unpaid* labor performed by volunteers on the project based on the wage scale of the job performed. **Donated Equipment Use** is the estimated value of donated equipment to be used on the project, based on FEMA hourly-use rates.

Land Acquisition: The purchase of real property. Land must be appraised according to LWCF guidelines. Do NOT take title prior to project approval or the land value will NOT be eligible for reimbursement.

Cash Financing: The purchase of equipment or materials, hiring paid labor, or contracting for work performance by a private business.

In-kind Labor and/or Equipment Use: **In-kind Labor** is the estimated value of the **wages to be paid to the sponsor's employees** for work on this project.

**In-kind Equipment Use** is the estimated value of **sponsor-owned** equipment to be used on the project, based on FEMA hourly-use rates.



## **A. Land Ownership**

1. To ensure the sponsor has control and tenure of the site, the sponsor is required to submit a copy of the Title or Deed.
2. For acquisition or combination projects, only a Certificate of Title is necessary at the time of application. After state and federal approval and acquisition by sponsor, an updated Title will be required.

## **B. Location Map**

Provide an aerial map of the city or county showing the geographic location of the proposed project. Identify park boundaries and outline the proposed project area within the park.

## **C. Project 6(f) (3) Boundary Map**

The project boundary map is one of the most important components of the project proposal. This map should clearly delineate the property boundaries. The boundary map will identify the area to be permanently dedicated to public outdoor recreation under provisions of Section 6(f) (3) of the Land and Water Conservation Fund Act.

The boundary map must have the legal boundaries highlighted in red. Usually it is the same as the property line, however in some cases the property line is in the street ROW. In cases as this mark the ROW with a dashed line. Include legible street names. Also include *LWCF Recreational Area* as the header with the name of the Project Sponsor and Project Title. Include on the map the Name and Address of Park, Acreage, Latitude and Longitude, North Arrow, and the date and signature of the Project Sponsor. If the boundary map does not match the deed, please include an explanation. When acquiring property with federal funds, the boundary map and deed must match.

## **D. Site Map/Plan**

The site map/plan should show existing facilities, including all utility lines and ROW's, lighting, and ADA accessible parking spaces and walkways. The map should also show the proposed facilities to be included in this project. Existing and proposed facilities need to be clearly designated as such.

## **E. Floor Plan**

Floor plans for all proposed support buildings (restrooms, shelters, etc.) must be submitted and clearly indicate Americans with Disabilities Act compliance.

**NOTE: Separate maps may be submitted to satisfy the project boundary map and site map requirements, or one map containing all the required information may be submitted for both.**

## SECTION IV. ENVIRONMENTAL ASSESSMENT

### PLEASE COMPLETE THE FOLLOWING QUESTIONS & THE FORMS BELOW.

1. Have there been any previous NEPA/SEPA documents that are relevant to this project or this specific site?

- a. No
- b. Yes – Attach and summarize findings (typically you would have these documents if previous infrastructure, utility work, water quality studies or DEQ permits, etc...had been required).

2. Cultural and historic resources review

Have there been any previous cultural and/or historic resource surveys completed that included this site within the area of potential effect that was assessed?

No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

Yes – Attach survey and summarize findings and include page number references below.



## SECTION 2.0 SITE BASED PROJECT GRANTS

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

---

Sub-Recipient Agency Name:

---

Sub-Recipient Contact Name:

---

Address:

---

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

### B. Public benefit

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

## SECTION 2.1 ACQUISITION AND COMBINATION GRANTS

### A. Need

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

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

Reproduce table as needed for multiple parcels

Parcel Name
Parcel Size
Parcel Value
Anticipated Acquisition Date
<input type="checkbox"/> A State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions OR <input type="checkbox"/> The State has prepared a waiver valuation for this property in conformity with 49 CFR 24.102(c)(2)(ii)

---

SLO/ASLO Signature

Date

---

Name, Title, and Agency

### C. Property information

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

5. Describe development planned for the site(s) for the three (3) years following acquisition. As this will impact NHPA and NEPA compliance, focus on what you reasonably expect to accomplish.
6. If development will be delayed by more than three years from grant close, explain why this acquisition is still a priority for grant funding at this time and what ability the public will have to use the site in the interim. **N/A**
7. Is this acquisition an addition to an existing park or other recreation area?
  - a. No
  - b. Yes – How will it support and enhance that existing park?

#### D. Acquisition Approach

1. Is this property being acquired under threat of condemnation?
  - a. No
  - b. Yes – Explain:
2. Was the property listed for public sale?
  - a. No
  - b. Yes – Explain how the property owner was made aware of the grant sponsor interest in the property.
3. Does this project involved donated property?
  - a. No
  - b. Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead. (If the donation is subject to a waiver of retroactivity the evidence must pre-date the donation.)

## SECTION 2.2 DEVELOPMENT AND COMBINATION GRANTS

### A. Grant Elements

1. What new facilities will be constructed as part of this project?
2. What existing facilities will be renovated or replaced (specify which) as part of this project?
3. What general site improvements (e.g. demolition, site preparation, landscaping, habitat improvements, etc.) will be completed as part of this project?
4. What is the anticipated life span of the facilities that will be funded as part of this project?
5. Does the project scope include facilities that also eligible for Dingell-Johnson or Wallop-Breaux Act funding (i.e., boat/fish access)?
  - a. No
  - b. Yes – Ensure necessary SLO certification is included (see manual)
6. Does this project involve the new development of a sheltered/enclosed swimming pool or ice skating rink or the sheltering/enclosure of an existing outdoor pool or rink?
  - a. No
  - b. Yes
    - i. Explain how it was determined that the site meets the cold climatic criteria described in the LWCF manual. Provide a copy of the cold climatic data used to make the eligibility determination with the application (see manual).
    - ii. Explain the nature of the project – is this a new sheltered facility, or construction of the shelter only? If the pool or ice rink already exists, was it LWCF-funded? If yes, what year was it built and how much LWCF assistance was provided?
    - iii. What is the total cost of the sheltered facility and what amount of grant funding will be spent on the actual shelter/enclosure structure itself (if any)?
    - iv. Explain the significantly increased public use that will be made possible by the shelter/enclosure to justify the construction of such a facility.

### B. Design Elements

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

## SECTION 3.0 SITE INFORMATION

### A. Basic information

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

## B. Stewardship considerations

1. Is this a multi-use site (i.e. school, reservoir, state forest, etc.)?
  - a. No
  - b. Yes – Explain:
    - i. How often will the public have recreation access to the site?
    - ii. What kinds of restrictions to public outdoor recreation will occur?
2. Who will manage and operate the site(s)?
3. Describe the nature of any rights-of-way, easements, reversionary interests, etc. within the proposed LWCF boundary area:
4. Are there any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funding?
  - a. No
  - b. Yes – Describe and explain how/if the structure(s) support public outdoor recreation.
5. Is the proposed LWCF boundary the same as the boundary of the park/recreation area as it exists in its totality?
  - a. Yes
  - b. No – Explain any area proposed for exclusion and why, and ensure it is clearly depicted on the proposed LWCF boundary map
6. Are there any pre-existing or planned resource management practices (i.e. timber management, grazing, etc.)?
  - a. No
  - b. Yes – Describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.
7. Are there any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary?
  - a. No
  - b. Yes – Describe the nature of the use and ensure it is clearly depicted on the proposed LWCF boundary map. Clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity.

## **NOTICES**

### **Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the Land and Water Conservation Fund Act of 1965 (54 U.S.C. 200301 et. seq.). Your response is required to obtain or retain a benefit. We use this information to obtain descriptive and environmental information about a proposed grant project or revision. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0031 to this collection.

### **Estimated Burden Statement**

Completion times vary depending on the use of the form. We estimate that the average completion time for this form is 16 hours for an application and 3 hours for an amendment, including the time necessary to read, gather data, review instructions, and complete the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not send your completed form to this address.

## SECTION V. SUPPLEMENTAL ATTACHMENTS

1. Complete and sign each of the forms on the following pages and submit in your bound application:

- Minority Business Enterprise
- Participating Agencies
- Civil Rights Assurance
- National Historic Register
- Assurance Construction Programs
- Debarment and Suspension (2)
- Accessibility Compliance
- Consultant Form (if applicable)
- Reimbursement Assurance
- Buy America Instructions

2. In addition to the provided forms, please include:

- Five-year Maintenance Plan
- Flood Plain/Insurance Statement as designated by FEMA



# MINORITY BUSINESS ENTERPRISE DEVELOPMENT

**THE PROJECT SPONSOR SHALL COMPLY WITH EXECUTIVE ORDER #12432,  
MINORITY BUSINESS ENTERPRISE DEVELOPMENT AS FOLLOWS:**

It is national policy to place a fair share of purchases with minority business firms. The Department of the interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. In particular, recipients should:

1. Place minority business firms on bidders' mailing lists.
2. Solicit these firms whenever they are potential sources of supplies, equipment, construction or services.
3. Where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms.
4. Use the assistance of the Minority Business Development Agency of the Department of Commerce, the Small Business Administration, the Office of Small and Disadvantaged Business Utilization, DOI, the Business Utilization and Development Specialists who reside in each DOI bureau and office, and similar state and local offices, where they exist.

For projects involving \$500,000 or more in grant assistance (except for projects involving acquisition only), the Project Sponsor shall submit, prior to the commencement of construction and every fiscal year quarter thereafter (until project completion), reports documenting the efforts to hire minority business firms. These reports (DI-1925) will be submitted to the National Park Service Regional Office.

---

**AUTHORIZED SIGNATURE**

---

**DATE**

---

**PROJECT SPONSOR**

## PARTICIPATING AGENCIES AGREEMENT

There **currently** are no agreements with other agencies, individuals, or organizations for participating in this project, including its future operation and maintenance.

There are no **contemplated** agreements with other agencies, individuals, or organizations for participating in this project, including its future operation and maintenance.

---

**AUTHORIZED SIGNATURE**

---

**DATE**

---

**PROJECT SPONSOR**

# CIVIL RIGHTS ASSURANCE

U. S. DEPARTMENT OF THE INTERIOR

## CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that as a condition to receiving any Federal financial assistance from the Department of the Interior it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U. S. C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

THE ASSURANCE shall apply to all aspects of the applicant's operation including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

## **ASSURANCE REGARDING THE NATIONAL REGISTER OF HISTORIC PLACES**

The \_\_\_\_\_ shall assist the State in any  
(Name of Project Sponsor)

Necessary investigations to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are within the area of impact of the proposed action.

The \_\_\_\_\_ will comply with all requirements  
(Name of Project Sponsor)

established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROJECT SPONSOR**

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction sub agreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMS Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or sub awards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

SF-4240 (Rev. 7-97) Back

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

---

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

**PART : Certification Regarding Drug-Free Workplace Requirements**

---

CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

---

---

Check \_\_\_ if there are workplaces on files that are not identified here.

---

**PART D: Certification Regarding Drug-Free Workplace Requirements**

---

CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

---

**PART E: Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

---

*CHECK \_\_\_ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.*

*CHECK \_\_\_ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

---

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

---

TYPED NAME AND TITLE

---

DATE

## ASSURANCE OF COMPLIANCE WITH ACCESSIBILITY GUIDELINES

I, the undersigned, hereby affirm that I have read, researched and understand the design guidelines for persons with disabilities, and will incorporate disability design requirements into the construction of all facilities under this grant, if awarded.

(Accessibility guidelines are available from the ACCESS Board – address and phone number are shown at the bottom of this form.)

---

**AUTHORIZED SIGNATURE**

---

**DATE**

---

**PROJECT SPONSOR**

ACCESS Board  
1331 'F' St. N.W., Ste 100  
Washington D.C. 20004-1111  
(800)872-2253

The Standards may also be copied from the files posted on the ACCESS Board website at [www.Access-Board.gov](http://www.Access-Board.gov).

## OUTSIDE CONSULTANT CONFIRMATION

I, \_\_\_\_\_, the authorized representative and undersigned, confirm that although an outside consultant was used to complete the application, I have full knowledge of its contents and am aware of all the Land and Water Conservation Fund guidelines and will follow the requirements completely.

---

**AUTHORIZED SIGNATURE**

---

**TITLE**

---

**DATE**

---

**PROJECT SPONSOR**

## **ASSURANCE REGARDING THE** Reimbursement Guidelines and Instructions

The \_\_\_\_\_ shall assist the State of Oklahoma by

(Name of Project Sponsor)

Reading and following the Reimbursement Instructions and viewing the Reimbursement Power Point Presentation provided by the Oklahoma Tourism & Recreation Department to the grant sub-recipient upon receiving a Federal Award.

The \_\_\_\_\_ will comply with all reimbursement

(Name of Project Sponsor)

requirements.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROJECT SPONSOR**

# APPENDIX



# APPLICATION CHECKLIST

Please ensure all information and documentation is included in your application prior to submission. In fairness to other applicants who have met all requirements, incomplete applications will NOT be considered for funding. If you have any questions or need additional clarification, please contact our office before submitting your application.

**Signed Project Application Summary (Cover Page)**

- Appropriate Authorized Representative

**Section I. Project Narrative**

- Documentation of Public Hearing
- Need for Assistance
- SCORP/Master Plan
- Project Description
- Project Schedule and 5 year Maintenance Plan
- Site Description

**Section II. Financial Profile**

- Documentation of Sponsor's Funding Sources
- Cost Estimate
- Line Item Expenses

**Section III. Property Information/Maps**

- Property Deed, Title Insurance, Title Opinion
- Project Location Map
- Project 6(f)(3) Boundary Map
- Project Site Map
- Floor Plan (if applicable)

**Section IV. Environmental Assessment**

- A&R Form

**Section V. Supplemental Attachments**

- Minority Business Enterprise
- Participating Agencies
- Civil Rights Assurance
- National Historic Register
- Assurance Construction Programs
- Debarment and Suspension (2)
- Accessibility Compliance
- Consultant Form (if applicable)
- Reimbursement Assurance

# PRIORITY RATING SYSTEM

Criteria	Yes	No	Poor	Fair	Good	Total
<b>I. Planning Considerations</b>						
A. Does the project include recreational features identified in local plans and/or facilities SCORP recommendations?		0	1	3	5	
B. Does the project application narrative provide a clear explanation of how local citizens have had the opportunity to participate in the selections and planning for outdoor recreation acquisitions and development?		0	1	3	5	
C. Does applicant document public support for the project by including letters of support or a citizen signature list in support of the project?		0	1	3	5	
D. Does the project design reduce or eliminate the potential for vandalism and provide ease of maintenance?		0	1	3	5	
E. Does the project protect the environment and/or solve a site problem?		0	1	3	5	
<b>Section Total</b>						
<b>II. Past History</b>						
A. Does the applicant have a history of not completing projects within a reasonable time frame?		0	-5	-3	-1	
B. Does the project sponsor have a history of not adequately maintaining previous LWCF projects?		0	-5	-3	-1	
<b>Section Total</b>						
<b>III. Local Considerations</b>						
A. Will some of the applicant's matching funds come from private donations and/or volunteer labor?		0	1	3	5	
B. Does the sponsor have a minimum of ten percent (10%) of the project cost in cash?	5	0				
C. Does the project create partnerships at the local level?		0	1	3	5	
D. Does the sponsor provide a maintenance plan that is feasible and show a maintenance allocation in the budget?		0	1	3	5	
<b>Section Total</b>						
<b>IV. Recreational Opportunity</b>						
A. Does the project acquire property or include acquiring property that is not currently part of Oklahoma's public recreation estate?	10	0				
B. Are handicapped accessibility features included in the cost estimate, the site map and described in the project justification for both existing and new developments?		0	1	3	5	
C. Does the project provide a recreational opportunity not presently available?		0	1	3	5	
D. Does the project preserve or enhance a natural, cultural and/or historic feature?		0	1	3	5	
E. Does the project develop multiple-use facilities (i.e., sports & play fields, picnicking, playgrounds, etc.)?		0	1	3	5	
F. Does the project involve renovation of older facilities?		0	1	3	5	
G. Does the project either add or already provide lighting for nighttime use as well as daytime?		0	1	3	5	
<b>Section Total</b>						
<b>V. Application Considerations</b>						
A. Are the project scope and proposed developments clearly defined and feasible?		0	1	3	5	
B. Is the project cost estimate a realistic estimate of project expenses?		0	1	3	5	
C. Does the project sponsor adequately demonstrate that they are able to finance and complete the project?		0	1	3	5	
D. Is the project schedule stated and feasible?		0	1	3	5	
E. Does the Site Map clearly identify the project location and the proposed developments?		0	1	3	5	
<b>Section Total</b>						
<b>Grand Total</b>						

## \*EXAMPLE\* COST ESTIMATE

*All figures rounded to nearest whole dollar.*

The format below should be used when preparing the project cost estimate. It should clearly show the dollar amounts of the grant request, total project cost, and the match for cash and in-kind/donated services.

Under "Source of Funds," list the applicant, partner agencies, organizations, and businesses, and their specific contributions.

Under "Use of Funds," list the major budget items or expenditures in categories appropriate to your project. The totals should match the totals of "Source of Funds."

### COST ESTIMATE Sponsor City Recreational Park

Source of Funds	Grant Request	Cash Match	In-kind Match	Donation Match	Totals
LWCF Grant	\$ 83,000				\$ 83,000
Sponsor/Applicant		\$ 25,000	\$ 16,700		\$ 41,700
Grant, i.e. Foundation		\$ 25,000			\$ 25,000
County Partner				\$ 2,300	\$ 2,300
Neighborhood Association				\$ 2,000	\$ 2,000
Local Hardware Company				\$ 12,000	\$ 12,000
<b>TOTALS</b>	<b>\$ 83,000</b>	<b>\$ 50,000</b>	<b>\$ 16,700</b>	<b>\$ 16,300</b>	<b>\$ 166,000</b>

Use of Funds	Grant Request	Cash Match	In-kind Match	Donation Match	Totals
<b>I. Professional Services</b>					
Surveying	\$ 2,300				\$ 2,300
Design and Engineering	\$ 9,000				\$ 9,000
<b>II. Project Materials</b>					
Perimeter Fencing & Installation	\$ 24,000		\$ 8,850		\$ 32,850
Playground Equipment		\$ 35,000			\$ 35,000
Play Surface	\$ 11,700				\$ 11,700
2 Accessible Picnic Tables	\$ 4,800				\$ 4,800
<b>III. Park Construction</b>					
Site Clearing and Preparation		\$ 4,400	\$ 6,050		\$ 10,450
Playground Site Preparation		\$ 600	\$ 700	\$ 1,600	\$ 2,900
Install Playground Equipment			\$ 1,100	\$ 2,400	\$ 3,500
Lighting	\$ 26,000	\$ 7,000		\$ 8,000	\$ 41,000
<b>IV. Other</b>					
Volunteer Support				\$ 4,300	\$ 4,300
LWCF Signage		\$ 250			\$ 250
Other Park Signage		\$ 2,750			\$ 2,750
<b>TOTALS</b>	<b>\$ 83,000</b>	<b>\$ 50,000</b>	<b>\$ 16,700</b>	<b>\$ 16,300</b>	<b>\$ 166,000</b>

# SIGN SPECIFICATIONS AND EXAMPLES

## MINIMUM LOCATION/PLACEMENT

A Land and Water Conservation Fund acknowledgement sign must be posted at all project funded sites to recognize that Land & Water Conservation Funding was used for the project development and /or acquisition. These signs should be posted at the main entrance to the facility.

## DESIGN INSTRUCTIONS

The LWCF acknowledgement sign must include the following design. Costs related to project signs, school-use signs, directional, informational and handicap accessibility signs, are allowable for reimbursement as part of the initial capital investment.

If you prefer, the following vendor can be contacted for ready-made LWCF acknowledgement signs at minimal cost:

Oklahoma Correctional Institute (OCI)

OCI Customer Service – 1-800-522-3565 [www.ocisales.com](http://www.ocisales.com)



## **SIGN SPECIFICATIONS AND EXAMPLES**

### **SCHOOL USE SIGNS**

Project sites within public school owned property must post a sign stating, in general, the hours the facility will be open to the public and when it will be reserved for school use. These signs also should be posted at the main entrance to the facility.

### **EXAMPLES**

**OPEN TO THE PUBLIC AT ALL TIMES  
EXCEPT 8:00 A.M. TO 4:00 P.M.  
SCHOOL DAYS**

**OPEN TO THE PUBLIC  
AT ALL TIMES**

## **SITES AND FACILITIES OPERATION AND MAINTENANCE**

Pursuant to Section 6(f)(3) of the LWCF Act and 36 CFR59.3, Chapter 8 of the LWCF Manual contains the requirements for maintaining LWCF-assisted sites and facilities in public outdoor recreation use following project completion and to assure that LWCF-assisted areas remain accessible to the general public, including non-residents of assisted jurisdictions. These post-completion responsibilities apply to each area or facility for which LWCF assistance is obtained, regardless of the extent of participation of the program in the assisted area or facility.

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

- The property shall be maintained so as to appear attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- 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.
- 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.
- 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.
- A posted LWCF acknowledgement sign shall remain displayed at the project site pursuant to Chapter 7 of the LWCF Manual.

### **AVAILABILITY TO USERS**

1. Under Title VI of the 1964 Civil Rights Act, property acquired or developed with LWCF assistance shall be open to entry and use by all persons regardless of race, color, or national origin, who are otherwise eligible. Discrimination is also prohibited on the basis of religion or sex.
2. Section 504 of the Rehabilitation Act of 1973 requires no qualified person shall, on the basis of disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

### **PENALTIES FOR NON-COMPLIANCE**

If a project sponsor fails to comply with the regulations governing this program and does not take appropriate remedial actions, obtaining future federal or state funding may be compromised.

For further explanation of post-completion requirements, refer to the LWCF Manual <https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>