|  |  |  |
| --- | --- | --- |
| Land and Water Conservation Fund  National Park Service, U.S. Department of the Interior  State and Local Assistance Programs  Outdoor Recreational Grants  Mississippi Department of Wildlife, Fisheries, and Parks |  |  |

2024 Funding Opportunity

Opening January, 2024 – Closes May 9, 2024

LWCF Funding Levels: Minimum $25,000 – Maximum $200,000

Type of Project: Development or Renovation

Required submission includes two (2) complete LWCF Applications, one (1) complete digital set on a flash drive with application and attachments in correct file format (application in Microsoft word format). Submission by email will not accepted.

Applications should not be stabled but only bound by a binder clip and enclosed in an envelope labeled LWCF Grant Application with Name of Local Sponsor.

Applications are due at the MDWFP office no later than 4:00 PM of the closing date.

Applications can be mailed or hand delivered to:

Outdoor Recreational Grants

Mississippi Department of Wildlife, Fisheries, and Parks

1505 Eastover Drive

Jackson, MS 39211 - 6374

If you have any questions, the Outdoor Recreational Grants office can be contacted by phone at (601) 432-2227 or by email at Terry.McDill@wfp.ms.gov

|  |  |  |
| --- | --- | --- |
| Land and Water Conservation Fund  National Park Service, U.S. Department of the Interior  State and Local Assistance Programs  Outdoor Recreational Grants  Mississippi Department of Wildlife, Fisheries, and Parks |  |  |

2024 LWCF Application

|  |  |  |
| --- | --- | --- |
| Date Prepared: |  | |
| Local Sponsor: |  | |
| Name of Project: |  | |
| Amount of LWCF Funding Request: | |  |

# APPLICANT INFORMATION

Local Sponsor (sub-recipient) information (copy/paste below if needed for co-sponsors)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Local Sponsor: | |  | | | | |
| Contact Person Name: | |  | | | Title: |  |
| Mailing Address: | |  | | | | |
| City, State, Zip Code | |  | | | | |
| Phone: |  | | Email: |  | | |
| Applicant’s Federal Employer ID# (FEI) | | |  | | | |

Person to contact regarding preparation of application, review questions, and inquires

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization: | |  | | | | |
| Contact Person Name: | |  | | | Title: |  |
| Mailing Address: | |  | | | | |
| City, State, Zip Code | |  | | | | |
| Phone: |  | | Email: |  | | |

# LEGISLATIVE INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| U. S. Congressional District | # | Legislator Name: |  |
| U. S. Congressional District | # | Legislator Name: |  |
| Mississippi Senate District | # | Legislator Name: |  |
| Mississippi House District | # | Legislator Name: |  |

# project site location information

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| County Name: |  | | | | | Township, Range, Section: | |  | |
| Municipality where project is located or closest to site: | | | | | | |  | | |
| Physical Address of site: | | | |  | | | | | |
| Zip Code of site: | |  | | | Total number of acres of site: | | | |  |
| GPS Coordinates of site entrance provide in format of Degrees Minutes Seconds Bearing | | | | | | | | | |
| Latitude, Longitude: | | |  | | | | | | |

In the below space provide written driving directions from Jackson (1505 Eastover Drive) to the project site. Text and font size should be legible. Font size of 12 is recommended.

# Section 1.0 New project grant application

Type of LWCF Proposal (Select one)

New Development  Renovation  Both New Development and Renovation

Project Abstract

Provide a brief description of the proposal that incorporates a summary of the project scope and overall project context. See the below outline and examples.

Project Scope Summary: (Succinctly describe the project in plain language that the public can understand and use without the full proposal.)

Provide proposed project’s description

1. Detail recreation element description (sport field, trail, playground, etc.)
2. Detail support element description (restroom, parking, etc.)
3. Detail ancillary element description (fences, shade, landscape, etc.).

Project Context: (*How many of this type recreation exist under sub-sponsor jurisdiction? Will disadvantaged community benefit? Size of population within 1/2 mile. Which age groups will be served? Describe recreation activities each age group is expected to engage.)*

Examples:

1. The California Department of Parks and Recreation will subgrant the LWCF award to the City of Bell Garden to restore and expand its pool facility. This the city’s only public pool, however, it is currently inoperable. The project will involve renovating and expanding the existing pool to create a new 50-meter, 9-lane, accessible pool with warm-up area; constructing a smaller (~2,500sf) therapeutic pool; and renovating the existing pool house into a changing facility with restrooms and showers. The complex will also be improved with bleachers, fencing, shade canopies, and landscaping. The project will benefit a disadvantaged community. More than 12,000 residents live within a half-mile of this facility. Children, seniors, and at-risk youth are particularly expected to benefit from the opportunity to take swim lessons, aquatic-based fitness classes and other water-based recreation activities.
2. The California Department of Parks and Recreation will subgrant the LWCF award to the City of Moorpark to renovate and expand Magnolia Park. The project will replace the antiquated playground with new accessible and inclusive playground with age-specific play structures, as well as innovative features designed for individuals with mobility, developmental and sight impairments, such as a sensory play wall and friendship swing. Other improvements include new surfacing, additional shaded picnic areas, parking lot expansion and landscaping. The outcome of the project will provide play and recreation opportunities for children of all ages and abilities within the city of Moorpark and eastern Ventura County. The nearest opportunity similar to this is 20 miles away, and the community has desired this park amenity for many years.

Project Abstract

(Provide below)

## Project competition

1. Explain how this project specifically meets the Mississippi State Comprehensive Outdoor Recreation Plan (SCORP) priorities. The SCORP is available at webpage [www.mdwfp.com/media/257812/ms-scorp-2019-2024.pdf](http://www.mdwfp.com/media/257812/ms-scorp-2019-2024.pdf)

## Risk assessment

1. Describe any financial risk applicant has that could impact the project and describe applicant’s capacity to deliver this project?
2. Describe the applicant’s ability to complete the project as scoped and within the proposed time frame?
3. What is the applicant’s recent experience completing similar projects with federal grant funding (LWCF or other)? Were reports submitted on time? Was project completed to the satisfaction of the grantor?
4. Has the applicant received Land and Water Conservation Fund assistance in the past?
   1. No
   2. Yes, list each site, associated LWCF project, and condition of site facilities and grounds?

|  |  |  |
| --- | --- | --- |
| Site | LWCF Project | Condition of Facilities and Grounds |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Financial

The Land & Water Conservation Fund is a 50-50, matching, reimbursement program. The local sponsor must have funding in place to complete the project. The project period is typically no more than 24 months.

Pre-award Costs: Costs incurred before approval by the National Park Service and an executed Project Agreement between MDWFP – Outdoor Recreation Grants Division and the Project Sponsor (grantee) is formalized are ineligible for reimbursement except for pre-award costs as approved by ORG and NPS. Pre-award cost must be clearly identified in the application and budget. Pre-award cost can only be costs such as engineering cost for plans and estimates used for the preparation of the proposal.

Reimbursement of Project Costs Overview: All project costs are incurred and paid by the grantee prior to requesting reimbursement. No partial or progress reimbursements will be accepted. Once project has been completed, a request for the project to be closed out and reimbursement request will be accepted and reviewed. At that time a final inspection will be scheduled, and elements listed in Project Agreement will be reviewed. After final inspection acceptance and all closeout documentation is finalized and approved by the National Park Service, a request for reimbursement will be processed.

Source of Funds: The LWCF is a reimbursable program. Identify how the total project will be funded to completion, and prior to reimbursement of the federal share. Funds must result in a viable outdoor recreation area and not rely on other funds that are not identified. List funding sources, amounts, and percentage of total project.

Example: City General Fund / $150,000 / 75%

City labor (in kind) / $30,000 / 15%

City equipment (in-kind) / $20,000 / 10%

Project Total / $200,000 / 100%

|  |  |  |
| --- | --- | --- |
| Source of Project Funding | Amount Committed | Percent of Total Project |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Project Total |  |  |

# Section 2.0 Site Based Project Grants

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sub-Recipient Agency Name: |  | | |
| Sub-Recipient Contact Name: |  | | |
| Address: |  | | |
| Phone: |  | Email: |  |

## 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.
4. Explain the recreation demand needs of the area and how this proposal fits in a plan to address the recreation needs of the community.
5. Provide a map of the governmental unit with the location of all public recreation areas and parks shown with name of park. Indicate any previous LWCF assistance by including LWCF in parentheses with park name. Map should be legible and no larger than 17 x 11 inches (ledger size).
6. Provide a list of all public parks indicate the condition of the park, acreage of area in recreational use, type of recreational elements provided, quantity of specific elements, and condition of each element. Indicate any previous LWCF assistance by including LWCF in parentheses with park name.

# SECTION 2.1 (omitted)

# Section 2.2 Development Grants

## 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 are also eligible for Dingell-Johnson or Wallop-Breaux Act funding (i.e., boat/fish access)?
   1. No
   2. Yes
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?
   1. No
   2. Yes
      1. 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 LWCF manual).
      2. 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?
      3. 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)?
      4. Explain the significantly increased public use that will be made possible by the shelter/enclosure to justify the construction of such a facility.

## 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

## Basic information

1. Will this proposal create a new public park/recreation area where none previously existed?
   1. No
   2. Yes – Explain:
2. If this is an existing LWCF site, has the park name changed since the last grant?
   1. No
   2. Yes – Explain and list all prior LWCF Projects (Project Number and Name) associated with the site:
3. Is this project located in a floodplain?
   1. No
   2. 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?
   1. No
   2. Yes – Explain:
5. Is your site part of a larger management area, such as a greenway or regional recreation area?
   1. No
   2. 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?
   1. No
   2. 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?
   1. Fee simple ownership.
   2. Less than fee simple. Explain what rights the applicant has and what entity holds the underlying fee simple ownership.
   3. Lease. Include a copy of the lease with the application.

## Stewardship considerations

1. Is this a multi-use site (i.e. school, reservoir, state forest, etc.)?
   1. No
   2. Yes – Explain:
      1. How often will the public have recreation access to the site?
      2. 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?
   1. No
   2. 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?
   1. Yes
   2. 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.)?
   1. No
   2. 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?
   1. No
   2. 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.

## SECTION 4.0 ENVIRONMENTAL

## Endangered and Threatened Species Regulatory Review

Provide documentation of U.S. Fish and Wildlife Service regulatory review of the project area by using the USFWS IPaC Planning Tool. The IPaC Planning Tool is available at website https://ipac.ecosphere.fws.gov/

The IPaC Planning Tool will allow you to 1) delineate project area, 2) see potentially affected species, 3) and to acquire a regulatory review. Attach a copy of the review to the application.

Note: This may take some time to acquire so start it early in process.

1. Coastal Barrier Resources System

Is project is located in a gulf coast county?

No – no action required

Yes – Determine if site is within the Coastal Barrier System by using the CBRS Validation Tool. Provide a copy of the CBRS Mapper Documentation showing pin drop location.

Is site within CBRS?

No – no action required

Yes – Provide documentation of review with the USFWS. Official maps and data are available at website www.fws.gov/program/coastal-barrier-resources-act. The CBRS Validation Tool is available at www.fws.gov/service/coastal-barrier-resources-system-property-documentation.

## Cultural and Historic Resources Review

1. Provide a copy of the Section 106 review from the State Historic Preservation Office (SHPO), Mississippi Department of Archives and History. Include a copy of the Request for Cultural Resource Assessment, correspondence, any required surveys, and approval letter from SHPO. Website: www.mdah.ms.gov/historic-preservation/section-106-review

2. 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.

## Environmental Resources Survey

The tables below serve as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Resources Survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

Table 1 – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

|  |  |
| --- | --- |
| + | indicates positive impacts are anticipated to result from the action |
| - | indicates negative impacts are anticipated to result from the action |
| ? | indicates further information is needed to determine the potential impact |

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Table 2 – This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer “yes” or “?” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in table 1.

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Will your proposal: | Y | N | ? |
|  | Have significant negative impacts on public health or safety? |  |  |  |
| 2 | Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas? |  |  |  |
| 3 | Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources? |  |  |  |
| 4 | Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks? |  |  |  |
| 5 | Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects? |  |  |  |
| 6 | Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects? |  |  |  |
| 7 | Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS? |  |  |  |
| 8 | Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species? |  |  |  |
| 9 | Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment? |  |  |  |
| 10 | Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)? |  |  |  |
| 11 | Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites? |  |  |  |
| 12 | Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species? |  |  |  |

1. Have there been any previous NEPA/SEPA documents that are relevant to this project or this specific site?
   1. No
   2. Yes – Attach and summarize findings and include page number references below
2. Explain any negative or unknown impacts identified in Table 1 of the Environmental Resources Survey, or any boxes marked “yes” in Table 2 (mandatory criteria).
3. How was the information identified in the tables derived and what sources of data were used to justify the impact selection?
4. Who contributed to filling out the Environmental Resources Survey (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?
5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

**Scope of environmental review as required by National Park Service**

Early in the conceptual development of an LWCF proposal, the State shall encourage LWCF project sponsors to document their planning and analysis process, including all efforts to reach out to the interested and affected public and agencies. The public and agencies should be invited to provide input early in the planning process and before any environmental analysis formally begins so the sponsor can clearly communicate the purpose and need for the project and give the public and agencies an opportunity to provide any information that could be useful for scoping out the LWCF proposal and considering its potential impact on resources. This scoping step in the planning process will yield information for use in defining the scope of the LWCF proposal and possible associated environmental impacts.

The Application shall be used by all potential LWCF project sponsors and for any LWCF proposal requiring federal action. Application is designed for use as a tool during project scoping, planning, and proposal development to document environmental information and consider the LWCF proposal’s possible environmental impacts at the time it is discussed, presented, or discovered in the field rather than as a “compliance exercise” after a decision is made and the application for federal assistance is being prepared.

As a result of early project scoping and planning, the State/sponsor develops a final proposal for possible federal assistance or action, including a completed ERS. The scope of the environmental review under NEPA, i.e., the extent of resources that may be affected by the project, depends on the type of LWCF proposal under consideration as follows:

a. New acquisition projects. The scope of the environmental review shall include the lands to be acquired and the proposed public outdoor recreation uses intended for the property to be completed within three years from the date of acquisition.

b. Development projects. The scope of the environmental review shall be the proposal to provide or improve facilities for public outdoor recreation use and associated activities resulting from these improvements.

c. Section 6(f)(3) Conversions. Pursuant to 36 CFR 59.3, the scope of the environmental review for Section 6(f)(3) conversions is the entire Section 6(f)(3) park proposed for conversion, including for partial conversions, and lands proposed for replacement including the proposed development for public outdoor recreation use and associated activities. Resources beyond the existing Section 6(f)(3) area are not subject to review unless required by other federal compliance programs.

d. Other LWCF proposals. To determine the scope of the environmental review for other types of LWCF proposals, consult your NPS Regional Office LWCF Program Manager. The scope of the environmental review determines the resources that must be screened for possible environmental impacts resulting from the LWCF proposal.

**NEPA Pathway Options**

The completed application and Environmental Resources Survey (ERS) will guide the state/project sponsor along the appropriate NEPA pathway to produce the level of environmental analysis and documentation required for the proposed undertaking. The application and ERS will document and support the NEPA analysis pathway option chosen for the proposal. States are required to include the completed application with its formal LWCF proposal submission to the NPS.

The NEPA analysis pathway options available to States are:

1. Categorical Exclusion for which a record is needed. These Categorical Exclusions (CE) are for federal actions that, under normal circumstances, are not considered major federal actions and have the potential for minor or no measurable impacts on the human environment. Prior to submitting a proposal to the NPS for federal review and decision, it is the State's responsibility to review the LWCF proposal to determine if the project meets the criteria for a CE determination. If the LWCF proposal meets the criteria for a CE, the State provides sufficient documentation on the application and ERS to support the CE by indicating that all potential impacts will be minor or less, and NPS agrees with the CE selection, NPS will sign its own CE form signifying the proposal is categorically excluded from further NEPA analysis.

A CE is not applicable if the ERS indicates that the proposal may result in more than minor impacts on resources.

Note in addition to the CE criteria, the State must also consult the list of exceptions to the CE criteria listed in the NEPA. These exceptions describe additional circumstances that may be relevant for the proposal and could result in adverse impacts on the human environment and, therefore, preparation of an EA would be required.

b.  **Environmental Assessment**. An Environmental Assessment (EA) is required when 1) the significance of impacts on any resource is unknown, **(A SITE THAT HAS NO DEVELOPMENT ON IT)** or 2) the proposed action does not meet the criteria for CE and is not included in the list of actions that normally require an EIS, or 3) the proposed action needs several CE categories to fully describe the action, would involve one or more CE criteria exceptions, or would involve unresolved conflicts concerning the use of resources. An Environmental Assessment will consist of 5 Chapters.

***Chapter 1 – Purpose, Need, Background*.** This chapter describes the purpose of the EA so that the interested and affected public, including other agencies and decision makers, understand the type and nature of the proposal that needs a federal LWCF decision. This chapter needs to explain the EA will provide a framework for the NPS to evaluate the environmental consequences of the proposed action on the human environment, and must also include any information to help the interested and affected public and decision-makers understand the context for the proposed action, including a clear explanation of the role of the LWCF Act Section 6(f)(3) in the proposal and the scope of the environmental review (see Item 5 above).

***Chapter 2 - Description of Alternatives.***This chapter must provide enough information for the interested and affected public and decision-makers to understand the proposed alternative (federal approval of the LWCF proposal) and the no action alternative. This chapter should lead off with an evaluation of all alternatives considered and the reasons for selecting the proposed alternative and rejecting the other alternatives.

At a minimum, the proposed alternative should be described in detail along with the public outdoor recreation resources and opportunities provided by the proposal including maps clearly depicting the creation of or changes in the LWCF Section 6(f) boundary. New and/or existing Section 6(f) parkland must be described in detail. This chapter must include an explanation and status of any other approvals, permits or other factors needed to implement the proposal.

***Chapter 3 - Affected Environment****.* The affected environment is a detailed description of the current state of resources expected to experience environmental impacts. Using the resource impact information documented on the environmental screening form (ESF) and other means of collecting information about affected resources, delineate an analysis area boundary for each resource and describe its existing status (location, nature, condition, scope, size, etc.). The existing status of these resources will serve as baseline information upon which impacts will be compared in the next EA chapter.

This includes detailed description of any existing public outdoor recreation resources and opportunities at the affected site(s) including a clear depiction any existing Section 6(f) boundary.

This chapter must also describe the park/recreation area’s population service area and demographics, including information about minority and low-income populations pursuant to Executive Order 12898, Environmental Justice in Minority and Low-Income Populations.

Also, this chapter must include a description of any existing easements, right-of-ways, leases, and any other agreements about use of the Section 6(f)(3) area. If the proposal includes land with a history of contamination, this chapter should describe the contamination and current condition/remediation status.

For Section 6(f)(3) conversions, this chapter must include a description of the existing resources associated with the Section 6(f)(3) parkland proposed for whole or partial conversion, including associated outdoor recreation facilities and opportunities and a description of the existing resources at the replacement site(s). The description must include a detailed description of existing outdoor recreation resources, facilities and opportunities for all affected areas as well as the existing population served by the converted park and the existing population to be served by the new replacement parks.

For conversions, resources beyond the existing and proposed Section 6(f)(3) areas are not subject to review unless required by other federal compliance programs.

Any resources and issues to be dismissed from further analysis must be described in this chapter.

***Chapter 4 - Environmental Impacts.***This chapter analyzes the degree to which the resources described in Chapter 3 (above) will be impacted by the proposal. The analysis should be presented for the interested and affected public, agencies, and decision-makers to understand the potential for impacts, both beneficial and adverse, and should include qualitative and quantitative data that considers the context, intensity, duration, and timing of the potential impacts. The presentation of data must be presented objectively, accurately, and factually. Resource impacts within the proposed Section 6(f)(3) boundary must be described including any future easements, right of ways, leases and agreements about the use of the Section 6(f)(3) area.

This chapter must also include a detailed discussion of the proposed impacts, both beneficial and adverse, on the provision of public outdoor recreation for the populations served by the proposal including impacts to minority and low income populations pursuant to Executive Order 12898, Environmental Justice in Minority and Low-Income Populations, and a clear depiction of any Section 6(f) boundary changes, especially for expansion of existing Section 6(f) areas and conversions, including a description of any easements, rights-of-way, leases, and any other agreements about the use of the Section 6(f)(3) area as a result of the proposal. If Chapter 3 (above) includes information that any of the land resources in the proposal has a history of contamination, this chapter must include information on the impacts of the proposal on this land considering its status including the land’s suitability to support healthy and safe public outdoor recreation activities in perpetuity.

For Section 6(f)(3) conversions, an analysis of impacts to the affected resources described in Chapter 4 must be presented in this chapter. Resources beyond the existing and proposed Section 6(f)(3) areas are not subject to review unless required by other federal compliance programs.

***Chapter 5 - Coordination and Consultation****.* This chapter must list persons, organizations and agencies contacted for information and for identifying important issues, developing alternatives, or analyzing impacts. Any scoping or other public involvement efforts should also be detailed. A list of preparers and their qualifications should be included as well.

(1) Opportunity for public review and comment. At a minimum, States are required to ensure the interested and affected public has had an opportunity to review and provide written comments on completed environmental assessments for LWCF proposals. This public comment period shall be no less than 30 days. The notice an EA is available for review shall be published in the local newspapers and community notices, posted on the sponsoring agency’s web site, and made broadly known to the public in such a way that the interested and affected public has ample notice of the public comment period. The State/project sponsor is responsible for reviewing the public comments. These comments and the responses that address all substantive comments are to be included in the proposal’s submission to NPS.

If the proposal is revised in response to substantive public comments or for any other reason, States should consult with NPS to determine if the public needs another opportunity to review the revised EA.

1. **Environmental Impact Statement**. An Environmental Impact State (EIS) is required when the potential for significant impact to the human environment exists is indicated by an EA or through the A&R Form. The State should contact NPS for further guidance as soon as there is an indication that an EIS may be required.

# sECTION 5.0 Property

## A. LWCF Boundary Map

Provide (2) hand signed and dated LWCF boundary maps as described.

The LWCF boundary area map shall clearly delineate the area to be subject to the provisions of the LWCF Act (54 U.S.C.§ 2003). An acceptable LWCF boundary area map is required for all development and combination projects prior to NPS approval. The LWCF Boundary establishes the area that will be protected, operated and maintained in accordance with the LWCF Act as a public outdoor recreation area by the project sponsor. A “Limitation of Use” will be required to be recorded on the property deed prior to reimbursement of an awarded project.

The LWCF boundary area subject to the provisions of the LWCF Act must encompass a viable public outdoor recreation area that is capable of being self-supporting without reliance upon adjoining or additional areas not identified in the scope of the project (such as for access, utilities, park support facilities, etc.). Consistent with the intent of the LWCF Act, the Program expectation is the entirety of the park or recreation area being acquired, developed, or expanded will be included within the LWCF boundary area. Exceptions for boundaries that would apply to a lesser area may be considered only when it can be shown the area is self-supporting (as described above). These requests will be reviewed on a case-by-case basis by the NPS LWCF Washington Office prior to award of a grant.

Applicants should consider any existing or potential non-recreational uses of the park property that should be excluded (“carved out”) from the LWCF area. It highly recommended that applicants consult with the Mississippi Department of Transportation to determine if any planned road construction or improvement projects might impact the proposed LWCF boundary. If an impact is foreseen, the LWCF boundary should be delineated, if possible, to avoid being impacted by the road construction such as expansion of the ROW so as to not create a future conversion of use.

Prior to final reimbursement for development and combination projects, the State and NPS

may mutually agree to alter the LWCF boundary area to provide for the most satisfactory

unit intended to be administered under the provisions of the LWCF Act.

The LWCF boundary area map and/or attachments as appropriate shall depict the

following:

a. Official park/site name, location, and LWCF project number.

b. Sufficient detail so as to legally identify the lands to be subject to the provisions of the

LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys.

c. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s).

When at the time of project application, it is known that outstanding property rights held by others are being or will be exercised in the foreseeable future and impact only a portion of the area to be subject to the provisions of the LWCF Act, the impacted area must be clearly excluded from the LWCF boundary area depicted on the map and accompanied by an explanation. The remaining project area must meet all LWCF program criteria for eligibility and be a viable public outdoor recreation area.

d. Total acreage of the area within the LWCF boundary and subject to the provisions of the LWCF Act.

e. North arrow.

f. Signature of the project sponsor public official such as the Mayor for a municipality or President for a county board of supervisors. Also, date of signature.

g. Maps of up to 11 inch x 17 inch format are highly preferred for future administrative use such as copying and scanning. Avoid use of color as the only means to delineate areas. Map should be legible when printed in black and white.

## B. Property Ownership and Description

The project sponsor must possess sufficient title and adequate legal control of the property to be within the LWCF boundary area in order to provide reasonable assurances that a conversion pursuant to the LWCF Act (54 U.S.C. § 200305(f)(3)) will not occur without its knowledge, state review, and NPS decision.

1. Provide a legal description with acreage of the LWCF Boundary Area

2. Provide a copy of the property deed with description and acreage.

3. If property boundary as described in the deed is different than LWCF Boundary, then provide a plat of the property with the proposed LWCF boundary delineated within the property.

**SECTION 6.0 PROJECT BUDGET, NARRATIVE, and TIMELINE**

Provide a budget estimate and budget narrative of the LWCF proposal. The budget estimate and budget narrative must provide a complete estimated cost of the project. If the LWCF assisted elements are a component of a much larger project, your estimate must consider only the elements that will receive federal assistance or be used as part of the match in order to maintain a 50/50 cost share.

A sample budget estimate and narrative are provided below. Applicants may create their own budget forms; however, it is imperative to provide a detailed budget with the percentage of federal and non-federal share.

Applicants must clearly identify their match. Non-federal grants may be used as a match but must be in hand in order to be eligible.

A. Cost Estimate Information

1. How was the cost estimate (budget) derived?
2. What assurances are there that the costs listed are reasonable?
3. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.
4. Are any eligible pre-award costs being included as part of the grant request?
   1. No
   2. Yes – Indicate the date from when those costs started being incurred, the funding category/categories, the total amount of pre-award costs anticipated to be incurred before the grant start date, and whether they are included for match purposes or for reimbursement. (Note: these should also be presented in the budget narrative.)

Cost Estimate Notes:

* Include only LWCF Eligible Items in the budget estimate. Non-eligible items cannot be used in local share or LWCF share.
* If over project cost is greater than grants, only show total project equaling grant funds for 50/50 share. To show overall project cost exceeding available grant funds for informational purposes provide a separate cost estimate as prepared by estimator or engineer.
* Material purchased or construction prior to grant award is not eligible for reimbursement. Do not include in budget estimate.
* Pre-award Engineering Cost for Design and Cost Estimates to be identified separately from other engineer fees that will occur after project award.
* Design and Engineering Fees include design, estimates, project administration, and inspections
* Eligible amount of Design and Engineering Fee is limited to 8% of related construction cost
* Contingency budget line item is not allowed. Do not list contingencies or similar entry as a budget item. A contingency percent can be incorporated within the cost of construction elements but it cannot be shown as a line item in the cost estimate/budget.

B. LWCF Project Budget Estimate

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant |  | | |
| Project Name |  | | |
| Prepared By |  | Date Prepared |  |

List specific elements of the Proposed Budget such as playground equipment, tennis courts, pavilion, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element and Description | Quantity and Unit | Unit Cost | Total Cost (100%) | LWCF  50% Share | Local  50% Share |
| Design and Engineering Fee  (Pre-Award of Project) |  |  |  |  |  |
| Design and Engineering Fee  (After Award of Project) |  |  |  |  |  |
| List Construction Elements Below |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total | | |  |  |  |

In addition to above Project Budget Estimate include an excel spreadsheet of the Project Budget Estimate on the Flash (USB) Drive.

C. Budget Narrative

Provide a narrative description of the items included in the project budget.  The budget narrative should clearly identify all project costs, and should align with the scope of work identified in the project narrative.  Provide detailed information on all cost categories, including the value of in-kind contributions of goods and services provided to complete the project to be counted for matching purposes. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. Contingences should not be shown as a line item.

Below Example is in Appendix N - Budget and Budget Narrative

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

Budget Narrative Example

(Review comments provided for clarification when preparing narrative)

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

Public engagement efforts and site plan development for the project have occurred over the past several years and were completed in 2018. The costs of this work are not included in our budget proposal. ***Commented:*** *Note what’s in and what’s out*

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

Playground for all children: A new playground with a variety of elements that will be accessible for both able-bodied and disabled children of a range of ages will be built. The playground will have safety surfacing and will have features such as swings and slides, climbing apparatus, and a 12-foot-long suspension bridge. ***Commented:*** *Explain how value was derived – from appraisal or some other method of estimating (explain!)*

Bathroom renovation: The existing bathroom building that includes men’s and women’s areas will be renovated to reconfigure the sink areas and some of the toilet cubicles so both can meet contemporary accessible design standards. ***Commented:*** *Limited scope of work explains why cost is lower than might be expected for a typical park bathroom renovation*

Picnic areas: Three picnic areas will be developed around the park, to include 20’ diameter steel framed gazebo shelters, concrete surface, and accessible picnic tables. The picnic tables will be donated to the project by a local hardware store in Hamilton and will be counted as part of the match. ***Commented:*** *Any donations to the project should specifically be called out and source identified*

Parking Area with Permeable Pavement: A small existing asphalt parking lot that served the school playfield area and that will be accessible to one of the new picnic areas will be demolished and expanded to create a new lot using porous concrete that will park 20 cars, including 3 parking spaces for people with disabilities. ***Commented:*** *Extra detail about this concrete to explain why it’s more expensive than the concrete for the picnic area surfaces*

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

Site work: Fencing and vegetation that separates the existing park from the former school site will be cleared or demolished. This work will be performed by the park’s maintenance staff. We estimate the work will take about 120 hours, or 3 staff each for one week at an average salary of $16.75/hour. ***Commented:*** *If people/labor will be paid for, the narrative must detail the position(s), the work they will perform, the amount of time involved, and actual or average salary as appropriate (e.g., hourly, annual)*

**Budget Narrative**

(Provide below)

D. Project Timeline

Provide an estimated timeline showing project milestones and progress from award to completion. Provide total estimated time of project. Typical projects are not funded for more than two years.

Name of Project:

Timeline

Attachments Checklist

The following items must be included with the Application:

|  |
| --- |
| Application Certification Page |
| Governing Body Resolution (Appendix R – example) |
| LWCF Application |
| Location maps (3 separate maps)  1. Locality within State of Mississippi (State of Mississippi map)  2. Location within the jurisdiction (County or City Map)  3. Local Location Map showing the property, street names, and entrance to the recreation area |
| Recreation map showing existing outdoor recreation sites in the city or county |
| Recreation Inventory of existing recreation facilities in the city or county |
| Site Development Plan – Identify which elements are to be assisted by Land and Water Conservation Funds and location on site. (Appendix M – example) |
| Building floor plan(s) if structure is grant-funded |
| LWCF boundary map (provide 2 signed maps) |
| Budget narrative and cost estimate of proposed LWCF project showing local share and federal share. Provide a narrative explaining the budget and cost estimate (See example) |
| Project Timeline |
| Deed and legal description showing ownership of Property |
| Property plat with LWCF Boundary Area shown if applicable |
| USFWS documentation for Endangered Species Act |
| Coastal Barrier Resource System documentation if applicable |
| SHPO documentation for Section 106 |
| NHPA documentation for Historic Preservation Act if applicable |
| Compliance with Executive Order 11988 Floodplain Management if applicable |
| Compliance with Executive Order 11990 Protection of Wetlands if applicable |
| Assurances for Construction Programs (SF-424D)  download link [www.grants.gov/forms/forms-repository/sf-424-family](http://www.grants.gov/forms/forms-repository/sf-424-family) |
| Pictures of site – submit pictures showing existing site conditions |
| Documentation of any public comment period and summary of comments received during any public commenting period. If applicant provided responses to comments received, include these as well. |

LWCF APPLICATION CERTIFICATION

On behalf of the <insert name of applicant/local sponsor>,

I hereby certify the information contained in the attached application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect data or an incomplete application can result in this application being withdrawn from consideration for funding.

I hereby certify the applicant will comply with all applicable local, state, and Federal laws and regulations.

I hereby certify the availability of funding for the total project costs as represented in this application.

I hereby certify that the applicant understands that the LWCF program reimburses at 50% and that documentation verifying expenditures must be submitted to MDWFP-ORG in-order to receive reimbursement. Further, it is understood that no partial reimbursements will be requested. When project is 100% complete, required paperwork is received, a final inspection is performed, and National Park Service approval is received a first and final reimbursement will be processed.

I hereby certify that upon completion and prior to reimbursement, the property will be placed under Section 6 (f) protection of the Land & Water Conservation Act and will have “Limitation of Use” wording to such effect recorded in the deed of the property.

I hereby certify that upon completion, the property will be operated and maintained in accordance with the LWCF program.

Further, I certify that necessary coordination with interested parties was involved during the development of the LWCF area.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed this |  | day of |  | , 2024 |

|  |  |
| --- | --- |
| By: |  |
|  |  |
| Title: |  |
| Organization |  |
| Date: |  |
|  |  |
| Attested by: |  |