

LAND AND WATER CONSERVATION FUND 2011-2012 GRANT APPLICATION PACKAGE



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF RECREATION & PARKS
OFFICE OF FINANCIAL MANAGEMENT
3900 Commonwealth Boulevard
Mail Station 585
Tallahassee, Florida 32399
Information Line (850) 245-2501**



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAND AND WATER CONSERVATION FUND PROGRAM
2011-2012 GRANT APPLICATION PACKET**

INTRODUCTION

The Land and Water Conservation Fund Program (LWCF) is a competitive program that provides grants for acquiring or developing land for public outdoor recreational use. LWCF is a reimbursement grant program. The program is administered by the Florida Department of Environmental Protection (DEP), Division of Recreation and Parks on behalf of the U.S. Department of the Interior, National Park Service (NPS).

In accordance with the LWCF Act, available program funds for fiscal year 2011-2012 are contingent upon an annual appropriation to each state by Congress. Allocations have not been made yet.

GENERAL APPLICATION INFORMATION

- Eligible Applicant: All local government entities with the legal responsibility for providing public outdoor recreational sites and facilities
- Maximum Grant Funds: \$200,000
- Total Number of Active Projects: Two (2)
- Total Number of Applications Per Submission Cycle: One (1)
- The matching ratio is one applicant dollar to one program dollar for all LWCF grant awards (50%/50%)
- Types for Match: Cash, In-Kind Services, Value of Donated Real Property (property must be pre-approved by DEP)
- **Restrictions: LWCF assisted sites must be dedicated in perpetuity and cannot be converted for any purpose other than outdoor recreational use. No exceptions (see the conversion clause of the LWCF for details).**
- Applicants must complete the LWCF Proposal Description and Environmental Screening Form
- Applicants receiving LWCF funds will be required to have a LWCF Grants-in-Aid Manual. This will be provided by DEP on a CD-ROM. This manual also may be downloaded from our website: www.dep.state.fl.us/parks/oirs
- Applicants must submit FOUR copies (1 original and 3 copies) of the completed application and all supporting documents during the announced submission. The application must be submitted in a SOFT COVER binder (please, no hard 3-ring binders). To facilitate the review and scoring process, tab all support documents or attachments according to Part III of this application.
- Applications must contain the information as outlined on the supporting documentation checklist.
- ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AS DEFICIENT AND ASKED TO BE TABBED.
- **The Applications** must be postmarked **NO LATER THAN March 15, 2012** and submitted to :

DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF RECREATION AND PARKS
OFFICE OF FINANCIAL MANAGEMENT
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585
TALLAHASSEE, FLORIDA 32399-3000

APPLICATION PROCESS

- Applications are reviewed by DEP for eligibility and completeness in accordance with the program Rule and the LWCF Manual
- 15 day deficiency notification submittal for corrections
- Applications are scored and ranked in priority
- Recommended application list is reviewed and approved by the DEP Secretary
- DEP submits the projects to State Clearinghouse for approval
- DEP submits the projects along with the Screening Form to NPS for review and approval.
- NPS must approve projects prior to State/Local agreements are approved
- Upon NPS approval State/Local agreements are developed in accordance with the application information.

EVALUATION PROCESS

Grant applications are evaluated according to policies and procedures described in Chapter 62D-5, Part VII, Florida Administrative Code (F.A.C.). This is commonly known as the LWCF Rule. All applicants should be familiar with these policies and procedures. This packet is designed to assist all applicants in presenting the necessary information needed for DEP to evaluate proposed grant applications. Applicants must submit proposals for LWCF grants on application form FPS-A047. Failure by an applicant to present all required application information and documentation may result in the application not receiving points or being declared ineligible for funding consideration. Following DEP staff review of the applications, DEP will notify applicants of any deficiencies. Missing or incomplete documentation will usually constitute a deficiency. Applicants must submit requested deficiency information within **fifteen (15) working days from the date of deficiency notification.** After the deficiency period, DEP ranks all eligible applications in accordance with the evaluation criteria set forth in the LWCF Rule.

Acquisition Projects

A request for financial assistance must be for acquisition or development of land for public outdoor recreational purposes. An **acquisition** project approved for funding **must be acquired within one (1) year of the effective date of the project agreement and must be developed for public use within three (3) years of completion of the acquisition.** An approved acquisition project will require a self contained narrative, appraisal(s), title search, and if applicable a mean or ordinary high water survey prior to project commencement. The appraisal(s) will be reviewed by a fee appraiser under contract with DEP's Division of State Lands. The appraisal must conform to the *Uniform Appraisal Standards for Federal Land Acquisition* (UASFLA). The standards may be found at: <http://www.usdoj.gov/enrd/land-ack>. Payment of appraisal review fees will be the responsibility of the grantee and will be made by the grantee immediately upon and pursuant to the direction of the Office of Financial Management. These expenses are not eligible for reimbursement under the LWCF program. If the proposed project is approved at state level, and the property must be acquired prior to NPS approval, a waiver of retroactivity must be obtained from the DEP to ensure eligibility of the project. Granting a waiver does not imply funding will be approved.

Development Projects

A **development** proposal should consist of the complete or partial development of the project site. The grantee shall have up **to three (3) years** from effective date of the project agreement to complete the project. A development project, when completed, must be a useable recreation area. **A development application may consist of one improvement or a group of related improvements designed to provide primary facilities for outdoor recreation. Secondary or support facilities and improvements for access, safety and protection of the project visitors are viable project components but should not dominate the proposed project. Primary facility costs must be equal to or greater than fifty percent of the total project cost. Support facilities alone do not constitute an eligible project, except projects which provide or improve beach access. Eligible facilities are described in the LWCF Rule.**

If questions arise while preparing the application, please contact the Office of Financial Management at (850) 245-2501.

If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. You may request an electronic application by emailing, Rita.Ventry@dep.state.fl.us or Mary.Ann.Lee@dep.state.fl.us or download from our website, www.dep.state.fl.us/parks/oirs it will be available in both Word and PDF.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAND AND WATER CONSERVATION FUND
GRANT APPLICATION PACKET
2011-2012

(DEP USE ONLY)
RECEIVED: _____
POSTMARKED: _____
APPL. NO.: _____

PART I - GENERAL INFORMATION

A. APPLICANT INFORMATION

1. Name of Applicant: _____
2. Federal Employer Identification Number: _____
*** (This number must be registered at **My Florida Market Place** with the address the warrant will be forwarded)*
3. DUNS Number: _____
(Dunn and Bradstreet Data Universal Numbering System)
4. Population: _____ 5. Current Operating budget: _____
(This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)
6. Contact Person: _____ Title: _____
(The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.)

Address: Street/PO Box: _____
*(Needs to be address registered in **My Florida Market Place** where warrant will be sent. If contact is different please specify.)*

City/State: _____ Zip Code: _____

Telephone: () _____ FAX: () _____ E-mail: _____

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

Date

B. PROJECT INFORMATION

1. Name of Project: _____

2. Acreage of Project: _____

3. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: _____

Development: _____ On land owned by applicant

_____ On land leased to applicant by another public agency

Date lease expires: _____

Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 25 years from application and renewable in perpetuity) by the close of the submission period, March 15, 2012. School board property is ineligible. Include a copy of the site control documents (e.g., deed, lease, etc.).

(Please Tab as Exhibit "L")

4. Project Location: Street Address: _____

City _____ County _____ Zip Code: _____
If the project is not located in a city, list the city nearest to the project site.

5. GIS Coordinates: Longitude: _____ Latitude: _____

a) Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Also, depict where and how the public will access the site, parking, etc. Plat maps may be accepted if the above criteria are identified. Use either an 8 ½ x 11 or 11x17 map. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.** **(Tab as Exhibit "I")**

b) Submit color, on-site photographs for **all four copies** of your application, sufficient to depict the physical characteristics of the project area. **(Tab as Exhibit "J")**

c) Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Please confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this. **(Tab as Exhibit "K")**

C. FINANCIAL INFORMATION

Refer to Chapter 62D-5.070(6), F.A.C. for complete information on match requirements and match types. LWCF assistance is provided on a 50% matching basis. **Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.**

- 1. LWCF Funds Requested: Line A \$ _____

- 2. Local Funds Available:
 - a. Cash: Line B \$ _____
 - b. In-Kind Line C \$ _____
 - c. Land Value Line D \$ _____

(Only the value of **donated** real property is eligible as match **and applicant must NOT have taken title yet unless a waiver of retroactivity has been granted by DEP**)

- Total Local Funds Available Line E \$ _____
Sum of lines B, C, and D

- 3. Total Cost of Proposed Project Line F \$ _____
Sum of lines A and E
(Should not total more than \$400,000)

D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

On page 9 & 10 as attachment A, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 9 & 10 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 9 & 10) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different LWCF phases on the site plan and any FRDAP phases.

DEVELOPMENT PROJECTS:

PRIMARY RECREATION AREAS AND FACILITIES: *Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).*

SUPPORT FACILITIES AND IMPROVEMENTS: *Support facilities are facilities which can not stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.*

ACQUISITION PROJECTS:

If acquisition project, on page 9 & 10, list the project work plan for the acquisition phase of the project.

(Tab as Exhibit "H")

ATTACHMENT A to Project Agreement

PROJECT WORK PLAN

Project Name _____

Grantee Name _____

Please list the each project element along with its objective and estimated amount:

Primary Elements:

Project Element 1 (description and amount):

Project Element 2(description and amount):

Project Element 3(description and amount):

Project Element 4(description and amount):

Project Element 5(description and amount):

Project Element 6(description and amount):

Support Elements:

Project Element 1 (description and amount):

Project Element 2(description and amount):

Project Element 3(description and amount):

Project Element 4(description and amount):

Project Element 5(description and amount):

Project Element 6(description and amount):

The project reimbursements are limited to no more than 4, but can be less than 4 invoices. Make sure to adjust your percentage to your reimbursement request. An amendment must be executed prior to the deletion of any project element. Examples of documentation can be such things as: photographs along with status report of work completed, commencement documentation, and/or closeout documentation.

Commencement Documentation required prior to Reimbursement Request

BILLING NUMBER	PERCENT COMPLETION FOR INVOICE SUBMITTAL	ELEMENTS/WORK TO BE ACCOMPLISHED AT THIS COMPLETION PERCENTAGE	ESTIMATED INVOICE AMOUNT	DOCUMENTATION
1				
2				
3				
4				
		TOTAL DEP FUNDING AMOUNT		

Completion Documentation required prior to Final Reimbursement Request

PART II - EVALUATION CRITERIA

A. GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

Provide:

1) *A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. Project will not receive points if letter is not submitted and does not state the date CIP was adopted.*

-AND-

2) *A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Highlight project name, amount and year.***

(20 points)

_____Yes _____No

-OR-

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Provide:

1) *A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount, and cannot be older than 3 years.***

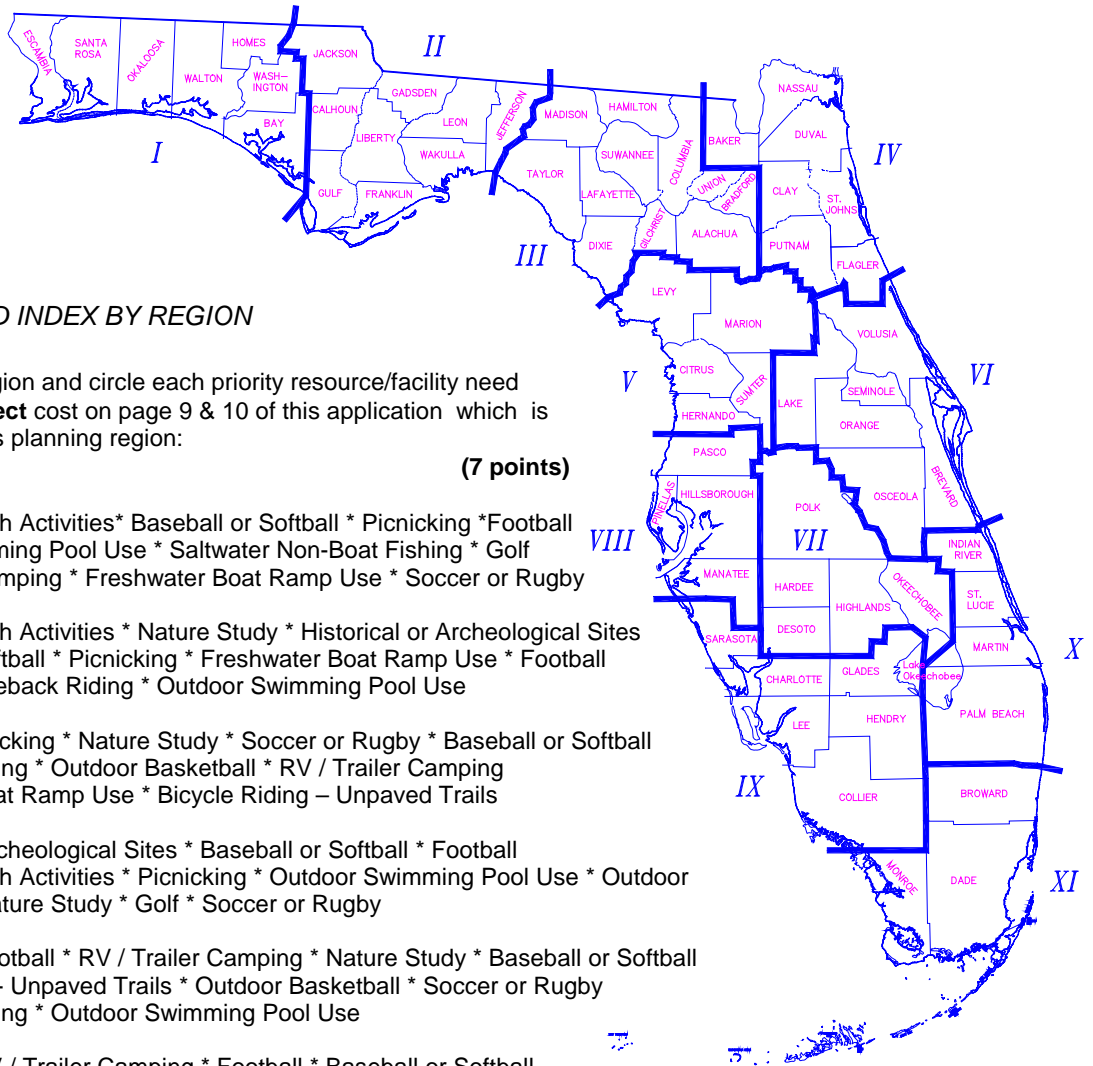
(Tab as Exhibit "A") (10 points)

_____Yes _____No

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. *Use the **OUTDOOR RECREATION IN FLORIDA - 2008 (Chapter 6 & 7)**. Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.*

(Tab as Exhibit "B") (4 points)



B. 2008 RELATIVE NEED INDEX BY REGION

Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 9 & 10 of this application which is included in the applicant's planning region:

(7 points)

- _____ I Saltwater Beach Activities* Baseball or Softball * Picnicking *Football
Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf
RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby
- _____ II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites
Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football
Hunting * Horseback Riding * Outdoor Swimming Pool Use
- _____ III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball
Horseback Riding * Outdoor Basketball * RV / Trailer Camping
Freshwater Boat Ramp Use * Bicycle Riding – Unpaved Trails
- _____ IV Historical or Archeological Sites * Baseball or Softball * Football
Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor
Basketball * Nature Study * Golf * Soccer or Rugby
- _____ V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball
Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby
Horseback Riding * Outdoor Swimming Pool Use
- _____ VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball
Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites
Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby
- _____ VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use
Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding
Outdoor Basketball
- _____ VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor Swimming Pool Use
Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor Tennis * Soccer or Rugby
- _____ IX Picnicking * RV / Trailer Camping * Saltwater Beach Activities * Outdoor Swimming Pool Use
Golf * Football * Nature Study * Baseball or Softball * Outdoor Tennis * Historical or Archeological Sites
- _____ X Football * Golf * Baseball or Softball * Outdoor Swimming Pool Use * Picnicking * Outdoor Tennis
Saltwater Beach Activities * Outdoor Basketball * RV / Trailer Camping * Soccer or Rugby
- _____ XI Outdoor Swimming Pool Use * Picnicking * Football * Baseball or Softball * Saltwater Beach Activities
Outdoor Tennis * Golf * Outdoor Basketball * Saltwater Non-Boat Fishing * RV / Trailer Camping

3. PUBLIC PARTICIPATION

Indicate which of the following apply (*Check ALL that apply*):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately to receive each set of points. (Meetings also must be held prior to the application submittal.)**

_____ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. *Attach a copy of the ad **and** proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If not advertised in a newspaper, a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.***

(Tab as Exhibit "C-1") (10 points)

_____ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. *Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and Zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.***

(Tab as Exhibit "C-2") (7 points)

_____ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. *Provide documentation (**dated minutes from the meeting** where the project was discussed, or a **thank-you letter** from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR provide a copy of the survey, who surveyed, AND a summary of the results.** Letters of support are not acceptable to receive points.*

(Tab as Exhibit "C-3") (4 points)

4. LINEAR PARK

The proposed project is for linear park purposes. A linear park is defined as an active or passive outdoor recreation area of linear design that provides or connects recreation, park land, or open-space areas.

_____ Yes _____ No

(13 points)

5. PRESERVATION PURPOSES

The proposed project is also for preservation purposes (e.g. historical, archaeological, cultural etc.). *This question addresses preservation of historic, archaeological and/or cultural sites. Contact the Department of State at (850) 245-6333 if this applies to the proposed project. A letter from the Department of State is required to verify a "yes" response to this question.*

(Tab as Exhibit "D") (7 points)

_____ Yes _____ No

6. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site. Provide a brief description of how development, programming and maintenance will be provided **AND** an agency organizational chart (*Must provide both to receive points*):

(Check ONLY one)

_____ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance.
(Tab as Exhibit "E") (8 points)

_____ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance.
(Tab as Exhibit "E") (4 points)

B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. *Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged. If undeveloped, state none).*

(5 points, if undeveloped)

2. NEW FACILITIES OR OPPORTUNITIES (Check only one)

The project provides for new or additional development of recreational facilities and opportunities:

_____ 3 or more facilities or opportunities **(15 points)**

_____ 2 facilities or opportunities **(10 points)**

_____ 1 facility or opportunity **(5 points)**

3. RENOVATION OF EXISTING FACILITIES (Check only one)

The project provides renovation of existing recreational facilities for:

- 3 or more facilities (13 points)
 2 facilities (9 points)
 1 facility (4 points)

4. SUPPORT FACILITIES

The project provides new or renovated support facilities (i.e. parking, restrooms, utilities). (15 points)

Yes No

5. ACCESS TO WATER RESOURCES

The project provides developed pedestrian access to or along water resources (i.e. trails, boardwalks, dune walkovers, etc.) (7 points)

Yes No

6. USE OF WATER RESOURCES

The project provides facilities for recreational use of water resources (boat ramps, swimming docks, fishing piers, etc.). (12 points)

Yes No

7. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

A. List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study. The study entitled *"Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida"* has an effective date of December 1995. (See attached pages 19-23 for Priority Ranked Index Clusters.

(12 points)

- B. The proposed project, in whole or in part, addresses the highest priority of infrastructure funding needs for the applicant’s population density as set forth in the study titled *“Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida”* has an effective date of December 1995. Use the table below to determine in which priority funding need ranking the project falls. (Check **ONLY one**):

_____ Highest Priority Funding Need **(13 points)**

_____ Second Highest Priority Funding Need **(8 points)**

<i>Population Density 1 - Population Under 10,000</i>	
Rank	Funding
1	Construction
2	Renovation
<i>Population Density 2 - Population 10,000 to 24,999</i>	
Rank	Funding
1	Renovation
2	Construction
<i>Population Density 3 - Population 25,000 to 49,999</i>	
Rank	Funding
1	Construction
2	Renovation
<i>Population Density 4 - Population 50,000 to 99,999</i>	
Rank	Funding
1	Construction
2	Renovation
<i>Population Density 5 - Population 100,000 and Over</i>	
Rank	Funding
1	Renovation
2	Construction

Source: *The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida*

C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. FLORIDA NATURAL AREAS INVENTORY

The project provides protection of any resources in the Florida Natural Areas Inventory. List the protected resources below and provide a letter from the Florida Natural Areas Inventory (FNAI). (850) 224-8207

(Tab as Exhibit "F") (13 points)

_____ Yes _____ No

2. WATER FRONTAGE

The project provides frontage on wetlands or water bodies such as rivers, lakes or oceans.

_____ Yes _____ No

(6 points)

3. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

List all the facilities which will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 19-23). *Along with the site plan submitted in Exhibit H, submit a timeline for the planned development of the acquisition project.*

(Tab as Exhibit "H") (15 points)

4. NEEDED RECREATIONAL ACREAGE: *(Provide excerpts from your local comprehensive plan. Include data on current park acreage, standards and identified needs.)*

A. Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. Provide the needed amount of acreage as listed in the local comprehensive plan and the total acreage the local government already has under its control.

_____ Needed acres/Person and _____ Total Acreage Under Local Control

*Provide a copy of the applicant's local comprehensive plan as supporting back-up documentation and **highlight** the information that pertains to this section.*

(Tab as Exhibit "G") (15 points)

B. Describe how the project provides for needed distribution of park acreage pursuant to the applicant's adopted local comprehensive plan. **(8 points)**

5. CAPITAL IMPROVEMENT PLAN

A. Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

Provide:

1) *A letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.***

-AND-

2) *A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Highlight project name, amount and year.***
(6 points)

_____ Yes _____ No

-OR-

B. Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

Provide: *A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year, and amount and cannot be older than 3 years.***

_____ Yes _____ No

(Tab as Exhibit "A") (3 points)

Outdoor Facility Needs Ranked by Priority Index: Population Density 1

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Playgrounds	Baseball Fields	Cluster I
2	Support Facilities	Softball Fields	
3	Tennis Courts	Playgrounds	Cluster II
4	Rest Rooms	Rest Rooms	
5	Picnic Facilities	Support Facilities	
6	Baseball Fields	Soccer Fields	
7	Basketball Courts	Basketball Courts	Cluster III
8	Softball Fields	Bike Trails	
9	Swimming Pools	Swimming Pools	
10	Boating Facilities	Tennis Courts	
11	Fishing Piers	Picnic Facilities	
12	Camping	Handball Courts	
13	Handball Courts	Fishing Piers	Cluster IV
14	Football Fields	Football Fields	
15	Soccer Fields	Boating Facilities	
16	Beach Access	Exercise Trails	
17	Historical Facilities	Camping	
18	Shuffleboard Courts	Beach Access	Cluster V
19	Nature Trails	Historical Facilities	
20	Other	Shuffleboard Courts	
21	Golf Courses	Nature Trails	
22	Bike Trails	Golf Courses	
23	Exercise Trails	Hiking Trails	
24	Hiking Trails	Horse Trails	Cluster VI
25	Horse Trails	Other	

Population Density 1 - Population for under 10,000

Outdoor Facility Needs Ranked by Priority Index: Population Density 2

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Rest Rooms	Support Facilities	Cluster I
2	Support Facilities	Rest Rooms	
3	Playgrounds	Playgrounds	
4	Baseball Fields	Softball Fields	Cluster II
5	Tennis Courts	Soccer Fields	
6	Softball Fields	Baseball Fields	
7	Basketball Courts	Basketball Courts	Cluster III
8	Boating Facilities	Picnic Facilities	
9	Swimming Pools	Swimming Pools	
10	Picnic Facilities	Football Fields	
11	Soccer Fields	Tennis Courts	
12	Exercise Trails	Handball Courts	Cluster IV
13	Football Fields	Nature Trails	
14	Shuffleboard Courts	Bike Trails	
15	Handball Courts	Boating Facilities	Cluster V
16	Beach Access	Other	
17	Fishing Piers	Exercise Trails	
18	Camping	Golf Courses	
19	Bike Trails	Hiking Trails	
20	Nature Trails	Fishing Piers	
21	Other	Camping	
22	Golf Courses	Beach Access	Cluster VI
23	Hiking Trails	Historical Facilities	
24	Historical Facilities	Horse Trails	
25	Horse Trails	Shuffleboard Courts	

Population Density 2 - Population from 10,000 to 24,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 3

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Rest Rooms	Baseball Fields	Cluster I
2	Playgrounds	Soccer Fields	
3	Support Facilities	Support Facilities	Cluster II
4	Tennis Courts	Softball Fields	
5	Baseball Fields	Playgrounds	
6	Basketball Courts	Boating Facilities	
7	Beach Access	Football Fields	Cluster III
8	Swimming Pools	Tennis Courts	
9	Soccer Fields	Rest Rooms	
10	Picnic Facilities	Picnic Facilities	
11	Football Fields	Basketball Courts	Cluster IV
12	Softball Fields	Other	
13	Boating Facilities	Exercise Trails	
14	Exercise Trails	Bike Trails	Cluster V
15	Handball Courts	Nature Trails	
16	Other	Camping	
17	Golf Courses	Handball Courts	
18	Shuffleboard Courts	Historical Facilities	
19	Fishing Piers	Swimming Pools	
20	Bike Trails	Hiking Trails	
21	Hiking Trails	Golf Courses	
22	Nature Trails	Beach Access	
23	Camping	Fishing Piers	
24	Historical Facilities	Horse Trails	Cluster VI
25	Horse Trails	Shuffleboard Courts	

Population Density 3 - Population from 25,000 to 49,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 4

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Playgrounds	Soccer Fields	Cluster I
2	Rest Rooms	Playgrounds	Cluster II
3	Support Facilities	Picnic Facilities	
4	Tennis Courts	Baseball Fields	
5	Soccer Fields	Support Facilities	
6	Baseball Fields	Swimming Pools	
7	Swimming Pools	Softball Fields	Cluster III
8	Exercise Trails	Basketball Courts	
9	Softball Fields	Rest Rooms	
10	Basketball Courts	Other	
11	Handball Courts	Exercise Trails	Cluster IV
12	Picnic Facilities	Golf Courses	
13	Boating Facilities	Tennis Courts	Cluster V
14	Beach Access	Boating Facilities	
15	Fishing Piers	Fishing Piers	
16	Shuffleboard Courts	Football Fields	
17	Football Fields	Handball Courts	
18	Golf Courses	Bike Trails	
19	Nature Trails	Nature Trails	
20	Other	Hiking Trails	
21	Bike Trails	Horse Trails	
22	Camping	Beach Access	
23	Hiking Trails	Camping	
24	Historical Facilities	Historical Facilities	Cluster VI
25	Horse Trails	Shuffleboard Courts	

Population Density 4 - Population from 50,000 to 99,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 5

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Facility</u>	
1	Support Facilities	Support Facilities	Cluster I
2	Rest Rooms	Baseball Fields	Cluster II
3	Playgrounds	Playgrounds	
4	Tennis Courts	Softball Fields	
5	Swimming Pools	Rest Rooms	Cluster III
6	Boating Facilities	Soccer Fields	
7	Basketball Courts	Picnic Facilities	
8	Golf Courses	Bike Trails	
9	Softball Fields	Swimming Pools	
10	Picnic Facilities	Exercise Trails	
11	Historical Facilities	Hiking Trails	Cluster IV
12	Baseball Fields	Other	
13	Fishing Piers	Golf Courses	
14	Exercise Trails	Camping	
15	Soccer Fields	Beach Access	
16	Handball Courts	Historical Facilities	
17	Camping	Tennis Courts	
18	Football Fields	Basketball Courts	Cluster V
19	Nature Trails	Boating Facilities	
20	Beach Access	Fishing Piers	
21	Bike Trails	Football Fields	
22	Other	Nature Trails	
23	Hiking Trails	Handball Courts	
24	Horse Trails	Horse Trails	Cluster VI
25	Shuffleboard Courts	Shuffleboard Courts	

Population Density 5 - Population for 100,000 & Over



**DO NOT PROCEED to the
LWCF Proposal Description and Environmental
Screening Form
without reading these
INSTRUCTIONS FIRST:**

Complete the listed information only:

- 1. Page 25**
- 2. Page 26**
- 3. Page 27 (DO NOT Complete Section C)**
- 4. Page 27 - Complete all of Section D**
- 5. Proceed to Steps 5 - 7; Page 32 - 36**
- 6. Fill out Federal form 424A for Acquisition Projects
(Page 42 - 43) Instructions on page 44 - 45**
- 7. Fill out Federal form 424C for Construction Projects
(Page 46) Instructions on page 47**



LWCF Proposal Description and Environmental Screening Form

The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Land and Water Conservation Fund (LWCF) state assistance proposals submitted for National Park Service (NPS) review and decision. The completed PD/ESF becomes part of the "federal administrative record" in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The PD portion of the form captures administrative and descriptive details enabling the NPS to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State's LWCF proposal to NPS.

Except for the proposals listed below, the PD/ESF must be completed, including the appropriate NEPA document, signed by the State, and submitted with each new federal application for LWCF assistance and amendments for: scope changes that alter or add facilities and/or acres; conversions; public facility exceptions; sheltering outdoor facilities; and changing the original intended use of an area from that which was approved in an earlier LWCF agreement. Consult the LWCF Program Manual (www.nps.gov/lwcf) for detailed guidance for your type of proposal and on how to comply with NEPA.

For the following types of proposals only this Cover Page is required because these types of proposals are administrative in nature and are categorically excluded from further NEPA environmental analysis. NPS will complete the NEPA CE Form. Simply check the applicable box below, and complete and submit only this **Cover Page to NPS along with the other items required for your type of proposal as instructed in the LWCF Program Manual.**

- SCORP planning proposal
- Time extension with no change in project scope or with a reduction in project scope
- To delete work **and** no other work is added back into the project scope
- To change project cost with no change in project scope or with a reduction in project scope
- To make an administrative change that does not change project scope



Name of LWCF Proposal: _____ **Date Submitted to NPS:** _____

Prior LWCF Project Number(s) *List all prior LWCF project numbers and all park names associated with assisted site(s):*

Local or State Project Sponsoring Agency *(recipient or sub-recipient in case of pass-through grants):*

Local or State Sponsor Contact:
Name/Title:

Office/Address:

Phone/Fax: _____ **Email:** _____

Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.

Step 1. Type of LWCF Proposal

New Project Application

Acquisition

Go to Step 2A

Development

Go to Step 2B

Combination (Acquisition & Development)

Go to Step 2C

Project Amendment

Increase in scope or change in scope from original agreement.

Complete Steps 3A, and 5 through 7.

6(f) conversion proposal. *Complete Steps 3B, and 5 through 7.*

Request for public facility in a Section 6(f) area. *Complete Steps 3C, and 5 through 7.*

Request for temporary non-conforming use in a Section 6(f) area.

Complete Steps 4A, and 5 through 7.

Request for significant change in use/intent of original LWCF application.

Complete Steps 4B, and 5 through 7.

Request to shelter existing/new facility within a Section 6(f) area regardless of funding source.

Complete Steps 4C, and 5 through 7.

Step 2. New Project Application (See LWCF Manual for guidance.)

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with LWCF assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).
2. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
3. Describe development plans for the proposal for the site(s) for public outdoor recreation use within the next three (3) years.
4. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the "Uniform Appraisal Standards for Federal Land Acquisitions" or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
5. Address each item in "D" below.

B. For a Development Project

1. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
2. When will the project be completed and open for public outdoor recreation use?
3. Address each item in "D" below.

C. For a Combination Project

1. For the acquisition part of the proposal:
 - a. Provide a brief narrative about the proposal that provides the reasons for the acquisition, number of acres to be acquired with LWCF assistance, and describes the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.)
 - b. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
 - c. Describe development plans for the proposed for the site(s) for public outdoor recreation use within the next three (3) years.
 - d. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the "Uniform Appraisal Standards for Federal Land Acquisitions" or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
2. For the development part of the proposal:
 - a. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
 - b. When will the project be completed and open for public outdoor recreation use?
3. Address each item in "D" below.

D. Additional items to address for a new application and amendments

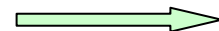
1. Will this proposal create a **new** public park/recreation area **where none previously existed** and is not an addition to an existing public park/recreation area? Yes ___ (go to #3) No ___ (go to #2)
2.
 - a. What is the name of the pre-existing public area that this new site will be added to?
 - b. Is the pre-existing public park/recreation area already protected under Section 6(f)? Yes ___ No ___
If no, will it now be included in the 6(f) boundary? Yes ___ No ___
3. What will be the name of this **new** public park/recreation area?
4.
 - a. Who will hold title to the property assisted by LWCF? Who will manage and operate the site(s)?
 - b. What is the sponsor's type of ownership and control of the property?
___ Fee simple ownership
___ Less than fee simple. Explain:
___ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.
Who will lease area? Submit copy of lease with this PD/ESF. (See LWCF Manual for **program restrictions** for leases and further guidance.)
5. Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the Section 6(f) park area? Indicate the location on 6(f) map. Do parties understand that a Section 6(f) conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, leased area?
6. Are overhead utility lines present, and if so, explain how they will be treated per LWCF Manual.
7. As a result of this project, describe **new** types of outdoor recreation opportunities and capacities, and short and long term public benefits.

8. Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or proposed for the future within the 6(f) boundary.
9. Describe the planning process that led to the development of this proposal. Your narrative should address:
 - a. How was the interested and affected public notified and provided opportunity to be involved in planning for and developing your LWCF proposal? Who was involved and how were they able to review the **completed** proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.
 - b. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this PD/ESF submission.
10. How does this proposal implement statewide outdoor recreation goals as presented in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) (include references), and explain why this proposal was selected using the State's Open Project Selection Process (OPSP).
11. List all source(s) and amounts of financial match to the LWCF federal share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The federal LWCF share and financial matches must result in a viable outdoor recreation area and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

Source	Type of Match	Value
		\$
		\$
		\$

12. Is this LWCF project scope part of a larger effort not reflected on the SF-424 (*Application for Federal Assistance*) and grant agreement? If so, briefly describe the larger effort, funding amount(s) and source(s). This will capture information about partnerships and how LWCF plays a role in leveraging funding for projects beyond the scope of this federal grant.
13. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Proceed to Steps 5 through 7



Step 3. Project Amendment (See LWCF Manual for guidance.)

A. Increase/Change in Project Scope

1. **For Acquisition Projects:** To acquire additional property that was not described in the original project proposal and NEPA documentation, follow Step 2A-Acquisition Project and 2D.
2. **For Development Projects:** To change the project scope for a development project that alters work from the original project scope by adding elements or enlarging facilities, follow Step 2B-Development Project and 2D.
3. **For Combination Projects:** Follow Step 2C as appropriate.

B. Section 6(f)(3) Conversion Proposal

Prior to developing your Section 6(f)(3) conversion proposal, you must consult the LWCF Manual and 36 CFR 59.3 for complete guidance on conversions. Local sponsors must consult early with the State LWCF manager when a conversion is under consideration or has been discovered. States must consult with their NPS-LWCF manager as early as possible in the conversion process for guidance and to sort out and discuss details of the conversion proposal to avoid mid-course corrections and unnecessary delays. **A critical first step is for the State and NPS to agree on the size of the Section 6(f) park land impacted by any non-recreation, non-public use,**

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especially prior to any appraisal activity. Any previous LWCF project agreements and actions must be identified and understood to determine the actual Section 6(f) boundary.

The Section 6(f)(3) conversion proposal including the required NEPA environmental review documents (CE recommendation or an EA document) must focus on the loss of public outdoor recreation park land and recreational usefulness, and its replacement per 36 CFR 59, and **not** the activities precipitating the conversion or benefits thereof, such as the impacts of constructing a new school to relieve overcrowding or constructing a hotel/restaurant facility to stimulate the local economy. Rather, the environmental review must 1) focus on “resource impacts” as indicated on the ESF (Step 6), including the loss of public park land and recreation opportunities (ESF A-15), and 2) the impacts of creating new replacement park land and replacement recreation opportunities. A separate ESF must be generated for the converted park area and each replacement site. Section 6(f)(3) conversions always have more than minor impacts to outdoor recreation (ESF A-15) as a result of loss of parkland requiring an EA, except for “small” conversions as defined in the LWCF Manual Chapter 8.

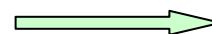
For NPS review and decision, the following elements are required to be included in the State’s completed conversion proposal to be submitted to NPS:

1. A letter of transmittal from the SLO recommending the proposal.
2. A detailed explanation of the sponsor’s need to convert the Section 6(f) parkland including all efforts to consider other practical alternatives to this conversion, how they were evaluated, and the reasons they were not pursued.
3. An explanation of how the conversion is in accord with the State Comprehensive Outdoor Recreation Plan (SCORP).
4. Completed “State Appraisal/Waiver Valuation Review form in Step 7 for each of the converted and replacement parcels certifying that the appraisals meet the “Uniform Appraisal Standards for Federal Land Acquisitions.” States must retain copies of the appraisals/waiver valuations and make them available for review upon request.
5. For the park land proposed for conversion, a detailed description including the following:
 - a. Specific geographic location on a map, 9-digit zip code, and name of park or recreation area proposed for conversion.
 - b. Description of the area proposed for the conversion including the acreage to be converted and any acreage remaining. For determining the size of the conversion, consider not only the physical footprint of the activity precipitating the conversion, but how the precipitating activity will impact the entire 6(f) park area. In many cases the size of the converted area is larger than the physical footprint. Include a description of the recreation resources, facilities, and recreation opportunities that will be impacted, displaced or lost by the proposed conversion. For proposals to partially convert a Section 6(f) park area, the remaining 6(f) park land must remain recreationally viable and not be impacted by the activities that are precipitating the conversion. If it is anticipated that the precipitating activities impact the remaining Section 6(f) area, the proposed area for the conversion should be expanded to encompass all impacted park land.
 - c. Description of the community and population served by the park, including users of the park and uses.
 - d. For partial conversions, a revised 6(f) map clearly indicating both the portion that is being converted and the portion remaining intact under Section 6(f).
6. For each proposed replacement site:
 - a. Specific geographic location on a map, 9-digit zip code, and geographical relationship of converted and replacement sites. If site will be added to an existing public park/outdoor recreation area, indicate on map.
 - b. Description of the site’s physical characteristics and resource attributes with number and types of resources and features on the site, for example, 15 acres wetland, 2,000 feet beachfront, 50 acres forest, scenic views, 75 acres riparian, vacant lot, special habitat, any unique or special features, structures, recreation amenities, historic/cultural resources, hazardous materials/contamination history, restrictions, institutional controls, easements, rights-of-way, overhead/underground utilities including overhead wires, towers, etc.

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- c. Identification of the owner of the replacement site and its recent history of use/function up to the present.
 - d. Detailed explanation of how the proposed replacement site is of reasonably equivalent usefulness and location as the property being converted, including a description of the recreation needs that will be met by the new replacement parks, populations to be served, and new outdoor recreation resources, facilities, and opportunities to be provided.
 - e. Identification of owner and manager of the new replacement park?
 - f. Name of the new replacement park. If the replacement park is added to an existing public park area, will the existing area be included within the 6(f) boundary? What is the name of the existing public park area?
 - g. Timeframe for completing the new outdoor recreation area(s) to replace the recreation opportunity lost per the terms of conversion approval and the date replacement park(s) will be open to the public.
 - h. New Section 6(f) map for the new replacement park.
7. NEPA environmental review, including NHPA Section 106 review, for both the converted and replacement sites in the same document to analyze how the converted park land and recreational usefulness will be replaced. Except for “small” conversions (see LWCF Manual Chapter 8), conversions usually require an EA.

Proceed to Steps 5 through 7

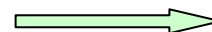


C. Proposal for a Public Facility in a Section 6(f) Area

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. In summary, NPS must review and decide on requests to construct a public indoor and/or non-recreation facility within a Section 6(f) area. In certain cases NPS may approve the construction of public facilities within a Section 6(f) area where it can be shown that there will be a net gain in **outdoor recreation** benefits and enhancements for the entire park. In most cases, development of a non-recreation public facility within a Section 6(f) area constitutes a conversion. For NPS review, the State/sponsor must submit a proposal to NPS under a letter of transmittal from the SLO that:

1. Describes the purpose and all proposed uses of the public facility such as types of programming, recreation activities, and special events including intended users of the new facility and any agency, organization, or other party to occupy the facility. Describe the interior and exterior of the facility, such as office space, meeting rooms, food/beverage area, residential/lodging area, classrooms, gyms, etc. Explain how the facility will be compatible with the outdoor recreation area. Explain how the facility and associated uses will significantly support and enhance existing and planned outdoor recreation resources and uses of the site, and how outdoor recreation use will remain the primary function of the site. (The public's outdoor recreation use must continue to be greater than that expected for any indoor use, unless the site is a single facility, such as a swimming pool, which virtually occupies the entire site.)
2. Indicates the exact location of the proposed public facility and associated activities on the site's Section 6(f) map. Explain the design and location alternatives considered for the public facility and why they were not pursued.
3. Explains who will own and/or operate and maintain the facility? Attach any 3rd party leases and operation and management agreements. When will the facility be open to the public? Will the facility ever be used for private functions and closed to the public? Explain any user or other fees that will be instituted, including the fee structure.
4. Includes required documents as a result of a completed NEPA process (Steps 5 – 7).

Proceed to Steps 5 through 7



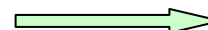
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A. Proposal for Temporary Non-Conforming Use

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decided on requests for temporary uses that do not meet the requirements of allowable activities within a Section 6(f) area. A temporary non-conforming use is limited to a period of six months (180 days) or less. Continued use beyond six-months will not be considered temporary, and may result in a Section 6(f)(3) conversion of use requiring the replacement of converted parkland. For NPS review, describe the temporary non-conforming use (activities other than public outdoor recreation) in detail including the following information:

1. A letter of transmittal from the SLO recommending the proposal.
2. Describe in detail the proposed temporary non-conforming use and all associated activities, why it is needed, and alternative locations that were considered and why they were not pursued.
3. Explain length of time needed for the temporary non-conforming use and why.
4. Describe the size of the Section 6(f) area affected by the temporary non-conforming use activities and expected impacts to public outdoor recreation areas, facilities and opportunities. Explain efforts to keep the size of the area impacted to a minimum. Indicate the location of the non-conforming use on the site's 6(f) map.
5. Describe any anticipated temporary/permanent impacts to the Section 6(f) area and how the sponsor will mitigate them during and after the non-conforming use ceases.
6. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7

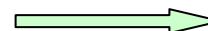


B. Proposal for Significant Change in Use

Prior to developing the proposal, you must consult the LWCF Manual for complete guidance. NPS approval must be obtained prior to any change from one eligible use to another when the proposed use would significantly contravene the original plans or intent for the area outlined in the original LWCF application for federal assistance. Consult with NPS for early determination on the need for a formal review. NPS approval is only required for proposals that will **significantly** change the use of a LWCF-assisted site (e.g., from passive to active recreation). The proposal must include and address the following items:

1. A letter of transmittal from the SLO recommending the proposal.
2. Description of the proposed changes and how they significantly contravene the original plans or intent of LWCF agreements.
3. Explanation of the need for change in use and how the change is consistent with local plans and the SCORP.
4. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7



C. Proposal for Sheltering Facilities

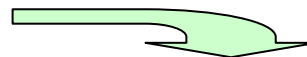
Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decide on all proposals to shelter an existing outdoor recreation facility or construct a new sheltered recreation facility within a Section 6(f) area regardless of funding source. The proposal must demonstrate that there is an increased benefit to public recreation opportunity. Describe the sheltering proposal in detail, including the following:

1. A letter of transmittal from the SLO recommending the proposal.
2. Describe the proposed sheltered facility, how it would operate, how the sheltered facility will include recreation uses that could typically occur outdoors, and how the primary purpose of the sheltered facility is recreation.
3. Explain how the sheltered facility would not substantially diminish the outdoor recreation values of the site including how the sheltered facility will be compatible and significantly supportive of the outdoor recreation resources present and/or planned.

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4. Explain how the sheltered facility will benefit the total park's outdoor recreation use.
5. Describe efforts provided to the public to review the proposal to shelter the facility and has local support.
6. Document that the sheltered facility will be under the control and tenure of the public agency which sponsors and administers the original park area.
7. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7



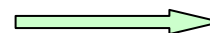
Step 5. Summary of Previous Environmental Review (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes.
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Intergovernmental Review Process (Executive Order 12372): Does the State have an Intergovernmental Review Process? Yes _____ No _____. If yes, has the LWCF Program been selected for review under the State Intergovernmental Review Process? Yes _____ No _____. If yes, was this proposal reviewed by the appropriate State, metropolitan, regional and local agencies, and if so, attach any information and comments received about this proposal. If proposal was not reviewed, explain why not.
7. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
8. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.
9. Was this proposed LWCF federal action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD/ESF must be included in the submission for NPS review.

Proceed to Steps 6 through 7



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Step 6. Environmental Screening Form (ESF)

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to the NPS. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary; or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission to the NPS. If an EIS may be required, the State must request NPS guidance on how to proceed.

The scope of the required environmental analysis will vary according to the type of LWCF proposal. For example, the scope for a new LWCF project will differ from the scope for a conversion. Consult the LWCF Manual for guidance on defining the scope or extent of environmental analysis needed for your LWCF proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of LWCF action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and be invited to participate in scoping out the proposal (see LWCF Manual Chapter 4). At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to NPS for federal review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS. Consult the LWCF Manual for further guidance on LWCF and NEPA.

The ESF contains two parts that must be completed:

Part A. Environmental Resources Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.

For conversions, complete one ESF for each of the converted and replacement sites.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 9.	Not Applicable- Resource does not exist	No/Negligible Impacts- Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.					
2. Air quality					
3. Sound (noise impacts)					
4. Water quality/quantity					
5. Stream flow characteristics					
6. Marine/estuarine					
7. Floodplains/wetlands					
8. Land use/ownership patterns; property values; community livability					
9. Circulation, transportation					
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing					
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.					
12. Unique or important wildlife/ wildlife habitat					
13. Unique or important fish/habitat					
14. Introduce or promote invasive species (plant or animal)					
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc. <i>Most conversions exceed minor impacts. See Step 3.B</i>					
16. Accessibility for populations with disabilities					
17. Overall aesthetics, special characteristics/features					
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.					
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure					
20. Minority and low-income populations					
21. Energy resources (geothermal, fossil fuels, etc.)					
22. Other agency or tribal land use plans or policies					
23. Land/structures with history of contamination/hazardous materials even if remediated					
24. Other important environmental resources to address.					

B. MANDATORY CRITERIA If your LWCF proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?			
2. Have significant impacts on such natural resources and unique geographic characteristics 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 (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas.			
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?			
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 impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments)			
8. Have significant impacts on 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 (Executive Order 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 (Executive Order 13007)?			
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?			

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form. List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit. The ESF may be completed as part of a LWCF pre-award site inspection if conducted in time to contribute to the environmental review process for the proposal.

- 1.
- 2.
- 3.

The following individuals conducted a site inspection to verify field conditions. List name of inspector(s), title, agency, and date(s) of inspection.

- 1.
- 2.
- 3.

State may require signature of LWCF sub-recipient applicant here:

Date _____

Step 7. Recommended NEPA Pathway and State Appraisal/Waiver Valuation

First, consult the attached list of “Categorical Exclusions (CEs) for Which a Record is Needed.” If you find your action in the CE list **and** you have determined in Step 6A that impacts will be minor or less for each applicable environmental resource on the ESF **and** you answered “no” to all of the “Mandatory Criteria” questions in Step 6B, the proposal qualifies for a CE. Complete the following “State LWCF Environmental Recommendations” box indicating the CE recommendation.

If you find your action in the CE list **and** you have determined in Step 6A that impacts will be greater than minor or that more data is needed for any of the resources **and** you answered “no” to all of the “Mandatory Criteria” questions, your environmental review team may choose to do additional analysis to determine the context, duration, and intensity of the impacts of your project or may wish to revise the proposal to minimize impacts to meet the CE criteria. If impacts remain at the greater than minor level, the State/sponsor must prepare an EA for the proposal. Complete the following “State Environmental Recommendations” box indicating the need for an EA.

If you do not find your action in the CE list, regardless of your answers in Step 6, you must prepare an EA or EIS. Complete the following “State Environmental Recommendations” box indicating the need for an EA or EIS.

State NEPA Pathway Recommendation

I certify that a site inspection was conducted for each site involved in this proposal and to the best of my knowledge, the information provided in this LWCF Proposal Description and Environmental Screening Form (PD/ESF) is accurate based on available resource data. All resulting notes, reports and inspector signatures are stored in the state’s NEPA file for this proposal and are available upon request. On the basis of the environmental impact information for this LWCF proposal as documented in this LWCF PD/ESF with which I am familiar, I recommend the following LWCF NEPA pathway:

- This proposal qualifies for a Categorical Exclusion (CE).
 - CE Item #:
 - Explanation:
- This proposal requires an Environmental Assessment (EA) which is attached and has been produced by the State/sponsor in accordance with the LWCF Program Manual.
- This proposal may require an Environmental Impact Statement (EIS). NPS guidance is requested per the LWCF Program Manual.

Reproduce this certificate as necessary. Complete for each LWCF appraisal or waiver valuation.

State Appraisal/Waiver Valuation Review

Property address:

Date of appraisal transmittal letter/waiver:

Real property value: \$

Effective date of value:

I certify that: 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

the State has reviewed and approved a waiver valuation for this property per 49 CFR 24.102(c)(2)(ii).

SLO/ASLO Original Signature: _____ Date: _____
Typed Name, Title, Agency

**National Environmental Policy Act
National Park Service-Land and Water Conservation Fund State Assistance Program
Categorical Exclusions for Which a Record is Needed**

Note: The following are the NEPA Categorical Exclusions approved for use with all NPS programs. Only the unshaded categories apply to LWCF proposals. Before selecting a categorical exclusion (CE), complete the PD/ESF for the LWCF proposal to support the CE selection.

A. Actions related to general administration

- (1) Changes or amendments to an approved action when such changes would cause no environmental impact. *LWCF actions that are covered include amendments for:*
 - *time extensions with no change in project scope or with a reduction in project scope;*
 - *deleting work and no other work is added back into the project scope;*
 - *changing project cost with no change in project scope or with a reduction in project scope;*
 - *making administrative changes that do not affect project scope.*
- (2) Minor boundary changes that are accomplished through existing statutory authorities and that result in no change in land use.
- (3) Re-issuance/renewal of permits, rights-of-way, or easements not involving new environmental impacts provided that the impacts of the original actions were evaluated in an environmental document.
- (4) Conversion of existing permits to rights-of-way, when such conversions neither continue nor potentially initiate adverse environmental conditions, provided that the impacts of the original actions were evaluated in an environmental document.
- (5) Issuances, extensions, renewals, re-issuances, or minor modifications of concession contracts or permits that do not entail new construction or any potential for new environmental impact as a result of concession operations.
- (6) Incidental business permits (formerly called commercial use licenses) involving no construction or potential for new environmental impact.
- (7) Leasing of historic properties in accordance with 36 CFR 18 and NPS-38.
- (8) Modifications or revisions to existing regulations, or the promulgation of new regulations for NPS-administered areas, provided the modifications, revisions, or new regulations do not:
 - (a) increase public use to the extent of compromising the nature and character of the area or cause physical damage to it.
 - (b) introduce non-compatible uses that might compromise the nature and characteristics of the area or cause physical damage to it.
 - (c) conflict with adjacent ownerships or land uses.
 - (d) cause a nuisance to adjacent owners or occupants

(9) At the direction of the NPS responsible official, actions where NPS has concurrence or co-approval with another bureau and the action is a CE for that bureau, and where NPS agrees that there is no potential for environmental impact.

(10) Routine transfers of jurisdiction between the NPS and the District of Columbia accomplished through existing statutory authority, where no change of use in the land is anticipated upon transfer.

B. Plans, studies, and reports

(1) Changes or amendments to an approved plan, when such changes have no potential for environmental impact.

(2) Cultural resources maintenance guides, collection management plans, and historic furnishings reports.

(3) Interpretive plans (interpretive prospectuses, audio-visual plans, museum exhibit plans, wayside exhibit plans).

(4) Plans, including priorities, justifications, and strategies, for non-manipulative research, monitoring, inventorying, and information-gathering.

(5) Agreements between NPS offices for plans and studies.

(6) Authorization, funding, or approval for the preparation of statewide comprehensive outdoor recreation plans (SCORPs).

(7) Adoption or approval of academic or research surveys, studies, reports, and similar documents that do not contain and will not result in NPS recommendations.

(8) Land protection plans that propose changes to existing land or visitor use when the changes have no potential for environmental impact.

C. Actions related to development

(1) Land acquisition within established park boundaries, if future anticipated uses would have no potential for environmental impact.

(2) Land exchanges that will not lead to anticipated changes in the use of land and that have no potential for environmental impact. *For LWCF, some small conversions may meet this criterion. See the LWCF Manual Chapter 8 for further guidance.*

(3) Routine maintenance and repairs to non-historic structures, facilities, utilities, grounds, and trails.

(4) Routine maintenance and repairs to cultural resource sites, structures, utilities, and grounds if the action falls under an approved Historic Structures Preservation Guide or Cyclic Maintenance Guide or if the action would not adversely affect the cultural resource.

(5) Installation of *LWCF eligible* signs, displays, and kiosks.

- (6) Installation of navigation aids.
- (7) Experimental testing of short duration (no more than one season) of mass transit systems, and changes in operation of existing systems, that have no potential for environmental impact.
- (8) Replacement in kind of minor structures and facilities with little or no change in location, capacity, or appearance--for example, comfort stations, pit toilets, fences, kiosks, signs and campfire circles.
- (9) Repair, resurfacing, striping, installation of traffic control devices, and repair/replacement of guardrails, culverts, signs, and other minor existing features on existing roads when no potential for environmental impact exists.
- (10) Changes in sanitary facilities operation resulting in no new environmental effects.
- (11) Installation of wells, comfort stations, and pit or vault toilets in areas of existing use and in developed areas.
- (12) Minor trail relocation or development of compatible trail networks on logging roads or other established routes.
- (13) Upgrading or adding new overhead utility facilities on existing poles, or on replacement poles that do not change existing pole line configurations.
- (14) Issuance of rights-of-way for overhead utility lines to an individual building or well from an existing line where installation will not result in visual intrusion and will involve no clearance of vegetation other than for placement of poles.
- (15) Issuance of rights-of-way for minor overhead utility lines not involving placement of poles or towers and not involving vegetation management or visual intrusion in an area administered by NPS.
- (16) Installation of underground utilities in areas showing clear evidence of recent human disturbance or areas within an existing road prism or within an existing overhead utility right-of-way.
- (17) Minor landscaping in areas showing clear evidence of recent human disturbance.
- (18) Installation of fencing enclosures, exclosures, or boundary fencing posing no effect on wildlife migrations.

D. Actions related to visitor use

- (1) Minor changes in amounts or types of visitor use for the purpose of ensuring visitor safety or resource protection in accordance with existing regulations.
- (2) Minor changes in programs and regulations pertaining to visitor activities.
- (3) Issuance of permits for demonstrations, gatherings, ceremonies, concerts, arts and crafts shows, and so forth, entailing only short-term or readily remediable environmental disturbance.

(4) Designation of trailside camping zones with minimal or no improvements.

E. Actions related to resource management and protection

(1) Archeological surveys and permits involving only surface collection or small-scale test excavations.

(2) Restoration of non-controversial (based on internal scoping requirements in section 2.6) native species into suitable habitats within their historic range.

(3) Removal of individual members of a non-threatened/endangered species or populations of pests and exotic plants that pose an imminent danger to visitors or an immediate threat to park resources.

(4) Removal of non-historic materials and structures in order to restore natural conditions when the removal has no potential for environmental impacts, including impacts to cultural landscapes or archeological resources.

(5) Development of standards for, and identification, nomination, certification, and determination of, eligibility of properties for listing in the National Register of Historic Places, the National Historic Landmark and National Natural Landmark Programs, and biosphere reserves.

(6) Non-destructive data collection, inventory (including field, aerial, and satellite surveying and mapping), study, research, and monitoring activities (this is also a Departmental CE).

(7) Designation of environmental study areas and research natural areas, including those closed temporarily or permanently to the public, unless the potential for environmental (including socioeconomic) impact exists.

F. Actions related to grant programs

(1) Proposed actions essentially the same as those listed in paragraphs A-E above *not shaded in gray*.

(2) Grants for acquisition to areas that will continue in the same use or lower density use with no additional disturbance to the natural setting or type of use.

(3) Grants for replacement or renovation of facilities at their same location without altering the kind and amount of recreational, historical, or cultural resources of the area or the integrity of the existing setting.

(4) Grants for construction of facilities on lands acquired under a previous NPS or other federal grant, provided that the development is in accord with plans submitted with the acquisition grant, and that environmental documents have been completed on the impacts of the proposal funded by the original grant.

(5) Grants for the construction of new facilities within an existing park or recreation area, provided that the facilities will not:

(a) conflict with adjacent ownerships or land use, or cause a nuisance to adjacent owners or occupants, such as would happen if use were extended beyond daylight hours.

(b) introduce motorized recreation vehicles, including off-road vehicles, personal water craft, and snowmobiles.

(c) introduce active recreation pursuits into a passive recreation area.

(d) increase public use or introduce non-compatible uses to the extent of compromising the nature and character of the property or causing physical damage to it.

(e) add or alter access to the park from the surrounding area.

(6) Grants for the restoration, rehabilitation, stabilization, preservation, and reconstruction (or the authorization thereof) of properties listed on or eligible for listing on the National Register of Historic Places, at their same location, and provided that such actions:

(a) will not alter the integrity of the property or its setting

(b) will not increase public use of the area to the extent of compromising the nature and character o the property.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)					
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.				\$	
9.				\$	
10.				\$	
11.				\$	
12. Total (SUM OF LINES 8-11)				\$	
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 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 comment 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 (0348-0044), 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.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 6. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contributions to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

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BUDGET INFORMATION - Construction Programs

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

COST CLASSIFICATION		a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1.	Administrative and legal expenses	\$.00	\$.00	\$ 0 .00
2.	Land, structures, rights-of-way, appraisals, etc.	\$.00	\$.00	\$ 0 .00
3.	Relocation expenses and payment	\$.00	\$.00	\$ 0 .00
4.	Architectural and engineering fees	\$.00	\$.00	\$ 0 .00
5.	Other architectural and engineering fees	\$.00	\$.00	\$ 0 .00
6.	Project inspection fees	\$.00	\$.00	\$ 0 .00
7.	Site work	\$.00	\$.00	\$ 0 .00
8.	Demolition and removal	\$.00	\$.00	\$ 0 .00
9.	Construction	\$.00	\$.00	\$ 0 .00
10.	Equipment	\$.00	\$.00	\$ 0 .00
11.	Miscellaneous	\$.00	\$.00	\$ 0 .00
12.	SUBTOTAL (sum of lines 1-11)	\$ 0.00	\$ 0 .00	\$ 0 .00
13.	Contingencies	\$.00	\$.00	\$ 0 .00
14.	SUBTOTAL	\$ 0 .00	\$ 0 .00	\$ 0 .00
15.	Project (program) income	\$.00	\$.00	\$ 0 .00
16.	TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 0 .00	\$ 0 .00	\$ 0 .00
FEDERAL FUNDING				
17.	Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c Multiply X _____% Enter the resulting Federal share.			\$ 0 .00

INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 180 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 (0348-0041), 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.

This sheet is to be used for the following types of applications: (1) **ANew@** (means a new [previously unfunded] assistance award); (2) **AContinuation@** (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) **ARevised@** (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

<p>Column a. - If this is an application for a ANew@ project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under ACOST CLASSIFICATION@.</p> <p>If this application entails a change to an existing award, enter the eligible amounts approved under the previous award for the items under ACOST CLASSIFICATION@.</p> <p>Column b. - If this is an application for a ANew@ project, enter that portion of the cost of each item in Column a. which is not allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.</p> <p>If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) Reflected in this application.</p> <p>Column - This is the net of lines 1 through 16 in columns Aa@ and Ab@.</p> <hr style="width: 20%; margin-left: 0;"/> <p>Line 1 - Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.</p> <p>Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).</p> <p>Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.</p>	<p>Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).</p> <p>Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.</p> <p>Line 6 - Enter estimated engineering inspection costs.</p> <p>Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.</p> <p>Line 9 - Enter estimated cost of the construction contract.</p> <p>Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility. If such costs are not included in the construction contract.</p> <p>Line 11 - Enter estimated miscellaneous costs.</p> <p>Line 12 - Total of items 1 through 11.</p> <p>Line 13 - Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction costs to use.)</p> <p>Line 14 - Enter the total of lines 12 and 13.</p> <p>Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.</p> <p>Line 16 - Subtract line 15 from line 14.</p> <p>Line 17 - This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column Ac@ by the Federal percentage share (this may be up to 100 percent: consult Federal agency for Federal percentage share) and enter the product on line 17.</p>
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SF-424C (Rev. 7-97)

PART III. SUPPORTING DOCUMENTATION

ATTENTION: Before you finish your application package, make sure you have all necessary support documents prepared. Use this list to make sure that all applicable and all required documentation is included. Attach supporting documents as follows: **To facilitate review and scoring, Tab all exhibits at the end of the application.** Attach supporting documents as follows:

Application Item - If Applicable	Development Projects	Acquisition Projects	Tab as Exhibit
NOTE: Four (4) copies of the completed and signed application and all supporting documents must be submitted before March 15, 2012 (1 original and 3 copies).	√	√	Use a soft covered binder.
A. Capital improvements schedule or a copy of a resolution amending the existing schedule to include the proposed project. Designate proposed project. Include a letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted.	√	√	A
B. SCORP objectives support documentation Written response to Part II, Item 2A on page 11 of this application. Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the 2008 SCORP. Provide quotations or other appropriate references with explanations to justify the correlation.	√	√	B
C. Public participation documentation: 1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project. ----- 2. Agenda and minutes of REGULARLY SCHEDULED advisory board meeting. ----- 3. Documentation of presentation to community groups (minutes or letter of thanks, from organization, association etc.) OR A copy of the survey instrument and a summary of the results as they relate to the proposed project. (Support letters are not acceptable for points).	√	√	C1 C2 C3
D. Documentation to support preservation purposes. Provide a copy of the Department of State letter.	√	√	D
E. Documentation of ability to support Programming and maintenance of project site. Provide a copy of an agency organizational chart and an explanation of ability to provide development, programming and maintenance	√	√	E

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
<p>K. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. (Map Quest is not acceptable.) Also, provide clear and concise written driving instructions from the nearest federal or state highway. NOTE: Confirm that street names listed in the written directions are the same as those posted on street signs in the area.</p>	√	√	K
<p>L. Site Control (e.g. , deed, lease): Submit a copy of the site control document for the project site. If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) which indicates permission to use and develop the submerged lands. State owned property must include a letter from Department of Environmental Protection's Division of State Lands Approving application of grant funding and development. <u>Site control must be effective by the close of the submission period.</u></p>	√		L
<p>M. 1) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site. ----- 2) Provide an estimated value (ex. Tax accessed value) of property being acquired.</p>	√	√ √	M

CONTACT FOR ADDITIONAL INFORMATION:	Phone
A. LWCF Application Information & Help	850/245-2501
B. 2008 Statewide Comprehensive Outdoor Recreation Plan (SCORP) Website: www.dep.state.fl.us/parks/planning/parkplans/SCORP-2008.pdf	850/245-3051
C. Bureau of Appraisal	850/245-2555
D. Recreational Americans with Disabilities Act (ADA) Information	850/245-3076