

Maps & Submittal Requirements – FY 2010 LWCF GUIDELINES

See Forms, Guidelines and Examples in TOOLBOX

NOTE:

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1. **ENVIRONMENTAL SCREENING FORM (PD/ ESF)** – Begin by saving the PD/ESF document onto your desktop, then provide answers to questions relevant to your project. Once you have electronically completed the form upload the form to this application by choosing the "VIEW / ATTACH DOCUMENTS" option at the end of the application. Please do not create a separate document for your answers. Page 12 of ESF to be completed by Division of Outdoor Recreation staff.

2. **BOUNDARY MAP** – Provide a map of the designated area for development projects. The land designated by red boundary on this map must stay in outdoor recreation use in perpetuity according to Federal Law 88-578, Section 6(f) and must have direct access to the property and its facilities within the LWCF 6(f) boundary.
 - 2.1 Outline the Section 6(f) Boundary with a BOLD RED line.
 - 2.2 Provide the Property Distance Measurements in feet specifically for the Section 6(f) boundary.
 - 2.3 Label Street Names near & adjacent to the property
 - 2.4 Label Lot and Block numbers.
 - 2.5 Provide Metes & Bounds, Section, Township & Range with Legal Description and identify P.O.B. (Point of Beginning on survey).
 - 2.6 Provide Legal Description for the designated area. If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey specifically for the 6(f) boundary will be necessary.
 - 2.7 Provide GPS Coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for entrance sign).

2.8 Provide Latitude /Longitude in degrees/minutes/seconds/direction. (No decimals)

2.9 Provide Acreage of area within proposed 6(f) Boundary.

2.10 Identify Vehicular & Pedestrian Access and Parking for the recreation area within the 6(f) Boundary.

2.11 Sponsor's Appointed Authority – elected or appointed leader of sponsoring political subdivision (not engineer or designer) shall sign and date the map in blue ink.

2.12 Show the entire park or area being developed or acquired and the adjacent land uses (vacant, commercial, residential, industrial, rural). Label or identify LWCF 6(f) boundary.

2.13 Provide map creation date.

3. STATE & PARISH MAP –

3.1 Show entire State on 8 1/2 x 11 map including interstates and major highways

3.2 Parish Map shall show Entire Parish on 8 1/2 x 11 map including interstates and major roads.

3.3 Identify the approximate location of the project on both state & parish maps. Use a BOLD dot and ARROW and the words "SITE".

4. REGIONAL RECREATION MAP - Provide information for the municipality you represent. Plan to include existing and planned recreation areas and facilities. Indicate LWCF sites (red), non LWCF sites (black) and identify shared use sites such as school and church playgrounds, community facilities.

4.1 Locate & Label existing recreation areas on Area, City Map or Vicinity Map.

4.2 List FACILITY INVENTORY on spreadsheet provided or utilize similar format.

5. VICINITY MAP & DRIVING DIRECTIONS – Provide driving directions & vicinity map on same page.

5.1 If applicable, estimate the cost of the acquisition plus our state reviewer's fee (50% of \$350 or \$170.00. This portion will be eligible for reimbursement). The cost of an appraisal is not reimbursable.

6. LEGAL DESCRIPTION Required for both Acquisition and Development Projects.

Provide an exact legal description of the property to be acquired, submit with the application. The legal description should coordinate with the legal survey. If a survey has not been made for the property at the time of application, contact the Office of State Parks for guidance. Professional land surveys are not eligible for reimbursement.

If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey and Legal Description specifically for the 6(f) boundary will be necessary.

For Acquisition Projects: If and when the project is federally approved, an appraisal of the land will be required prior to negotiation and purchase of the property. The appraisal for the property must meet the Uniform Appraisal Standards for Federal Land Acquisitions. Submitting a professional survey and/ or appraisal prior to federal approval (with the initial application) improves the expediency in which the grant can be processed to the National Park Service since the state appraisal review process can take several months. Purchase price negotiations should not begin without state approval.

7. **DEVELOPMENT PLAN – Required for both Acquisition and Development Projects** - an informal conceptual plan is acceptable as long as the required information is clearly communicated. Include all proposed development for the area. Once plan has been approved on state & federal level, future phases of identified facilities may be eligible for funding. New Development shall meet ADA Standards unless facility or components of facility are exempt (Example: a skateboard park would not need to be handicapped accessible but the spectator area would be). Land & Water Conservation Fund State Assistance Program requires all facilities developed with assistance from the Fund to be designed in conformance with the appropriate current design standards for the Architectural Barriers Act of 1968 (ABA_ (P.L. 90-480), Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. (See LWCF Manual for more info)

7.1 Clearly identify proposed & existing facilities, including overhead wiring and roads adjacent and in proximity to project.

7.2 Identify (if applicable) support facilities such as parking, walks and landscaping.

7.3 Show existing and or planned vehicular & pedestrian access to site.

7.4 Identify development phases (if applicable) by color coding elements per each phase of development. For example, existing elements would not be in high-light, Phase I Elements could be highlighted in yellow, Phase II in blue, Phase III in green, etc.

- 8 **SCHEMATIC FLOOR PLAN** -Indoor facilities are not eligible, except for support facilities such as restrooms, concessions and storage. (See Outdoor Recreation Project Handbook) All buildings must meet federal standards for handicapped accessibility, Section 504 and the Architectural Barriers Act. The project sponsor is also required to secure State Health Department approval when the project includes construction of sanitary facilities.

8.1 Provide basic floor plan showing all proposed roofed structures.

8.2 Notes and dimensions shall be large enough for legibility.

9. RESOLUTION - Required for both Acquisition and Development Projects

9.1 Provide Resolution or Meeting Minutes by authorized agency showing sponsor authorization to apply for grant funds and sponsor's provision of matching funds.

9.2 Provide sponsor's signature and date on Resolution or Minutes

10. TITLE, DEED or ACT of DONATION - for Development Projects

10.1 Provide legal proof of sponsor's ownership of the site.

10.2 Provide legal survey corresponding with title, deed or act of donation

10.3 Property expropriated will require LETTER OF JUST COMPENSATION or text in Deed stating such.

11. COLOR PHOTOS – Project site photos should include area to be developed as well as existing (if any) facilities

11.1 Provide a minimum of four digital color photos, one from each direction (NSEW). Scanned or photo copied photos are not acceptable.

11.2 Identify existing features and area for proposed development.

12. ENVIRONMENTAL ASSESSMENT - Required for both Acquisition and Development

Projects - The Assessment shall be a cause and effect analysis. CAUSES are the recreation uses that your project will provide (hiking, tennis, camping) and actions that will be required to construct your facility (earth moving, clearing vegetation, paving). EFFECTS are impacts resulting from causes (erosion, loss of wildlife habitat, light pollution).

12.1 Provide information per ENVIRONMENTAL ASSESSMENT GUIDELINE format.

13. NARRATIVE –Required for both Development and or Combination Acquisition Development Projects.

13.1 Provide information as per NARRATIVE GUIDELINES using our format.

14. SHPO LETTER from State Historic Preservation Office – When construction involves any soil disturbance, alteration, removal, demolition, or burial of any existing feature, federal law requires that a review by the Office of Cultural Development be completed.

14.1 Send a letter of request for review along with project information maps to the Office of Cultural Development (OCD) – Pam Breaux, Assistant Secretary, P.O. Box 44247 BR, La. 70804-4247. OCD will stamp your original request letter.

14.2 Submit a copy of your SHPO letter of request with your application.

14.3 Once you receive SHPO response, upload the OCD stamped letter to your submitted application.

15. LEGAL AUTHORITY OF APPLYING AGENCY – Use our legal form & have it signed by sponsor.

16. CO SPONSOR AGREEMENT- if applicable. This is a written agreement that dedicates site in perpetuity to public outdoor recreation and outlines shared use. Use our form.

16.1 Provide a SCHEDULE OF FACILITY HOURS for shared use property. This schedule must be publicly posted at the facility.

17. CERTIFICATION BY PROJECT SPONSOR – Use our form to be included with all applications.

17.1 Provide amount of matching funds available for project

17.2 Provide signature of Projects Sponsor / Appointed Authority

18. CERTIFICATION OF DRUG FREE WORPLACE – to be include with all applications. Use our form.

19. SPONSOR CONTACT FORM – Provide us with current contact information for the Sponsor (municipality applying for grant), applicant author and Co Sponsor if applicable. Use our form.

20. COST ESTIMATE – required for both Development and or Acquisition projects

20.1 Itemize all elements to be constructed this phase within your project total (\$500,000 maximum). If awarded, the grant will reimburse 50% of the total. Do not include items to be reimbursed by non LWCF funding.

20.2 List all materials and labor

20.3 Estimate engineering cost (see Designer Fee Calculator on Technical Assistance page) involved in this project.

20.4 Identify number and types of facilities to be constructed, purchased or installed. General lump sum estimates are not acceptable. See example provided.

20.5 If applicable, estimate the cost of the acquisition plus our state reviewer's fee (50% of \$350 or \$170.00. This portion will be eligible for reimbursement). The cost of an appraisal is not reimbursable.

SEE EXAMPLES, FORMS AND GUIDELINES IN TOOLBOX

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