

STARTING AN APPLICATION FOR AN LCWF GRANT rev9-07

What do I do first?

Log onto our online website <http://www.idctech.net/laram/Default.aspx>.

Read all preliminary information available, including the **New User Tutorial**. Click on the **New User Registration** box, on this page you'll have access to the **Project Handbook, Evaluation Criteria, Technical Assistance** link & our **Maps & Submittal** list. All this is available without user name & password; so please share this link with all persons involved in the project. Your project manager, engineer, architect or landscape architect will need to access the info to prepare your documents.

Next you'll need to create a user name and password, if you haven't already, click on **New User Registration**. This will give you the ability to log into the system and start an application. Don't share your user name and password with anyone unless you have to. There should be only one grant writer working on an application at a time. The program will give you better success if you save your document after you complete each section instead of waiting to complete the entire application. You'll see the option to **View or Attach Documents** (upload) after you have saved your application. You may request a review of your uploaded documents prior to submittal by contacting our office by email (ssimms@crt.state.la.us). Submit the completed application when you are ready. While you have the application open, when there is 6 hours of inactivity - the system will automatically lock you out of the application. Next time you log in, choose >>**Sign In** under the **My Application** box. *Don't wait until the April 1 annual deadline to submit. It is not unusual for us to review and begin collecting data from applicants outside the normal time frame.*

I'm not sure I have the expertise to complete an application; can I still begin the process?

Give it a try. We provide technical assistance questions and answers, guidelines and examples on our online application website. **Please read the available data, and print what you need.** The sooner you start an application, the better. You may find just by reading through the application that your agency has not followed the necessary steps for project approval. It is our desire to make the process as user friendly as possible, so if you don't see the answer to your question, email it to us at ssimms@crt.state.la.us.

When entering your application data, it is vital that you enter accurate information and 'save' as you go, instead of 'saving' at the end of the application. After you have saved your information, whether the application is complete or not, you can scroll back up to the top of the application and select the '**click here for a printer friendly view**' tab. You will not have the option to choose the 'printer friendly view' until you have entered and saved some primary information. We also recommend you begin by creating a word document for your narrative type answers, save the document for a backup then cut and paste the answers into the question boxes on the online application. This is not absolutely necessary, just a suggestion. You will not have access to the '**select local funding**' button until you have saved the document.

It is our desire to make the application process as “user friendly” as possible, so if you are having trouble or you don’t see the answer to your question, email us at ssimms@crt.state.la.us.

Does the project application process require us to hire a professional?

That depends on your project and the ability of your staff. Start the application and provide the answers for all of the questions that you are able to. Your city engineer may be able to provide the boundary map and legal survey information. By accepting a LWCF grant, your agency is contracting with the federal government to provide outdoor recreation within the project boundary in perpetuity. This requires a professional determination of the project boundary. Since all real estate transactions by law require legal recordation at closing, your project site’s survey and or lot & block plot plans are recorded at your courthouse and copies should be available to you.

Hiring a professional at the beginning of the process is wise but not required. Your application involves submittal of a **conceptual design or conceptual development plan**. The purpose of the *conceptual design* or *conceptual development plan* is to communicate your ideas to us for funding consideration. The conceptual development plan does not have to be professionally drawn. Once your project is approved, we recommend you hire a professional to guide you through the design, development and construction phases of your project. Professional drawings and specifications – the **construction documents** are required for most projects. Landscape architects, architects and engineers are formally trained to prepare construction packages and contracts as they understand & interpret building codes, ADA requirements and our LWCF Guidelines (available on our technical assistance page). **Before your project goes to bid**, we’ll need to review your construction package and give our final approval. If your project exceeds the \$300,000 budget for development & you plan to accomplish the project in phases, the site master plan will need to show all planned phases of development for our initial review. Remember the design fee should be included in your project estimate. We provide a fee calculation formula on our technical assistance page for your use. A well-planned project saves time and money and assures the National Park Service of federal funds spent wisely.

Who should I hire? It depends on your project.

What’s the difference between a Landscape Architect, a Planner, an Architect and an Engineer? Some projects may involve all four types of professionals for different reasons. They all have specific expertise so it depends on what you are building. Check out these links and decide for yourself:

Landscape Architecture <http://www.lcasla.org>; www.asla.org

Architecture <http://www.aiala.com/>

Planning <http://www.planning.org/professionals/>

Engineering <http://www.les-state.org/brchapter/>