



LAND & WATER CONSERVATION FUND

FY 2015 Grant Application

**All applications must be postmarked by May 1, 2015
There are no exceptions.**

The federal Land & Water Conservation Fund Act provides up to **50 percent of project cost** assistance to governmental agencies such as states, municipalities, counties, townships, joint recreation districts, park districts and conservancy districts for acquisition or development of public outdoor recreation areas. All grant payments are made on a **reimbursement** basis; **project sponsors must have adequate funds to finance the grant project prior to receiving reimbursement.**

- ❖ The 2015 Land & Water Conservation Fund (LWCF) application postmark deadline is **May 1, 2015**.
- ❖ The LWCF grant program is now a biennial program, after 2015, applications will be accepted again in 2017.
- ❖ **Maximum** grant request for 2015: **\$150,000** (50% of a \$300,000 project)
Minimum grant request for 2015: **\$10,000** (50% of a \$20,000 project)
- ❖ Applicants may apply for both LWCF and NatureWorks for the same project; however a separate application is required each grant program.
- ❖ The proposed project scope must be either development **or** acquisition, not both.
- ❖ **Only one** park site per application please.
- ❖ LWCF recommendation announcements are planned for the autumn of 2015. Various factors can cause delays. Please check the ODNR website @ <http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants> for updates.
- ❖ Mail one paper copy of your application to ODNR by **May 1st, 2015** (postmark deadline). We recommend applications be mailed with a return/tracking receipt. Do not submit applications in metal ring binders. Please keep a copy of your completed application for your records.

Send your application to: LWCF, Office of Real Estate
Ohio Department of Natural Resources
2045 Morse Rd., E-2
Columbus, Ohio 43229

- ❖ If you would like to receive this application in Microsoft WORD, send a blank email to mary.fitch@dnr.state.oh.us, and enter 'LWCF WORD' in the email subject line.
- ❖ If you have questions about the application or would like to discuss your project proposal, please feel free to call or email Mary Fitch, Recreation Services Administrator @ 614-265-6477 or mary.fitch@dnr.state.oh.us.

History of the Land & Water Conservation Fund

The federal Land and Water Conservation Fund Act (Public Law 88-578) was passed by Congress on September 3, 1964 and became effective January 1, 1965. Additional federal legislation authorized the LWCF program to continue until December 31, 2015. Purposes of the act are "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable... by (1) providing funds for and authorizing federal assistance to the states in planning, acquisition, and development of needed land and water areas and facilities, and (2) providing funds for the federal acquisition and development of certain lands and other areas."

The Governor has designated the Ohio Department of Natural Resources as the state agency directly responsible for program administration and coordination with its federal counterpart, the U.S. Department of Interior. ODNR policies pertaining to the submission of local applications are subject to periodic review and change as prevailing conditions or situations may warrant.

Eligibility

Under the Land and Water Conservation Act, only political subdivisions such as municipalities, townships, counties, joint recreation districts, park districts and conservancy districts are eligible to apply. The applicant must be able to finance the project and maintain it as a public recreation facility in **perpetuity**. In the years following project completion, ODNR will conduct periodic compliance reviews.

Accessibility

When planning a development project the applicant must review the latest accessibility guidelines under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA). All grant assisted development must adhere to these guidelines. The guidelines can be accessed at: <http://www.access-board.gov/ada-aba/final.cfm>

Matching Funds

A minimum 50% match is required for all projects. This match may come from local funds, state funding programs or certain federal grant programs (Recreational Trails Program (RTP) or Community Development Block Grants (CDBG)). Check RTP or CDBG guidance for required local match percent when matching federal funds with federal funds.

Other Ways to Provide Match

In-kind project labor, or labor provided by employees of the awarded political subdivision may be credited toward project match. The value of such labor may be the employee's current pay rate, *if* the grant labor is part of his or her usual job description. For example, the city's staff electrician does electrical work on the city's lighted ball field grant project. Documentation of this pay rate is required. However, if the labor provided is not part of the individual's usual job description, the hourly rate will be valued at \$15.00 per hour. Fringe rates, overtime pay, administrative labor, including time spent administering the LWCF grant, is NOT allowed.

Donated materials, equipment time, labor and *new* land can all be used as match. Donations must be directly related to the application's project scope.

- ❖ All materials must be new (not used). Receipts or documented evidence of value must be provided. Items such as gravel, mulch, concrete, lumber, playground equipment, drinking fountains, etc. are eligible for donation credit. Materials from the applicant's pre-existing inventory and items like hand tools and consumable supplies are not eligible. **Values must be reasonable and current, and are always subject to ODNR approval.**
- ❖ Equipment owned, rented by or loaned to the project sponsor for use on the project may be valued on an hourly, daily, or mileage rate, as appropriate. This is figured in one of the following ways.
 - If equipment is on the Ohio Department of Transportation's (ODOT) equipment rates list: <http://www.dot.state.oh.us/Divisions/Finance/Information%20and%20Services/2014%20Equipment%20Standard%20Rates.pdf> the ODOT rate will be utilized. Equipment listed on the ODOT rates list is usually eligible.
 - If equipment is not on the ODOT standard rates list, a well-documented local fair market rental value may be used.
 - If equipment time is donated by an equipment rental business, documentation of standard rental rates on business letterhead is required.
 - For other equipment time, a written quote from a local equipment rental business will be required. If a rental rate quote cannot be obtained, the equipment will not be eligible for donation or in-kind credit.

Value and eligibility of equipment hours/miles are always subject to ODNR approval.

- ❖ Professionals, consultants and skilled or unskilled laborers may donate labor services for credit towards the 50% match requirement.
 - o Unskilled labor will be valued at up to \$15.00 per hour. Volunteers of any age may contribute time to a project, however only donated labor from volunteers age 18 and over will be credited.
 - o Donated professional or highly skilled labor may be valued at the individual’s current pay rate in the subject trade or profession. Documentation is required.
- ❖ The value of donated real estate property can be used towards the sponsor’s 50% match for both acquisition and development projects. The value of the donated property must be specified in the grant application, and should be based on a recent appraisal or a Realtor’s written opinion of value. The appraised value of the property is, by law, the maximum eligible grant credit amount. Applicants are not permitted to increase the donation value of the property after the application deadline. **The property cannot currently or previously be in outdoor recreation use, or be previously intended for such use.**

If your application is selected for funding, prior to final approval by the National Park Service, an independent, ODNR Certified General Appraiser must conduct a required appraisal. **All appraisals submitted for an LWCF federal grant must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book appraisal).** A Yellow Book appraisal is a self-contained appraisal and the appraiser should have experience preparing Yellow Book appraisals. If donation of property is under consideration and you wish to receive “matching funds credit” for the donated land, do not close or accept title to the land until you have received written approval from ODNR. This approval will *always* be in the form of an executed project contract or an approved Waiver of Retroactivity. Otherwise the property’s value may be ineligible.

- ❖ Payment for an option on a property is a retroactive cost that may be reimbursed under the following conditions:
 - o The option payment is no more than 10 percent of the anticipated purchase price.
 - o The closing must occur after the awarded project grant agreement has been executed, or after a Waiver of Retroactivity has been granted.

IMPORTANT!

Do not sign any agreements or incur any costs related to the acquisition or development of any project until a grant agreement has been executed (signed by both parties) between the project sponsor and the Ohio Department of Natural Resources, or a Waiver of Retroactivity has been granted and received. Any contractual agreements or payments made prior to approval may result in that part of the project becoming ineligible for federal reimbursement.

What is a Waiver of Retroactivity?

If an LWCF applicant or potential applicant must purchase a property during a limited window of opportunity before grant application or grant execution, the applicant may make a written request to ODNR for a **Waiver of Retroactivity**. The applicant must provide a location map, a to-scale, dimensioned property map and a description of the circumstances necessitating a purchase prior to grant award announcement.

Written requests must be received by ODNR at least twenty business days prior to the date of Real Estate closing. Acquisition costs incurred prior to receiving ODNR written approval of a Waiver of Retroactivity are not eligible. **Approval of a Waiver of Retroactivity in no way assures grant selection or “preferred” status.**

Project Selection Process

All *complete* submitted applications postmarked by the May 1st deadline are awarded five points.

Applications postmarked after May 1st will not be accepted.

Site Visit

During the scoring process an ODNR staff person may conduct an *unscheduled* visit to the project site. If the site is not open to the public during weekday daylight hours, please provide an explanation with your application.

Recommendations and Approval:

Projects are evaluated by ODNR professional staff using the scoring process and subsequently undergo several levels of review and approval before they are submitted to the Director of ODNR for final review and approval.

Notification

Upon announcement of grant recommendations all applicants will receive letters of award recommendation or non-award. ODNR will also issue a press release. Recommended project sponsors will then be required to complete a LWCF Environmental Review Form (posted at <http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants>) before the project can be submitted to the National Park Service for final approval. If a grant proposal is not selected, the applicant may re-submit the same application for the next year's funding cycle by sending a letter or email so requesting by the next application deadline. Applications that have not been significantly revised may be carried forward one time only.

State Historic Preservation Office Review

Upon LWCF project award recommendation, ODNR will submit Section 106 forms (completed by the applicant) to the Ohio Historic Preservation Office for review and required approval.

Grant Contract Agreement

State approved grant proposals are submitted to the U.S. Department of the Interior, National Park Service for final approval. **Approval from the National Park Service may take several months.** Upon final approval, a contract between the state and the federal government (ODNR – NPS) is executed. A second contract between the state and the local project sponsor is then sent to the project sponsor for signature and return to ODNR. After the execution of this state and local agreement, the local government may proceed with the project. A copy of the executed agreement will be sent to the local project sponsor.

Important!

Never initiate grant project work for which you expect to receive reimbursement until the project state - local grant contract has been executed.

During the Project & Continuing Responsibilities

Acknowledgement Sign:

Upon project completion, a grant acknowledgement sign **must** be permanently displayed at the project site. LWCF sign expenses are eligible for 50% reimbursement. Signs may be made by the sponsor's vendor of choice. Signs are also available through ODNR (see page 33).

Audits:

Audits may be conducted to determine if the applicant has provided fiscal control and fund accounting for federal and state funds. Federal and state auditors may examine the applicant's cost accounting to check whether costs are verified and applicable to the grant. The retention requirement is three years beyond final payment on the grant project.

Bidding Requirements:

Competitive open bidding is required for contracts and purchases of \$100,000.00 or more. The applicant is also obliged to cooperate with ODNR in order to ensure that contractors comply with Equal Employment Opportunity requirements. This includes all bid advertisements. Development project contractors must comply with the Governor's Executive Order of January 27, 1972.

Project purchases made through the **U.S. Communities Government Purchasing Alliance (U.S. Communities)** <http://www.uscommunities.org/> are exempt from competitive bidding requirements, if not prohibited by local law. Please advise the ODNR grant administrator if you intend to purchase via U.S. Communities.

Compliance With Federal, State And Local Laws: Federal, state and local laws pertaining to non-discrimination in employment, area use, minimum wage, conflict of interest and similar matters must be met at all times. See <http://www.com.ohio.gov/dico/default.aspx> for more information.

Prevailing Wage

Before advertising for bids, contracting or undertaking construction with its own forces to construct a public improvement, the Public Authority (grant recipient) shall have the Ohio Department of Commerce - Division of Industrial Compliance - Bureau of Wage and Hour Administration determine the prevailing rates of wages for workers employed on the public improvement. For more information on how this applies to your project, see <http://www.com.ohio.gov/dico/default.aspx>. Be sure to figure this into your project costs.

Continuing Recreational Use and Section 6(f) COMPLIANCE:

Property acquired or developed with LWCF assistance must be retained and kept open for public outdoor recreation **in perpetuity**. The entire property or park acquired or developed (developed in whole or in part) for which LWCF assistance was accepted must be forever retained and used for public outdoor recreation.

Per Section 6(f) of the federal Land and Water Conservation Fund Act, such property may not be converted from public outdoor recreation use without the approval of the Secretary of the U.S. Department of the Interior. All new and/or replacement utility lines on land purchased or developed with Land and Water Conservation Fund assistance must be placed underground. Periodic site inspections will be made to ensure compliance. Any conversion of use or transfer of property by the project sponsor will necessitate replacement of the affected LWCF assisted property. Compliance will be assured via periodic site inspections.

Example #1: Using LWCF assistance, Green City constructs a picnic shelter in a 50 acre city park. As required through the LWCF grant program, the entire 50 acre park is placed under Section 6(f) protection. Fifteen years later the local school district wishes to acquire 10 acres of this 50 acre park to build a school. The 10 acres may be transferred to the school district, but the City must purchase replacement park property of equal or greater value. This is called a Section 6(f) conversion. Both properties must be appraised (to UASFLA standards) and undergo environmental and Section 106 historic reviews. The National Park Service must then approve the Section 6(f) conversion.

Example #2: Using LWCF assistance, Blue Village purchases 20 acres for a village park. Several years later a communications company offers the Village an attractive sum to allow construction of a communications tower on one corner of the park. This is called a Section 6(f) conversion. The Village may allow this, but must purchase park replacement property of equal or greater value to the footprint of the tower and tower access, plus the value of any additional park land that is adversely affected by the non recreational use. Both properties must be appraised (to UASFLA standards) and undergo an environmental and Section 106 historic review. The National Park Service must then approve the Section 6(f) conversion.

For additional information on Section 6(f) of the federal Land and Water Conservation Fund Act, applicants are strongly encouraged to refer to: <http://www.nps.gov/lwcf/manual/lwcf.pdf>

Discrimination Prohibited:

Property acquired or developed with LWCF assistance must be open to the general public without discrimination. The applicant-recipient agrees that no person shall, on the basis of race, ancestry, religion, color, age (40 and over), sex, disability, national origin or veteran status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity for which the applicant-recipient receives financial assistance from the U.S. Department of the Interior. If a user fee is charged, the fee must be reasonable for all users.

LWCF Applications for Land Acquisition Projects

To be eligible for LWCF funding assistance, the primary future use(s) of any property proposed for acquisition must be public outdoor recreation or public outdoor recreation support facilities. All applications must include a detailed plan or description of the proposed future use(s) of the property. All future uses must be open to the public. The outdoor recreational development intended for the property must be developed within two years of acquisition. Eminent domain acquisitions are not eligible.

Examples of eligible land acquisition grant projects:

- Purchase of land that will be used for active outdoor recreation.
- Purchase of land to enlarge an existing park.
- Purchase of wetlands, natural areas, woodlands, etc. that will provide unique public outdoor recreation opportunities.
- Purchase of stream or lake frontage and/or lakes or ponds for public swimming, boating, fishing, etc.
- Purchase of urban land for public playgrounds, picnicking, non-professional sport facilities, skate parks, dog parks, open play areas, etc.
- Purchase of natural areas or preserves where passive outdoor recreation will be permitted.
- Purchase of linear corridors for trails or greenways.
- Purchase of land for a support facility (parking area, restroom, concession building, etc) for public outdoor recreation.

Associated acquisition costs such as Real Estate appraisals, land surveys, court costs, legal fees and most closing costs are not eligible for grant reimbursement.

Important!

All proposed land acquisition projects must include a signed and notarized INTENT TO SELL letter from the current property owner of record.

Relocation of Displaced Persons: The federal Uniform Assistance and Real Property Acquisition Policies Act of 1970, and the Ohio Revised Code Sections 163.51 through 163.62 require that owners and tenants displaced from their homes, farms, or places of business be reimbursed for the costs of moving and relocation. Applicants who are submitting an application that requires relocation must contact the Grant Administrator at 614-265-6477.

LWCF Applications for Development Projects

Examples of eligible development projects:

(These are examples; this is not a complete list.)

- ❖ Picnic and support facilities, including access parking and restrooms.
- ❖ Camping facilities and support facilities, including access, parking and restrooms.
- ❖ Swimming and water sports facilities, including beaches, pools, spray parks, lifeguard towers, bathhouses, restrooms and other sanitary facilities.
- ❖ Boating facilities, including launch ramps, transient docks and courtesy docks.
- ❖ Outdoor game courts, sports fields, playgrounds, golf courses, skate parks, outdoor climbing walls, etc.
- ❖ Winter sports facilities such as ski/sled/snowmobile trails and runs, outdoor skating rinks and warming huts.
- ❖ Recreational trails and support facilities, including trailheads and restrooms.
- ❖ Renovation or redevelopment of facilities to bring them up to standards of quality and attractiveness suitable for public use, if the facilities/areas have deteriorated so much that they are impaired, outmoded or must be upgraded to meet public health and safety laws. (If deterioration is the direct result of inadequate maintenance over the life of a facility, the renovation project is not eligible. Maintenance projects are not eligible.)
- ❖ Site architectural and/or engineering planning work directly related to project site construction. Planning costs may generally not exceed 15 percent of the total grant project cost, and are **never eligible as a stand alone project**. Such planning work that has occurred prior to grant application may be eligible for grant reimbursement if it is directly related to the project and costs were incurred no more than 18 months prior to the grant application deadline. These costs must be identified in the application and cannot be adjusted upwards after the application deadline.

Force Account Labor

Force account project labor, or labor provided by employees of the awarded political subdivision, is eligible as a reimbursable project cost. The value of such labor may be the employee's current pay rate, *if* the grant labor is part of his or her usual job description. For example, the city's electrician does electrical work on the city's lighted ball field grant project. Documentation of this pay rate is required. However, if the labor provided is not part of the individual's usual job description, the hourly rate will be valued at \$15.00 per hour. Fringe rates, overtime pay, administrative labor, including time spent administering the LWCF grant, is NOT allowed.

Park-Like Setting

All improvements and structures should be designed to harmonize with the natural environment. Emphasis should be given to public health and safety, and protection of the recreational value of the area.

Accessibility

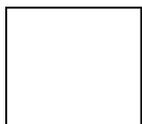
The applicant must ensure that the development project complies with the latest accessibility guidelines under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA). These guidelines can be accessed @: <http://www.access-board.gov/ada-aba/final.cfm>

EQUAL EMPLOYMENT OPPORTUNITY: All development project contractors must comply with the Governor's Executive Order of January 27, 1972. The applicant is obliged to cooperate with the Ohio Department of Natural Resources in order to ensure that contractors comply with Equal Employment Opportunity requirements. This includes all bid advertisements.

CERTIFICATION: As the official designated to represent the local government agency and act for the local government agency for purposes of the Land and Water Conservation Fund program, I recommend that assistance be made available from the Fund, when monies are available, in accordance with the recommended priority. The local government agency that will be responsible for the proposed project has the ability and intention to finance its share of the costs of this project. The applicant will not discriminate against any person on the basis of race, color, or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of Title VI of the Civil Rights Act of 1964, PL 88-352 (1964), the Ohio Revised Code, Section 153.581 and 153.591, and of the regulations promulgated pursuant to such acts or orders by the Secretary of the Interior (43 CFR 17) or state officials.

TERMS AND CONDITIONS: In submitting this project application, the local government agency hereby accepts the terms and conditions set forth in Section 1557.06 of the O.R.C., which will be a part of the project agreement for any grant awarded under this proposal.

BOX TO INITIAL – By initialing this box the applicant states the items and costs listed are representative of the expected items and costs of the project. The Notarized Resolution of Authorization also certifies this information.



Directions to project site: *Please provide directions to the project site from a numbered interstate exit or municipality that is shown on the State of Ohio Transportation Map.*

FORM No. 2: RESOLUTION OF AUTHORIZATION

Below is an example format for a resolution of authorization to be passed by the governing body of the local government agency. **THE LOCAL GOVERNMENT AGENCY MAY USE THIS EXAMPLE OR ITS STANDARD ORDINANCE/RESOLUTION TO AUTHORIZE FILING OF THEIR APPLICATION AND AGREE TO OBLIGATE THE NECESSARY FUNDS TO COMPLETE THE PROJECT.**

An applicant may utilize an ordinance or resolution to authorize filing of their application. **A signed certified copy of the ordinance or resolution must be included with each application. Any resolution of authorization must be hand signed.**

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the federal **Land and Water Conservation Fund** program and

WHEREAS, the _____ desires financial assistance under the **Land and Water Conservation Fund**

NOW, THEREFORE, be it resolved by the _____
(name of applicant)

That the _____ approves filing this application for financial assistance.
(name of applicant)

That _____ is hereby authorized and directed to execute
(local coordinator)
and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

That the _____ does agree to obligate the funds required
(name of applicant)
to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the **Land and Water Conservation Fund.**

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of resolution adopted by the _____ held on the ____ day in the month of _____, 20__, and that I am a duly authorized to execute this certificate.

(original signature)

(title)

FORM No. 3: LWCF QUESTIONNAIRE

This section is a very important element in the evaluation of your application. Priority rating criteria and associated points are listed in this section.

Please provide complete answers to scoring criteria questions 1 - 6, as well as additional questions A - R. Applicants are encouraged to provide any and all information that could be beneficial. This may include statistics, photographs, survey results, master plans, etc. It is better to provide too much information than not enough. For example, if a survey was done, rather than simply so stating, provide a summary of results or copies of the survey report. Use additional space or pages as needed.

Question 1. PURPOSE and NEED, JUSTIFICATION and EXPLANATION

Why is the project needed? What is the existing problem? How will the project solve this problem or address the need? Need should be identified using specific local data and not just a general statement. Discuss local supply and demand - rather than only regional or national information. Community-wide surveys, master plans for specific sites, participation studies, socio-demographic trends, or other public input will have priority over general statements of need. Photographs and/or other visual aids are encouraged.

Applicant Response to Question 1:

PURPOSE and NEED: JUSTIFICATION and EXPLANATION Only one score will be selected	Points
In depth explanation and data	25
Moderate explanation and data	20
General explanation and data	12
Explanation without support of data	5
No explanation and no data	0

The following are *suggested* approaches to 'Justification of Need' for common project scenarios. Other approaches may also be used.

- **Acquisition Projects**

For purposes of conservation: The applicant should discuss and provide documentation of the unique characteristics of the property (i.e. wetlands, flora and fauna, geological features, steams, habitat for rare, threatened, or endangered species, etc.). Are similar public opportunities available in the area?

For purposes of recreation facility development: The applicant should discuss and provide documentation of the local need for the facility (i.e. playgrounds, game fields, camping, etc.).

- **Game fields/courts (baseball, soccer, etc)**

Fields for organized teams and leagues: The applicant should discuss and provide documentation on the following:

- Number of current and projected activity participants,
- Number, location, condition etc of existing fields,
- Capacity of existing fields/courts versus documented demand (for example - a log illustrating that access to participation has been denied due to lack of fields/courts, schedules, etc)

Fields for casual use: The applicant should discuss and provide documentation on the following:

- The number and location of similar fields/courts in the project area.
- Condition and level of use of other fields/courts, estimated number of people not being served.

Rehabilitation or replacement of fields/courts: In addition to the above, applicant should discuss and provide documentation on the following:

- How current field/court conditions have resulted in canceled games, injuries, etc.

- **Niche facilities like skate parks, climbing walls, disc golf courses, BMX tracks, etc**

Applicant should discuss and provide documentation on the following:

- Existence, location, or lack of similar facilities in the vicinity
- Capability of existing facilities in the area to meet demand (i.e. number of people able to use the facility at one time vs. the number of people not served, desirability of features at other park(s))
- Expectation of use at the proposed niche facility. Demographic group served and expected benefits to community.

- **Playgrounds (new and replacement)**

Applicants should discuss:

- Target demographic group(s) (age, etc) for the playground. Approximate number of individuals in group(s).
- Number, location and condition of other playgrounds that service the same demographic group(s).

- **Pools, Spray Parks, etc. (new and rehabilitation/replacement)**

New facilities: The applicant should discuss and provide documentation on the following:

- Existence and location, or lack of similar facilities in the vicinity
- Unmet satisfaction of local need

Rehabilitation/replacement: The applicant should discuss and provide documentation on the following:

- Condition, problems and age of existing facility,
- Number of people using the pool,
- Additional maintenance costs due to current condition,
- Closures, etc.

- **Restrooms (new and rehabilitation/replacement)**

The applicant should discuss and provide documentation on the approximate number of park users, number, condition and capacity of existing park restrooms, etc.

- **Shelters and Picnic Areas (new and replacement)**

Shelters: The applicant should discuss and provide documentation on the following:

- Approximate number of park users
- Number of existing shelters
- Approximate current use of existing shelters
- Similar shelters and picnic areas in the vicinity, etc

Reserved Shelters: The applicant should discuss and provide documentation on the following:

- Approximate number of park users
- Number of existing shelters used for reservations, along with schedules showing that these are heavily scheduled.
- Similar shelters and picnic areas in the vicinity; etc.

- **Support Facilities (parking, access roads, utilities, pathways, landscaping, restrooms, etc)**

The applicant should discuss and provide documentation on the following:

- Safety issues
- Expected changes in park usage
- Improvement of park experience, etc.

- **Trails (new and rehabilitation/replacement)**

Loop Trails (typically within a park, trail loops back to trailhead.) The applicant should discuss and provide documentation on the following:

- Miles, location, condition, etc of existing similar trails in the area
- Capacity of existing trails to fulfill demand

Linear/linking trails (typically link trail systems, communities or features within communities like parks, schools, libraries, business areas, historic sites, etc.) The applicant should discuss and provide documentation on the following:

- Facilities or communities that will be linked
- Anticipated number of people that will use the new trail
- Number of people currently using adjacent trail (if linking to an existing trail)

Trail Rehab: The applicant should discuss and provide documentation on the following:

- Existing condition
- Current usage
- Safety issues, etc.

2. Documentation of Local Funds:

A Resolution of Authorization whereby the applicant obligates funds for the project is required. Applicants must also describe and provide evidence of local financing and adequate cash flow to complete the project. Evidence of financial capability includes, but is not limited to:

- Approved budgets with a specific line item for the project
- A bank accounts specifically for the project, with verification of available funds
- Park levies
- Documented pledges of donated cash, property, material, equipment time, labor, etc.
- Documented awarded grants
- Other

Applicant Response to Question 2:

Scoring criteria (only one score will be selected)	Points
Signed Resolution, plus documentation of funding for entire project: This might include any or all of the following: Approved bank loan, bank account specific to project, budget with a dedicated line item from the treasurer/auditor, identification of a park levy solely for capital improvements within the park, fundraising receipts, signed donation pledges, etc.	10
Signed Resolution plus partially identified funds. This might include any or all of the following: Approved bank loan, bank account specific to project, budget with a dedicated line item from the treasurer/auditor, identification of a park levy solely for capital improvements within the park, signed donation pledges, etc.	7
Signed Resolution only (obligating funds)	3
No resolution or invalid resolution (an resolution that does not obligate funds is invalid)	0
ODNR knowledge of local financial difficulties	(5)

3. Operation and Maintenance

The applicant should provide information and/or evidence that the future operation and maintenance of the proposed grant project (acquisition or development) has been thoroughly considered. Discuss the operation/maintenance budget, operation/maintenance staffing including skills, and plans to address maintenance issues particular to the project, if any. The condition of the park as observed by ODNR staff during the unscheduled project site visit **as well as** other parks and/or public outdoor areas that the applicant operates may be considered during scoring.

Applicant Response to Question 3:

Scoring criteria (Both scoring categories will be selected)	Points
Acceptable operation and maintenance plan for grant project submitted with application	0-5
Current condition of sponsor's existing park(s) and/or public outdoor area(s)	0-3

4. Accessibility

All projects funded through the LWCF program must be accessible to the general population, including those with disabilities. Outdoor recreation facilities vary greatly – from outdoor climbing walls to playgrounds to paved trails and beyond. As such, three minimum accessibility accommodations are **required** for all projects:

- A barrier-free, reasonably accessible clear path (*i.e. route free of barriers like curbs, timber edges, large rocks, steep slopes, steps, etc*) from parking area (if no parking, other access point) to the funded facility.
- An accessibility feature whereby disabled persons can gain access to the funded facility (for example, a transfer platform on a play structure).
- All funded restrooms and structures with an ‘interior’ (for example, a nature ed. center or restroom) must be fully accessible.

The applicant should describe or identify how the project meets or will meet minimum accessibility requirements. Additional points may be scored if the project design goes above and beyond the required minimum for accessibility (sufficient documentation is required).

Applicant Response to Question 4:

Scoring criteria (all applicable categories will be selected)	Points
The applicant has illustrated or described how the project meets minimum accessibility requirements.	2
The project contains additional design elements that accommodate the needs of a special population group (non English speaking, vision or hearing impaired, elderly groups who need provisions for safe accessibility, etc)	2
The project contains additional elements to accommodate the needs of more than one special population group (non English speaking, vision or hearing impaired, etc.)	2
The applicant has NOT illustrated or described how the project meets minimum accessibility requirements.	0

5. Planning

Several options must be considered at a conceptual level when planning for a LWCF project. Feedback and discussion with stakeholders with different perspectives is also critical to a useful and successful plan.

The applicant should briefly describe the planning process used to come up with the project. Has an overall plan been completed and approved for the site? Were any alternative solutions considered? (For example: a different location on the site, a different design for the facility, a different project, etc.) If so, why was the submitted project determined to be the best solution to satisfy the need or solve the problem? If a planning process occurred, documentation of that process is required.

Applicant Response to Question 5:

Scoring criteria (all applicable criteria will be selected)	Points
There is an approved plan for the site and the project is a component of that plan.	5
Evidence is presented that alternatives were considered during project conceptualization.	3
No documented planning efforts	0

6. Public Participation

Public / citizen participation at the local level must be a part of project planning. This can be accomplished via public meetings for the project, review by special interest groups, advisory councils, special boards, public notices, news releases, completion of a publicly approved parks plan, citizen surveys, agency hosted interactive internet sites, etc. Please describe and provide documentation of the public/citizen participation associated with the project.

Describe and provide documentation of any public meetings 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. 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 application.

Applicant Response to Question 6:

Scoring criteria (a or b will be selected, c may also be selected)	Points
a. Project involved extensive public participation prior to submission of application (i.e. special public meetings, surveys, project advisory group, etc.)	10
b. Project involved minimal public participation prior to submission of application (i.e. minutes from a regular council meeting that addressed the project prior to submission, etc.)	5
c. Project endorsed by local organizations or special interest groups	1-3
No documented public participation efforts prior to submission of application	0

Additional Questions

This information is required by the National Park Service.

These questions are **not** scored, but they **must** be answered as completely as possible.

If a question is not applicable to your project, please put NA.

Acquisition Projects

Only applicants for a land acquisition project must answer questions A-C.

- A. Describe the reasons for the land 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.).
- 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 proposal for the site(s) for public outdoor recreation use within the next three (3) years.

Development Projects

Only applicants for any type of site development project must answer question D.

- D. When will the project be completed and open for public outdoor recreation use?

All Projects

All applicants must answer questions E-R.

- E. Will this proposal create a new public park/recreation area where none previously existed or is not an addition to an existing public park/recreation area? Yes ____ (go to H) No ____ (go to F)
- F. What is the name of the pre-existing public area that this new site will be added to?
- G. Has the pre-existing public park/recreation area ever benefited from LWCF funding before? Yes ____ No ____
- H. What will be the name of this new public park/recreation area?
- I. Who will hold title to the property assisted by LWCF?
- J. Who will manage and operate the site(s)?
- K. 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 (renewable clauses, number of years remaining, etc.) Enclose lease with application.

Eligible leaseholds: Certain long term leases from the federal government or from one public agency to another.

- L.** Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the park area. Indicate the location on a map. A conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, or leased area.
- M.** Are overhead utility lines present, and if so, explain how they will be treated in the future.
- N.** As a result of this project, describe new types of outdoor recreation opportunities and capacities and short and long term public benefits.
- O.** Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or that are proposed for the near future within the park boundary.
- P.** 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
		\$
		\$
		\$
		\$

- Q.** Is this LWCF project scope part of a larger effort? If so, briefly describe the larger effort, funding amount(s) and source(s). The National Park Service is interested in partnerships and how LWCF plays a role in leveraging funding for projects beyond the scope of the LWCF grant program.
- R.** List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Other Scoring Criteria

The following unnumbered criteria are provided as an FYI. Scoring will be determined for these criteria during application review and a possible unscheduled project site visit. There is no need to provide ‘answers’ for these criteria, however please feel free to attach additional information that could impact the application score (for example, documentation showing the proposed development is a first of its kind opportunity).

Outdoor Recreation

While acquisition and many development projects are eligible under the LWCF program, some types of projects have a higher scoring priority than others.

Type of Project (If your application contains multiple components, the most costly component for which grant assistance is requested will be considered.)	Points
Replacement or renovation of existing deteriorated recreation facilities	25
Development of new outdoor recreational facilities or acquisition of parkland	20
Development of restrooms	17
Primarily a support facility, but will make facility significantly more functional	10
50% or more of the project is a support facility or buffer land	5
Project is a support facility for future recreation	0

Reasonable Project Costs

The LWCF grant program is intended to reimburse reasonable costs of acquisition and development. For acquisitions, the approved appraised value is the basis for reimbursement. For development, the grant does not reimburse for special elements included due to the location of the project (for example: historic districts) or that are deemed excessively high.

Scoring Criteria	Points
Costs are in line with similar projects	5
Costs appear excessively high or unrealistically low	0

Partnerships

Applicants who have received (within the last two calendar years of application deadline), or will receive, donations of tangible value from private entities *for purposes of this project* will receive additional points. Signed documentation (e.g. signed intent to donate letter from donor(s) or proof of donation) is required.

Scoring Criteria	Points
Project partnership(s). Contribution(s) must be of tangible value	0-5

Site Suitability

The project site must be suitable for the proposed development.

Scoring Criteria	Points
Site is well suited for project	5
Site is acceptable for project, however there are one or more minor concerns	1-3
Site is NOT suited for project	Deduct 25

SCORP Priorities

Scoring criteria (all applicable criteria will be selected)	Points
Primarily a trail project	3
Primarily an improvement to existing park infrastructure	3
Project's primary purpose is nature based recreation	3
Wetlands – creation of, or acquisition of private property with wetlands	2
Camping	2

Completeness of Application

Applications should be complete by the application deadline. A complete application includes all signed forms, clearly labeled maps, and all other requested application components.

Scoring Criteria	Points
Application is complete upon receipt by ODNR with postmark date on or before May 1st	5
Application is nearly complete upon receipt by ODNR with postmark date on or before May 1st	1-3
Application is missing major components upon receipt by ODNR with postmark date on or before May 1st	Deduct 5

Compatibility with Private Recreation

Projects should not compete with local private for-profit recreation enterprises of the same type.

	Points
Project is not compatible with private sector and will significantly compete with existing private sector business.	Deduct 10

Additional Considerations

Previous ODNR grants and the applicant's grant performance history, if applicable.

Scoring criteria (all applicable criteria will be selected)	Points
Potential first time LWCF grant recipient	8
One previous LWCF grant	5
Two previous LWCF grants	2
Three or more previous LWCF grants	0
Past NatureWorks grants: None (5), One (3), Two (1), Three or more (0)	0-5
Extension of time granted on a previous LWCF or NatureWorks grant (one time deduction)	(-5) per 6 month extension

Other application considerations:

Scoring criteria	Points
Applicant's only LWCF application or first priority LWCF application	25
Other than first priority application	0
Lack of veracity in grant application	(1-10)
The applicant's same specific project has already received 50% or more of requested LWCF or NatureWorks funding in a prior year.	Deduct 25

Attachments

The following attachments (1-5) are required with your application:

1. Evidence of Ownership

A copy of the deed for the property being developed or acquired is required with this application.

2. Boundary Map

A Section 6(f) BOUNDARY MAP is required.

Please read the following excerpt from the LWCF Technical Assistance Bulletin #2, Jan., 2008 about Boundary Maps (*The Map*). After reading this excerpt, if you have questions, please contact the Grant Administrator (see pg. 1).

...Section 6(f)(3) of the L&WCF Act, as amended, states that: “No property acquired or developed with assistance under this section shall, without the approval of the Secretary (of the Interior), be converted to other than public outdoor recreation uses.” It goes on to state the circumstances under which such a conversion-in-use may be approved and that replacement land is required.

... what area should be encompassed by The Map? The “L&WCF Grants Manual” states in Chapter 660.2.6.A that, “At a minimum, this area must be a viable public outdoor recreation area which is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.” It is only in unusual cases, where it can be shown that a lesser unit is clearly a self-sustaining outdoor recreation resource, that less than the total park, open space, or recreation area being developed with L&WCF assistance would be included within the Section 6(f)(3) boundaries. In no case would land acquired with L&WCF assistance not be included within Section 6(f)(3) boundaries.

...It is to the project sponsor’s advantage to obtain Federal protection for the entire unit. However, if the project sponsor is aware that, down the road, a non-outdoor recreation use very likely will be made of a *small* portion of the proposed project site, ... that part of the project site [*should be*] excluded from Section 6(f)(3) protection prior to project approval, provided the excluded land is not crucial to the viability of the project site.

The Mapshould containthe date that The Map was prepared; information on the area(s) under lease and the term remaining on the lease(s); all known outstanding rights and interest in the project area held by other than the project sponsor; and known easements, deed/lease restrictions, reversionary interests, etc. Also, those outstanding rights and interests that would not adversely impact the utility and viability of the project site if exercised (and not intended to be included under the conversion provisions of Section 6(f)(3) should be specifically identified on The Map. ... It’s important for the State and National Park Service (NPS) to be aware of interests in the project site and surrounding area...

The Map... must be legally sufficient to identify the lands afforded Section 6(f)(3) protection. In other words, the Map may be scrutinized in court. ... It should include a scale in feet, number of acres encumbered, a [*north*] arrow...[*and an*] arrow pointing to the boundary line.

Identification of the area included within the Section 6(f)(3) boundary may be by (1) deed references, (2) adjoining ownerships, (3) adjoining easements of record, (4) adjoining water bodies or other natural landmarks, (5) metes and bounds, and (6) government survey. Where none of the above methods is available, the project sponsor may identify the area of the project site by showing measurements from “permanent locators.” The Map should include measurements, in feet, of each side of the boundary. The Map should be capable of being photocopied (colors shouldn’t be used to indicate the boundaries – a dotted line is preferable).

Prior to final billing, the State and NPS may agree to mutually alter the Section 6(f)(3) boundary to provide for the most satisfactory unit intended to be administered under the provisions of that section. Note, however, that parcels acquired with L&WCF assistance are afforded Section 6(f)(3) protection as soon as L&WCF reimbursement is provided and must be included within the boundary. At the time the State submits the final performance report, it may include a map to replace The Map submitted at the time of project approval if the new map is more accurate than the one currently on file.

Ohio requires that the following signed project sponsor’s statement be added to the project Boundary Map:

“As an official designee of the sponsor, I certify that the sponsor understands that the property identified on this boundary map cannot be converted from public outdoor recreation without the written approval of the **U.S. Department of Interior, National Park Service.**”

 Local Coordinator – Printed Name

 Local Coordinator - Original Signature

 date

NOTE: Project property may be leased by the project sponsor from another *public* agency. In this case a copy of the non-revocable lease is required (minimum 25-year term, through 2040) and the property owner **must agree to assume Section 6(f) responsibility** for the property. Written assurance of such, in the form of a recorded resolution by the governing body of the property owner, must be included in the LWCF application.

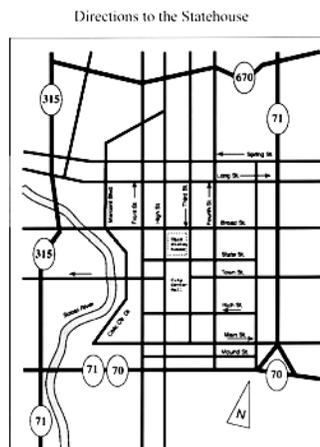
3. Site Vicinity/Location Map

Please submit a highway, street, county or other map(s) that will **clearly** locate your project in relation to nearby streets, highways, towns and other landmarks. Include the name of the applicant, project title and county at the top of the map. Indicate north on map. Maps from online mapping sites are acceptable.

Example: Vicinity Map



Example: Site Location Map



4. Existing Use Map

Please submit a map or, if easier, copy of an aerial photo (can be downloaded from the web) showing all existing development within the entire Boundary Map. Please be sure to label existing facilities and indicate property lines.

5. Proposed Plan for Site

Please submit a site plan showing all proposed development that will be a part of the grant project. If additional improvements are planned, **but are not proposed as a part of this grant project**, please indicate as FUTURE on the plan. Please be sure to label existing facilities and show the property lines. Maps may be carefully hand drawn, but should be at least approximately to an identified scale.

FORMS Nos. 4A, 4B, & 4C

COST ANALYSIS SCHEDULES AND PROJECT COST SUMMARY

Grants may cover costs applicable to acquisition, design and engineering, direct labor, construction contracts, special service contracts, equipment rental and materials purchased for the project.

Please note: A completed Section 106 review by the OHPO is required for funding. If the proposed project involves acquisition or development of land that has not been previously developed or land believed to be archaeologically sensitive, the Ohio Historic Preservation Office (OHPO) sometimes requires a Phase I Archaeological Survey. The survey is an eligible expense (for development projects only) under LWCF. Costs of such surveys vary based on size of the area and other conditions. The applicant should consider contacting a consultant for an estimate of this potential cost. Consultants are listed on the following webpage within the Ohio Historic Preservation Office’s website:

<http://www.ohiohistory.org/state-historic-preservation-office/federal-and-state-reviews>

FORM No. 4A: ACQUISITION COST ANALYSIS

Instructions: List the property to be acquired by parcel number.

PROJECT TITLE _____ DATE _____

APPLICANT _____

Parcel Number	Acreage	Estimated FMV of Parcel	Estimated Value of Existing Non Recreation Property Improvements (if applicable)*	Estimated Appraisal Cost	Estimated Relocation Costs	Total Estimated Grant Eligible Purchase Price
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
		\$	Deduct: \$	\$	\$	= \$
TOTALS:						\$

* For example: A house on the property that will not have an outdoor recreational use

Additional Costs:

Required Project Acknowledgement Sign \$ _____
 Other (describe) _____ \$ _____
Grand Total of all Proposed Acquisition Costs \$ _____

FORM No. 4C: PROJECT COST SUMMARY

Eligible Cost	Sponsor Share in Cash	Sponsor Share In-Kind* Work	Sponsor Share Donations	Sponsor Share Other Grant(s)	LWCF Grant Amount	Total Cost
Acquisition						
Design & Engineering (maximum 15%)						
Labor (Force Account*)						
Special Service Contracts						
Rental of Equipment						
Construction Contracts						
Purchase of Materials						
Other:						
TOTAL COSTS						

Box B

Box B must equal
Box A on page 24.

*Force Account Labor:

Project labor cost by an employee for which the project sponsor plans to seek 50% reimbursement.

*In Kind Work:

Project labor cost by an employee for which the project sponsor plans to request credit toward the 50% match.

FORM No. 5: INTER-AGENCY AGREEMENT

If two or more local public or private agencies are cooperating for purposes of funding or operating the grant project, such an agreement is considered an inter-agency agreement.

A long term qualifying lease for the property on which the grant project will be developed is also considered an inter-agency agreement.

OPTION ONE: INTER-AGENCY AGREEMENTS EXIST

If an inter-agency agreement exists, or is in process, a copy of the agreement(s), or draft agreement(s), must be submitted with the application. Describe in detail any division of responsibility that may exist, or be planned, for completing the acquisition, development, and/or operation and maintenance of the project.

OPTION TWO: INTER-AGENCY AGREEMENTS DO NOT EXIST

If an inter-agency agreements do not exist and are not anticipated, complete and sign the statement below and submit this form with the application.

Applicant _____

THIS APPLICATION FOR _____

(PROJECT TITLE)

IS NOT SUBJECT TO ANY INTER-AGENCY AGREEMENTS.

Local Coordinator – Printed Name

Local Coordinator - Original Signature

Date

FORM No. 6

**CIVIL RIGHTS COMPLIANCE
STATE OF OHIO
U.S. DEPARTMENT OF THE INTERIOR**

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any state assistance it will comply with all federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 200d-1) which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap, military status, or age, be excluded from participation in , be denied the benefits of , or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant’s operations including those parts that have not received or benefited from state financial assistance.

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

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

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

Local Coordinator – Printed Name

Local Coordinator - Original Signature

Date

FORM No. 7 ACKNOWLEDGEMENT OF COMPLIANCE

Upon acceptance of this application as an assisted project, the applicant agrees to the following requirements of the U.S Department of the Interior and the State of Ohio:

1. All new and/or replacement utility lines within the project boundaries will be placed underground.
2. The LWCF project area must be perpetually operated and maintained solely for outdoor public recreation or natural resource purposes. The area cannot be converted in use or title without prior approval of the U.S. Department of Interior National Park Service.
3. All easements, rights-of-way, leases, subsurface rights (e.g. mineral), reversionary interests, and any other agreements that convey rights to non-public and/or non-recreation interests to access or use on lands proposed for Section 6(f)(3) protection herein are listed in this application. If such conditions exist, applicant agrees to provide a written opinion from appropriate counsel stating the local sponsor has the authority to enter into a grant contract that requires the provision of replacement land if the outstanding rights or reversionary interests are exercised in such a manner that results in a conversion.
4. A permanent project acknowledgement sign will be placed at the site as required by the LWCF.
5. The area will be open to the general public. Differences in admission and other fees may be maintained on the basis of residence. However, these differences must be reasonable and discrimination on this basis is prohibited.
6. Considerations for the accessibility of disabled persons must be incorporated in the planning stage of any improvement on the site, regardless of whether not that improvement is grant-assisted. Applicants must adhere to the latest accessibility guidelines under the Americans and Disabilities Act (ADA) and Architectural Barriers Act (ABA). Any development funded must adhere to these guidelines. The guidelines can be accessed on the following webpage: <http://www.access-board.gov/ada-aba/final.htm> . There are links for accessible routes, plumbing elements and facilities, recreation facilities, etc.

Local Coordinator – Printed Name

Local Coordinator - Original Signature

Date

FORM No. 8: LWCF SIGN AND LOGO

Upon acceptance of this application as an assisted project, the applicant agrees to the following requirements of the State of Ohio:

- An acknowledgement signs recognizing Land and Water Conservation Fund assistance is required at an assisted site(s).
 - Development projects: A sign must be installed at the main entrance to the park and/or at the site of the development.
 - Acquisition projects: A sign must be installed at the main entrance to the park.

Temporary Signing – Temporary signs are required for all development projects with a total cost of \$500,000 or more.

Temporary Signing Standards – Unless precluded by local sign ordinances, temporary signs shall be no less than 2 ft. by 3 ft. The size of lettering should be based on the amount of information placed on the sign. The selection of colors is at the sponsor’s discretion; however, there should be sufficient contrast between the background and the lettering to make the sign readily visible without being intrusive. The sign should include the source, percent and dollar amount of all Federal, State, and/or local funds. Indicate on the second line whether the project is acquisition or development. The Ohio Department of Natural Resources must be acknowledged as a partner on all LWCF projects.

LWCF Permanent Sign Requirements - LWCF signs must not be smaller than 9 X 12 inches. The color combinations for LWCF signs used should be the following: background – either white or tan, mountain – green, road into the mountain – white or tan, leaves by the name Land and Water Conservation Fund – green, the color within the outer circular band – green or the color of the background. Lettering color and method of sign construction are matters for determination by the recipient; however, signs must be permanent.

Use of LOGO – The logo shown below can be used at entrances to outdoor recreation sites, at other appropriate on-site locations, and in folders and park literature. The logo format may not be altered.



Local Coordinator – Printed Name

Local Coordinator - Original Signature

Date _____

LWCF Sign Information

Project sponsors are NOT required to purchase signs from ODNR. However, for the convenience of project sponsors, ODNR sells LWCF signs.



RECYCLED green and tan plastic materials
Vertical dimension: 15.5 inches
Horizontal dimension: 13.5 inches
Sign thickness: ¾ inch

Price: \$98, postage is included

To request an LWCF sign from ODNR, email Mary Fitch at mary.fitch@dnr.state.oh.us.

Please include your name, address, number of signs requested (a sign is needed at each LWCF funded project site) and LWCF project number. Upon receipt of your request, an LWCF sign and invoice will be mailed to you, payable upon receipt.

Requirements for Signs Made Locally

- ❖ Minimum Size: 9 X 12 inches
- ❖ Background Color: White or Tan
- ❖ Mountain Color: Green
- ❖ Color for the Road into the Mountain: White or Tan
- ❖ Leaves by the name **Land & Water Conservation Fund**: Green
- ❖ Outer Circular Band: Green or the Color of the Background

Project sponsor may determine lettering color and method of sign construction.

Signs must be permanent

The required logo is shown below. This logo format may not be altered. The logo may be used at outdoor recreation site entrances, appropriate on-site locations and also in park literature.



FORM No. 9: ENVIRONMENTAL REVIEW ASSURANCE

After recommended LWCF projects are announced, all successful project sponsors of recommended projects **must** complete and submit a LWCF Environmental Screening Form to the Ohio Department of Natural Resources. Information within this completed form will be submitted to the National Park Service by for approval. The LWCF Environmental Screening Form is posted at <http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants>

By signing below, the applicant states that the LWCF Environmental Screening Form has been reviewed; the information therein has been incorporated during project planning, and that, should the applicant's 2015 LWCF application be recommended for funding, the applicant will complete the LWCF Environmental Screening Form in a timely and professional manner.

Local Coordinator – Printed Name

Local Coordinator - Original Signature

Date _____

FORM No. 10: SECTION 106 REVIEW

A completed Section 106 Form for the proposed project must be submitted to ODNR with the LWCF application by the application deadline. Upon project award, ODNR will submit these forms to the Ohio Historic Preservation Office (OHPO) on behalf of the successful applicants.

Use the following link to download Section 106 documents:

<http://www.ohiohistory.org/preserve/state-historic-preservation-office/hpreviews/section106>

With help from the OHPO Section 106 guidance on pages 36-37, please fill out the Section 106 Form on a computer and print when finished. Mail all documents to ODNR with your LWCF application.

If you have questions, please contact the ODNR Grant Administrator (see pg. 1) or visit the Ohio Historic Preservation Office website @ <http://www.ohiohistory.org/preserve/state-historic-preservation-office>

Prior Section 106 Reviews

If the project sponsor has a recent letter from the OHPO **for the same project site** (i.e. a small park or specific area within a larger park), a Section 106 Review may not be necessary. The existing OHPO letter should contain a statement similar to the following:

“...Based on this, it is our opinion that the proposed project will not affect historic properties. No further coordination is required unless the scope of the work changes.....”

If applicable, a copy of the OHPO letter containing the above statement may be included with the application in lieu of the completed Section 106 Review Project Summary Form.

NOTE – The OHPO may require a Phase I Archaeological Survey when a project involves acquisition or development of land that has not been previously developed or is believed to be archaeologically sensitive. Because the cost of the survey varies based on the size of the area and other conditions, applicants should contact OHPO at (614) 298-2000 for further guidance.

By checking this box, the applicant states the form has been read and understood. The Notarized Resolution of Authorization also certifies this information.

Ohio Historic Preservation Office

Section 106 Project Summary Form

Guidance

Section 1: General Project Information

- A. 1. **Project Info:** All information will be for new project submittals
 - 2. **Project Name:** Same as Grant Project Title on Form 1 of your LWCF grant application.
 - 3. ODNR will fill in the internal tracking number.
- B. **Project address or vicinity:** Address of the location being acquired or developed, or cross streets if an address is not available.
- C. **City/Township:** Project location, not the applicant location.
- D. **County:** County where the project is located.
- E. **Federal agency and contact person:** National Park Service, no contact person
- F. **Type of federal assistance:** Land and Water Conservation Fund
- G. **State agency and contact name:** ODNR, Mary Fitch
- H. **Type of state assistance:** NA
- I. **Revised code 149.53:** The answer is NO
- J. **Public involvement:** Provide the same information as you provided in the LWCF grant application, question 6.
- K. **Consulting parties that have been contacted:** Self-explanatory (property owners, local officials, etc.)

Section 2: Project Description and Area of Potential Effects (APE)

Please complete this section with as much detail as possible.

- A. If the project is acquisition of land only, check NO
If the project is rehabilitation or development, check YES
 - 1. **General description of width, length and depth of proposed ground disturbing activity:** Self-explanatory (include access roads, sewer lines, etc.)
 - 2. **Narrative description of previous land use.....** : Self-explanatory
 - 3. **Narrative description of current land use....**: Self-explanatory
 - 4. **Does the landowner know.....**: Self-explanatory
- B. 1. Link to online USGS mapping site:
[http://store.usgs.gov/b2c_usgs/usgs/maplocator/\(xcm=r3standardpitrex_prd&layout=6_1_61_4&uiarea=2&ctype=areaDetails&care=%24ROOT\)/.do](http://store.usgs.gov/b2c_usgs/usgs/maplocator/(xcm=r3standardpitrex_prd&layout=6_1_61_4&uiarea=2&ctype=areaDetails&care=%24ROOT)/.do)

2. **Township/City/Village name:** Project's location

- C. **Provide a street level map....:** Using a copy of the LWCF Boundary Map (Attachment 2, page 24), draw a boundary that approximates the area the project will affect. The APE is the area that will be affected by the project. Consider the compatibility of the project with the surrounding area. For example, a brightly colored climbing wall might visually detract from a nearby historic house.
- D. **Provide a verbal description of the APE....:** See instructions for Section 2 C above. Provide an explanation for the boundaries chosen for the APE. Discuss potential direct and indirect effects that might result within the APE from the project.
- E. **Provide a detailed description of the project....:** Provide a detailed description of project work. Supplement written description with available plans and specifications.

Section 3: Identification of Historic Properties

If an historic or archaeological survey has been completed for the property where the project will be located, or has been completed for property that will be acquired with LWCF monies, please provide a copy of that report.

If an historic or archaeological survey has not been completed, skip Section 3 for purposes of this application. *If your project is selected for funding, ODNR will complete a map of the project area, including the APE, using OHPO mapping software. The map will be provided to the OHPO (and to you) along with your completed Section 106 Form. If the OHPO map shows areas that have been identified as historically or archeologically significant, additional information listed in Section 3 may be requested.*

Section 4: Supporting Documentation

- A. **Photographs....:** Self-explanatory. Please be sure to label the photos as follows: direction of view (N,S,E,W etc.) and include a map showing where you were standing when the photo was taken. Please do not submit street view images from online websites like Google Earth.
- B. **Project plans, specifications, site drawings....:** Self-explanatory
- C. **Copies of summaries of any comments....:** Self-explanatory

Section 5: Determination of Effect

- A. Section 5 (A 1&2 and B) is self-explanatory, however if you have questions, please call ODNR (see contact info on page 1).

Please mail the completed Section 106 Form and all supporting documents to ODNR with your LWCF grant application. **Do not mail the Section 106 Form to the Ohio Historic Preservation Office.**

THANK YOU & GOOD LUCK WITH YOUR LWCF GRANT APPLICATION!

