Land & Water Conservation Fund
2019 Guide for Participation and Application

A Cooperative Program for Outdoor Recreation
Applications Must be Submitted by February 1, 2019

Douglas A. Ducey
Governor

Sue Black
Executive Director, Arizona State Parks

ARIZONA STATE PARKS & TRAILS
23751 N 23rd Ave, Suite 190
Phoenix, AZ 85085

For alternative formatting contact ADA Coordinator at 602-542-7130
PREFACE

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. The program is administered at the federal level by the National Park Service and at the state level by Arizona State Parks (ASPT).

Funding for the LWCF program can be used for:

- **Park Development and/or Renovation** (e.g., playground equipment, lighting, picnic facilities, ballfields, ramadas, sports facilities, restrooms and other facilities deemed appropriate or eligible by federal and state guidelines)
- **Land Acquisition** to serve future outdoor recreation and/or open space, or protect wetlands.

Program Summary:

- LWCF grants can provide up to **$200,000** of the allowable costs for eligible acquisition and/or development projects.
- The LWCF grant is a reimbursement grant, meaning the sponsor must be able to pay for the project costs in full as they are incurred. Applicants typically submit reimbursements every month or every few months for costs. Grantees are usually reimbursed for costs within 3-4 weeks.
- LWCF grants are awarded on a 50/50 match where the participant provides at least 50% of the project cost and the grant provides the other 50%.
- The applicant (Sponsor) must have title or adequate control (fee or easement) of the project area.
- Each successful LWCF grant recipient is required to pay a surcharge of 10% of the grant award to State Parks (example—an applicant awarded a grant for $30,000.00 will pay, prior to start of project, ASPT $3,000.00).
- Refer to Chapter 5 – PRIORITY ISSUES and Chapter 6 – 2018 LWCF RATING CRITERIA of the 2018-2022 SCORP Plan for criteria details. Each application should reference sections throughout these two (2) chapters.
  - The Arizona Trails Plan (2015) is another guide to refer to as it contains important feedback from trail users (motorized and non-motorized) on what users are seeking in public projects and programs.
  - For additional information on grant processes, refer to the ASPT 2018 Grants Administration Guide.

Qualified sponsors that are interested in submitting a proposal must contact Mickey Rogers, Chief of Grants and Trails.

*Mickey Rogers, Chief of Grants and Trails
Phone: 602-542-6942
Email: mrogers@azstateparks.gov*

Timeline/Due Dates - Please refer to the Timeline Document on the Parks Grants Page:

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<td>Applications must be submitted by <strong>February 1st, 2019</strong></td>
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*Applicants will be invited to attend Committee/Board review meetings April 20, 2019
**Estimated Date of Project Approval: April 20, 2019**
*Please check Grants page for updates to confirm Committee/Board Meeting*
APPLICATION FORMAT

WebGrants
Arizona State Parks & Trails uses a new on-line grants management system called WebGrants. Applications will be submitted using WebGrants. Applicants must be registered to use WebGrants. Anyone utilizing the system must have their own Account ID and password registered in the system. Never use another Account ID or share your own. Please contact Sean Hammond, Grants and ADA Coordinator, for assistance in accessing WebGrants.

Sean Hammond, ASPT Grants and ADA Coordinator
Phone: 602-542-7130
Email: shammond@azstateparks.gov

Pre-Application

The WebGrants system for LWCF involves a Pre-Application and Final Application process. There is one (1) form (LWCF PRE-APPLICATION SITE VISIT & INFORMATION) applicants will complete for the Pre-Application. Once the Pre-Application Forms have been submitted and approved, ASPT staff will grant the applicant full access to the application on WebGrants.

PROJECT SELECTION & COMMITTEE REVIEW

Grant applications will be reviewed for completeness and accuracy by ASPT Grants staff prior to distribution to the review committee for scoring. Applications will be scored as submitted on their own merits. Applications that are not complete at the time of submittal will not be reviewed and may be resubmitted in the future.

Applicants will have the opportunity to provide comments during committee review meetings in April 2019. Projects must be submitted to the National Park Service (NPS) for final approval.

Committee Review

The LWCF Review Committee is composed of three (3) to five (5) Arizona Parks and Recreation Professionals and ASPT Grant Staff. This committee will review the applications and recommend LWCF grant funding priorities to the Arizona Outdoor Recreation Coordinating Commission (AORCC) and the Parks Board.
Project applications will be reviewed, and scored using an *Open Project Selection Process Priority Rating System (OPSP)* approved by the National Park Service and Arizona State Parks. This includes:

- Project eligibility and application score.
- Documentation and availability of applicant’s match.
- Ability to start and complete the project in a timely manner.
- Project costs.
- Merit of the project.
- Applicant’s history with previous LWCF grants and projects and other ASPT Grant Programs.
GRANT COMPLIANCE

A grant applicant must not have an out-of-compliance LWCF project. Other ASPT grant programs including the Recreational Trails Program (RTP), the Off-Highway Vehicle Program (OHV), and the Growing Smarter Program will also play a role in determining the overall eligibility of an applicant’s request for funding. Applicants with a history of managing and completing projects timely will increase their chances of securing funding.

Example of Non-Compliance:
- A city has sold a LWCF-funded park for development of a housing complex and did not contact Arizona State Parks & Trails to discuss potential sale. Examples such as this negatively affect the management of the grants program and can jeopardize future Federal funding.

Land and Water Conservation Fund Conversion Process and Procedures

Property acquired or developed with LWCF assistance shall be retained and used for public outdoor recreation. Any property so acquired and/or developed shall not be wholly or partly converted to other than public outdoor recreation uses without the approval of NPS pursuant to Section 6(f)(3) of the LWCF Act and these regulations. The conversion provisions of Section 6(f)(3), 36 CFR Part 59, and these guidelines apply to each area or facility for which LWCF assistance is obtained, regardless of the extent of participation of the program in the assisted area or facility and consistent with the contractual agreement between NPS and the State.

Local sponsors must consult early with the State LWCF manager when a conversion is under consideration or has been discovered. If the NPS is alerted or otherwise becomes aware of an ongoing conversion activity that has not been approved, NPS shall request the State Liaison Officer (ASPT Director) to advise the project sponsor of the necessary prerequisites for approval of a conversion and to discontinue the unauthorized conversion activities. If the conversion activity continues, NPS shall formally notify the State it must take appropriate action to preclude the project sponsor from proceeding further with the conversion, use, and occupancy of the area pending NPS independent review and decision of a formal conversion proposal.

This manual is intended to provide general information about the Land and Water Conservation Fund program, including the steps a potential sponsor must take to apply.
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SECTION 1: LAND AND WATER CONSERVATION FUND GENERAL INFORMATION

LWCF PROGRAM ADMINISTRATION

The program is administered by Arizona States Parks and Trails (ASPT) under the direction of the State Liaison Officer (SLO) and the Alternate State Liaison Officer (ASLO) appointed by the Governor. No direct contact is maintained between a project sponsor and the NPS. All correspondence must be directed through the office of the Grants Program Chief at ASPT, Mickey Rogers.

SPONSOR ELIGIBILITY

Grants may be awarded to any of the following:

- Municipal agencies (cities, towns, counties, or school districts)
- State agencies
- Other governmental agencies (Native American Tribal Governments)
  - Non-profit organizations and special purpose agencies such as Water Districts are NOT eligible

ELIGIBLE PROJECTS

Generally, the acquisition, development, and/or renovation of outdoor recreation facilities intended for either active or passive public use are eligible for financial assistance. Only projects consistent with the priorities established in the newly approved (2018-2022) State Comprehensive Outdoor Recreation Plan (SCORP) may be considered.

The proposed facility should provide recreational uses more appropriately provided by a public agency than those that could be supplied by private enterprise. A representative of ASPT will establish the preliminary eligibility of a particular proposal through a pre-application site inspection. An authorized agent of the potential sponsoring agency must request the pre-application inspection.

*Pre-inspection required for all applications. Request must be made by November 30th, 2018.

The 2018-2022 SCORP is Arizona’s Outdoor Recreation Policy Plan. Criteria, points and priorities have changed significantly from last year’s cycle, which utilized the SCORP 2013-2017.

SCORP’s Key Objectives

- Establish outdoor recreation priorities for Arizona.
- Set evaluation criteria to allocate the federal Land and Water Conservation Fund (LWCF) grants.
- Protect, conserve, and manage Arizona’s public lands, recreation spaces, and unique places for current and future generations.
- Encourage a highly integrated and connected outdoor recreation system throughout Arizona.
- Ensure Arizona’s diverse and growing population has access to outdoor recreation spaces and opportunities to enjoy a range of recreation activities.
- Communicate linkages between outdoor recreation, individual wellness benefits, community health, and a thriving economy.
- Elevate public participation and engagement in outdoor recreation planning initiatives and issues.
MATCH REQUIREMENTS

LWCF funding will not exceed 50 percent, or the grant cap ($200,000), of a project’s total cost. The match may include:

- Cash
- Donated (full or partial) labor, materials, services, equipment
- Other State and Local Grants and certain Federal Grants.
  - LWCF funds may not be matched by other federal funds unless the statutory provision of the subsequent federal grants program explicitly allows recipients to use such assistance to match other federal funds.

The value of donated/volunteer labor may be calculated using two methods, depending on the type of labor:

- Professionals – If a person is professionally skilled in the work being donated to the project (i.e., carpenter building a picnic pavilion), the wage rate this individual is normally paid for performing this type service may be charged to the project.
- Unskilled labor – Will be charged at a rate of $22.83 per hour.

The value of donated equipment may be calculated by one of two methods:

- Standard rate – The rate the equipment owner would normally charge for the use of the equipment.
- The rate charged for equipment at a local rental agency.

ALLOWABLE COSTS

Acquisition Projects

- Land acquisition to serve future outdoor recreation and/or open space, or protect wetlands.
- Only the purchase price and any cost incurred under the Federal Uniform Relocation Assistance Act of 1970 is allowable.
- Reimbursement shall be based on the fair market value of the property as determined by an approved appraisal or the actual purchase price, whichever is less.
  - See Appendix A for more information on requirements for LWCF-funded acquisition projects.

Development/Renovation Projects

- Most of the direct costs of renovation/construction of a facility are allowable.
- Park development (e.g., playground equipment, lighting, picnic facilities, ballfields, ramadas, sports facilities, restrooms and other facilities deemed appropriate or eligible by federal and state guidelines).
- Projects related to statewide outdoor recreation planning are also eligible activities.

INELIGIBLE COSTS

- Administrative costs.
- Certain types of buildings.
- Purchase of operational or maintenance equipment, and operating/maintenance costs.
- Incidental costs such as legal fees, surveys, appraisals, etc.
- While funding an outdoor facility for a school is an eligible cost, facilities for exclusive school use are NOT eligible.
- For acquisition projects, appraisal costs are not reimbursable.
SPONSOR’S OBLIGATIONS

Each sponsor will be required to sign a Project Agreement (PA) with the State of Arizona that defines the sponsor’s obligation with the acceptance of the federal funds. Among these obligations are:

Project Timing
- Sponsors are expected to begin their projects promptly following federal approval. Failure of a sponsor to commence the project within nine (9) months of project agreement approval could result in rescission of the funds and termination of the PA.

Acknowledgement
- Sponsors must maintain a suitable permanent acknowledgement of LWCF assistance at the project site.

Operation
- LWCF-assisted facilities must be operated to allow public use for outdoor recreation.

Maintenance
- Sponsors are required to maintain LWCF-assisted facilities in a safe, attractive, and functional condition.

Retention
- Regardless of the amount of federal funding for acquisition, development, and/or renovation, LWCF-assisted facilities must remain in public ownership for public outdoor recreation purposes in perpetuity.
- Should all or any portion of a LWCF funded facility or property be changed to other than public outdoor recreation use, the project sponsor is required by Sec. 6(f)(3) of the LWCF Act to replace, at its own expense, the converted property with property having:
  - Equal or greater appraised value; and
  - Equal or greater recreational usefulness.
- Any changes in the original project agreement must be approved by Arizona State Parks prior to those changes.
- Interests, including conservation easements, in LWCF-assisted facilities (including project land) cannot be conveyed to entities that do not qualify as a sponsor under the LWCF Act.

LWCF Surcharge
- Each successful LWCF grant recipient is required to pay a surcharge of 10% of the grant award to State Parks. Revenue from the surcharge payments is used to administer the LWCF Program. The surcharge is non-reimbursable and must be separate for project matching funds.

The applicant may initiate development/acquisition activities only upon receipt of a fully signed project agreement.

USER FEES

Fees may be charged and the income used to defray the costs of operation and maintenance of the LWCF-assisted project. If fees are charged, there may be a reasonable difference in the fee schedule for residents of the sponsoring community and for nonresidents (no greater than double). Fee schedules must be approved by the State Liaison Officer.
SCHOOL-RELATED FACILITIES

Outdoor recreation areas and facilities for coordinated use by the general public and by public schools may be eligible for LWCF assistance (need must be established predominantly by non-educationally related public use). Facilities for exclusive school use are NOT eligible. A schedule for public use must be posted on the site.

REIMBURSEMENT OF PROJECT COSTS

Reimbursement of allowable costs is calculated based on the ratio of the amount of requested LWCF funds to estimated total allowable project costs (provided on Form SF424 in the application).

Example:
- Estimated total allowable project cost provided on Form SF424 in sponsor’s application is $75,000. Sponsor requests $25,000 in LWCF funds for this project. The reimbursement rate for this project is 33% ($25,000/$75,000 = 33%). If actual allowable project costs are $75,000 or more, sponsor will be reimbursed $25,000. If actual allowable project costs are less than $75,000, sponsor will be reimbursed 33% of actual allowable costs (i.e., actual project costs are $60,000, sponsor will receive $20,000 in LWCF reimbursement).

Sponsor is responsible for paying project costs as they are incurred. In order to receive reimbursement, sponsor must submit proof of payment along with all other required documentation to ASPT as outlined in the Grant Administrative Guidelines (provided to sponsors with PA).

Reimbursements costs will be submitted through the on-line grants system WebGrants. Reimbursements generally take 4-6 weeks to process and provide payment to the sponsor. Reimbursements may be requested as often as once a month.

ASPT will withhold 5% of the LWCF grant until project is complete, a final inspection is done, and NPS has approved the close-out of the project.

PERMITTING REQUIREMENTS

Grant projects funded by State Parks may involve work that requires permits and clearances from various state and federal agencies. State Parks does not determine what—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Applicants are responsible for obtaining all necessary permits and are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications. See telephone numbers posted on the next page.

If awarded a grant, the applicant is responsible for conducting environmental assessments and obtaining all applicable permits and clearances no later than 9 months after the Participant Agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in the office of the Grants Program Leader.

Review the items listed below to assist you in determining if your project may require permits and/or clearances.

Will the project:
- Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?
- Include the introduction or exportation of any species not presently or historically occurring in the receiving location?
• Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
• Involve habitat alteration or land use change such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modifications of public use?
• Involve any new or modified construction or development in floodplains or wetlands?
• Require ground or surface water through contract of acquisition for a long-term project viability?
• Include use of any chemical toxicants?
• Result in any discharge that will conflict with Federal (or State) air or water quality regulations?
• Require substantial consumption of energy to complete or maintain the property (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
• Affect any archeological, historical or cultural site or alter the aesthetics of the subject area?
• Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e. Unique Waters, Areas of Critical Environmental Concern, National Conservation Area, etc.)?
• Have any substantive environmental impacts not addressed above or result in cumulative impacts that separately do not require assessments but together must be considered substantial?

TELEPHONE NUMBERS

• US Army Corps of Engineers
  o 602-230-6956
• Arizona Game and Fish
  o 623-236-7615
• Arizona Department of Environmental Quality
  o 602-542-5290
• Arizona Department of Water Resources
  o 602-771-8500
• US Fish and Wildlife Services—Southwest Region
  o 602-242-0210

DISAGREEMENT PROCESS

That applicant may request a review of any decision or action concerning the application process that is not resolved with staff to the satisfaction of the applicant may be addressed in the following manner:

1. The project sponsor may submit a written request for review to the Deputy Director of Arizona State Parks. The Deputy Director will address the matter and respond within thirty (30) working days of receiving the request from the project sponsor.
2. If the disagreement is not resolved following the Deputy Director’s review, the project sponsor may submit a written request for review and consideration to the Executive Director of ASPT. The Executive Director will respond within thirty (30) working days of receiving the request.
SECTION 2: APPLICATION PROCEDURES

PRE-APPLICATION SITE INSPECTION

The sponsor must request a site inspection by ASPT to determine preliminary project eligibility. An authorized representative of the prospective sponsoring agency must be present for the inspection. This should be done as early as possible. Refer to Grant Timeline Document for due dates. Please contact Mickey Rogers to set up this meeting.

Mickey Roger, Chief of Grants and Trails
602-542-6942
mrogers@azstateparks.gov

SUBMITTING AN APPLICATION AND ALL SUPPORTING DOCUMENTATION

Project sponsors will submit all documents using the ASPT newly developed on-line grants management system WebGrants (www.azparkgrants.com). Grants staff will provide each applicant support and training on using WebGrants throughout the entire application process.

APPLICATION REVIEW/SCORING

The rating criteria are based on the priority issues identified through the SCORP (2018-2022) process and were developed by the SCORP Work Group and Arizona State Parks and Trails and Trails Grants staff.

Refer to Chapter 5 – PRIORITY ISSUES and Chapter 6 – 2018 LWCF RATING CRITERIA for criteria details. Each application should reference sections throughout these two (2) chapters.

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FEDERAL APPROVAL

Sponsors of approved projects may be required to submit additional documentation prior to Arizona State Parks submitting applications to the National Park Service for federal approval. Federal approval may take several months, but can be longer in situations including donation/acquisition of property or other unusual circumstances.

Project Agreement Steps

Upon receipt of federal approval ASPT notifies the project sponsor (May 2018) and a Project Agreement, drafted by ASPT, between the State and the local sponsor is executed by representatives of both parties.

The General Provisions, which describe the sponsor’s responsibilities under the LWCF Act, are included as part of the Project Agreement. NOTE: PROJECT COSTS INCURRED BY THE SPONSOR PRIOR TO FULL
EXECUTION OF THE PROJECT AGREEMENT ARE NOT ELIGIBLE FOR REIMBURSEMENT OR AS MATCH.

Joint Use Agreement (if applicable)

A “Joint Use Agreement” must be prepared for any project that involves development of school property. The agreement must indicate the intention of the school and community to share use of the facility and allow public access/use. The agreement must be signed by authorized representatives of all parties involved and approved by the State Liaison/Alternate State Liaison Officer. A sample agreement is shown in Appendix M.

FINALIZE DEVELOPMENT PLANS AND BIDDING

Project development plans are finalized and must be approved by the grant program leader before bids for construction are solicited. Once bids are received and project contract is awarded, construction of facility may begin. The Grant Program Leader will make periodic inspections to view progress.

NOTE: Bids or quotes for project work must not be solicited prior to federal approval of the project or before state authorization to proceed. Except for some engineering which would require ASPT approval, costs incurred prior to the date of federal approval will not be eligible.

Federal regulations provide for reimbursement on the basis of the lowest qualified bid or quote. Caution: Do not proceed with bidding or construction without written authorization from ASPT.

PROJECT COMPLETION AND CLOSE-OUT

Upon notification by a project sponsor that work is completed, the grant program leader will conduct a final inspection. If the work is accepted as being in accord with the Project Agreement and approved plans, a project close-out request will be submitted to NPS. Upon receipt of close-out approval from NPS, a final billing will be processed and the project will be closed out. Five (5%) percent of the LWCF grant will be withheld until this step is completed.
SECTION 3: APPLICATIONS FORMS AND DOCUMENT REQUIREMENTS

OVERVIEW

All project information and documents must be completed and or uploaded in WebGrants. ASPT will not accept paper versions of the grant or documents emailed to staff. The following items listed below are required for all LWCF applications.

Application Forms

WebGrants forms will include the following:

1. LWCF APPLICATION INFORMATION
2. LWCF CRITERIA FORM
3. LWCF DETAILED BUDGET
4. CULTURAL CLEARANCE REVIEW FORM
5. LWCF MAPS AND PHOTOS FORM
6. REQUIRED NATIONAL PARK SERVICE FORM (7 Separate Forms-Based On Project Type)
7. RESOLUTION & AUTHORITY TO APPLY
8. EVIDENCE OF CONTROL & TENURE
9. ADDITIONAL DOCUMENTS
10. CERTIFICATION

NOTE: Parks Staff will provide training and support to all applicants on the use of WebGrants. A training manual with screen shots will be provided.

HOW DO I ENTER INFO IN THE SYSTEM?

There’s 3 ways to enter info within the system:

1) Click “Edit” at the top right. This is the most common way to “activate” a page so that the boxes open and allow text/info.
2) Click “ADD” – this isn’t on every page; ADD is used when you are providing a list of items –list of trails you are working on, entering budget items. The ADD button isn’t the one that’s grayed out at the top. This is usually found in the middle of a form highlighted in blue.
   a) When you click “ADD” in any form a separate information box appears –you simply respond to the items requested within this box.
   b) Several pages, including the Budget page, have both an “Edit” feature and an “ADD” feature. If you are in the “Edit” status (i.e. entering information into a text box) you will not have access to the “ADD” feature unless you hit “save” –which takes you out of “Edit” status.

Example:

- When you click “ADD” on the Budget sheet an information box appears (See below, Table 1). The Quantity and the Unit Cost will automatically multiply and show on the Budget page after you click “save”; however, the Match requires you to enter the total Match cost for this specific Scope and Breakdown Item.
3) **“Choose File”** – this is where you upload a document when applicable. The Cultural Clearance Review Form has a number of these – upload previous surveys, etc…
   a) Lastly, to navigate through the system when you are in your application, click **“Go to Application Forms”** – that always takes you back to the table of contents.
   b) Don’t hit **“Menu”** at the top left corner when navigating thru forms – that takes you all the way out to the registration page.
   c) Remember to hit **“save”** – you can’t click on **ADD** if you are in “edit mode”.

**HOW WOULD I RETRIEVE MY APPLICATION IF I NEED TO LOG OUT AND RETURN LATER?**

The system has created an application number as soon as you clicked ‘save’. If you logged out of the system at this point, or any future point, do the following:

1. Log in.
2. Click on **‘My Applications’** from the Main Menu. **DO NOT CLICK ON START A NEW APPLICATION!**
3. You’re in the **“My Applications”** section – click on the title of your project (don’t click on the **Funding Opportunity**, it just gives you a PDF version of your incomplete application). In this example, you would click on “Mcgrew Springs Trail Construction”.

When entering the Match you will enter the total Match to be donated.
LWCF APPLICATION FORMS

FORM 1 – LWCF PRE-APPLICATION SITE VISIT & INFORMATION FORM

Instructions for the Pre-Application
1) Only complete the top section: PRE-APPLICATION PHASE I. GRANT APPLICANT AND PROJECT FORM.
   • Items include name of applicant, address, contacts, short description and amount requested.
2) Phase II sections will be completed once a site inspection visit inspection takes place by ASPT Grants Staff.
3) The final two (2) sections at the bottom of the Pre-Application Form are for ASPT only.

Items of Note for the Pre-Application
Feedback for both the SCORP and 2015 Trails Plan remains consistent from land managers and users – renovation of an existing site remains the number #1 priority. Include documentation indicating the level of public participation involved in planning the project.

For your project, you will select which category your project would fall under from this list:
1) **Renovation**: Renovation of a public outdoor recreation facility that is at least 20 years old (use of green technologies in renovation activities scores more points).
2) **Renovation and Development**: Renovation of an outdoor recreation facility that is at least 20 years old and development/construction of a new outdoor recreation facility (use of green technologies in renovation and development activities scores more points).
   a. **Example**: You are renovating a sports field and would also like to develop a new restroom.
3) **Acquisition and Development**: Acquiring permanent rights in property and developing a new outdoor recreation facility on that property (use of green technologies in development activities scores more points).
4) **Acquisition**: Acquiring permanent rights in property for public outdoor recreation purposes (acquisition of unique, natural areas or wetlands scores highest).
   a. Copy of relevant section(s) of local comprehensive plan/recreation plans and public involvement.
   b. Include, if applicable, copies of relevant sections (title page, table of contents, section(s) of the report(s) that provides evidence of need for the project being submitted for funding. **Do not attach the entire report(s) with application.**

Once you complete the top section for the Pre-application:
1) Click on **MARK AS COMPLETE**
2) Hit Submit.
3) After the Pre-Application form has been submitted, ASPT staff will contact the applicant to set-up a site visit.
4) After visit, Park staff will complete the final two (2) sections of the Pre-Application form and then grant the applicant full access to the application on WebGrants.

Completing The Grant Applicant And Project Form
- **Cover Letter**: A cover letter on applicant’s letterhead must accompany the LWCF application. *The Cover Letter must be uploaded under Section I. Grant Application.*
  - The letter must be signed and dated by the applicant’s Chief Executive Officer and is the assurance that the sponsor endorses the proposal. The letter must:
    - Designate a project leader who will be the primary individual responsible for the implementation of the project. Include the individual’s name, address, e-mail and a daytime telephone number.
- Certify that if the grant is awarded, the applicant will comply with all applicable local, state, and federal regulations concerning acquisition and/or development of the proposed project.
- Identify the type of assistance being sought (acquisition, development, renovation, or some combination of these categories.)
- Appendix C provides a sample Cover Letter.

- Legislative/Congressional Districts: If projects crosses over more than 1 district, separate by comma (i.e. 2, 3). Do not use letters; only numbers.
- Has your municipality adopted the comprehensive plan?
  - Documentation should include copies of the report(s) title page, table of contents, and only those sections of the report(s) that relate to the proposed project in this application. Do not attach a complete copy of the referenced plan(s) with this application.
- Census Data: Based on the most recent US Census data.
- Type of Project: Select activity that best fits your project. There are four (4) choices to select from:
  1. Renovation
  2. Renovation and Development
  3. Acquisition and Development
  4. Acquisition

See Appendix F for an example of the Application Information Form.

**FORM 2 – CRITERIA RESPONSE**

Refer to Chapter 5 – PRIORITY ISSUES and Chapter 6 – 2018 LWCF RATING CRITERIA for criteria details. Each application should reference sections throughout their application from these two (2) chapters.

I. LWCF History/Compliance
II. Collaboration
III. Engagement and Communication
IV. Accessibility and Inclusion
V. Conservation of Resources
VI. Secured Matching Funds

For responses provided in each section on the LWCF Criteria Form, reviewers will be looking to see how an applicant will address the conservation of resources:
1. Maintaining existing facilities and public recreation sites;
2. Incorporating innovative and effective technologies and green building practices into their renovation and development projects; and/or
3. Protecting natural and cultural resources and open space.

**Matching Funds**: Match must be documented with a verified letter that indicates the value of the match. Please explain your plan for the balance of the required match that has not yet been documented for the project.

**Community Support**: All community-based support criteria and required documentation is located in WebGrants on the form – LWCF CRITERIA FORM.

- ASPT is encouraging applicants to identify and work with partners to protect the special places in their communities and across the state.
- Collaboration includes the sharing of resources among different groups. Partnerships may be with other agencies and/or organizations with similar or compatible missions, Friends Groups, volunteers or other stakeholders.
- Recreation providers should not only strive to create connectivity between institutions and people, but also in physical attributes such as trails, recreation areas and conservation protection strategies.
• Projects that collaborate with more than one other organization, group or individual will receive more points. Also, those projects that serve to connect public recreation opportunities will also receive more points.
• Points will be awarded on a sliding scale if at least 10% of your agency's match comes from collaboration with other entities.
• Indicate what groups/organizations support this project. Include documentation from these groups that are listed. Include letters of actual and/or probable users who will benefit directly from the development rather than generic letters of support.
  o When uploading documents, such as community support letters, combine all letters into one (1) file and upload where prompted.

See Appendix G for an example of the Criteria Form.

FORM 3 – DETAILED BUDGET

There are two (2) types of Budget forms that the applicant will complete:

1. Budget Information - 424C
   o This form is available to download on the REQUIRED NATIONAL PARK SERVICE FORM (NPS) Form page in WebGrants and is more of a summary of costs (Construction, Equipment, Engineering fees) while the Detailed Budget Sheet requires a list of each breakdown item under each scope.
   o Example: Construction would be a scope item and under Construction breakdown items could be landscaping, earthwork, plumbing, etc...

2. Detailed Budget Sheet
   o Project Timetable
   o On the DETAILED BUDGET SHEET in WebGrants, list estimated start and completion of all work to be assisted with federal funds.

See Appendix H – sample cost estimates for:
• Acquisition
• Development

Entering Information In WebGrants

1. There are two (2) different ways to enter information into the Budget: (1) “Edit” and (2) “ADD.” The Edit feature would only be used if you choose to provide any additional narrative related to the Budget. A text box at the very bottom of the form is where this information would be placed. This text box is not required.
2. The ADD feature is located within each Budget Scope Item (Staff/Personnel Costs, Equipment/Materials, Construction, Land Acquisition, Engineering and Surveys and Other.
3. The ADD feature is used for each itemized list (Breakdown).
   i) Example: Under the Scope item Staff/Personnel Costs you have 2 different Breakdown costs: (1) Project Manager Salary and (2) Archaeologist.
      (1) You would first click ADD and enter in information specific to Project Manager Salary then hit “save.”
      (2) You would then hit ADD again, this time to enter in information related to the Archaeologist costs. As mentioned above, the ADD feature is used to create a “list” of items.
      (3) If you have 5 breakdown item costs for the scope “Construction”, you would ultimately hit ADD five (5) separate times, each time providing information specific to the Breakdown item.

See Appendix H for an example of the Detailed Budget Form.
FORM 4 – CULTURAL CLEARANCE REVIEW FORM

Compliance with The National Historic Preservation Act, Section 106

The State Historic Preservation Office (SHPO) participates in the process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. The project sponsor must be able to provide all documentation necessary for submission to the State Historic Preservation Office (SHPO) for review.

Please Consider The Following When Completing The Cultural Clearance Review Form:

1. Applicants must provide information on who manages the land. If another jurisdiction owns any section of the project area an approval letter and Control and Tenure must be provided by the land manager.
2. If a land managing agency has an archaeologist on staff, that archaeologist MUST sign the Cultural Clearance Review Form.
3. If an applicant answers “yes” to question 6., Section II of the Cultural Clearance Review Form a completed cultural survey report must be included with the Cultural Clearance Review Form.
4. Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct
5. this Government-to-Government tribal consultation. Depending on the location of the project, additional
6. consideration of tribal issues may be required in the federal process. The applicant must check with the
7. relevant federal agency to ascertain if tribal consultation has been completed BEFORE initiating the project in
8. the field.
9. Please submit any documentation gathered by agency archaeologists.
10. Parks staff is available to assist project sponsors with questions pertaining to cultural resources and/or the
Section 106 compliance process.

See Appendix I for an example of the Cultural Clearance Review Form.

FORM 5 – REQUIRED NATIONAL PARK SERVICE FORMS

The following forms are specific to National Parks Service (NPS) and must be completed and submitted with the entire grant application.

NOTE: For this cycle, Arizona State Parks & Trails is not permitted to re-create these forms as system fillable forms in WebGrants. The forms are, however, located on WebGrants in the Form titled “REQUIRED NATIONAL PARK SERVICE FORMS.” These forms are available to download, complete, and then upload all within WebGrants. Documents are a combination of PDF and Word forms.

Steps to Complete NPS Forms:
1. Download (each form)
2. Complete
3. Upload each document to this form (REQUIRED NATIONAL PARK SERVICE FORMS)

NPS Specific Forms:
1. BUDGET INFORMATION - Construction Programs; Standard Form 424C
2. ASSURANCES - CONSTRUCTION PROGRAMS; Standard Form 424D
3. DESCRIPTION AND NOTIFICATION FORM (DNF 10-903)
4. ENVIRONMENTAL SCREENING FORM (PDF:ESF10-904)
5. DEBARMENT: Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.
6. APPLICATION FOR FEDERAL ASSISTANCE SF 424
Notes on NPS Forms:

- **Budget Information – Construction Programs; Standard Form 424C**
  - Project Cost Estimates: Cost estimates must provide sufficient information to determine what work will be done in developing the project or what the cost of acquisition is.

- **Description and Notification Form (DNF 10-903)**
  - The Description and Notification Form (DNF) captures information about LWCF grants and the parks and recreation areas assisted through approval of a new grant, an amendment, to an existing grant, or a Conversion of Use provisions request.
  - This information is used to aid in reporting the performance of the program to Members of Congress and the American people.
  - Pages 3-4 of the DNF 10-903 Form provide directions to assist you.

- **Environmental Screening Form (PDF:ESF10-904)**
  - An environmental assessment that addresses the impact of the proposed project on the property in question and surrounding areas must be prepared according to information included with the PD/ESF form.
  - Prior to completing the Environmental Screening Form, you should bring local experts into the evaluation of your project to assist with the completion of this form.
    - A cover letter (email) indicating that LWCF funds might be used on the project. Include a scope of work detailing information that explains the extent of any proposed ground disturbance
    - Shapefiles indicating the specific area impacted by the proposed work.
    - A copy of the project location map and 6(f)(3) boundary map.
    - A copy of any NEPA or cultural surveys of the project area.

- **Debarment Certificate**
  - An authorized representative of the sponsoring entity must complete and sign Federal Form DI-2010 “Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying”.

See Appendix J for an example of the National Park Service Forms.

**FORM 6 – LWCF MAPS AND PHOTOS**

**Project Maps**
- To be uploaded on the LWCF Maps and Photos Form in WebGrants.
- In WebGrants, download the Attached STATE MAP, provide location of project area, and upload on the form.
- **Location Map**: Indicates the location of the project within the community.
- **6(f)(3) Boundary Map**: show the boundaries of the property to be acquired and/or developed with federal funds that will be subject to all terms and conditions of the Land and Water Conservation Fund Act, including the “retention” obligation (see application section 1.9).
  - The 6(f)(3) Boundary Map MUST include:
    - Official park/site name, location
    - Dimensions of 6(f)(3) boundaries
    - Total acreage included within 6(f)(3) boundary
    - GPS coordinates
    - Physical features abutting site (roads, water bodies, utility corridors, etc.)
    - Existing recreational facilities
    - Proposed elements of the LWCF project
    - Means of access to the LWCF site from a public way
    - North arrow
- **Google Earth Maps**: Attach any Google Earth maps/photos.
Photos
• Please upload at least eight (8) color photographs that show the project area, land acquisition, or specific features.
  o Photographs should document as many of the proposed scope items as possible. Please provide a short, written description of each photo.
  o Place all your pictures on one (1) PDF file and upload with your application.

See Appendix K for an example of the Maps and Photos Form.

FORM 7 – RESOLUTION & AUTHORITY TO APPLY

Applicants will upload two (2) separate documents on this form:

1. Resolution
   a. A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if a resolution is not submitted.

2. Project Certification/Authority to Apply
   a. Applicant must submit on Municipal/Agency/School letterhead
      i. Use the language provided;
      ii. Copy to a Word document; agency letterhead
      iii. Collect necessary signatures

This is to certify that the (legislative body – i.e., Town Meeting, City Council, etc, and name of City/Town) hereby authorizes (name or title of Municipal official, Agency, or Department) to make application for financial assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for (specify acquisition or development) of (give title of project as it will appear on the project application).

This further certifies that the (legislative body and name of City/Town) is familiar with the terms and conditions of the Land and Water Conservation Fund Project and hereby authorizes (name or title) to enter into said agreement between (name of municipality) and the State of Arizona upon federal approval of the above identified project.

This further certifies that the (name of agency or department) has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement (provide data on how established and organized).

See Appendix L for an example of the Resolution & Authority to Apply Form.

FORM 8 – EVIDENCE OF CONTROL AND TENURE

For lands included in a project proposal, the sponsor must have title or adequate control (fee or easement) of the project area. Property that is proposed for acquisition and/or development and which is subject to reversionary interests, or is subject to outstanding interests (i.e., mineral rights) may be eligible to receive LWCF funds.

The National Park Service’s determination in this regard will rest on the compatibility of the uses proposed and any reversionary/outstanding interests. For property owned by a municipality or county, all of the following must be submitted with the application:

• A copy of the recorded title or deed.
• Legal description of the deed with an attached map.
• Updated copy of title insurance for the property (no older than one year).
• In lieu of title insurance, a “title opinion” from the project sponsor’s legal representative may be submitted. This opinion will certify that the title is vested in the project sponsor and there are no outstanding liens or encumbrances imposed against the property that would adversely affect the proposed development.

Applicants must certify that the proposed projects shall be in compliance with all State, Federal or local regulations, rules, or laws; the proposed project will be undertaken if a grant is awarded; and provide documented evidence of control and tenure of the project site.

See Appendix M for an example of the Evidence of Control and Tenure Form.

FORM 9 – ADDITIONAL DOCUMENTS FORM

Each application is unique and there are various types of forms that agencies submit year-to-year that don’t match a specific form or section within the application. Only upload documents on this form if all other options have been pursued.

• Pre-Inspection Forms that Parks Grants staff complete will be uploaded and located on this form.
• Plans/Specifications: If available, final design plans and specifications should be submitted to provide additional information on the proposed development.
• The plan should be to scale and not to exceed 11” x 17”.

See Appendix N for an example of the Additional Documents Form.

FORM 10 – CERTIFICATION FORM (APPLICATION SIGNATURE PAGE)

The authorized official for your agency must sign the application using electronic signature. We do not need a handwritten signature on this document. NOTE: For the electronic signature process to work, the authorized official must also be registered in WebGrants with their own unique username and password. If your supervisor is required to sign grant documents, please have your supervisor contact Parks staff at 602-542-7130 for assistance in gaining access.

This process will take less than 10 minutes. Project coordinators are not permitted to e-sign on behalf of your supervisor. Authorized officials must log in using their unique use name and password and type their name, title, date below.

The Certification page also includes two (2) statements that address two (2) critical components of the LWCF program:

1. Manage Project Area in Perpetuity
2. Project Surcharge

Perpetuity: The ability of the applicant to operate, maintain, or manage the facilities constructed or land acquired with grant funds throughout the required term of use is an essential factor of the LWCF grant programs. These grant programs mandate that any facilities or land, including natural areas or open space, purchased with grant funds be available for public use in perpetuity.

Surcharge: Each successful LWCF grant recipient is required to pay a surcharge of 10% of the grant award to State Parks. Revenue from the surcharge payments is used to administer the LWCF Program. Despite a requirement to manage over 750 LWCF projects (since 1965), ASPT does not receive funding to manage the LWCF Program. The surcharge is non-reimbursable and must be separate for project matching funds. For
example, if you request and receive an award for $100,000 dollars your agency will be required to submit a check for $10,000 to ASPT prior to the start of the project.

By placing a check mark next to each item, you are indicating that you understand these requirements.

See Appendix O for an example of the Certification Form.
APPENDICES

APPENDIX A – APPRAISAL INFORMATION FOR ACQUISITION PROJECTS

All acquisitions assisted by federal funds require compliance with the “Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646). This law defines the procedures that must be followed in acquiring real property.

A site inspection by the Grant Program Leader will determine if the proposed acquisition is eligible for federal cost sharing.

For purposes of this application, a sponsor may secure an estimate of the property value from an appraiser knowledgeable of local real estate values. If the project is approved, an appraisal by a qualified appraiser will be required to establish the property value. See below (*) for appraisal information.

No formal negotiations (e.g. Sales Agreements) may be conducted until the project is approved, an appraisal is completed, and formal authorization from the state is received.

*Appraisal Information – The appraisal must conform to the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) and must be performed by a qualified appraiser. The sponsor must also have an appraisal review completed by a qualified review appraiser to ensure the original appraisal report conforms to UASFLA standards and requirements. NOTE: Appraisal costs are not reimbursable by LWCF funds. The sponsor must provide one copy of the appraisal report and the appraisal review report to Grants staff in the Resources & Public Programs Section.

Other requirements concerning acquisitions may be imposed as applicable under P.L. 91-646, which governs acquisition of real property with federal funding assistance.
APPENDIX B – OPEN PROJECT SELECTION PROCESS (OPSP)

To be eligible for Land and Water Conservation Fund (LWCF) grants, a proposed project must meet priority outdoor recreation needs as identified in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP 2018-2022), in addition to other program requirements.

Selection of projects to be funded by the LWCF program will be based on:

- A pre-application site inspection by a representative of Arizona State Parks to determine if the proposed project meets program and SCORP eligibility;
- An ASPT staff evaluation of existing recreation facilities maintained/operated by the applicant;
- Review of a complete application, including documentation and supplemental information, submitted by the applicant, and
- Past performance (if any) in LWCF grant administration and other Park grant programs (RTP, OHV, Growing Smarter).

Selection of grant awards is based on a competitive process designed to ensure that annual appropriations of LWCF funds are directed to projects that have a significant impact to a community, a region, or the State of Arizona in general. Examples of projects that may be determined to have significant impact include, but are not limited to:

- Acquisition of property to prevent loss of an existing public outdoor recreation facility;
- Acquisition of land to protect critical natural areas and/or wetlands;
- Development of public outdoor recreation facilities to meet established, documented needs in a community or region;
- Development of public outdoor recreation facilities to serve a broad range of users including special needs populations; and,
- Renovation of existing public outdoor recreation facilities that serve an established, documented need (only if renovation is not a result of inadequate maintenance during the reasonable life of the facility).
APPENDIX C – SAMPLE COVER LETTER

Submit on Municipal/Agency/School letterhead

January 2, 2018

Arizona State Parks & Trails
Mickey Rogers, Chief of Grants and Trails
23751 N 23rd Ave, Suite 190
Phoenix, AZ 85085

Dear Mickey,

The City/Town/County of __________ is pleased to submit this application under the Land and Water Conservation Fund (LWCF) program administered through Arizona State Parks and Trails. The City/Town/County of __________ is applying for an LWCF grant in the amount of $______ in federal funds for the (development/acquisition) of (type of facility).

I am aware that should this application receive approval, there are federal and state requirements for project conduct and for operation and maintenance of the completed facility with which the City/Town/County will be obligated to comply.

The required local legislative approval was obtained from the (City Council, Town Council, Town Meeting) on (date).

(Name and Title) will be the principal contact and project manager for this project. (He/She) can be reached by telephone at (telephone number and e-mail address) or by correspondence at (address).

Sincerely,

_______________________________
(Signature of Chief Executive Officer)
(Typed Chief Executive Officer’s name and title)
APPENDIX D – SAMPLE COST ESTIMATES

The sponsor will complete a cost estimate (LWCF DETAILED BUDGET) that lists estimated items and costs. Project grant awards and reimbursement ratio will be based on these figures.

Sample Cost Estimate – Acquisition Project

Cost will be determined by having the property appraised (appraisal must be done in conformance with Uniform Appraisal Standards for Federal Land Acquisition – UASFLA).

NOTE: Appraisal and appraisal review costs are not eligible for reimbursement.

Use the following example to submit a cost estimate for a proposed acquisition.

Name of Municipality: Hoover

Project Title: Green Memorial Park Acquisition

<table>
<thead>
<tr>
<th>Parcel No.</th>
<th>Acreage</th>
<th>Estimated Date of Acquisition</th>
<th>Estimated Value of Land</th>
<th>Estimated Value of Improvements</th>
<th>Match In-Kind</th>
<th>Total Grant Request</th>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>3.5</td>
<td>06/30/18</td>
<td>$20,000</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$25,000</td>
<td>6/30/18</td>
<td>6/30/18</td>
</tr>
<tr>
<td>Total</td>
<td>13.0</td>
<td></td>
<td>$20,000</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$25,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The sponsor will complete a cost estimate (LWCF DETAILED BUDGET) that lists anticipated work items and cost amounts. This estimate should reflect the total project cost to develop the facility as designed by an engineer, designer, landscape architect, etc., or estimated costs provided by builders/contractors familiar with the type of facility.

Most estimates will consist of costs for engineering, construction costs (material and labor), and a contingency (recommended to be 10% of construction costs).

Example: Tennis Courts

<table>
<thead>
<tr>
<th>CONSTRUCTION(SCOPE)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown Items</td>
<td></td>
</tr>
<tr>
<td>Site Preparation: 1 acre – lump sum</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Fill: 900 CY @$5.00/yd.</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Paving: 1,500 sq. yds. @ $10.00/sq. yd.</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Fencing: 460 lf @$10.00/lf</td>
<td>$4,600.00</td>
</tr>
<tr>
<td>Sealing/Lining: 1,500 sq. yds. @$4.00/sq. yd.</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Landscaping: lump sum</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Net Posts/Net: lump sum</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$35,800.00</strong></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td><strong>$3,500.00</strong></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$39,300.00</strong></td>
</tr>
<tr>
<td>LAND ACQUISITION(SCOPE)</td>
<td></td>
</tr>
<tr>
<td>Purchase Property</td>
<td>$ 20,000.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$67,700.00</strong></td>
</tr>
</tbody>
</table>
APPENDIX E – SAMPLE JOINT USE SCHEDULE

Project Title: Jones School Playfields

Sponsor: SAD 999

Facilities Covered:
1. Baseball Field #1
2. Jones School Soccer Field
3. Jones School Playground

Scheduled Use Type:
- A – General Public Use (spontaneous and programmed)
  - All hours’ school is not in session (including weekends and evenings) plus all hours the facility is not being used while school is in session
- B – General School Use (physical education, etc.) while school is in session
- C – Interscholastic Use (practice and home games)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Time Period</th>
<th>Use Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Baseball Field #1</strong></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>1/1 to 4/10</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4/11 to 6/20</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6/21 to 8/15</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8/16 to 11/1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>11/2 to 12/31</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>2. Jones School Soccer Field</strong></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>1/1 to 4/10</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4/11 to 6/20</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6/21 to 8/15</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8/16 to 11/1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>11/2 to 12/31</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>3. Jones School Playground</strong></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>1/1 to 4/10</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6/21 to 8/15</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11/2 to 12/31</td>
<td>X</td>
<td>X</td>
</tr>
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</table>

Sign/Approved By:

<table>
<thead>
<tr>
<th>School Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/City</td>
<td>Date</td>
</tr>
<tr>
<td>State of Arizona</td>
<td>Date</td>
</tr>
</tbody>
</table>
**PHASE II. PROJECT INFORMATION**

**NOTE:** DO NOT COMPLETE THIS SECTION DURING THE PRE-APPLICATION PHASE. IF THE PRE-APPLICATION IS APPROVED THE APPLICANT WILL COMPLETE THESE REMAINING SECTIONS DURING THE FINAL APPLICATION PHASE.

**PROJECT LOCATION (ADDRESS):**

**TOWN/CITY:**

**LATITUDE:**

Report the coordinates of a point near the center of the project and use decimal degrees.

**LONGITUDE:**

Use decimal degrees and load with a negative sign for west longitudes.

**CONGRESSIONAL DISTRICT:**

---

**Congressional/Legislative Districts**

If project crosses over more than one (1) Congressional district place additional district here:

**ADDITIONAL CONGRESSIONAL DISTRICT:**

**AZ LEGISLATIVE DISTRICT:**

If project crosses over more than one (1) legislative district place additional legislative district here:

**ADDITIONAL LEGISLATIVE DISTRICT:**

**COUNTY:**

- Apache County
- Cochise County
- Coconino County
- Gila County
- Graham County

Select All Counties that Apply

**NEAREST MAJOR CITY (Population 100,000+)**

Example: Phoenix is nearest large city at 205 miles

**PROJECT FUNDING AMOUNT:**

$0.00

**MATCH AMOUNT:**

$0.00

Is the need for the proposed project identified in a locally approved Municipal Comprehensive Plan, a municipal recreation plan, and/or a municipal open space plan?

- **Yes**
- **No**

Has the municipality adopted the comprehensive plan?

- **Yes**
- **No**

Does the municipality have a current “State Certified Growth Management Plan”? (optional)

- **Yes**
- **No**

*Documentation should include copies of the report(s) title page, table of contents, and only those sections of the report(s) that relate to the proposed project in this application. Do not attach a complete copy of the referenced plan(s) with this application.*

**DOCUMENTATION (Plans):**

Choose File — No file chosen

**UPLOAD HERE:**

**ORGANIZATIONAL DUNS:**

Cover Letter — must be submitted on applicant’s letterhead; signed and dated by the applicant’s Chief Executive Officer and is the assurance that the sponsor endorses the proposal.
The letter must:

a. Designate a project leader who will be the primary individual responsible for the implementation of the project: include the individual’s name, address, e-mail and a daytime telephone number.

b. Certify that if the grant is awarded, the applicant will comply with all applicable local, state, and federal regulations concerning acquisition and/or development of the proposed project.

c. Identify the type of assistance being sought (acquisition, development, renovation, or some combination of these categories.)

COVER LETTER  

PHASE II. US Census Data
NOTE: DO NOT COMPLETE THIS SECTION DURING THE PRE-APPLICATION PHASE. IF THE PRE-APPLICATION IS APPROVED THE APPLICANT WILL COMPLETE THESE REMAINING SECTIONS DURING THE FINAL APPLICATION PHASE

Based on most recent US Census data, please provide the following:

- Population of Community in Which Project is Located:

- Community Median Family Income: $0.00

- Percentage of People with Disabilities: %  
  Example: 21%

PHASE II. DEMOGRAPHICS
NOTE: DO NOT COMPLETE THIS SECTION DURING THE PRE-APPLICATION PHASE. IF THE PRE-APPLICATION IS APPROVED THE APPLICANT WILL COMPLETE THESE REMAINING SECTIONS DURING THE FINAL APPLICATION PHASE

To activate this section you cannot be in “EDIT” mode above. Please save any data/information provided above. Once you hit save an “ADD” feature will appear to the right of this section.

1. Click “ADD” only once to activate this section
2. Provide percentages using most recent Census
3. Save data
4. If you discover a mistake in this section click on the “blue” percentage under “Hispanic or Latino” to re-activate this section. Make changes, save.

- American Indian and Alaska Native

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>%</th>
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<td>alone</td>
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<tr>
<td>Asian alone</td>
<td></td>
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<td>Black or African American alone</td>
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<td>White alone</td>
<td></td>
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<tr>
<td>White alone, not Hispanic or Latino</td>
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</tr>
<tr>
<td>Two or More Races</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
On-Site Inspection Report Staff Inspection

ARIZONA STATE PARKS & TRAILS INTERNAL SITE INSPECTION REPORT. APPLICANTS DO NOT COMPLETE THIS SECTION.

DATE OF INSPECTION:  
Inspector Name and Title:  

1. Does the land appear suitable for proposed use?  
   ○ Yes  ○ No

2. Are there any reserved rights/restrictions?  

3. Is the site located in a floodplain/wetland?  

4. Are any permits needed?  
   a. If Permits Needed, List here:

5. Are there any known historic/archaeological sites?  

6. Does the site appear to be on prime/unique farmland?  
   ○ Yes  ○ No

7. Does there appear to be any potential health or safety problems?  
   ○ Yes  ○ No

8. Will project result in displacement of persons, businesses, etc.?  

9. Is there private recreation facilities in the vicinity that the project may compete with?  
   ○ Yes  ○ No

10. Does the area appear to present any physical difficulty in the construction/maintenance of the facility?  
    ○ Yes  ○ No

11. Does the area appear to be compatible for the proposed construction? (If no, explain)  
    ○ Yes  ○ No

12. Have provisions been made to make facilities and programs accessible for people with disabilities?  
    a. If no, Explain

13. Are the quality of materials proposed adequate for the facility?  
    (Answer only if plans and specifications are available)

14. Does it appear that the proposed facility blend with the park and/or other existing or planned facilities?  
    ○ Yes  ○ No

15. Will the materials proposed for construction provide for the maximum life of the type of facility?  
    (If no plans exist)

16. Has the sponsor been told what a
6(13) boundary is and the implications of conversion of use?  

17. Has the sponsor and Arizona State Parks agreed to the exact 6 (f) (g) boundary?  

Notes to future inspectors/other significant information  

Explanations for Any Items Above

Photographs  
State Parks Staff Photographs with descriptive captions:

Pictures  
Choose File  
No file chosen  

Describe Photo
## APPENDIX G – CRITERIA RESPONSE FORM

### 2. LWCF Criteria Form

**Program Area:** Land and Water Conservation Fund  
**Module:** Application  
**Form Type:** Standard

### Instructions

Grant reviewers and committee members will be looking to see how applicants incorporate core components of the updated SCORP in each section of the LWCF Criteria Form.

Address the Conservation of Resources: maintaining existing facilities and public recreation sites; incorporating innovative and effective technologies and green building practices into projects, protecting natural and cultural resources and open space.

Partnerships and Collaboration: sharing of information, connectivity to recreational opportunities.

Accessibility and Inclusion: Projects that increase accessibility to recreational facilities in underserved communities.

### I. LWCF History/Compliance 10 Points

Only Questions 1A and 1B are worth points:

1. **A. Has your agency ever received an LWCF Grant from AZ State Parks?**
   - If yes, list total number of LWCF Projects received:
   
   **Note:** If no, please explain

   (Plan 1000 Characters)

   Click on the HELP tab on the Menu bar, top, left corner of page for conversion examples.

2. **B. Do you have a current LWCF facility that will need to be converted?**

   Agencies with current conversion issues that have not been addressed with ASRF will not be eligible. (Max 1750 Characters)

   *If your agency is missing any signs please attach a list identifying all project numbers and park names. Attach list to the ADDITIONAL DOCUMENTS form.

### II. Collaboration 14 Points

1. **A. Will this project involve collaboration with another agency/organization?** If collaborating with another agency/organization, please indicate the collaboration effort with a letter from that other agency. 3.5 Points

   **Note:** Choose File: no file selected

   Attach no more than 5 letters please. Combine all letters into one (1) file and upload here.

2. **B. How much ($), if any, of your match will come from other entities?** 3.5 Points

   **Note:** Choose File: no file selected

   Attach no more than 5 letters please. Combine all letters into one (1) file and upload here.
3. If project is providing connectivity with another agency, please provide a map showing this connectivity. 1.5 Points

4. Will your agency be collaborating with volunteer or Friends group? If collaborating, please provide a letter from that group explaining this effort. 3.5 Points

   a. Attachment

   Provide a short description summarizing all collaboration efforts referenced in this section.
   
   (Max 1750 Characters)

III. Engagement and Communication Criteria 17 Points

Project Need (Project Specific Planning/Public Involvement)

1. Explain and document what circumstances brought this project to the forefront and why this project is a priority. Include the demographics of your service area. 3 Points

   (Max 1750 Characters)

   a. Attach Additional Documents (If needed)

2. Explain and document your public outreach efforts, what you did to solicit public involvement. 8 Points for 2) through 4)

   (Max 1750 Characters)

   a. Select all public outreach activities that took place related to this project.

3. Explain and document how the public was involved in determining the need or how they responded to your public outreach efforts for the project you are applying for.

   (Max 1800 Characters)

4. Document how the public demonstrated support and affirmation for the project.

   (Max 1800 Characters)

   a. List total number of public meetings, hearings and outreach efforts that have occurred as it relates to this project.
b.) List estimated total number of attendees for all public events: 

   (Choose File) no file selected

5. Describe any innovative means of engagement for members of project communities, particularly youth, in the planning process. Recreation development and experiential learning opportunities. (More points are given for innovative methods of engagement.) 2 Points

6. Will your proposed project serve and engage youth to grow the next generation of outdoor recreation enthusiasts? 2 Points
   a.) If yes, please describe:

   (Max 1000 Characters)

7. Will your project include any education opportunities or materials? If so, focused on what user group(s)? 2 Points
   a.) If applicable, attach any examples of education materials here:

   (Choose File) no file selected

IV. Accessibility and Inclusion Criteria 17 Points

1. Will your project provide facilities or opportunities for underserved populations? 4 Points
   a.) Please provide a description of how the project will provide for underserved populations:

   TEXT BOX (Max 1750 Characters)
2. Will this project fill a gap in recreation demand in your service area? 4 Points *
   a.) Please provide a description of how the project will fill a gap in recreation demand in your service area?

   TEXT BOX (Max 1750 Characters)

3. Will your project provide activities or opportunities for multiple user groups (age groups, ethnic groups, activity user groups, etc.)? 3 Points *
   a.) Please provide a description of how the project will provide activities or opportunities for multiple user groups (age groups, ethnic groups, activity user groups, etc.).

   TEXT BOX (Max 1750 Characters)

4. Is your facility or part of your facility ADA compliant?*
   a.) Please describe the level of accessibility that will occur as a result of the project activities. (3 points will be awarded to an applicant that already has a compliant facility program or for a project that results in full ADA Compliance, 1.5 points partial, 0 points none)

   TEXT BOX (Max 1750 Characters)

Please Note: Title II requires that state and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g., transportation, recreation included.)

5. Will your proposed project serve local, regional or statewide users? (3 points Statewide; 2 points Regional; 1 point local).

   Select 1 Response Only

   If you have additional information (i.e. articles, reports) you would like to share as it relates to Accessibility and Inclusion attach here.

Choose File: no file selected
V. CONSERVATION OF RESOURCES CRITERIA 21 Total Points

TYPE OF LWCF PROJECT:

A. RENOVATION – of a public outdoor recreation facility that is at least 20 years old. Documentation of when facility was originally constructed and when it was last renovated must be provided. 11 POINTS

Use of green technologies in renovation activities scores more points.

B. COMBINATION RENOVATION AND DEVELOPMENT – Renovation of an outdoor recreation facility that is at least 20 years old and development/construction of a new outdoor recreation facility. (Use of green technologies in renovation and development activities scores more points) development/construction of a new outdoor facility: 8 POINTS

Use of green technologies in development activities scores more points.

C. COMBINATION ACQUISITION/DEVELOPMENT – Purchase of permanent rights (fee or easement) in land for public outdoor recreation purposes and development/construction of a new public outdoor recreation facility. 5 POINTS

Use of green technologies in development activities scores more points.

D. ACQUISITION – of permanent right (fee or easement) in land for public outdoor recreation purposes. 3 POINTS

1. Project Type: From the dropdown list select the type of activity that best fits your project.

2. Explain how this project will incorporate design elements, sustainable products or habitat enhancement in the most effective manner to conserve water or energy, or enhance natural resources. 5 Points

(Conservation examples could include use of “green” practices/products/technology, smaller footprint (less concrete or asphalt), energy efficiency or conservation use of timers or sensors, solar energy)

Conservation 5 Points

3. Explain how this project will protect existing natural and cultural resources within the project boundaries. 5 pts

(Examples of existing natural and cultural resources include riparian areas, wetlands, other native plant communities, or wildlife habitats)

Product 5 Points

VI. Secured Matching Funds 21 Total Points

MATCH - LWCF funding will not exceed 50 percent, or the grant cap ($300,000), of a project’s total cost. The match may include: • Cash • Donated (full or partial) labor, materials, services, equipment • Other State and Local Grants and certain Federal Grants. LWCF Funds may not be matched by other federal funds unless the statutory provision of the subsequent federal grants program explicitly allows recipients to use such assistance to match other federal funds.

1. Secured Match (11 points):

Matching Fund Criteria: Match must be documented with a verified letter that indicates the value of the match.

Choose File: no file selected

2. Other Match (5 points):

Choose File: no file selected

a.) Matching Fund Criteria: Please explain your plan for the balance of the required match that has not yet been documented for this project.

Max 1000 Characters

3. Project Sustainability Criteria: Explain and document how your agency intends to operate, maintain, or manage the facilities constructed or land acquired with grant funds throughout the required term of use is an essential factor of the LWCF grant program.

These grant programs mandate that any facilities or land, including natural areas or open space, purchased with grant funds be available for public use in perpetuity.
APPENDIX H – DETAILED BUDGET FORM

3. LWCF DETAILED BUDGET

Program Area: Land and Water Conservation Fund
Module: Application
Form Type: Budget

Instructions

HOW TO ENTER INFORMATION INTO THE BUDGET:

1. There are two (2) different ways to enter information into the Budget: (1) “Edit” and (2) “Add.” The “Edit” feature (located above, right corner of this page) would only be used if you choose to provide any additional narrative related to the Budget. A text box at the very bottom of the form is where this information would be placed. This text box is not required.
2. The “Add” feature is located within each Budget Scope Item (Staff/Personnel Costs, Equipment/Materials, Construction, Land Acquisition, Engineering and Surveys and Others).
   a. The “Add” feature is used for each itemized list (Breakdown). Example: If you have 5 breakdown item costs for the Scope “Construction” you would ultimately hit “Add” five (5) separate times, each time providing information specific to the Breakdown item.
   b. If you are in the “Edit” status you will not have access to the “Add” feature unless you hit “save”—which takes you out of “Edit” status.

Allowable Costs

Acquisition Projects: Land acquisition to serve future outdoor recreation and/or open space, or protect wetlands. Only the purchase price and any cost incurred under the Federal Uniform Relocation Assistance Act of 1970 is allowable. Remuneration shall be based on the fair market value of the property as determined by an approved appraisal or the actual purchase price, whichever is less. See manual for more information on requirements for LWCF-funded acquisition projects.

Development/Construction Projects:
Most of the direct costs of construction/development of a facility are allowable. Park development (e.g., playground equipment, lighting, picnic facilities, ballfields, racquetball, sports facilities, restrooms and other facilities deemed appropriate or eligible by federal and state guidelines). Projects related to statewide outdoor recreation planning are also eligible activities.

Unallowable Costs:
Administrative costs
Certain types of buildups
Purchase of operational or maintenance equipment, and operating/maintenance costs
Incidental costs such as legal fees, surveys, appraisals, etc.
While funding an outdoor facility for a school is an eligible cost for resources exclusive school use are not eligible.

A timetable, in months, indicating major milestones for estimated start and completion of all work to be assisted with LWCF funds, needs to be included. The project starting date is not known at this time but ASPB estimates that approved projects will receive “approval to proceed” no earlier than October of 2018. For Final dates on any scope items don’t include a date before October 2018.

Scope Item #1 Staff/Personnel Costs
Examples: Project management, internal labor, Professional fees

<table>
<thead>
<tr>
<th>Staff/Personnel Costs Breakdown*</th>
<th>List Individual Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Unit Type</td>
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<td>Unit Cost</td>
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</tr>
<tr>
<td>Match/In-kind</td>
<td>$0.00</td>
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<tr>
<td>State Date</td>
<td></td>
</tr>
<tr>
<td>Examples: November 2018 or 10/2018</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>

Provide an estimated completion date for each item.

Scope Item #2 Equipment/Materials

<table>
<thead>
<tr>
<th>Equipment Costs Breakdown*</th>
<th>List Individual Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td></td>
</tr>
</tbody>
</table>
**Scope Item #3 Construction**

- Construction Costs Breakdown
- Quantity
- Unit Type
- Unit Cost
- Match/In-Kind
- State Date
- End Date

Provide an estimated completion date for each

**Scope Item #4 Land Acquisition**

Cost will be determined by having the property appraised (appraisal must be done in conformance with Uniform Appraisal Standards for Federal Land Acquisition – UASFA). Note: Appraisal and appraisal review costs are not eligible for reimbursement.

Use the following example to submit a cost estimate for a proposed acquisition:

Example: Property Purchase, Lease Development, Legal, Title Report

- Parcel No.
- Acreage
- Estimated Date of Acquisition
- Estimated Value of Land
- Estimated Value of Improvements
- Match In-Kind
- State Date
- End Date

Provide an estimated completion date for each
**Scope #5 Engineering and Surveys**

Edds or quotes for project work must not be selected prior to federal approval of the project or before state authorization to proceed. Except for some engineering which would require ASPN approval, costs incurred prior to the date of federal approval will not be eligible.

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<thead>
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<td>Match/In-kind: $0.00</td>
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<tr>
<td>Start Date: Example: November 2018</td>
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<tr>
<td>End Date</td>
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https://www.azparksgrants.com/testEditDocumentForm.do?program...4674054375886&documentTypePk=1003&componentTypePk=1509387981567

**Scope Item #6 Other**

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<th>Other Costs Breakdown*</th>
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<tr>
<td>Unit Cost: $0.00</td>
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<tr>
<td>Match/In-kind: $0.00</td>
</tr>
<tr>
<td>Start Date: Example: November 2018</td>
</tr>
<tr>
<td>End Date</td>
</tr>
</tbody>
</table>

**Totals**

**Budget Notes**

If needed, please provide any additional budget information in the text below.

Budget Notes

Max 1000 Characters (Not Required)
APPENDIX I – CULTURAL CLEARANCE REVIEW FORM

4. CULTURAL CLEARANCE REVIEW FORM LWCF

Program Area: Land and Water Conservation Fund
Modules: Application
Form Type: Standard

Instructions
The State Historic Preservation Office (SHPO) will review each project to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Register of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. To assist in this review, the applicant is required to submit the following information with each application for funding assistance.

Cultural Clearance Review Form: Section I. Attachments
If these documents are missing, your project cannot be reviewed, and your application and funding will be delayed. All required photos and maps from information below must be uploaded in the PROJECT MAPS, TRAIL TABLES & PHOTOS section.

1. Check here if this is an education only project and no disturbance will occur (Note: installing signs & trash removal are considered disturbance)

2. A copy of the cultural resources survey report(s) if a survey of the property has been conducted must be uploaded.
   Survey report(s) Choose File no file selected

3. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e., state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.
   A copy of any comments Choose File no file selected

4. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.
   SHPO comments Choose File no file selected

5. If applicable to the project, attach a current agency Decision Memo.
   A copy of a Decision Memo Choose File no file selected

ADDITIONAL DOCUMENTS: Upload additional surveys and any other documents related to cultural resources here:

Choose File no file selected

Section II.

Please answer the following:

Biggest Mistake Made: Failure to list all land managers within the project area. If an agreement allowing you to develop/maintain that parcel exists between your agency and land manager please attach document directly above (Additional Documents). If no agreement is in place or the agreement has expired please stop working on the application and contact ASPT to discuss issue. Projects must be shovel ready—If you do not have permission from all land managers to conduct work your project is not shovel ready.

Current Land Owner/Manager(s):

Project Location, including Township, Range and Section:

1. Total project area in acres (or total miles if trail):

2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

Choose File no file selected
3. Project Description and Impacts:
   a. Please provide a description (what, where, why, and how) of the proposed project, and specifically identify any surface and/or subsurface impacts that are expected.

   b. Provide measurements for anticipated surface (area) and subsurface (depth) disturbances that will be part of the proposed project.

   c. Discuss both direct and indirect impact areas, such as staging areas and access routes that will be used as part of the project.

4. Ground Surface Information
   a. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.).

   b. Estimate horizontal and vertical extent of existing disturbance

5. Are there any known prehistoric and/or historical archaeological sites in or adjacent to the project area?

   If yes, please indicate where the sites are in respect to the project area. (e.g., The historic site is adjacent to the project area and is roughly 400 feet outside the project area).

   6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist?

   If yes, please submit a copy of the survey report above in Section 1. Please attach any comments on the survey report made by the land managing agency and/or SHPO.
If no, please provide a rationale for survey not being necessary (e.g. previously disturbed).

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to the project area?

If YES, complete an Arizona Historic Property Inventory Form and submit with your application. Form is located below.

8. Is your project area within or adjacent to a historic district?

If YES, name of district:

9. List type of equipment to be used
   (Foot Traffic and Hand Tools, Mechanized Equipment Only or Combination).

If using equipment you may use this space to provide short description:

Section III

Will your project involve any of the following activities?

- Purchase of trail maintenance equipment materials, and supplies (i.e., mowers, tractors, shovels, hammers, etc.)
  - Yes
  - No
- Trail Bridge rehabilitation or replacement
  - Yes
  - No
- Signs, kiosks, and markers replacement or installation
  - Yes
  - No
- Upgrading the trail and/or parking lot from dirt to stone or woodchips, or stone or woodchips to a paved (asphalt, concrete, or other paved surface) or boardwalk surface
  - Yes
  - No
- Fencing, guardrail, retaining wall, or berm replacement or installation
  - Yes
  - No
- Drainage
  - Yes
  - No
- Landscaping
  - Yes
  - No

Compliance under the Americans with Disabilities Act (ADA) including the following:

a. Ramps
  - Yes
  - No
b. Railings
  - Yes
  - No
c. Resurfacing (to pavement or boardwalk)
  - Yes
  - No
d. Parking and trail access
  - Yes
  - No
e. Signage
  - Yes
  - No
f. Portable Toilets
  - Yes
  - No
APPENDIX J – REQUIRED NATIONAL PARK SERVICE FORMS

To view all of the required NPS forms, click here.

APPENDIX K – MAPS AND PHOTOS FORM

6. LWCF MAPS AND PHOTOS FORM

Program Area: Land and Water Conservation Fund
Module: Application
Form Type: Named Attachments

Instructions

MAPS/PLANS:
1. If you are submitting more than one (1) map please combine all maps into one (1) file, convert to a PDF document and then upload to this section.
2. 6(f)(3) Boundary Map: shows the boundaries of the property to be acquired and/or developed with federal funds that will be subject to all terms and conditions of the Land and Water Conservation Fund Act, including the “retention” obligation (see application section 1.9). The 6(f)(3) Boundary Map must include: • Dimensions of 6(f)(3) boundaries • Total acreage included within 6(f)(3) boundary • GPR coordinates • Physical features abutting site (roads, water bodies, utility corridors, etc.) • Existing recreational facilities • Proposed elements of the LWCF project • Means of access to the LWCF site from a public way (must be included in the 6(f)(3) boundary • North arrow
3. • Plans/Specifications: If available, final design plans and specifications should be submitted to provide additional information on the proposed development. • The plan should be to scale and not to exceed 11” x 17”.

PHOTOS:
1. Application must include color maps of the project site and photos that help provide a general description of the project activities. Please upload at least eight (8) color photographs that show the project area, land acquisition or specific features.
2. Please combine all photos into one (1) file, convert to a PDF document and then upload to this section.
3. Please download the State Map form & mark the location of your project area; when complete upload the State Map as a cover sheet to your map documents.

NOTE: WHEN ATTEMPTING TO DOWNLOAD THE STATE MAP ABOVE, APPLICANTS MIGHT BE “KICKED OUT” OF SYSTEM ON FIRST TRY. IF THIS OCCURS, SIMPLY LOG BACK IN, RETURN TO THE APPLICATION (MY APPLICATIONS) AND DOWNLOAD ONCE MORE.
# APPENDIX L – RESOLUTION AND AUTHORITY TO APPLY

## 7. RESOLUTION & AUTHORITY TO APPLY LWCF

<table>
<thead>
<tr>
<th>Program Area:</th>
<th>Land and Water Conservation Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module:</td>
<td>Application</td>
</tr>
<tr>
<td>Form Type:</td>
<td>Standard</td>
</tr>
</tbody>
</table>

### Instructions

Applicants will upload two (2) separate documents on this form:

1. **Resolution**
2. **Project Certification/Authority to Apply**

### 1. RESOLUTION

<table>
<thead>
<tr>
<th>Resolution No.</th>
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<tbody>
<tr>
<td>Project Sponsor Name:</td>
<td></td>
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<tr>
<td>Project Sponsor's Governing Body (if different from Sponsor Name):</td>
<td></td>
</tr>
<tr>
<td>Signed by:</td>
<td></td>
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<tr>
<td>Date:</td>
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</table>

A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if a resolution is not submitted.

Please upload Resolution here: [Choose File]  no file selected

### 2. Project Certification/Legal Authority to Apply

Applicant must submit on Municipal/Agency/School letterhead:

Step 1. Use the language provided;
Step 2. Copy to a Word document, agency letterhead
Step 3. Collect necessary signatures
Step 4. Upload document below (Browse Feature)

This is to certify that the legislative body – i.e., Town Meeting, City Council, etc. and name of City/Town) hereby authorizes (name or title of Municipal official, Agency, or Department) to make application for financial assistance under the provisions of the Land and Water Conservation Act, Public Law 93-373 for (specify acquisition or development) of (give title of project as it will appear on the project application).

This further certifies that the legislative body and name of City/Town is familiar with the terms and conditions of the Land and Water Conservation Fund Project and hereby authorizes (name or title) to enter into said agreement between (name of municipality) and the State of Arizona upon federal approval of the above identified project.

This further certifies that the (name of agency or department) has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement (provide data on how established and organized).

Date/Signature

Upload Project Certification/Authority to Apply Here: [Choose File]  no file selected
### APPENDIX M – EVIDENCE OF CONTROL & TENURE

8. EVIDENCE OF CONTROL & TENURE LWCF

<table>
<thead>
<tr>
<th>Program Area</th>
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</thead>
<tbody>
<tr>
<td>Module</td>
<td>Application</td>
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<tr>
<td>Form Type</td>
<td>Other Attachments</td>
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</table>

<table>
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### APPENDIX N – ADDITIONAL DOCUMENTS FORM

8. EVIDENCE OF CONTROL & TENURE LWCF

<table>
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### APPENDIX O – CERTIFICATION FORM

10. Certification

<table>
<thead>
<tr>
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<td>Form Type</td>
<td>Standard</td>
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**Instructions**

The authorized official for your agency must sign in the spaces provided below. We do not need a handwritten signature on this document. Note: For the electronic signature process to work the authorized official must also be registered in WebGrants with their own unique username and password. If your supervisor is required to sign grant documents please have your supervisor contact Parks staff at 602-442-7130 for assistance in gaining access; this process will take less than 10 minutes. You cannot sign (Type) on behalf of your supervisor. Authorized officials must log in using their unique username and password and type their name, title, date below.

**Certification & Authorized Signature Requirements:**

1. The certified application form MUST be electronically signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project (same person as specified in project sponsor’s Resolution/Authority To Apply Form).

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Each successful LWCF grant recipient is required to pay a surcharge of 10% of the grant award to State Parks. Revenues from the surcharge payments is used to administer the LWCF Program. The surcharge is non-refundable and must be separate from project matching funds. For example, if you request and receive an award for $100,000 dollars your agency will be required to submit a check for $10,000 to ASPF prior to the start of the project.

**LWCF Surcharge:**

1. By placing a checkmark above you are indicating that you understand this requirement and that your agency will provide the funds to cover the surcharge.

**Project Sustainability:**

2. By placing a checkmark above you are indicating that you understand this requirement and that your agency will commit to the terms of this requirement.

**Completed by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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