



## LAND AND WATER CONSERVATION FUND

### FY 2012 Grant Application

**All applications must be postmarked by February 1, 2012  
There are no exceptions.**

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

- At this time, Congress has not approved the FY 2012 budget and we do not know if and what level of funding will be made available for the stateside Land and Water Conservation Fund (LWCF) program for FY 2012. We are planning for funding to be made available.
- **Maximum** grant request for 2012: **\$70,000.**
- Your LWCF project scope must be either development **or** acquisition, not both.
- **Only one** park site per application.
- LWCF recommendation announcements are planned for the summer of 2012. Various factors can cause delays. Please check the ODNR website @ <http://ohiodnr.com/tabid/10762/Default.aspx> for updates.
- If you would like a preliminary review of any portion of your application prior to submission, you may do so **through January 13, 2012.** We will be more than happy to review the material and provide comment. You may e-mail it to [dameyon.shipley@dnr.state.oh.us](mailto:dameyon.shipley@dnr.state.oh.us)
- Mail a paper copy of your application to ODNR by February 1, 2012 (postmark deadline). We strongly recommend that you send your application via certified mail with a return receipt. Please keep a complete copy of your application for your records.

Send your application to: Land and Water Conservation Fund  
Ohio Department of Natural Resources  
2045 Morse Rd. C-3  
Columbus, Ohio 43229

- If you have questions, please call or email Dameyon Shipley @ 614-265-6646 or [dameyon.shipley@dnr.state.oh.us](mailto:dameyon.shipley@dnr.state.oh.us)

## INTRODUCTION

The Land and Water Conservation Fund (LWCF) program provides up to 50 percent matching assistance to eligible political subdivisions (municipalities, townships, counties, joint recreation districts, park districts and conservancy districts) for the purpose of acquiring and/or developing public outdoor recreation areas. All payments to project sponsors are made on a **reimbursement** basis. The applicant must have adequate funds to finance the project.

The Ohio Department of Natural Resources (ODNR), Division of Real Estate and Land Management (REALM) is the designated state agency directly responsible for program administration and coordination. ODNR policies pertaining to the submission of local applications are subject to periodic review and change as prevailing conditions or situations may warrant.

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

### **History of the Land and Water Conservation Fund**

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

The Governor has designated the Ohio Department of Natural Resources as the state agency directly responsible for program administration and coordination with its federal counterpart, the U.S. Department of Interior.

## ELIGIBILITY

Under the Land and Water Conservation Act, only political subdivisions (municipalities, townships, counties, joint recreation districts, park districts and conservancy districts) are eligible to apply. The applicant must be able to finance the project and maintain it as a public recreation facility in perpetuity.

Under certain circumstances grant assisted development on school board property **may** be allowed; the project sponsor must have a political subdivision partner who will assume responsibility for compliance with the terms of the LWCF contract. If you are considering this, please call (614) 265-6646 or email [dameyon.shipley@dnr.state.oh.us](mailto:dameyon.shipley@dnr.state.oh.us) for additional information prior to applying.

## MATCHING FUNDS

A minimum 50% match is required for all projects. Other federal and state funding programs may be used as a portion of the NatureWorks project sponsor's match. However, ODNR acknowledges the need for local funds to assure a commitment to the proper operation and maintenance of the project, therefore, **a minimum of thirty percent (30%) of project costs must come from local funds or local sources (state and federal grants may makeup 20% of the required match).**

## DONATIONS AND IN-KIND

Donated materials, equipment time, labor and land can all be used as a portion of the required match. (Materials from an applicant's pre-existing inventory usually cannot be used.) Donations must be directly related to the application's project scope. Donation credit is limited to 50% of total project cost.

### Types of Donations:

- **Materials:** Values assigned to donated materials must be reasonable, documented and may not exceed current market price at time of project construction. All materials must be new (not used). Items such as gravel, mulch, concrete, lumber, playground equipment, drinking fountains, etc. are eligible for donation credit. Materials from the applicant's pre-existing inventory and items like food, hand tools and consumable supplies are not eligible.
- **Equipment:** Equipment owned, rented by or loaned to the project sponsor for use on the project will be valued on an hourly, daily, or mileage rate, as appropriate. This is figured in one of the following ways.
  - If equipment is on the Ohio Department of Transportation's (ODOT) equipment rates list:  
<http://www.dot.state.oh.us/Divisions/Finance/Equipment%20Rates/FY%202012%20Equipment%20Standard%20Rates.pdf> the ODOT rate will be utilized. Equipment listed on the ODOT rates list is usually eligible.

- If equipment is not on the ODOT standard rates list, a well documented local fair market rental value may be used.
- If equipment time is donated by an equipment rental business, documentation of standard rental rates on business letterhead is required.
- For other equipment time, a written quote from a local equipment rental business will be required. If a rental rate quote cannot be obtained, the equipment will not be eligible for donation or in-kind credit.

**Final determination of the value and eligibility of equipment rates rests with ODNR.**

- **Labor (Donated or In-Kind):** Professionals, consultants and skilled or unskilled laborers may donate labor services. Such donated labor may be applied against the 50% match portion of the project. Sponsoring agency employees may also work on the project. Such in-kind (AKA in-house) labor may be considered for 50% reimbursement up to the total grant amount.
  - Unskilled labor will be valued at up to \$12.00 per hour. Volunteers of any age may contribute time to a project, however only donated labor from volunteers age 18 and over will be credited.
  - Donated **professional** or **highly skilled** labor may be valued at the individual's current pay rate in the subject trade or profession. Documentation is required.
  - In-kind labor may be valued at the employee's current pay rate, if the grant labor is part of his or her usual job description. For example, the city's electrician does electrical work on the city's lighted ball field grant project. Documentation of pay rate is required. However, if the labor provided is not part of the individual's usual job description, the hourly rate will be valued at \$12.00 per hour.
  - Fringe rates, overtime pay, administrative labor and donation values are never eligible for reimbursement.
- **Real Property:** The value of donated property can be used towards the sponsor's 50% match for both acquisition and development projects. The value of the donated property must be specified in the application, and should be based on a recent appraisal or Realtor's written opinion of value. The appraised value of the property is, by law, the maximum eligible grant credit amount. **Applicants are not permitted to increase the donation value of the property after the application deadline.**

An independent, ODNR Certified General Appraiser must conduct the required appraisal. The Land and Water Conservation Fund is a federal program. Appraisals submitted for a LWCF grant must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book appraisal). A Yellow Book appraisal is a self-contained appraisal and the appraiser should have some experience in preparing Yellow Book appraisals. Please contact our office at 614-265-6646 if a donation of property is being considered. Do not close or accept title to the land prior to speaking with our office as it may result in the value being ineligible.

Payment for an option on a property is a retroactive cost that may also be reimbursed under the following conditions:

- (a) The option payment is no more than 10 percent of the anticipated purchase price.
- (b) The closing must occur after the awarded project grant agreement has been executed, **or** after a waiver of retroactivity has been granted.

If you wish to receive “matching funds credit” for donated land, do not close on or accept title to the land until you have received written approval from ODNR. This approval will be in the form of an executed project contract or an approved Waiver of Retroactivity.

Please contact the LWCF Grant Manager at 614-265-6646 to discuss a property donation or an option on a property.

- **Relocation of Displaced Persons:** The federal Uniform Assistance and Real Property Acquisition Policies Act of 1970, and the Ohio Revised Code Sections 163.51 through 163.62 require that owners and tenants displaced from their homes, farms, or places of business be reimbursed for the costs of moving and relocation. Applicants who are submitting an application that requires relocation must contact our office at (614) 265-6646.

**Remember:**

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

**Waiver of Retroactivity**

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

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

# PROJECT SELECTION PROCESS

## **Application Review:**

All submitted applications that are complete on February 1<sup>st</sup>, the application deadline, are awarded five points. If an application is incomplete or unacceptable, the applicant will be notified and additional information may be requested. In most cases points will be deducted.

## **Site Visit:**

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

## **Recommendations and Approval:**

Projects are scored and submitted to the Director of ODNR for review and approval. If the National Park Service has not yet received the LWCF allocation for the year, ODNR will delay announcement of grant awards until written confirmation of the Ohio's allocation is in hand.

Upon announcement of grant recommendations all applicants will receive letters of award recommendation or non-award. ODNR will also issue a press release.

Never initiate grant project work on a recommended project until the state and local grant contract has been executed. If a grant proposal is not selected, the applicant may re-apply for the next year's funding cycle by submitting a letter to the Grant Manager by the next application deadline.

## **State Historic Preservation Office Review:**

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

## **Grant Contract Agreement:**

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

## **DURING THE PROJECT & SPONSOR'S CONTINUING RESPONSIBILITIES**

### **Acknowledgement Sign:**

Upon project completion, a grant acknowledgement sign **must** be prominently displayed at the project site. LWCF sign expenses are eligible for 50% reimbursement. Signs may be made by the sponsor's vendor of choice. Signs are also available through ODNR (see page 37).

### **Audits:**

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

### **Bidding Requirements:**

Competitive open bidding is required for contracts and purchases of \$25,000.00 or more, unless provisions of state law waive this requirement (see O.R.C. Section 1501.011(E) (1)). The applicant is also obliged to cooperate with ODNR in order to ensure that contractors comply with Equal Employment Opportunity requirements. This includes all bid advertisements. All development project contractors must comply with the Governor's Executive Order of January 27, 1972.

Project purchases made through the U.S. Communities Government Purchasing Alliance (U.S. Communities) <http://www.uscommunities.org/> are exempt from competitive bidding requirements, if not prohibited by local law.

**Compliance With Federal, State And Local Laws:** Federal, state and local laws pertaining to non-discrimination in employment, area use, minimum wages, conflict of interest and similar matters must be met at all times. Be aware of the thresholds in which prevailing wages must be utilized. Information can be found at <http://www.com.ohio.gov/laws/Default.aspx> and the Bureau of Wage and Hour Administration can be contacted at 614-644-2239.

### **Continuing Recreational Use and Section 6(f) COMPLIANCE:**

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

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

**Example #1:** Using LWCF assistance, Green City constructs a picnic shelter on a 50 acre city park. As required through the LWCF grant program, the entire 50 acre park is placed

under Section 6(f) protection. Fifteen years later the local school district wishes purchase 10 acres of this 50 acre park to build a school. The 10 acres may be sold to the school district, but the City must purchase replacement park property of equal or greater value. This is called a Section 6(f) conversion. Both properties must be appraised (to USPAP standards) and undergo a thorough environmental and historic review. The National Park Service must then approve the Section 6(f) conversion.

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

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

**Discrimination Prohibited:**

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

## **LWCF APPLICATIONS FOR LAND ACQUISITION PROJECTS**

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

Examples of eligible land acquisition grant projects:

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

**Associated acquisition costs NOT eligible for reimbursement:** Required Real Estate appraisals, land surveys, court costs, legal fees and most closing costs.

## LWCF APPLICATIONS FOR DEVELOPMENT PROJECTS

Examples of eligible development projects:

- Picnic and support facilities, including access parking and restrooms.
- Camping facilities and support facilities, including access, parking and restrooms.
- Swimming and water sports facilities, including beaches, pools, spray parks, lifeguard towers, bathhouses, restrooms and other sanitary facilities.
- Boating facilities, including launch ramps, transient docks and courtesy docks.
- Outdoor game courts, sports fields, playgrounds, golf courses, skate parks, outdoor climbing walls, etc.
- Winter sports facilities, including ski and sled runs, outdoor skating rinks, ski and snowmobile trails and warming huts.
- Recreational trails and support facilities, including trailheads and restrooms.
- Site architectural and/or engineering planning work directly related to project site construction. Planning costs may generally not exceed 15 percent of the total grant project cost, and are **never eligible as a stand alone project**. Such planning work that has occurred prior to grant application may be eligible for grant reimbursement if it is directly related to the project and costs were incurred no more than 18 months prior to the grant application deadline. These costs must be identified in the application and cannot be adjusted upwards after the application deadline.

Improvements and structures should be designed to harmonize with the natural environment. Emphasis should be given to public health, safety and protection of the recreational value of the area. The applicant must ensure that the development project complies with the latest accessibility guidelines under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA). These guidelines can be accessed @: <http://www.access-board.gov/ada-aba/final.cfm>

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

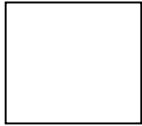
**LWCF APPLICATION**  
**FORM No. 1: BASIC PROJECT INFORMATION**

APPLICANT AGENCY
ADDRESS
PHONE NUMBER OF APPLICANT AGENCY (     )
TAX IDENTIFICATION NUMBER
COUNTY LOCATION OF PROJECT
LOCAL PROJECT COORDINATOR (must be member of applicant agency)
PHONE NUMBER OF LOCAL PROJECT COORDINATOR (     )
E-MAIL ADDRESS OF LOCAL COORDINATOR
GRANT PROJECT TITLE (50 characters maximum)
GRANT PROJECT LOCATION (example: Smithville Park)
<b>BRIEF DESCRIPTION OF PROPOSED GRANT PROJECT</b>
TOTAL ACREAGE OF GRANT PROJECT AREA
ACREAGE TO BE ACQUIRED, if applicable
<b>LWCF ASSISTANCE REQUESTED, IN DOLLARS</b> (maximum: \$70,000)
TOTAL PROJECT COSTS
SOURCE(S) OF MATCHING FUNDS, INCLUDING OTHER GRANTS & PLEDGED DONATIONS OF LAND AND/OR MATERIALS.
OHIO SENATE DISTRICT:
OHIO HOUSE DISTRICT:
GPS COORDINATES AT PROJECT PARK ENTRANCE: (example: N40°3.228, W082°34.855)

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

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

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



## FORM No. 2: RESOLUTION OF AUTHORIZATION

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

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

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

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

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

1. That the \_\_\_\_\_ approves filing an  
(name of applicant)  
application for financial assistance.
2. That \_\_\_\_\_ is hereby authorized and  
(local coordinator)  
directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the \_\_\_\_\_ does agree to obligate the  
(name of applicant)  
funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the **Land and Water Conservation Fund.**

### CERTIFICATE OF RECORDING OFFICER

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

\_\_\_\_\_  
(original signature)

\_\_\_\_\_  
(title)

## FORM NO. 3 LWCF QUESTIONNAIRE

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

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

### **Question 1. Justification of Need**

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

#### **Applicant Response to Question 1:**

<b>Scoring criteria</b> (only one score will be selected):	<b>Points</b>
Specific data for replacement/renovation of existing recreation facilities	25
Specific data for new recreation facilities or acquisition	20
Specific data for a restroom (new, replacement, or renovation)	15
Specific data for support facilities (new, replacement, or renovation)	10
General data for recreation facilities (new, replacement, or renovation)	10
General data for support facilities (new, replacement, or renovation)	5
General data for a restroom (new, replacement, or renovation)	5

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

- **Acquisition Projects**

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

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

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

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

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

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

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

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

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

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

Applicant should discuss and provide documentation on the following:

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

- **Playgrounds (new and replacement)**

Applicants should discuss:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The applicant should discuss and provide documentation on the following:

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

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

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

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

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

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

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

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

## **2. Documentation of Local Funds:**

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

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

### **Applicant Response to Question 2:**

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

### **3. Operation and Maintenance**

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

#### **Applicant Response to Question 3:**

<b>Scoring criteria (Up to two scoring categories will be selected)</b>	<b>Points</b>
Acceptable operation and maintenance plan for grant project submitted with application	5
Existing park(s) and facilities are in excellent condition	6
Existing park(s) and facilities are in good, clean condition	3
Existing park(s) and facilities are in fair condition	2
Existing park(s) and facilities are in poor condition	0

## **4. Accessibility:**

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

- A barrier-free, reasonably accessible clear path (*i.e. route free of barriers like curbs, timber edges, large rocks, steep slopes, steps, etc*) from the parking area to the funded facility.
- An accessibility feature whereby disabled persons can gain access to the funded facility (for example, a transfer platform on a play structure).
- All funded restrooms and structures with an ‘interior’ (for example, a nature ed. center or restroom) must be fully accessible.

The applicant should describe or identify how the project meets minimum accessibility requirements. Additional points may be scored if the project design goes above and beyond the required minimum for accessibility (sufficient documentation is required). Projects that do not meet the minimum aforementioned three requirements should ‘go back to the drawing board’.

Applicant Response to Question 4:

<b>Scoring criteria</b> (all applicable categories will be selected)	<b>Points</b>
The applicant has illustrated or described how the project meets minimum accessibility requirements.	2
The project <b>exceeds</b> state/federal ADA requirements.	4
The project contains additional design elements that accommodate the needs of a special population group (non English speaking, vision or hearing impaired, elderly groups who need provisions for safe accessibility, etc)	2
The project contains additional elements to accommodate the needs of <b>more than one</b> special population group (non English speaking, vision or hearing impaired, etc.)	2

## **5. Planning**

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

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

### **Applicant Response to Question 5:**

<b>Scoring criteria</b> (all applicable criteria will be selected)	<b>Points</b>
There is an approved plan for the site and the project is a component of that plan.	4
Evidence is presented that alternatives were considered during project conceptualization.	2
No documented planning efforts	0

## **6. Public Participation**

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

Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this application.

### **Applicant Response to Question 6:**

<b>Scoring criteria (only one score will be selected)</b>	<b>Points</b>
Project involved extensive public participation prior to submission of application (i.e. special public meetings, surveys, project advisory group, etc.)	10
Project involved minimal public participation prior to submission of application (i.e. minutes from a regular council meeting that addressed the project prior to submission, etc.)	5
Project endorsed by local organizations or special interest groups	2
No documented public participation efforts prior to submission of application	0

## **7. Balanced Growth Plan**

Notify our office if the proposed project location is part of a completed balanced growth plan or one in progress. Info can be found at <http://www.balancedgrowth.ohio.gov/Home.aspx>  
10 points

## **Additional Questions**

This information is required by the National Park Service.

Even though they are not scored, these questions **must** be answered as completely as possible.  
If a question is not applicable to your project, please put NA.

## **Acquisition Projects**

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

**A.** Describe the reasons for the acquisition, the number of acres to be acquired with LWCF assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).

**B.** How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?

**C.** Describe development plans for the proposal for the site(s) for public outdoor recreation use within the next three (3) years.

## **Development Projects**

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

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

## **All Projects**

All applicants must answer questions E-R.

**E.** Will this proposal create a new public park/recreation area where none previously existed or is not an addition to an existing public park/recreation area? Yes \_\_\_ (go to H) No \_\_\_ (go to F)

**F.** What is the name of the pre-existing public area that this new site will be added to?

**G.** Has the pre-existing public park/recreation area ever benefited from LWCF funding before?  
Yes \_\_\_ No \_\_\_

**H.** What will be the name of this new public park/recreation area?

- I.** Who will hold title to the property assisted by LWCF?
- J.** Who will manage and operate the site(s)?
- K.** What is the sponsor's type of ownership and control of the property?  
 \_\_\_\_\_ Fee simple ownership  
 \_\_\_\_\_ Less than fee simple. Explain:  
 \_\_\_\_\_ Lease. Who will lease area? Describe lease terms including renewable clauses, number of years remaining on lease, etc.
- L.** Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the park area. Indicate the location on a map. A conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, or leased area.
- M.** Are overhead utility lines present, and if so, explain how they will be treated in the future.
- N.** As a result of this project, describe new types of outdoor recreation opportunities and capacities, and short and long term public benefits.
- O.** Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or that are proposed for the near future within the park boundary.
- P.** List all source(s) and amounts of financial match to the LWCF federal share of the project. The value of the match can consist of cash, donation and in-kind contributions. The federal LWCF share and financial matches must result in a viable outdoor recreation area and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

<b>Source</b>	<b>Type of Match</b>	<b>Value</b>
		\$
		\$
		\$
		\$

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

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

### **Primarily Outdoor Recreation**

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

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Acquisition or development of outdoor recreational facilities	20
Development of restrooms	15
Primarily a support facility, but will make facility significantly more functional	10
50% or more of the project is a support facility(s) or buffer land	5
Project is a support facility(s) for future recreation	0

### **Compatible with Private Recreation**

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

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Project is compatible with the private sector	5
Project is not compatible with the private sector	0

### **Reasonable Project Costs**

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

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Costs are in line with similar projects	5
Costs appear excessively high or unrealistically low	0

### **Land Donation**

Applicants who have received (within the last 2 calendar years of application deadline), or will receive, property donations from private entities *for purposes of this project* will receive additional points. Documentation is required.

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Land donation from the private sector	5
No land donation	0

## **Site Suitability**

The project site must be suitable for the proposed development.

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Site is well suited for project	5
Site is acceptable for project, however there are one or more minor concerns	0
Site not suited for project	(5)

## **Completeness of Application**

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

<b>Scoring criteria</b> (only one score will be selected)	<b>Points</b>
Application is complete	5
Application is nearly complete	1
Application is missing major components	(5)

## **SCORP Priorities**

<b>Scoring criteria</b> (all applicable criteria will be selected)	<b>Points</b>
Land acquisition	3
Preservation of open space and quiet nature based recreation	3
Water based recreation	3
Wetlands – creation or acquisition of private property with wetlands	3

## **Additional Considerations**

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

<b>Scoring criteria</b> (all applicable criteria will be selected)	<b>Points</b>
Potential first time LWCF grant recipient	8
One previous LWCF grant	5
Two previous LWCF grants	2
Three or more previous LWCF grants	0
Number of other ODNR recreational grants received from: Capital Improvement Grants, Recreational Trails Program, Clean Ohio Trails Fund, or NatureWorks: None (5), One (3), Two (1), Three or more (0)	0-5
Lack of progress on an active LWCF grant. Deduct 1 - 10 points	(1-10)
Lack of progress on other active ODNR grants. Deduct 1 - 10 points	(1-10)
Extension of time granted on a previous LWCF or NatureWorks grant (one time deduction)	(-2) per extension

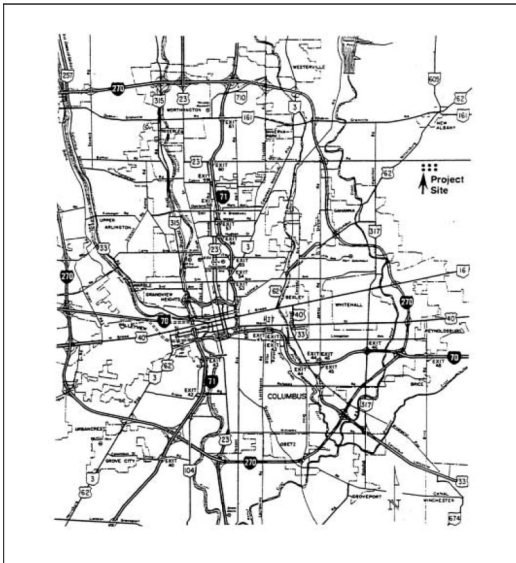
**Other application considerations:**

<b>Scoring criteria</b>	<b>Points</b>
Only LWCF application or first priority LWCF application	25
Other than first priority application	0
First of a kind recreation opportunity for the service area	2

# FORM NO. 4 Site Vicinity Map

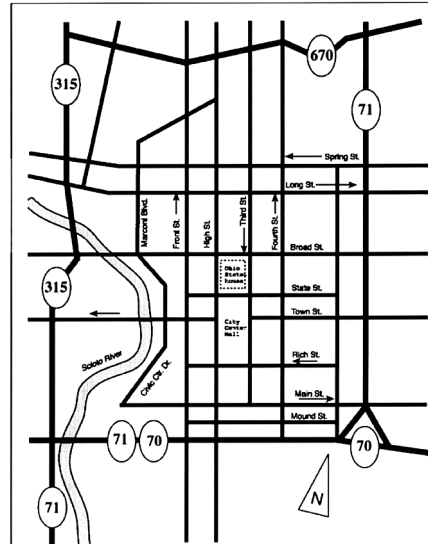
Please submit a highway, street, county or other map that will **clearly** locate your project in relation to nearby streets, highways, towns and other landmarks. Include the name of the applicant, project title and county at the top of the map. Indicate north on map. Maps from online mapping sites are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

Example: Vicinity Map



Example: Site Location Map

Directions to the Statehouse



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

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**FORM NO. 5**  
**Evidence of Ownership and Boundary Map**

**Evidence of Ownership**

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

**Boundary Map**

This map should be an accurate map of the property described in the deed or lease, typically a tax map or survey. The map must:

- Be to scale and/or have dimensions for each boundary line.
- Show all boundaries, adjacent streets, prominent landmarks, etc.
- Indicate North.
- Identify the political subdivision, project title and project site acreage at the top left corner of the map.
- Identify the local project coordinator (printed name, signature and date) at the top right corner of the map, with the following certification:

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

- If part(s) of the project area is intended for non-recreational use in the next year, or is currently in non-recreational use, that area must be outlined on the map. This area will be set aside from the section 6(f) restrictions.

Property may be leased by the project sponsor from another public agency. In this case a copy of the non-revocable lease is required (minimum 25-year term, through 2034) and the property owner **must agree to assume Section 6(f) responsibility** for the property. Written assurance of such, in the form of a recorded resolution by the governing body of the property owner, must be included in the LWCF application.

## **FORMS NO. 6A & 6B**

### **6A: Existing Use Map**

Please submit a map or, if easier, copy of an aerial photo (can be downloaded from the web) showing all existing development within the entire boundary map used in Form 5. Please be sure to label existing facilities and indicate property lines.

### **6B: Proposed Plan for Site**

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

## FORMS NO. 7A, 7B, & 7C

### COST ANALYSIS SCHEDULES AND PROJECT COST SUMMARY

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

**\*NOTE-** If the proposed project involves acquisition or development of land that has not been previously developed or land believed to be archaeologically sensitive, the Ohio Historic Preservation Office (OHPO) commonly requires a Phase I Archaeological Survey. Clearance from OHPO is required for funding. The survey is an eligible expense (for development projects only) under LWCF. Costs of such surveys vary based on size of the area and other conditions. The applicant should consider contacting a consultant for an estimate of this potential cost. Consultants are listed on the following webpage within the Ohio Historic Preservation Office's website: <http://www.ohiohistory.org/resource/histpres/toolbox/consultantslandingpage.html>

### FORM NO. 7A: ACQUISITION COST ANALYSIS SCHEDULE

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

PROJECT TITLE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_

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

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

Additional Costs:

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



**FORM NO. 7C: PROJECT COST SUMMARY**

<b>Eligible Cost</b>	<b>Total Cost</b>	<b>Sponsor Share in Cash</b>	<b>Sponsor Share In-Kind Work</b>	<b>Sponsor Share Donations</b>	<b>Sponsor Share Other Grant(s)</b>	<b>LWCF Grant Amount</b>
<b>Acquisition</b>						
<b>Design &amp; Engineering (maximum15%)</b>						
<b>Labor</b>						
<b>Special Service Contracts</b>						
<b>Rental of Equipment</b>						
<b>Construction Contracts</b>						
<b>Purchase of Materials</b>						
<b>Other: _____</b>						
<b>TOTAL COSTS</b>						

**FORM NO. 8**  
**LOCAL INTER-AGENCY AGREEMENT**

A Local Inter-Agency Agreement is needed if two or more local public or private agency(s) are cooperating for purposes of funding or operating the grant project.

**IF INTER-AGENCY AGREEMENTS DO EXIST**

1. If a local inter-agency agreement exists, a copy of the agreement must be submitted with the application. Describe in detail any division of responsibility that may exist for completing acquisition, development, and operation and maintenance that has not been formalized in an agreement.
2. If any future local inter-agency agreements are anticipated, please explain why.

**INTER-AGENCY AGREEMENTS DO NOT EXIST**

If no local inter-agency agreements exist, complete and sign the statement below and submit this form with the application.

Applicant \_\_\_\_\_

THIS APPLICATION FOR \_\_\_\_\_  
(PROJECT TITLE)

IS NOT SUBJECT TO ANY LOCAL INTER-AGENCY AGREEMENTS.

\_\_\_\_\_  
Local Coordinator – Printed Name

\_\_\_\_\_  
Local Coordinator - Original Signature

\_\_\_\_\_  
Date

**FORM NO. 9**  
**CIVIL RIGHTS COMPLIANCE**  
**STATE OF OHIO**  
**U.S. DEPARTMENT OF THE INTERIOR**

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

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

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

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

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

\_\_\_\_\_  
Local Coordinator – Printed Name

\_\_\_\_\_  
Local Coordinator - Original Signature

\_\_\_\_\_  
Date

**FORM NO. 10**  
**ACKNOWLEDGEMENT OF COMPLIANCE**

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

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

\_\_\_\_\_  
Local Coordinator – Printed Name

\_\_\_\_\_  
Local Coordinator - Original Signature

\_\_\_\_\_  
Date

# FORM NO. 11 **LWCF SIGN AND LOGO**

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

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

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

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

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

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



\_\_\_\_\_  
Local Coordinator – Printed Name

\_\_\_\_\_  
Local Coordinator - Original Signature

Date \_\_\_\_\_

## LWCF SIGNS

LWCF signs can be purchased from ODNR for \$90, postage paid. Applicants may request 50% reimbursement for these signs. **Applicants are not required to purchase signs from ODNR.**

### LWCF SIGN SPECIFICATIONS

RECYCLED green and tan plastic.

Vertical: 15.5 inches  
Horizontal: 13.5 inches  
Thickness: ¾ inch



Upon request, an LWCF sign and invoice will be mailed to project sponsors.

## **FORM No 12: ENVIRONMENTAL REVIEW ASSURANCE**

After recommended LWCF projects are announced, all successful project sponsors of recommended projects **must** complete and submit a LWCF Environmental Screening Form to the Ohio Department of Natural Resources. Information within this completed form will be submitted to the National Park Service by for approval. The LWCF Environmental Screening Form is posted at <http://ohiodnr.com/default/tabid/11089/default.aspx>.

By signing below, the applicant states that the LWCF Environmental Screening Form has been reviewed; the information therein has been incorporated during project planning, and that, should the applicant's 2009 LWCF application be recommended for funding, the applicant will complete the LWCF Environmental Screening Form in a timely and professional manner.

\_\_\_\_\_  
Local Coordinator – Printed Name

\_\_\_\_\_  
Local Coordinator - Original Signature

Date \_\_\_\_\_

## **SECTION 106 REVIEW**

On February 1, 2007, ODNR began requiring applicants to complete the Section 106 Review Project Summary Form and supporting documents. A completed Section 106 form for the proposed project must be submitted to ODNR with the LWCF application by the application deadline. Upon project award, ODNR will submit these forms to the Ohio Historic Preservation Office (OHPO) on behalf of the applicant.

Use the following link to download Section 106 documents to a computer. With help from the LWCF Section 106 Instructions on page 40, fill out the Section 106 Form on a computer and print when finished. Mail all documents to ODNR with your LWCF application.

<http://www.ohiohistory.org/resource/histpres/services/PSDF.html>

An Ohio Historic Inventory Form is required for projects with buildings/structures more than 50 years old.

Additional questions can be answered by visiting the OHPO website at:

<http://www.ohiohistory.org/resource/histpres/services/106LandingPage.html>

### **Prior Section 106 Reviews**

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

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

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

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

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

# **OHPO Section 106 Review–Project Summary Form Instructions**

## **Section I: General Project Information - All information will be for new project submittals**

**Project Name** – same as Grant Project Title from Form 1 of the LWCF grant application.  
**Project Address** – address of the location being acquired or developed or the cross streets if an address is not available.

**City/Township and County** - project location, not the applicant location.

**Federal Agency and Contact Person** –National Park Service

**Type of Federal Assistance** –Land and Water Conservation Fund

**State Agency and Contact name** – ODNR – Dameyon Shipley

**Type of State Assistance** –NA

**Revised code 149.53** –the answer is **NO**

**Consultant and/or applicant contact person** –list the Local Project Coordinator from Form 1 of the LWCF grant application.

**Consultant and/or Applicant project reference number** – “not applicable”.

**Public involvement** – provide the same information from Question 6, Form 3 of the LWCF grant application.

**Consulting parties that have been contacted** – self explanatory (property owners, local officials, etc.).

**Please complete the following sections with as much detail as possible.**

## **Section II: Project Description and Area of Potential Effects (APE) -**

Describe the construction scope of the project. The APE is the area that will or could be affected by the project. Consider the compatibility of the project with the surrounding area. For example, a brightly colored climbing wall might visually detract from a nearby historic house.

USGS map.

**Township/City/Village name** – project location.

**Length, Width, Depth of Ground Disturbing Activity** – self explanatory (include access roads, sewer lines, etc.).

**Previous Land Use** – self explanatory.

**Current Land Use** – self explanatory.

**Archaeological Resources** – self explanatory.

**Local Map** – provide a copy of the site vicinity and boundary maps from ODNR grant application.

**Detailed Written Description** – detailed description of project work. Supplement written description with available plans and specifications.

**Show the project’s Area of Potential Effects (APE)** – on a copy of the local map (boundary map) draw a boundary that approximates the area the project will affect.

**Written description of the Area of Potential Effects** – give explanation for the boundaries chosen for question I. Discuss potential direct and indirect effects that might result from the project.

**Section III: Identification of Historic Properties** – Identify whether there are historic properties inside the Area of Potential Effects.

**Background Research** – self explanatory. (“No structures in Area of Potential Effects” is a valid response).

**Field Survey** – self explanatory. Print out one of the OHPO forms to provide basic info for any buildings/structures 50 years or older in the APE.

**Eligibility Evaluation** – self explanatory.

**Conclusions** – self explanatory.

**Reporting Options** – self explanatory if no structures.

**Section IV: Supporting Documentation** – Photos

**Photos of entire project** – self explanatory.

**Photos of structures from Section III** – self explanatory.

**Project plans, specifications and site drawings** – self explanatory.

**Comments** – self explanatory.

**Section V: Determination of Effect**

**Challenging projects** – self explanatory.

**Determination of effect** – self explanatory.

Please mail the completed Section 106 form and all supporting documents to ODNR with the LWCF grant application. **Do not mail the Section 106 Form to the OHPO.** If you have questions please contact the ODNR Grants Manager or visit the OHPO website @ <http://www.ohiohistory.org/resource/histpres/services/106LandingPage.html>.

Thank you and good luck with your LWCF grant application.