Interagency Committee for OUTDOOR RECREATION

APPLICATION

LWCF: LAND & WATER CONSERVATION FUND PROGRAM

2003 Projects

5C

JANUARY 31, 2003

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INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application for the Land and Water Conservation Fund (LWCF) Program

Most of this information may also be submitted on-line using IAC's computerized PRoject Information SysteM (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation
Natural Resources Building — Voice (360) 902-3000
1111 Washington Street SE — FAX (360) 902-3026
P.O. Box 40917 — TDD (360) 902-1996
Olympia, WA 98504-0917 — E-mail:info@iac.wa.gov
Website ~ http://www.iac.wa.gov/

Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 7, should help you determine which documents we require.

Related Information

Related information is contained in:

- *Planning Policies* (Manual 2)
- *Acquiring Land: Policies* (Manual 3)
- *Development Policies* (Manual 4)
- *Land and Water Conservation Fund Program* (LWCF – Manual 15).

LWCF: Application Process Flow Chart

Applicant: Application Materials Sent to IAC
*(Unbound, not folded: **Due March 3, 2003**)*

IAC: Sends Notice of Completion or Deficiencies
(Usually within four weeks of the application deadline)

IAC: Applicant Contact & Possible On-Site Inspection
(Occurs as early in the application cycle as possible)

Applicants: Project Review Meetings
(By appointment only: April 2-4, 2003) Renton

Applicants: Plan & Technical Completion Deadline
(Final plans due: April 10, 2003)
*(Technical Completion: **April 30, 2003**)*

Applicants: Evaluation
(IAC schedules appointments: June 2-6, 2003, Olympia)

IAC: Funding Meeting
(For funded applicants: July 10 or 11, 2003)

Applicants: Post Approval Materials
*(Due **no later** than October 10, 2003)*

Applicants: Successful Applicant's Workshop
(For funded applicants: October 23-24, 2003))

Application Process

1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes. Retain at least one copy of all materials for your records. IAC will return **applications that are illegible or postmarked after the due date.**

   If you apply on-line via PRISM, you must input and "submit" the required data by the deadline. Remaining materials (application authorization, maps, plans, and visuals) must be postmarked by the application deadline.

2. ***Notice of Completion/Deficiencies***. After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.

3. ***Applicant Contact and Possible On-Site Inspection***. As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.

4. ***Project Review Meetings*** (PRM). IAC conducts PRMs in various locations around the state to allow applicants an opportunity to gain valuable information that can increase chances for funding. Applicants present the technical aspects of their projects, using graphics (35 mm photographic slides or PowerPoint presentation) and spoken narrative, to other applicants and specialists who will make suggestions for improvements. Applicants may bring their PowerPoint presentation on the day of the PRM or send via e-mail to IAC in advance (see "Graphics", page 7 for deadline). Participation is highly recommended and by appointment only.

5. ***Final Plans & Technical Completion Deadline***. Shortly after the PRMs, two deadlines occur. First, final comprehensive plans (which establish eligibility) are due. The second is the technical completion deadline, by which time *all* application materials must be complete, in final form, and received by IAC.

6. ***Evaluation.*** This grant program's evaluation process relies heavily on each applicant's presentation (using graphics and narrative) to an evaluation team. Team members base their evaluation on a set of predetermined questions, but use discretion in interpreting these criteria when scoring projects. To do well, it is important to prepare. Applicants are allowed only 20–30 minutes for presentations, so use this time wisely and structure your presentation around the grant program's criteria. The evaluation process results in a ranked list of projects. This listing is used by staff to develop a funding recommendation for IAC's board.

   All PowerPoint presentations must be submitted to IAC in advance. Refer to the checklist (page 7) for the deadline.

7. **Certification *of Matching Share:*** *Before final funding approval* by IAC's board, applicants are required to verify that their matching share is committed and is available for use. IAC will send a letter to applicants who may be funded, to request verification of the

applicant share. This verification must be received 30 days before funding approval.

8. ***Funding Meeting.*** Projects are presented by IAC's staff to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding decision.

9. ***Post Approval Materials***. After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

   Documents must be provided within **90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at our Successful Applicant Workshop(s). Materials required in the 2003 LWCF grant cycle are described in Appendix B, page 31.

10. ***Projects to NPS***. After receipt of the required Post Approval Materials, IAC prepares the application for submittal to the National Park Service (NPS) for their review and approval. IAC Project Agreements for LWCF projects are not issued until the projects are approved by NPS and IAC has received a signed agreement from NPS.

11. ***Successful Applicant Workshops***. After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:
    a. Describes procedures for funded projects.
    b. Explains information included in the Project Agreement.
    c. Discusses reimbursement procedures.
    d. Distributes Project Agreements to applicants that have completed all post approval requirements.
    e. Addresses other pertinent issues.

Application Materials

Grant application materials must be submitted (postmarked) to IAC by March 3, 2003. Refer to the checklist on page 7 for further deadline information.

A *complete* grant application consists of:

1. ***The completed blank forms in this booklet***. We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PRoject Information SysteM (PRISM).

2. ***Maps.*** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.

   a. ***Regional location map*** – Shows the location of the project in a

geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc. so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and state highway maps work well for describing regional locations.

b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps.

c. ***Service Area Map –*** These maps vary depending on the type of project submitted.

- For projects serving **local** populations (such as a swimming pool, neighborhood park, etc.), the service area is often the area from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type in your application (e.g. swimming pools, playgrounds, tennis courts, etc.).
- For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.

3. ***Site Plans and Parcel Maps.***

a. ***Acquisition Projects***. *Submit one copy* of the parcel map and conceptual site plan on 8½ " x 11" paper.

b. ***Development Projects***. *Submit one copy* of the site plan on 8½ " x 11" paper.

4. ***Visuals*** *(optional)*. *Submit* no more than two separate visuals that help describe your project: photos, drawings, charts, graphs, etc. These may be no larger than 8½" x 14" when folded. IAC staff uses visuals as an aid in better understanding your proposal.

5. ***Graphics***. Graphics are the images used in the project review and evaluation meetings to augment the verbal responses during the project presentation. Most graphics should be ready to show at the project review meeting. On evaluation day , applicants must submit the following images either on 35mm photographic slides or in a PowerPoint presentation *and* any related notes, speaking points, or scripts.

a. **Location**. Submit regional and site location maps (see "Maps," above, for further information).

b. **Service Area**. Submit a graphic showing the project's service area (see "Maps," above, for further information).

c. **Aerial and/or Ground Level Views**. Clearly show the worksite or property proposed for acquisition, development, and/or planning. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.

d. **Parcel Map–Acquisition Projects**. Show the boundaries of the property to be acquired, identifying bordering land ownerships. This can also be illustrated using an aerial photograph and overlaying the parcel boundaries.

e. **Conceptual Site Plan–Acquisition Projects**. Show the general scheme of planned or anticipated development of the property.

f. **Site Plan–Development Projects**. Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.

g. **Floor Plan–Development Projects**. Show a schematic plan of any substantial structure (bathhouse, restroom/shower/storage, etc.) proposed under this project.

h. **Other Graphics–Optional**. Other graphics may be necessary to show the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

Minimum requirements for graphics:

- PowerPoint: use of Microsoft© PowerPoint; all versions; IAC will provide the computer and data viewer.
- Slides: 35mm photographic slides; should be coordinated and loaded in two (left and right) 80-count slide carousels. IAC will provide the projectors.

6. ***Evaluation Question Responses.***

a. **Team Scored Questions**. IAC strongly recommends that each applicant write-out responses to each evaluation question found in the policy manual. At your request, we will critique responses to these questions. To obtain this review, submit a written draft to your IAC project manager by the date shown on the application checklist, page 7. Applicants must submit a copy of their presentation narrative on evaluation day.

b. **IAC Staff Scored Evaluation Questions**. Do not respond to these questions. They are scored by IAC staff using materials submitted with the application or from information received from other state resources.

Matching and Donated Resources

Project sponsors must match the grant award by contributing resources to the project. Matching resources may include cash, bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 28.

Land & Water Conservation Fund Program Application Checklist

	✓	Item	Page	Acq	Dev	Combo	Due
		Application Authorization Memo (form may be printed from PRISM)	Page 9	✓	✓	✓	3/3
PRISM		1-General Application Information	Page 10	✓	✓	✓	3/3
		2-Applicant / Organization Information	Page 10	✓	✓	✓	3/3
		3-Project Contact	Page 11	✓	✓	✓	3/3
		4-Description of Project	Page 11	✓	✓	✓	3/3
		5-Funding Request	Page 12	✓	✓	✓	3/3
		6-Property Acq. Cost Estimates	Page 13	✓	-	✓	3/3
		7- Development Cost Estimate	Page 14	-	✓	✓	3/3
		8-Land Characteristics	Page 22	✓	✓	✓	3/3
		9a-b-Application Questionnaire	Page 23	✓	✓	✓	3/3
		10-Location Information	Page 25	✓	✓	✓	3/3
		11-Permits Required	Page 26	✓	✓	✓	3/3
		Maps (location & service area) Applicant Creates	Page 4	✓	✓	✓	3/3
		Plans (site plans & parcel maps) Applicant Creates;	Page 5	✓	✓	✓	3/3
		Visuals Applicant Creates;	Page 5	Optional			3/3
		Graphics for Project Review Meeting Applicant Creates *[Note: If graphics include PowerPoint and you plant to send to IAC via e-mail, due date is **3/31**]*	Page 5	✓	✓	✓	4/2-4 ← *[see note]*
		Evaluation Questions - Team Scored Responses (for staff review)	IAC Manual 15	Optional			4/10
		12-Authorizing Resolution	Page 27	✓	✓	✓	4/30
		Graphics, presentation notes / scripts to IAC on Evaluation Day. Applicant Creates *[Note: If graphics include PowerPoint, deliver to IAC (courier, postal, e-mail) by **5/30**.]*	Page 5	✓	✓	✓	6/2-6 By appointment ←*[see note]*

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: _____
(name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____
_____
_____
_____
_____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative:_____
(date)

(This form with original signature must be sent to IAC)

1. General Application Information

Project Name	
Program	[ ] Land & Water Conservation Fund
Project Type	[ ] Acquisition [ ] Development [ ] Combination

2. Applicant / Organization Information

Complete one for each sponsor.

Organization Name

Organization Type (check one)

[ ] City/Town	[ ] Native Am Tribe	[ ] Parks Dept	[ ] State Agency
[ ] County	[ ] Open Space	[ ] Port District	[ ] Higher Education
[ ] Engineering / Public Works	[ ] Park District	[ ] Public Utility District	[ ] K-12 Education

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email Address

3. Project Contact

Complete one for each contact.

Mr. [ ] Ms. [ ] First Name Last Name

Title

Contact Type (all projects require a "Project Manager" contact)

[ ] Project Manager [ ] Billing [ ] Land Specialist

[ ] Alternate Project Manager [ ] Consultant [ ] Planner

[ ] Agreement [ ] Engineer/Architect

Contact Mailing Address

Address

City/Town

State, Zip

Work Phone

FAX

Other Phone

Email Address

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. It is very important to be clear, concise and thorough. Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost $_____ **(A)**

Sponsor Match (the minimum match for projects is 50 percent.)

Appropriation/Cash	$ _____
Bonds - Council	$ _____
Bonds - Voter	$ _____
Cash Donations	$ _____
Conservation Futures	$ _____
Donated Equipment	$ _____
Donated Labor	$ _____
Donated Land	$ _____
Donated Materials	$ _____
Donated Property Interest	$ _____
Federal Grant	$ _____
Force Acct - Equipment	$ _____
Force Acct - Labor	$ _____
Force Acct - Materials	$ _____
Grant - Other	$ _____
Local Improvement Dist (LID)	$ _____
State Grant	$ _____

B. Total for Sponsor $_____ **(B)**

C. IAC Funding Request (grant requested) $_____ **(C)**
(Must be $25,000 - $500,000)

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6. Property Acquisition Cost Estimates

	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE	**(Check one for each property)**			
Appraised/reviewed value	☐	☐	☐	
Estimate of value	☐	☐	☐	
Letter of opinion	☐	☐	☐	
PURCHASE TYPE	**(Check one for each property)**			
Fee ownership	☐	☐	☐	
Less than fee ownership (easements/rights/leases)	☐	☐	☐	
ACQUISITION COST ITEMS				
Applicable taxes				
Closing				
Easement – access				
Easement – other				
Easement – trail				
Improvements & structures				
Land				
Lease				
Recording fees				
Relocation				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Athletic Fields					
Athletic fields - other	Each			Size/type	
Backstops	Each			Size	
Baseball - adult	Each			Outfield dim	
Baseball - youth	Each			Outfield dim	
Baseball infield	Each			Base path length	
Dugouts	Sq Ft			Describe	
Field drainage	Lump sum			Describe	
Football field - artificial turf	Each			Describe	
Football field – natural turf	Each			Describe	
Irrigation – automatic for turf/playfield	Acres			Optional	
Irrigation – manual for turf/playfield	Acres			Optional	
Lighting – field	Lump sum			Describe	
Multipurpose - all weather surface	Sq Ft			Length/width	
Multipurpose - artificial turf	Sq Ft			Length/width	
Multipurpose - natural turf	Sq Ft			Length/width	
Scoreboard	Each			Describe	
Soccer field - all weather surface	Each			Length/width	
Soccer field - artificial turf	Each			Length/width	
Soccer field - natural turf	Each			Length/width	
Softball - adult	Each			Outfield dim	
Softball - youth	Each			Outfield dim	
Softball infield	Each			Base path length	
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures - other	Lump sum			Describe	
Maintenance	Each			Sq Ft	
Office	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Residence	Each			Sq Ft	
Storage	Each			Sq Ft	
Warming hut	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Cabin	Each			Describe	
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Yurt	Each			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Equestrian Facilities					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities – other	Lump sum			Describe	
Loading/unloading ramps	Each			Width	
Rodeo arena	Lump sum			Describe	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Instream					
Bank stabilization	Feet			Optional	
Culvert upgrades	Each			Optional	
Instream - other	Lump sum			Optional	
Landscaping					
Community garden	Sq Ft			Describe	
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/planters	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Outdoor Courts & Athletic Areas					
Backboards & baskets	Each			Describe	
Basketball court	Each			Length/width	
BMX track	Each			Length/width	
Bocci ball	Sq Ft			Describe	
Courts - other	Each			Describe	
Goals, nets & standards	Each			Describe	
Golf course	Holes			Describe	
Handball, racquetball, squash	Each			Length/width	
Horseshoe pits	Each			Describe	
Ice rink	Lump sum			Length/width	
Lighting – court	Lump sum			Describe	
Multipurpose court	Lump sum			Describe	
Roller rink	Lump sum			Length/width	
Skate park	Sq Ft			Describe	
Tennis court	Each			Surface	
Track & field - field events	Lump sum			Describe	
Track & field – track	Lump sum			Describe	
Volleyball court	Each			Surface	
Park Amenities					
Amphitheater/stage	Lump sum			Describe	
Climbing wall	Lump sum			Describe	
Fitness stations	Each			Describe	
Lake	Acres			Optional	
Park amenities – other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Playground	Each			Surface	
Plaza/terrace	Sq Ft			Material	
Pond	Acres			Optional	
Seating wall	Linear Ft			Describe	
Water feature/fountain	Lump sum			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture – other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads – concrete	Each			Size	
Picnic pads – pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Spectator seating	Lump sum			Describe	
Tables	Each			Describe	
Tables – covered	Each			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Fishing shelter	Sq Ft			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Gazebo	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Swimming Facilities					
Accessible lift	Each			Describe	
Accessible ramp	Each			Describe	
Bathhouse	Lump sum			Sq Ft	
Chemical system	Lump sum			Describe	
Circulation system	Lump sum			Describe	
Decking	Sq Ft			Describe	
Diving board	Each			Describe	
Diving tank	Lump sum			Gallons/size	
Filtration system	Lump sum			Describe	
Heating system	Lump sum			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Main tank	Lump sum			Gallons/size	
Mechanical building	Each			Sq Ft	
Pool liner	Lump sum			Sq Ft	
Spa/therapy pool	Lump sum			Gallons/size	
Starting blocks	Each			Describe	
Support buildings	Lump sum			Describe	
Swim beach	Lump sum			Frontage	
Swim beach - accessible ramp	Linear Ft			Width/depth	
Swim floats	Each			Size	
Swimming facilities - other	Lump sum			Describe	
Swimming pool	Lump sum			Gallons/size	
Swimming pool equipment	Lump sum			Describe	
Wading/spray pool	Lump sum			Gallons/size	
Water slides	Each			Describe	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Beach	Lump sum			Type	
Bulkhead improvements	Lump sum			Optional	
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Log boom	Linear Ft			Optional	
Moorage floats - concrete	Linear Ft			Length/width	
Moorage floats - PVC	Linear Ft			Length/width	
Moorage floats - wood	Linear Ft			Length/width	
Moorage system - linear	Linear Ft			Optional	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	

7. LWCF: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Pilings - wood	Each			Optional	
Ramp - asphalt	Lanes			Length/width	
Ramp - concrete plank	Lanes			Length/width	
Ramp - concrete poured in place	Lanes			Length/width	
Ramp - concrete pushed in place	Lanes			Length/width	
Ramp - elevated	Lump sum			Describe	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Sewage pump-out	Each			Describe	
Slips	Each			Size	
Utilities - dump station	Each			Describe	
Utilities - electric	Linear Ft			Optional	
Utilities - fire dryline	Linear Ft			Optional	
Utilities - water	Linear Ft			Optional	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Architectural & Engineering					
TOTAL COSTS					

8. Land Characteristics

Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated	New Total
Lake					
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	**Existing Front Feet**	**Front Feet to be Acquired**	**Front Feet to be Developed**	**Front Feet to be Renovated**	**New Total**
Lake					
River					
Salt					
Stream/Creek					
Trail Miles	**Trail Miles to be Acquired**	**Trail Miles to be Developed**	**Trail Miles to be Renovated**		
Trail Miles					

Land Comments
(Limited to 250 characters, including spaces. Below, provide information about the project area / work site that is not included elsewhere in this application. Comments must be pertinent to the specific grant program referenced in this application. For example: "The property includes… • …a class I wetland…", • "…three unnamed streams and has 1000 feet of frontage on the Columbia River…", • "…has about half its acreage in rolling forested hills with the reminder in open prairie…", • "…two historic structures…".)

9a. Application Questions

All Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:
What type of landowner currently owns the property: Federal, Local, Private, State, or Tribal?
Does the applicant have title to the site? If yes, explain:
Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.
Is there, or will there be, any significant public access or use restrictions? If yes, explain:
Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.
Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.
Has the site been investigated for historical, archeological, or cultural significance? If yes, what resources were found?
What are the geographic coordinates of the work site(s) *[in degrees, minutes and seconds].* Describe where and how they were taken. If you do not have them, you may leave this question blank.
What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable? What is the zip code for the project site?
Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and the date grant will be available.
GOVERNMENT AGENCY APPLICANTS ONLY: Does this application contain elements required as part of a mitigation plan? If yes, explain:
LOCAL AGENCIES ONLY: Does the sponsor's share involve bonds or Local Improvement District(s) (LIDs)? If yes, give date bonds or LID will be available and explain.
Has the project been submitted to IAC before and not funded? If yes, what IAC project number was assigned?

9b. Application Questions

For Acquisition Projects Only

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question? If yes, what was the date requested, approved date & the waiver number?
Do plans exist for interim non-public use of the project site? If yes, explain the interim non-public use and whether or not income will be derived through that use.
Are there encumbrances that limit the proposed uses for the site (e.g. lease back, life estate, sharecropping agreement, or other)? If yes, explain:
Does the applicant hold an option agreement on the property? If yes, what date will it expire?
Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, *Acquiring Land.*)

10. Location Information
Provide directions that will enable IAC staff to find the project.
Current landowner(s) of the site (name and address) – optional.

11. Permits Required

(Check the appropriate boxes to indicate required and/or anticipated permits.)

Permits	Comments Regarding Permit Status
[ ] Aquatic Lands Use Authorization *(Dept. of Natural Resources)*	
[ ] Building Permit *(City/County)*	
[ ] Clear and Grade Permit *(City/County)*	
[ ] Cultural Assessment (Section 106) *(CTED-OAHP)*	
[ ] Dredge Fill Permit (Section 10/404 or 404) *(US Army Corp of Engineers)*	
[ ] Endangered Species Act Compliance *(US Fish & Wildlife/NMFS)*	
[ ] Forest Practices Application (Forest & Fish) *(Dept. of Natural Resources)*	
[ ] Health Permit *(Dept. of Health/County)*	
[ ] Hydraulics Project Approval (HPA) *(Dept. of Fish & Wildlife)*	
[ ] NEPA *(Local or State Agencies)*	
[ ] SEPA *(Local or State Agencies)*	
[ ] Shoreline Permit *(City/County)*	
[ ] Water Quality Certification (Section 401) *(County/Dept. of Ecology)*	
[ ] Water Rights / Well Drilling *(Dept. of Ecology)*	
[ ] Other Required Permits (identify)	
[ ] None – No Permits Required	

General permit information can be obtained at the Dept. of Ecology's Permit Assistance Center, 800/ 917-0043, or on the Internet at www.ecy.wa.gov/programs/sea/pac.

12. LWCF: Authorizing Resolution

Local Agencies only–You may reproduce on your own paper; text may not change.

Organization Name_____Resolution No._____

Project Name(s)_____

A resolution authorizing application(s) for federal funding assistance for a Land and Water Conservation Fund (LWCF) program project to the Interagency Committee for Outdoor Recreation (IAC) as provided in the LWCF Act of 1965, as amended.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of LWCF, federal funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the land acquisition and/or development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [*MAYOR, DIRECTOR, PRESIDENT, ETC*] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from

   _____;
   [*SPONSOR MATCHING RESOURCES*]
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization, IAC, and the National Park Service;
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application
8. We acknowledge that LWCF grants are federal funds and, as such, our organization must comply with all applicable federal laws.

This resolution was adopted by our organization during the meeting held:

Location_____Date_____

Signed and approved by the following authorized representative:

Signed _____

Title _____Date_____

Attest:_____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant. Not all donations described in this section apply to all projects. Refer to eligible costs for elements that might be accepted as donations.

- All donations must be an integral and necessary part of an approved project.
- The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- All donations must be documented for billing purposes.
- Portions of a donation *not* used as a match may *not* be carried over to another project.
- Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition–The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
   a. Through publications that provide the national or regional average rates for construction equipment, or
   b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than $200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a "per mile" cost not to exceed $0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than $45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor

1. **Definitions**:
   a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
   b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.
2. **Who May Provide**. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. **Unskilled Labor**. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is $11.00.
4. **Skilled Labor**. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting http://www.wa.gov/esd/lmea/occdata/oeswage/TOC000.htm.
5. **Unclassified**. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. **Start Time**. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization workstation, whichever is closer to the work site.
7. **Travel Time**. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. **Other Employees**. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements) which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared

under the procedures outlined in IAC Manual #3. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation's terms.

4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

The cost for using corrections labor is eligible in LWCF funded projects. Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. Sponsors may only use corrections labor associated with a local or state criminal justice system. This includes work by individuals performing community service in lieu of a fine or jail time.

Only the actual out of pocket expenses directly related to such labor is allowable. Actual costs might include: wages paid to workers and supervising correctional officers, transportation, etc. - so long as the work performed is directly related to the LWCF funded project. If there are no costs incurred using corrections labor, the sponsor shall not claim any of the value for reimbursement or as match.

Appendix B: Post Approval Materials

Introduction

As described on page 4, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Although documents must be provided within **90 days** of funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s).

Required Materials

Item: / Project Type:	Acquisition	Development	Combined (Acq./Dev.)
1. Milestones	✓	✓	✓
2. Preliminary Title Report	✓	-	✓
3. Control & Tenure Documents	-	✓	✓
4. Environmental Assessment	✓	✓	✓
5. Boundary Map	✓	✓	✓
6. Federal Assurances	✓	✓	✓

✓ = Required

1. ***Milestone Worksheet:*** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
2. ***Preliminary Title Report:*** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
   a. A legal description of the subject property
   b. A listing of the current owners, and
   c. A listing of all encumbrances.
3. ***Control and Tenure Documents:*** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
   a. **Applicant Owns Property.** Current title information for project property *owned by the applicant,* but not acquired with IAC assistance. This information must include:
      - Legal description
      - Deed restrictions and encumbrances
      - Documentation of current owner
      - Easements.

      Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.

b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:

- The lease, easement, or use agreement must extend for at least 25 years from the date of IAC project approval.
- The lease, easement, or use agreement may not be revocable at will.
- The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

4. ***Environmental Assessment (EA).*** Applicants must complete and submit two copies of an environmental assessment for all LWCF projects. This document is used to evaluate the environmental effects of a proposed project and to determine if an environmental impact statement will be needed. The format for an EA is provided in Appendix C, page 33. IAC Manual #15, *LWCF: Policies & Project Agreement* provides additional information.

5. ***Boundary Map.*** Applicants must submit **3** copies of a section 6(f) boundary map. This map with the appropriate legal description is used to clearly identify the boundaries protected under the LWCF Act. The land and facilities protected by a section 6(f) boundary may not be converted to other uses without prior approval by IAC and the National Park Service. Refer to IAC Manual #15, *LWCF: Policies & Project Selection* and IAC Manual #7, *Funded Projects: Policies and the Project Agreement* for more information about "Conversions of Use."

The boundary map and/or attachments must include:

a. IAC project number and name
b. Date of the map preparation.
c. Adjoining streets and roads.
d. The lands acquired and/or developed in the approved project. To make sure the property is clearly shown, the following methods of identification are acceptable:
   - Deed references
   - Adjoining ownerships
   - Adjoining water bodies or other natural landmarks
   - Latitude-longitude of cardinal points
   - Survey information, or
   - Measurements from permanent locators.
e. The location of all known easements, outstanding rights, deed/lease restrictions, reversionary interests, etc.

6. ***Federal Assurances.*** Federal grant rules require applicants to sign additional forms, including a Standard Assurance form and a Lobbying and Debarment form. Please read, sign, and return the applicable forms, beginning on page 35.

Appendix C: Environmental Assessment

INTRODUCTION

The environmental effects of a project submitted for LWCF assistance are evaluated through the preparation of environmental data on the intended action. In 1969, the National Environmental Policy Act (NEPA) was passed to insure a uniform national policy on evaluating the environmental impacts of federally funded projects. This Act requires the preparation of Environmental Impact Statements (EIS) for all federally funded projects that may result in significant adverse effects to the environment. All LWCF projects must have some basic environmental data to determine the impact of the proposed action. The documentation supplied in the Environmental Assessment (EA) will determine whether a more detailed EIS will need to be prepared.

Two copies of an environmental analysis titled "Environmental Assessment", which includes the following four sections, must accompany all project applications.

Section 1

The Proposed Action. This section should include a description of the proposed project and the surrounding environment.

Section 2

Alternatives to the Proposed Action. This section should explain the reasonable alternatives to the proposed action. The explanation should center upon the possible alternatives that were actually examined during the planning process.

Section 3

Environmental Impacts of the Proposed Action. Succinctly describe those environmental elements that would be affected. Discuss anticipated impacts on the following elements and any means to mitigate adverse environmental impacts to:

- Land use (project site and surrounding area)
- Fish and wildlife
- Vegetation
- Geology and soils
- Mineral resources
- Air and water quality
- Water resources/hydrology including wetlands
- Historic/archaeological/resources
- Transportation access
- Consumption of energy resources
- Socio-economic effects

Section 4

Listing of Agencies and Persons Consulted. List the individuals and agencies that were consulted during the conception of the project and the Environmental Assessment and include a summary of their response.

It is very important that the information provided is accurate and objective. Deceptive analysis of potential impacts could lead to the withdrawal of federal funds from the project, repayment of already reimbursed funds, or potential court action against the project sponsor. The following suggestions will assist in the preparation of the report:

- Keep the environmental information free of project justification and personal bias.

The project presumably is fully justified elsewhere in the Assessment.

- Do not rely on generalities - the specific facts are essential. General statements and all allegations should always be supported and quantified where possible.
- Use of maps, sketches, and related graphics to help explain the project are of great value. Pictures often help reduce lengthy narrative materials.
- Writing style should be kept clear and concise. Adverse impacts should be addressed as fairly as the beneficial impacts.

In most instances, the EA should be no longer than 3 – 5 pages.

Appendix D: Federal Assurances

▸ Federal Forms: Assurances—Debarment, Suspension, Etc. – DI-2010

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18.
The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

CHECK____IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK____IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK___IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check ___if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK___IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK____IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS $100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK___IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF $150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING $100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

DI-2010
June 1995
(This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)

▶ Federal Forms: Assurances—Non-Construction Programs – 424B

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

   (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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▸ Federal Forms: Assurances—Construction Programs - 424D

OMB Approval No. 0348-0042

ASSURANCES - CONSTRUCTION PROGRAMS

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NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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15. Will comply with environmental standards, which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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