**FY 2016/17 NEVADA**

**LAND AND WATER CONSERVATION FUND**

**GRANT APPLICATION**

  

**Please read the Grant Manual thoroughly before proceeding with an application. The application and manual are available online at** [**http://parks.nv.gov/grants/land-water-cons-fund/**](http://parks.nv.gov/grants/land-water-cons-fund/)**.**

**APPLICATIONS DUE: MARCH 10, 2017, 5:00 PM PACIFIC STANDARD TIME**

**PLEASE SUBMIT: 3 FULL COLOR COPIES, DOUBLE SIDED**

 **ONE ELECTRONIC COPY ON CD OR FLASHDRIVE**

**TO: NEVADA DIVISION OF STATE PARKS**

 **901 S. STEWART STREET, SUITE 5005**

**CARSON CITY, NV 89701**

**For assistance, please contact:**

**Janice Keillor Art Krupicz**

**Park and Recreation Program Manager Grants and Cultural Resource Assistant**

**Assistant State Liaison Officer (775) 684- 2775**

**(775) 684-2787 rectrails@parks.nv.gov**

**jkeillor@parks.nv.gov**

**APPLICANT INFORMATION**

|  |
| --- |
| **Applicant Name:** |
| **Applicant Mailing Address:** |
| **Contact Person** |
| **Phone Number:** | **Email:** |
| **Tax ID or EIN#:** | **DUNS #** |

**PROJECT INFORMATION**

|  |
| --- |
| **Project Name:** |
| **Project Address:** |
| **County:** | **Congressional District:** |
| **Latitude:** | **Longitude:** | **Township:** | **Range:** |
| **Project Dates: *Start:***  | ***Completion:*** |
| **Project Type:**  | **🞏 Acquisition** | **🞏 Development** | **🞏 Combination** |
| **Landowner:** |

**LAND CONTROL AND TENURE**

***Please attach documentation***

|  |
| --- |
| **🞏 Fee simple ownership without encumbrances** |
| **🞏 Lease from a federal agency (specify which) with a remaining term of 25 years or more** |
| **🞏 Easement (please provide type)** |
| **🞏 Other (describe):** |

**PROJECT COSTS**

***Please do not submit match not directly related to the project***

|  |  |
| --- | --- |
| **Grant request:** | **Percent of total:** |
| **Match amount:** | **Percent of total:** |
| **Total project cost:** | **Grant request and Match =100%** |

**PROJECT DESCRIPTION**

***300 words maximum. Describe exactly what work will be completed.***

**Applicants are encouraged to do each of the following, prior to continuing with this application:**

* Review the *LWCF Grant Manual*. This document will provide detailed information about the entire LWCF grant program, from the initial planning of new projects to the long-term maintenance of past projects. The grant manual is available on the NDSP website or by contacting NDSP staff (contact information below).
* Review the *Nevada Comprehensive Outdoor Recreation Plan* (SCORP). Special attention should be paid to Part Three, which describes current outdoor recreation priorities. The SCORP is available on the NDSP website or by contacting staff.
* Review the current LWCF grant cycle announcement. In the months before a new grant cycle is to begin, NDSP will issue an announcement confirming available funds, deadlines, and any modifications to the program that might vary from the grant manual.

**PROJECT NEED**

***2 criteria, maximum possible score of 7 points***

Applicants must clearly explain how their project would fulfill an outdoor recreation need in Nevada. Specifically, applicants are prompted to describe the specific need, explain how their project provides a solution, and demonstrate how conditions would be improved, upon completion of the project. The specific criteria are:

**Inclusion in Current Development Plans**

Is the proposed project identified in a finalized, active community planning document? Such documents may include (but are not limited to): municipal master plans, open space plans, economic reports, or other studies commissioned by public entities.

Applicant will provide:

Narrative description of the project’s role in current, accepted community development plans. Applicant may include supporting documents as deemed appropriate.

Scoring Rubric

4 Project is specifically identified as a priority within an existing plan

3 General project type is identified as a priority

2 Project not mentioned in a plan, but compelling justification is provided

1 Project not mentioned, nor is project fully justified, given other community priorities

**Describe the project’s role in current, accepted community development plans. Attach supporting documents as deemed necessary.**

**Impact on Recreational Opportunities**

How will the proposed project expand the recreational options available to a community? Projects must strive to either bring new recreation options to an area or population or improve upon existing facilities such that new areas or populations can engage them. This includes American with Disabilities Act (ADA) retrofits, as well as any other elements that improve accessibility for underserved populations. Underserved is defined as an area or population with inadequate services, facilities, and/or a lack of access to recreation opportunities.

Applicant will provide:

Narrative description of a project’s ability to enhance recreation options for an underserved area or population. Applicant may include supporting documents as deemed appropriate.

Scoring Rubric

3 Project introduces an entirely new opportunity to an area or population

2 Project improves an existing opportunity so that new areas or populations are accommodated

1 Project improves an existing opportunity, but does not expand its impact

**Describe the project’s ability to enhance recreation options for an underserved area or population. Attach supporting documents as deemed necessary.**

**PROJECT QUALITY**

*5 criteria, maximum possible score of 16 points*

While it is important to establish the need for a project, it is also necessary to determine the ability of any specific proposal to fulfill that need. This section assesses an applicant’s particular strategy for accomplishing their stated goals. The specific criteria are:

**Project Readiness (logistics)**

Is the project “shovel-ready”? Projects need not be completely ready to go, but a clear schedule must be established, logistics must be addressed, and contingencies planned for. Note: this criterion also considers environmental (NEPA) and cultural (NHPA/Section 106) compliance.

Applicant will provide:

* Documentation which confirms project schedules, logistical strategies, and contingencies.
* For NEPA compliance, applicant must provide one of the following documents: *Record of Decision*, *Finding of No Significant Impact*, or *Categorical Exclusion*.
* For NHPA compliance, applicant must provide evidence of concurrence with the Finding of Effect, as provided by the Nevada State Historic Preservation Office (SHPO).
* For acquisition projects, applicants must provide an appraisal, Offer to Purchase, Statement of Just Compensation, and the property owner’s response to the Statement for Just Compensation.

 Scoring Rubric

 3 Project will begin immediately

1. Project will begin within six months

1 Project will begin within one year

1. **Please attach documentation which confirms project schedules, logistical strategies, and contingency plans. A narrative description may also be included here:**
2. **NEPA compliance: attach the applicable NEPA document (ROD, FONSI, CE)**
3. **NHPA compliance: attach the SHPO letter of concurrence or (if SHPO concurrence has not been obtained), please answer the following questions:**

Describe the extent of ground disturbance for this project. Specifically, describe the length, width, and depth of the most significant instances of excavation/digging.

Describe both current and past ground disturbance in the proposed construction area.

Describe any cultural resources in the project area. This may include known historic buildings, archaeology sites, and any other objects estimated to be over 50 years old.

Please attach the following three (3) maps:

1. General location map (showing project area within the state or county)
2. Topographic map (7.5 minute series quadrangle, 1:24,000 scale) with project boundary and map name. Topographic maps are preferred but aerial photos will suffice
3. Detailed site plan indicating specific project elements (e.g., structures, trail alignment)

For all maps, please include a key, north arrow, scale, and map name (if available). Maps larger than 11x17 will not be accepted.

Please attach the following photographs:

* At least two (2) overviews of the project area from different angles and distances
* Please include photos of known cultural resources, if present.

**D. For acquisition projects: attach the appraisal, Offer to Purchase, Statement of Just Compensation, and the property owner’s response to the Statement for Just Compensation.**

**Partnerships**

Does the applicant have commitments from partners who will move the project forward? This criterion assesses the level of cooperation between the applicant and those who have committed to functional roles in the project. Partnerships can be established for management, funding, volunteered labor, sponsorships, donations, underserved community engagement, and other aspects of a project. Letters of support must describe partnership and commitment to the project.

 Applicant will provide:

Narrative description of how project partners will cooperate to achieve project goals, as well as evidence that the relationship(s) are formalized or otherwise confirmed (e.g., contract, memorandum of understanding/agreement, letter of commitment, or other signed documentation).

 Scoring Rubric

 3 Applicant will complete project with two or more partners

 2 Applicant will complete project with one partner

 1 Applicant will complete project without partners

**Describe the confirmed partnerships for this project. Attach supporting documents that confirm these relationships.**

**Public Involvement**

Was the public involved in the development of the project and its goals? Every project must give the public an opportunity to convey their perspectives. In particular, underserved communities must be identified and engaged. Underserved is defined as an area or population with inadequate services, facilities, and/or a lack of access to recreation opportunities. Public involvement may include (but is not limited to): workshops, public meetings, surveys, and letters of endorsement from community groups.

Applicant will provide:

Documentary evidence of both the scope and substance of public involvement (e.g., meeting notes, survey results, letters of endorsement). Applicant must specifically describe how they addressed:

* the engagement of underserved populations, and
* concerns raised by the public, in regards to the project.

Scoring Rubric

3 Clear evidence of public involvement and comprehensive attention to public concerns

2 Public involvement was solicited, but concerns not addressed

1 Public involvement not solicited or otherwise not appropriate for project scale or impact

**Describe the nature and extent of public engagement with this project. Please detail specific engagement with underserved populations and what is being done to mitigate any concerns conveyed by the public generally. Attach supporting documentation as deemed necessary.**

**Innovation and Best Practices**

Does the project implement new and/or broadly accepted methods? Innovations need not be completely new to an industry or sector, but might be new to Nevada, a particular community, or to the applicant’s organization. Creative solutions can be applied to any aspect of the project: planning, design, construction, funding, partnerships, underserved community engagement, etc. Best practices should be utilized in all aspects of the project.

Applicant will provide:

Narrative description of innovative solutions and/or the degree to which current best practice is being followed across all aspects of the project. Applicant may include supporting documents as deemed appropriate.

Scoring Rubric

3 Project utilizes innovative solutions and best practices in all phases

2 Project utilizes innovative solutions and best practices in some phases

1 Project does not utilize innovative solutions or best practices

**Please describe both the implementation of best practices and their source (e.g., industry association, academic research, etc.). In addition, describe any innovations being implemented.**

**Budget**

Are cost estimates appropriate for the work proposed? In addition, is the projected match available and/or secured? Applicants often assume that lean budgets are preferred. However, budgets must be realistic and designed to avoid future delays or project amendments. Please ensure estimates are accurate for projected inflation of costs over the years the project is in progress. Matching funds must be secured by the time applications are submitted, so that they are a settled/confirmed element of the budget.

Applicant will provide:

Documentation of cost estimates and a narrative rationale for particular budgetary choices, as the applicant deems necessary. The status of matching funds must be documented with evidence that the arrangement is confirmed or otherwise secure (e.g., contract, memorandum of understanding/agreement, letter of commitment, or other signed documentation).

Scoring Rubric

4 Cost estimates are realistic and match is secured

3 Match is secured, but cost estimates are not realistic

2 Cost estimates are realistic, but match is not secured

1 Match is not secured, nor are cost estimates realistic

**Please attach the project budget (Appendix A includes a sample budget form, but you may use another format). Matching funds must be accounted for. Attach supporting documentation as deemed necessary.**

**If desired, a narrative description of the above documents may be added here:**

**ALIGNMENT WITH RECREATION GOALS**

***7 criteria, maximum possible score of 50 points***

In order to receive LWCF funds, every state must develop a *State Comprehensive Outdoor Recreation Plan* (SCORP). This report requires updating every five years and provides a means to incorporate public input, current research data, and best practices for recreation planning. Most importantly, the SCORP must include outdoor recreation goals (priorities) that will serve as the basis for scoring LWCF grants, via the OPSP.

The degree to which a project aligns with SCORP priorities is the most important element of the scoring process (i.e., this section is worth more points than any other section).

Applicants will provide:

Narrative explanation of how the project fulfills the intent of each SCORP priority. Applicants must describe their engagement with underserved populations where applicable. A detailed explanation of these priorities may be found within the current SCORP.[[1]](#footnote-1) Nevada’s current outdoor recreation priorities are:

 Priority 1: Maintenance and/or rehabilitation of existing facilities

 Priority 2: Ensure safety

 Priority 3: Connectivity between trails, facilities, and other locations

 Priority 4: Engage youth

 Priority 5: Develop new facilities

 Priority 6 (tie): Integrate with economic goals

 Priority 6 (tie): Conserve water and habitat

Scoring Rubric

Nevada’s outdoor recreation priorities are weighted to reflect their importance as described in the SCORP.[[2]](#footnote-2) Each narrative response will be rated along a scale, with zero representing “no alignment” with a particular priority and the highest possible score representing “significant or complete alignment” with a particular priority. Committee reviewers may rate a response anywhere within its weighted range, in order to assess the relative degree to which a project aligns with a priority.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Significant alignment** | **Moderate alignment** | **No alignment** |
| **Priority 1** | 10 | from 9 down to 1 point | 0 |
| **Priority 2** | 9 | from 8 down to 1 point | 0 |
| **Priority 3** | 8 | from 7 down to 1 point | 0 |
| **Priority 4** | 7 | from 6 down to 1 point | 0 |
| **Priority 5** | 6 | from 5 down to 1 point | 0 |
| **Priority 6 (tie)** | 5 | from 4 down to 1 point | 0 |
| **Priority 6 (tie)** | 5 | from 4 down to 1 point | 0 |

**How will the project contribute to the maintenance and/or rehabilitation of existing outdoor recreation infrastructure?**

**How will safety be implemented in the design, maintenance, and management of the project?**

**How does the project increase connectivity between trails, facilities, or other locations?**

**How does the project engage youth? If applicable, please detail how youth within underserved populations or areas will be engaged.**

**How will the project contribute (or otherwise complement) the development, maintenance, and/or management of new outdoor recreation facilities?**

**How does the project contribute to the economic vitality of its community? Please detail the specific actions taken to determine the project’s economic potential.**

**How will the project contribute to the conservation and/or rehabilitation of water and habitat?**

**APPLICANT HISTORY**

***3 criteria, maximum possible score of 9 points***

In addition to explaining the fundamental need for a project, justifying the particular plan for meeting that need, and detailing a project’s fulfillment of SCORP priorities, applicants must be able to demonstrate a successful management record. The specific criteria are:

**Grant Management History**

What are the applicant’s experiences with grant management? A general record of successful grant oversight is necessary. Previous experience with LWCF grants is preferred, but not required.

Applicant will provide:

Narrative description of grant management experience in order to establish an adequate sense of the applicant’s capability. The description need not include every grant project managed by an entity. It should emphasize the grant management experiences of current personnel who will be involved with the project under consideration. Please note: this description must include not only successful instances of grant management, but also the challenges faced by the applicant (if any), and their response to project adversity.

Scoring Rubric

3 Applicant demonstrates consistent success in management of LWCF grants

2 Applicant has not managed LWCF grants, but demonstrates consistent success in management of other grant projects

1 Applicant demonstrates inconsistent management of grants (LWCF or otherwise)

**Summarize the grant management experiences of both the organization and the personnel responsible for this specific project. This may be done with attachments and/or a narrative.**

**Project Management History**

How was the applicant’s performance (beyond grant management) as assessed by auditors or other institutional reviewers? Per CFR 200.205, applicants may be assessed upon their financial stability, quality of management systems, history of performance, reports and findings from audits, and their overall ability to implement any necessary requirements of an LWCF project.[[3]](#footnote-3)

Applicant will provide:

Summaries of audits, institutional reviews, or other independent assessments related to organizational management and the overall institutional ability to consistently complete stated objectives. Applicant should include their record of engaging with underserved populations as well. A narrative explanation may be included with any documents, as the applicant deems appropriate.

Scoring Rubric

3 Consistently positive audit findings for the last seven (7) years

2 Inconsistent audit findings for the last seven (7) years

1 Consistently problematic audit findings for the last seven (7) years

**Summarize your organization’s project management record as it is reflected in assessment documents and reviews. This may be done with attachments and/or a narrative.**

**Maintenance Capacity**

Does the applicant have the capability to perpetually maintain the facility once the project is complete? All property acquired or developed with LWCF assistance must be maintained perpetually in public outdoor recreation use (per the National Park Service). In general, past results are not a reliable indicator of future performance. Applicants must emphasize the planning strategies that will ensure perpetual use going forward.

Applicant will provide:

Evidence of their institutional ability to maintain projects over the long term, from project completion forward. Documentation may include, but is not limited to: operations & maintenance plans, programmatic agreements, memoranda of understanding/agreement, or charters.

Scoring Rubric

3 Perpetual maintenance is very likely

2 Perpetual maintenance is somewhat likely

1 Perpetual maintenance is not likely

**Describe your organizational capacity to maintain facilities in perpetuity. This may be done with attachments and/or a narrative.**

**PROJECT MAPS**

Each application requires the following graphics:

* General location map (showing project area within the state or county)
* Topographic map (7.5 minute series quadrangle, 1:24,000 scale) with project boundary and map name. Topographic maps are preferred but aerial photos will suffice.
* Detailed site plan indicating specific project elements (e.g., structures, trail alignment)
* 6 (f) (3) boundary map

For all maps, please include a key, north arrow, scale, and map name (if available) Maps larger than 11x17 will not be accepted.

Please note: the general, topographic, and detail maps were required as evidence of cultural resource compliance in a previous section of this application. If those maps were already attached to this application, they need not be duplicated here.

**6 (f) (3) PROJECT BOUNDARY MAP**

The following elements must be included in each 6 (f) (3) boundary map:

 Project Area

 The LWCF boundary should generally include the entire park or recreation area being enhanced with grant funds. Exceptions will be made only in the case of larger parks, in which smaller, self-sustaining units may reasonably be understood to exist. Park areas that are incompatible with LWCF requirements should not be included in the boundary. The boundary must be a viable public outdoor recreation space that can be maintained without reliance upon adjoining or additional areas not identified in the project scope. In no case will the areas covered by the 6(f)(3) boundary be less than that acquired with L&WCF assistance.

 Map Elements

 The 6 (f) (3) boundary map will identify the following:

* Title of the project or project component.
* Date of map preparation and signature of the preparer and/or authorizing official.
* Area(s) under lease(s) and the term(s) remaining on that lease(s).
* All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included. Those outstanding rights and interests which, in the opinion of the applicant, would not adversely impact the utility and viability of the recreation area if exercised and not intended to be included under the conversion provisions of Section 6(f)(3) of the Act should be specifically identified
* Project area in sufficient detail so as to clearly identify the lands being afforded protection under Section 6(f)(3). The following methods of identification are acceptable:
	+ Deed references
	+ Adjoining ownership
	+ Adjoining easements of record
	+ Adjoining water bodies or other prominent natural landmarks
	+ Government survey with section (or quarter section) corners indicated OR metes and bounds survey with boundary dimensions and directional bearings.

 If the above methods are not suitable to the project area, measurements from permanent locators may be used. A formal survey is not required.

 Review

 Prior to final approval of a project, the NPS will review and accept the dated project boundary map's identification of the area to be protected by Section 6(f)(3) of the Act as well as any land or rights in land excluded from that protection.

 Alteration to Project Area

Prior to the date of final billing for the project or project element, the State and the NPS may mutually agree to alter the project area to provide for the most satisfactory unit intended to be administered under the provisions of Section 6(f)(3), except that acquired parcels are afforded Section 6(f)(3) protection as L&WCF reimbursement is provided.

**PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING FORM (PD/ESF)**

The PD/ESF is required by the NPS and must be filled out unless NPS agrees that another NEPA document can be submitted. When filling out the form:

* Please type directly into the form
* Do not re-format the form other than spacing and deleting sections that are not applicable to your project.
* Please follow the directions carefully and contact NDSP grant staff as you need assistance:
* Refer to <https://www.nps.gov/orgs/1812/upload/NPS_NEPAHandbook_Final.pdf> for information on Categorical Exclusions.

OMB Control No. 1024-0031
Expires: 10/31/2016



**LWCF Proposal Description and Environmental Screening Form**

The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Land and Water Conservation Fund (LWCF) state assistance proposals submitted for National Park Service (NPS) review and decision. The completed PD/ESF becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The PD portion of the form captures administrative and descriptive details enabling the NPS to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State’s LWCF proposal to NPS.

**Except for the proposals listed below**, the PD/ESF **must** be completed, including the appropriate NEPA document, signed by the State, and submitted with each new federal application for LWCF assistance and amendments for: scope changes that alter or add facilities and/or acres; conversions; public facility exceptions; sheltering outdoor facilities; and changing the original intended use of an area from that which was approved in an earlier LWCF agreement. Consult the LWCF Program Manual (www.nps.gov/lwcf) for detailed guidance for your type of proposal and on how to comply with NEPA.

**For the following types of proposals only this Cover Page is required** because these types of proposals are administrative in nature and are categorically excluded from further NEPA environmental analysis. NPS will complete the NEPA CE Form. Simply check the applicable box below, and complete and submit only this **Cover Page** to NPS along with the other items required for your type of proposal as instructed in the LWCF Program Manual.

 □ SCORP planning proposal

 □ Time extension with no change in project scope or with a reduction in project scope

 □ To delete work **and** no other work is added back into the project scope

 □ To change project cost with no change in project scope or with a reduction in project scope

 □ To make an administrative change that does not change project scope

**Name of LWCF Proposal: Date Submitted to NPS:**

**Prior LWCF Project Number(s)** *List all prior LWCF project numbers and all park names associated with assisted site(s):*

**Local or State Project Sponsoring Agency** *(recipient or sub-recipient in case of pass-through grants*)**:**

**Local or State Sponsor Contact:**

**Name/Title:**

**Office/Address:**

**Phone/Fax:**  **Email:**

**Paperwork Reduction Act Statement**: This information collection is authorized by the Land and Water Conservation Fund Act of 1965. (16 U.S.C. 460*l*-4 et seq.). Your response is required to obtain or retain a benefit. We use this information to obtain descriptive and environmental information about the proposal. Completion times vary widely depending on the use of the form, from approximately 30 minutes to complete the cover page only to 500 hours for a difficult conversion of use. We estimate that the average completion time for this form is 8 hours for an application, 2 hours for an amendment, and 112 hours for a conversion of use, including the time necessary to review instructions gather data and review the form. You may send comments on the burden estimate or any aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street, NW. (2601), Washington, DC 20240. We may not collect or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. *Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.*

**Step 1. Type of LWCF Proposal**

\_\_\_\_ **New Project Application**

**Acquisition** **Development Combination (Acquisition & Development)**

 *Go to Step* *2A**Go to Step 2B Go to Step 2C*

\_\_\_\_ **Project Amendment**

 **Increase in scope or change in scope from original agreement.**

 *Complete Steps 3A, and 5 through 7****.***

**6(f) conversion proposal.** *Complete Steps 3B, and 5 through 7.*

**Request for public facility in a Section 6(f) area.** *Complete Steps 3C, and 5 through 7.*

\_\_\_\_\_ **Request for temporary non-conforming use in a Section 6(f) area.**

*Complete Steps 4A, and 5 through 7.*

\_\_\_\_\_ **Request** **for significant change in use/intent of original LWCF application.**

 *Complete Steps 4B, and 5 through 7.*

\_\_\_\_\_ **Request to shelter existing/new facility within a Section 6(f) area regardless of funding source.** *Complete Steps 4C, and 5 through 7.*

**Step 2. New Project Application** (See LWCF Manual for guidance.)

**A. For an Acquisition Project**

1. Provide a brief narrative about the proposal that provides 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.).

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

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

4. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the “Uniform Appraisal Standards for Federal Land Acquisitions” or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.

5. Address each item in “D” below.

**B. For a Development Project**

1. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.

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

3. Address each item in “D” below.

**C. For a Combination Project**

1. For the acquisition part of the proposal:

a. Provide a brief narrative about the proposal that provides the reasons for the acquisition, number of acres to be acquired with LWCF assistance, and describes 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 proposed for the site(s) for public outdoor recreation use within the next three (3) years.

d. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the “Uniform Appraisal Standards for Federal Land Acquisitions” or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.

2. For the development part of the proposal:

a. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.

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

3. Address each item in “D” below.

**D. Additional items to address for a new application and amendments**

1. Will this proposal create a **new** public park/recreation area **where none previously existed** and is not an addition to an existing public park/recreation area? Yes \_\_\_\_ (go to #3) No \_\_\_\_ (go to #2)

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

b. Is the pre-existing public park/recreation area already protected under Section 6(f)? Yes \_\_\_ No \_\_\_

If no, will it now be included in the 6(f) boundary? Yes \_\_\_ No \_\_\_

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

4. a. Who will hold title to the property assisted by LWCF? Who will manage and operate the site(s)?

b. What is the sponsor’s type of ownership and control of the property?

\_\_\_\_ Fee simple ownership

\_\_\_\_ Less than fee simple. Explain:

\_\_\_\_ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.

Who will lease area? Submit copy of lease with this PD/ESF. (See LWCF Manual for **program restrictions** for leases and further guidance.)

5. Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the Section 6(f) park area? Indicate the location on 6(f) map. Do parties understand that a Section 6(f) conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, leased area?

6. Are overhead utility lines present, and if so, explain how they will be treated per LWCF Manual.

7. As a result of this project, describe **new** types of outdoor recreation opportunities and capacities, and short and long term public benefits.

8. Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or proposed for the future within the 6(f) boundary.

9. Describe the planning process that led to the development of this proposal. Your narrative should address:

a. How was the interested and affected public notified and provided opportunity to be involved in planning for and developing your LWCF proposal? Who was involved and how were they able to review the **completed** proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. 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.

b. 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 PD/ESF submission.

10. How does this proposal implement statewide outdoor recreation goals as presented in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) (include references), and explain why this proposal was selected using the State’s Open Project Selection Process (OPSP).

11. List all source(s) and amounts of financial match to the LWCF federal share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The federal LWCF share and financial matches must result in a viable outdoor recreation area and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

|  |  |  |
| --- | --- | --- |
| Source | Type of Match | Value |
|  |  | $ |
|  |  | $ |
|  |  | $ |

12. Is this LWCF project scope part of a larger effort not reflected on the SF-424 *(Application for Federal Assistance)* and grant agreement? If so, briefly describe the larger effort, funding amount(s) and source(s). This will capture information about partnerships and how LWCF plays a role in leveraging funding for projects beyond the scope of this federal grant.

13. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

***Proceed to Steps 5 through 7***

**Step 3. Project Amendment** (See LWCF Manual for guidance.)

**Not applicable for new applications**

**Step 4. Proposals for Temporary Non-Conforming Use, Significant Change in**

 **Use, and Sheltering Facilities** (See LWCF Manual for guidance.)

**Not applicable for new applications**

**Step 5. Summary of Previous Environmental Review** (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.

2. Description of the proposed action and alternatives.

3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes.

4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.

5. Any mitigation measures to be part of the proposed action.

6. Intergovernmental Review Process (Executive Order 12372): Does the State have an Intergovernmental Review Process? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, has the LWCF Program been selected for review under the State Intergovernmental Review Process? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, was this proposal reviewed by the appropriate State, metropolitan, regional and local agencies, and if so, attach any information and comments received about this proposal. If proposal was not reviewed, explain why not.

7. Public comment periods (how long, when in the process, who was invited to comment) and agency response.

8. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.

9. Was this proposed LWCF federal action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal’s potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD/ESF must be included in the submission for NPS review.

***Proceed to Steps 6 through 7***

**Step 6. Environmental Screening Form (ESF)**

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to the NPS. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and

 no additional environmental documentation is necessary; or

2. requires further analysis through an environmental assessment (EA) or an environmental

impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission to the NPS. If an EIS may be required, the State must request NPS guidance on how to proceed.

The scope of the required environmental analysis will vary according to the type of LWCF proposal. For example, the scope for a new LWCF project will differ from the scope for a conversion. Consult the LWCF Manual for guidance on defining the scope or extent of environmental analysis needed for your LWCF proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of LWCF action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and be invited to participate in scoping out the proposal (see LWCF Manual Chapter 4). At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to NPS for federal review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS. Consult the LWCF Manual for further guidance on LWCF and NEPA.

The ESF contains two parts that must be completed:

 **Part A. Environmental Resources Part B. Mandatory Criteria**

**Part A:** For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

**Use a separate sheet** to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

**Part B:** This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.

***For conversions, complete one ESF for each of the converted and replacement sites.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. ENVIRONMENTAL RESOURCES**Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 9. | **Not****Applicable-**Resource does not exist | **No/Negligible****Impacts-**Exists but no or negligibleimpacts | **Minor****Impacts** | **Impacts****Exceed Minor**EA/EIS required | **More Data Needed to Determine Degree of Impact**EA/EIS required |
| 1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.  |  |  |  |  |  |
| 2. Air quality |  |  |  |  |  |
| 3. Sound (noise impacts) |  |  |  |  |  |
| 4. Water quality/quantity |  |  |  |  |  |
| 5. Stream flow characteristics |  |  |  |  |  |
| 6. Marine/estuarine |  |  |  |  |  |
| 7. Floodplains/wetlands |  |  |  |  |  |
| 8. Land use/ownership patterns; property values; community livability |  |  |  |  |  |
| 9. Circulation, transportation |  |  |  |  |  |
| 10. Plant/animal/fish species of special concern and habitat; state/ federal listed or proposed for listing |  |  |  |  |  |
| 11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc. |  |  |  |  |  |
| 12. Unique or important wildlife/ wildlife habitat |  |  |  |  |  |
| 13. Unique or important fish/habitat  |  |  |  |  |  |
| 14. Introduce or promote invasive species (plant or animal) |  |  |  |  |  |
| 15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc. *Most conversions exceed minor impacts. See Step 3.B* |  |  |  |  |  |
| 16. Accessibility for populations with disabilities |  |  |  |  |  |
| 17. Overall aesthetics, special characteristics/features |  |  |  |  |  |
| 18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination. |  |  |  |  |  |
| 19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure |  |  |  |  |  |
| 20. Minority and low-income populations |  |  |  |  |  |
| 21. Energy resources (geothermal, fossil fuels, etc.) |  |  |  |  |  |
| 22. Other agency or tribal land use plans or policies |  |  |  |  |  |
| 23. Land/structures with history of contamination/hazardous materials even if remediated |  |  |  |  |  |
| 24. Other important environmental resources to address. |  |  |  |  |  |

**Environmental Reviewers**

|  |  |  |  |
| --- | --- | --- | --- |
| **B. MANDATORY CRITERIA** **If your LWCF proposal is approved, would it…** | **Yes** | **No** | **To be****determined** |
| 1. Have significant impacts on public health or safety? |  |  |  |
| 2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas. |  |  |  |
| 3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]? |  |  |  |
| 4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks? |  |  |  |
| 5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects? |  |  |  |
| 6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects? |  |  |  |
| 7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments) |  |  |  |
| 8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species. |  |  |  |
| 9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment? |  |  |  |
| 10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)? |  |  |  |
| 11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)? |  |  |  |
| 12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)? |  |  |  |

**The following individual(s) provided input in the completion of the environmental screening form.** *List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit. The ESF may be completed as part of a LWCF pre-award site inspection if conducted in time to contribute to the environmental review process for the proposal.*

**1.**

**2.**

**3**.

**The following individuals conducted a site inspection to verify field conditions.**

*List name of inspector(s), title, agency, and date(s) of inspection.*

**1.**

**2.**

**3.**

**State may require signature of LWCF sub-recipient applicant here:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 7. Recommended NEPA Pathway and State Appraisal/Waiver Valuation**

First, consult the attached list of “Categorical Exclusions (CEs) for Which a Record is Needed.” If you find your action in the CE list **and** you have determined in Step 6A that impacts will be minor or less for each applicable environmental resource on the ESF **and** you answered “no” to all of the “Mandatory Criteria” questions in Step 6B, the proposal qualifies for a CE. Complete the following “State LWCF Environmental Recommendations” box indicating the CE recommendation.

If you find your action in the CE list **and** you have determined in Step 6A that impacts will be greater than minor or that more data is needed for any of the resources **and** you answered “no” to all of the “Mandatory Criteria” questions, your environmental review team may choose to do additional analysis to determine the context, duration, and intensity of the impacts of your project or may wish to revise the proposal to minimize impacts to meet the CE criteria. If impacts remain at the greater than minor level, the State/sponsor must prepare an EA for the proposal. Complete the following “State Environmental Recommendations” box indicating the need for an EA.

If you do not find your action in the CE list, regardless of your answers in Step 6, you must prepare an EA or EIS. Complete the following “State Environmental Recommendations” box indicating the need for an EA or EIS.

**State NEPA Pathway Recommendation**

**□** *I certify that a site inspection was conducted for each site involved in this proposal and to the best of my knowledge, the information provided in this LWCF Proposal Description and Environmental Screening Form (PD/ESF) is accurate based on available resource data. All resulting notes, reports and inspector signatures are stored in the state’s NEPA file for this proposal and are available upon request. On the basis of the environmental impact information for this LWCF proposal as documented in this LWCF PD/ESF with which I am familiar, I recommend the following LWCF NEPA pathway:*

 **□** This proposal qualifies for a Categorical Exclusion (CE).

* + - CE Item #:
		- Explanation:

 □ This proposal requires an Environmental Assessment (EA) which is attached and

 has been produced by the State/sponsor in accordance with the LWCF Program Manual.

 □ This proposal may require an Environmental Impact Statement (EIS). NPS guidance

 is requested per the LWCF Program Manual.

*Reproduce this certificate as necessary.* *Complete for each LWCF appraisal or waiver valuation.*

**State Appraisal/Waiver Valuation Review**

**Property address: Date of appraisal transmittal letter/waiver:**

**Real property value: $ Effective date of value:**

*I certify that:* □ *a State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions.*

**OR**

 □ *the State has reviewed and approved a waiver valuation for this property per*

 *49 CFR 24.102(c)(2)(ii).*

**SLO/ASLO Original Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Typed Name, Title, Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX A**

**Budget & Project Costs Estimate (SAMPLE)**

(Note: Sample cost estimates do not necessarily reflect current construction costs.)

**Project Name** Development of Sandy Beach Park

 Construction Costs:

 Clearing, grubbing, filling and topsoil $ 7,000

 Demolition and removal of obsolete bathhouse

 (condemned by County Health Department) 1,000

 Construction of a 50-car parking lot and a 20' x 200'

 park entrance road, including curbing, paving, signs and marking. 20,000

 Installation of a lighting system for the parking and restroom

 areas; power lines to be underground. 8,000

 Installation of an automatic irrigation system for 10 acres and

 delivery of water to model boat lagoon. 25,000

 Construction and installation of 15 concrete picnic tables and benches. 10,000

 Installation of 10 cast-iron barbecue stoves. 500

 Installation of 5 underground trash receptacles with pop-up lids

 and asphalt tile and cement conduit liners. 1,000

 500' of 5' wide cement walkway from parking lot to vista. 11,000

 Construction of a surfaced 8' wide, 1,300' long bicycle trail that

 meanders from park entrance to the park's southern extremity. 2,000

 Construction of an interpretive 20' x 50' ramada that will explain

 the natural history and mythology of the "Wounded Pig Blowhole."

 (Blowhole dioramas and displays are not covered in this request.) 30,000

 Installation of a 20' long bicycle rack. 500

 Construction of 2 outdoor shower pads with decorative lath screening. 2,000

 500' of sewer connection to new restroom facilities. 5,000

 500' of 4" domestic water main. 5,000

 900' of 1" domestic water line to showers, draining fountains and restrooms. 6,000

 100' of water main from the old irrigation well to the irrigation system. 600

 Electrical lead-in line (underground) and transformer (does not include

 any of the work in "installation of lights"). 2,000

 Storm drain from parking area to Haw Creek (200' long). 1,000

 Model boat lagoon specially designed for enjoyment of radio-controlled

 model power boat enthusiasts. 1,000

 Architectural, Engineering, and Inspection Costs

 Master planning ("A Plan for Sandy Beach Park" prepared by Apex

 Environmental Planning, Inc.) 4,500

 Engineering and preparation of plans, specifications and contracts

 done by city forces. 5,000

 Engineering supervision of contractual construction. 2,000

 Relocation Costs

 Cost of administering relocation (Part III, Section B, Item 8). 50

 Relocation of tenant (Part III, Section B, Item 9). 250

 **Subtotal $157,600**

*Note: Show donations on the cost estimate. Donations need approval prior to project approval.*

1. Nevada Division of State Parks, *Nevada Comprehensive Outdoor Recreation Plan 2016 – 2021*. [↑](#footnote-ref-1)
2. NDSP, *SCORP 2016-2021*, page 28. [↑](#footnote-ref-2)
3. U.S. Government Publishing Office, Code of Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart C, 200.205: Federal awarding agency review of risk posed by applicants. [↑](#footnote-ref-3)