

## Maps & Submittal Requirements – FY 2010 LWCF GUIDELINES

Click [here](#) to print the Submittal & Map List required for all applications.

**This system requires registration as a user and or logging in as an existing user in order to attach any documents to your application.**

***Electronic Submittals** are requested in format of: PDF or Jpeg for maps and photos and Word or PDF for word documents. Submit or upload your electronically completed form by choosing the "VIEW / ATTACH DOCUMENTS" option at the end of the application. Please name your document by the same name we use in the submittal list (ex. Narrative, state map, boundary map, etc).*

*Please use appropriate legible font size for text on maps & plans at 8 1/2x11 or 8 1/2 x 14 – **maximum acceptable map and document size 8 1/2 x 14**. We will print your electronic submittals but will not be able to manipulate text. Poor quality photo copies or fuzzy scanned in copies not acceptable.*

*Click on **ALL CAPS BOLD TEXT** for examples. See explanation of submittal items below. Also See **OUTDOOR RECREATION PROJECT HANDBOOK** and **OTHER EXAMPLE FILES** for guidelines. **These instructions shall take precedence.***

*Hard copies of submittal attachments sent by US Postal Service are acceptable. However, the application itself must be submitted online. If hard copies are sent by mail, please include 7 color copies of each map, 2 color copy sets of photos and 2 copies of everything else. All text must be legible.*

*Examples provided are not perfect, be sure to follow guidelines and provide elements listed in "SUBMITTAL and MAP LIST-". Displayed plans are provided as examples of both professionally and nonprofessionally drawn plans and do not necessarily constitute an endorsement by the Louisiana Office of State Parks.*

**When saving your document electronically to upload to online application - name your document by the same name used in our submittal list (ex. Narrative, State Map, Boundary Map, etc).**

- 1 **ENVIRONMENTAL SCREENING FORM (ESF)** - Please click on all caps bold text to obtain form. Save the document onto your desktop & provide answers to questions relevant to your project. Once you have electronically completed the form upload the form to this application by choosing the "VIEW / ATTACH DOCUMENTS" option at the end of the application. Page 12 of ESF to be completed by Division of Outdoor Recreation staff.
- 2 **BOUNDARY MAP** – Provide a map of the designated area for development projects. *The land designated by red boundary on this map must stay in outdoor*

*recreation use in perpetuity according to Federal Law 88-578, Section 6(f) and must have direct access to the property and its facilities within the LWCF 6(f) boundary.*

Use FY 2010 LWCF STANDARD and show the following items:

2.1 Outline the Section 6(f) Boundary in red dashed lines \_\_\_\_\_.

2.2 Provide the Property Distance Measurements in feet specifically for the Section 6(f) boundary.

2.3 Label Street Names near & adjacent to the property

2.4 Label Lot and Block numbers.

2.4 Provide Metes & Bounds, Section, Township & Range with Legal Description and identify P.O.B. (Point of Beginning on survey).

2.5 Provide Legal Description for the designated area. If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey specifically for the 6(f) boundary will be necessary.

2.6 Provide GPS Coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for entrance sign).

2.7 Provide Latitude /Longitude in degrees/minutes/seconds/direction. (no decimals)

2.8 Provide Acreage of 6(f) Boundary.

2.9 Identify Vehicular & Pedestrian Access and Parking for the recreation area within the 6(f) Boundary.

2.10 Sponsor's Appointed Authority – elected leader of sponsoring political subdivision (not engineer or designer) shall sign and date the map [in blue ink](#).

2.10 Show the entire park or area being developed or acquired and the adjacent land uses (vacant, commercial, residential, industrial, rural). Label or identify LWCF 6(f) boundary. See example.

### **3 STATE & PARISH MAP –**

3.1 Show Entire State on 8 1/2 x 11 map including interstates and major highways

3.2 Parish Map shall show Entire Parish on 8 1/2 x 11 map including interstates and major roads.

3.3 Identify the approximate location of the project on both state & parish maps.

### **4 REGIONAL RECREATION PLAN -** Provide information for the municipality you represent. Plan to include existing and planned recreation areas and facilities. Indicate LWCF sites (red), non LWCF sites (black) and shared use sites such as school and church playgrounds.

4.1 Locate & Label existing recreation areas on Area, City Map or Vicinity Map.

4.2 List **FACILITY INVENTORY** on spreadsheet provided or utilize similar format.

### **5 VICINITY MAP & DRIVING DIRECTIONS -** *driving directions & vicinity map posted on same page.*

5.1 Provide 8 1/2 x 11 map with legible highway, city, & local streets identified.

5.2 Locate the project site in relation to nearby streets, highway, towns, etc. Street names must be legible.

5.3 Include North arrow.

5.4 Provide driving directions to the site from the nearest interstate or state highway.

### **6 DEVELOPMENT PLAN –** an informal conceptual plan is acceptable. Include all proposed development for the area. Once plan has been approved on state & federal level, future phases of identified facilities may be eligible for funding. *New Development shall meet ADA Standards unless facility or components of facility are exempt (Example: a skateboard park would not need to be handicapped accessible but the spectator area would be). Land & Water Conservation Fund State Assistance Program requires all facilities developed with assistance from the Fund to be designed in conformance with the appropriate current design standards for the Architectural Barriers Act of 1968 (ABA\_ (P.L. 90-480), Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. (See LWCF Manual for more info)*

6.1 Clearly identify proposed & existing facilities, including overhead wiring and roads adjacent and in proximity to project.

6.2 Identify (if applicable) support facilities such as parking, walks and landscaping.

6.3 Show existing and or planned vehicular & pedestrian access to site.

6.4 Identify development phases (if applicable) by color coding elements per each phase of development. For example, existing elements would not be in high-light, Phase I Elements could be highlighted in yellow, Phase II in blue, Phase III in green, etc.

**7 SCHEMATIC FLOOR PLAN** *Indoor facilities are not eligible, except for support facilities such as restrooms, concessions and storage. (See Outdoor Recreation Project Handbook) Support facilities shall constitute less than 40 % of the total project cost per phase. All buildings must meet federal standards for handicapped accessibility, Section 504 and the Architectural Barriers Act. The project sponsor is also required to secure State Health Department approval when the project includes construction of sanitary facilities.*

7.1 Provide plan showing all proposed roofed structures.

7.2 Notes and dimensions should be large enough for legibility.

**8 DEVELOPMENT PROJECT ESTIMATE –**

8.1 Itemize all major elements to be constructed this phase within \$300,000 maximum.

8.2 List all materials and labor

8.3 Estimate engineering cost (see Designer Fee Calculator on Technical Assistance page) involved in this project.

8.4 Identify number and types of facilities to be constructed, purchased or installed. General lump sum estimates are not acceptable. See example provided.

**9 ACQUISITION – LEGAL DESCRIPTION –** *\*When the project is federally approved, an appraisal of the land will be required prior to negotiation and purchase of the property. The appraisal for the property must meet the Uniform Appraisal Standards for Federal Land Acquisitions. The cost of the appraisal is not reimbursable. Submitting the appraisal prior to federal approval (with the initial application) improves the expediency in which the grant can be processed to the*

*National Park Service since the state appraisal review process can take several months. Purchase price negotiations should not begin without state approval.*

9.1 Estimate the cost of the acquisition plus our state reviewer's fee (50% of \$350 or \$170.00 our state reviewer's fee will be eligible for reimbursement).

9.2 Provide an exact legal description of the property to be acquired, submit with the application.

## **10 RESOLUTION (for Development Projects)**

10.1 Provide Resolution or Meeting Minutes by authorized agency showing sponsor authorization to apply for grant funds and sponsor's provision of matching funds. (See resolution outline)

10.2 Provide sponsor's signature and date on Resolution or Minutes

## **11 TITLE, DEED or ACT of DONATION -**

11.1 Provide legal proof of sponsor's ownership of the site.

11.2 Provide legal survey corresponding with title, deed or act of donation

11.3 Title must match the legal description on boundary map.

11.2 Property expropriated will require **LETTER OF JUST COMPENSATION** (see 3 examples).

**12 COLOR PHOTOS** – Project site photos should include area to be developed as well as existing (if any) facilities

12.1 Provide a minimum of four digital color photos, one from each direction (NSEW). Scanned or photo copied photos not acceptable.

12.2 Identify existing features and area for proposed development.

**13 ENVIRONMENTAL ASSESSMENT** - *The Assessment shall be a cause and effect analysis. CAUSES are the recreation uses that your project will provide (hiking, tennis, camping) and actions that will be required to construct your facility (earth moving, clearing vegetation, paving). EFFECTS are impacts resulting from causes (erosion, loss of wildlife habitat, light pollution).* (click on bold all caps text for 2010 guideline & example).

13.1 Provide information per ENVIRONMENTAL ASSESSMENT GUIDELINE format.

**14 NARRATIVE** -This section is to be completed for development and or combination development / acquisition projects. (click on bold all caps text for 2010 guideline & example)

14.1 Provide information as per NARRATIVE GUIDELINES

**15 SHPO LETTER** from State Historic Preservation Office – *When construction involves any soil disturbance, alteration, removal, demolition, or burial of any existing feature, federal law requires that a review by the Office of Cultural Development be completed.*

15.1 Send a letter of request for review along with project information maps to the Office of Cultural Development (OCD) – Pam Breaux, Assistant Secretary, P.O. Box 44247 Baton Rouge, La. 70804-4247. Request OCD send copy to of their review to us. The state will aid the project sponsor in coordinating the review with the State Historic Preservation Office. (click on bold all caps text for 2010 example)

15.2 Submit a copy of your SHPO letter of request with your application.

15.3 Once you receive a SHPO response, upload it to your submitted application.

16 **LEGAL AUTHORITY OF APPLYING AGENCY** – Provide legal form signed by sponsor (click on bold all caps text for 2010 example).

17 **CO SPONSOR AGREEMENT**- if applicable, provide a written agreement between co sponsors that dedicates site in perpetuity to public outdoor recreation and outlines shared use (click on bold all caps text for 2010 example).

17.1 Provide schedule of facility hours for shared use property.