

## Map & Document Requirements for April 1 Submittal revised 1/6/2021

*NOTE: Contact the DOR office prior to developing your application. Pre-review assistance available if documents are shared in MS Word format. Electronic Submittals only .Submit individually to Division of Outdoor Recreation (DOR) by email to [outdoorrec@la.gov](mailto:outdoorrec@la.gov). – if you do not receive a receipt notification or response by email within 3 days, please call our office for confirmation (225.342-8088 or 225.342-8111). Our email size limits are approximately 15MB. You may use your cloud server or send documents via multiple emails. Include sponsor parish, town or project name in subject line of all emails please.*

*Do not scan entire package as one file. Please name your document by the same name we use in the submittal list (ex. “1. Application.doc”, “6.Narrative”, etc. Please use appropriate legible font size for printed text on maps & plans at 8 1/2 x11 or 11 x 14. Use black font only. We will print your electronic submittals but will not be able to manipulate text. Photo copies or poor quality scanned copies will not be accepted.*  
*Examples provided on DOR website or upon request.*

***Be sure to follow our guidelines and provide each element per document as listed below.***

- 1. APPLICATION:**DOR form, do not alter document format.
- 2. 10-904 A&R:** New Application Federal form. Do not alter document format.
- 3. SPONSOR CONTACT FORM** – Provide **DOR** with current contact information for the Sponsor (municipality applying for grant), applicant author and Co-Sponsor if applicable. Recreation Departments must coordinate with either city or parish as co-sponsor. Use our form.
- 4. STATE & PARISH MAP:**
  - Show entire State on 8 1/2 x 11 map including interstates and major highways
  - Parish Map shall show Entire Parish on 8 ½ x 11 map including interstates and major roads.
  - Identify the approximate location of the project on both state & parish maps. Use a **BOLD** dot or **ARROW** and the words “SITE”.
- 5. VICINITY MAP & DRIVING DIRECTIONS**
  - Locate & label project site with a bold black arrow.
  - Label route & adjacent streets, highways & interstate.
  - Provide North arrow.
  - Provide project name and town, city or village
  - Provide driving directions from nearest interstate (at bottom of map)
- 6. NARRATIVE:** Provide information as per NARRATIVE GUIDELINES do not alter our format.
- 7. SITE PHOTOS:** Project site photos should include area to be developed as well as existing (if any) facilities.
  - Provide a minimum of four color photos, one from each direction (NSEW).
  - Identify / label existing features and area for proposed developmentScanned, photo copied, dark or poor quality photos are not acceptable. Examples provided upon request
- 8. SHPO LETTER** from State Historic Preservation Office –Federal law requires that a review by the Office of Cultural Development be completed for all new grant applications. Section 106 will need a minimum of 30 days to review & stamp your letter. Send a letter of request for review along with project information maps to the Office of Cultural Development (OCD) – Send document PDFs electronically by emailing SHPO letter and attachments to [section106@crt.la.gov](mailto:section106@crt.la.gov). Once you receive SHPO response, email SHPO stamped letter directly to [outdoorrec@crt.la.gov](mailto:outdoorrec@crt.la.gov) .
- 9. MASTER PLAN** – A conceptual level graphic plan required for the entire park property or site area.  
*Use black font only*
  - 9.1** Identify proposed grant elements & development, highlight area in yellow (in lieu of Conceptual Plan).
  - 9.2** Identify proposed facilities, shade area in gray
  - 9.3** Identify existing facilities in black, no shading, no highlight
  - 9.4** Identify support facilities such as restrooms, parking and walkways.
  - 9.5** Identify the existing or proposed 6(f) Boundary with a bold red line*Upon approval, we will request a Development Plan (detailed plan for project scope) for the specific project to be accomplished with the grant. See example.*

- 10. BOUNDARY MAP** – Provide a metes and bounds legal survey map of the designated area for development projects. The land designated by red boundary on this map must stay in public outdoor recreation use in perpetuity according to Federal Law 88-578, Section 6(f) and must have direct public access to the property and its facilities within the LWCF 6(f) boundary.
- 10.1** Outline the Section 6(f) Boundary with a BOLD RED line and label it *LWCF 6(f) Boundary*.
  - 10.2** Provide the property distance measurements in feet specifically for the Section 6(f) boundary.
  - 10.3** Label streets near & adjacent to the property
  - 10.4** Label Lot and Block numbers.
  - 10.5** Provide metes & bounds, section, township & range with legal description
  - 10.6** identify P.O.B. (Point of Beginning on survey).
  - 10.7** 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.
  - 10.8** Provide GPS coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for entrance sign).
  - 10.9** Provide latitude /longitude in degrees/minutes/seconds/direction.
  - 10.10** Provide acreage of area within proposed 6(f) Boundary.
  - 10.11** Identify vehicular & pedestrian access and parking for the recreation area within the 6(f) Boundary.
  - 10.12** Signature of sponsor’s appointed authority – elected or appointed leader of sponsoring political subdivision shall sign and date the map **in blue ink**.
  - 10.13** Provide a signature line & date for State Parks ASLO
  - 10.14** Show the entire park or area being developed or acquired and the adjacent land uses (vacant, commercial, residential, industrial, rural).
  - 10.15** Provide map creation date, landscape architect, architect, engineer or surveyor’s stamp
- 11. LEGAL DESCRIPTION** Coordinate with 6 (f) designation on Boundary Map.  
Provide an exact legal description of the property to be acquired and or designated as 6(f) boundary, submit with the application. The legal description should coordinate with the legal survey. If a survey has not been made for the property at the time of application, contact the Office of State Parks for guidance. If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey and Legal Description specifically for the 6(f) boundary will be necessary.
- For Acquisition Projects:** If and when the project is federally approved, an appraisal of the land will be required prior to negotiation, purchase or donation of the property. The appraisal for the property must meet the Uniform Appraisal Standards for Federal Land Acquisitions. Submitting a professional survey and/ or 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. Contact DOR office for more information.
- 12. REGIONAL RECREATION MAP & FACILITY INVENTORY:** Provide information for the community you serve. - **Black font only**
- 12.1** Locate & Label existing recreation areas on Area, City Map or Vicinity Map.
  - 12.2** Identify existing and planned recreation areas and facilities.
  - 12.3** Indicate LWCF sites (red dot), non LWCF sites (black dot)
  - 12.4** Identify shared use sites such as school and church playgrounds, community facilities.  
If available, provide your regional master plan or community development plan with recreational components to the state via cloud link, CD or thumb drive mailed in to the Division of Outdoor Recreation, P.O. Box 44426 Baton Rouge, Louisiana. 70804-4426.
  - 12.5** List your outdoor recreation facilities on map or spreadsheet - If you have a website and or database available to the public, share a link. We’d like to include your data in Louisiana’s outdoor recreation inventory. Visit our site and provide us with your recreation information at <https://playoutdoorsla.com/>
- 13. DEVELOPMENT PLAN** – Required for both Acquisition and Development Projects – a graphic plan is required to include all proposed development for the area regardless of existing or proposed 6(f) boundary. New Development shall meet or exceed ADA / ABA 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). LWCF State Assistance Program requires all facilities developed with LWCF assistance 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). All applicable facilities required to have permits and inspections from the local building official as well as proof of flood insurance as determined by flood zone classification.

**13.1** Clearly identify proposed & existing facilities, including overhead wiring and roads adjacent and in proximity to project regardless of LWCF 6(f) boundary.

**13.2** Identify (if applicable) support facilities (existing and proposed) such as parking, walks and landscaping.

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

**13.4** Show any easements, Right of Way (R.O.W.) or servitudes.

**13.5** Identify development phases (if applicable). Show existing park facilities in black. Identify project elements for this grant by highlight in yellow (footprint of structure or element and text box), future phases should be shown in grey & labeled as future development.

**13.6** Identify existing (if previously funded) and or proposed LWCF 6f boundary with bold red line.

**14. SCHEMATIC FLOOR PLAN** – required for all roofed structures (support facilities such as a pavilion, restroom, concessions, and storage.) Indoor facilities such as classrooms, gyms and theaters, are not eligible. All buildings must meet or exceed 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. Grant recipients will be required to show proof of flood insurance where applicable.

**14.1** Provide conceptual or basic floor plan for all proposed roofed structures.

**14.2** Notes and dimensions shall be large enough for legibility when printed 8 ½ x 11 format.

**15. PROJECT COST ESTIMATE** – required for both Development and or Acquisition projects

**15.1** Itemize project scope elements for this grant. If awarded, the grant will reimburse 50% of the approved project total. Do not include items outside of the project scope.

**15.2** Estimate design cost (Use AIA Designer Fee Calculator) involved in this project and include in overall project scope. Professional fees to prepare application docs & project design through construction are an eligible expense up to 10 % of project cost and may be incurred prior to grant approval.

**15.3** Identify number and types of facilities to be constructed, purchased or installed. (Ex. 1.5 miles of 6 foot wide concrete trail or (2) 15 x 20 Pavilions or (1) playground equipment with safety surfacing for 11-13 age group)

**15.4** If applicable, estimate the cost of the acquisition (call our office for assistance). The cost of a survey or an appraisal is not reimbursable.

**16. RESOLUTION - Required for both Acquisition and Development Projects**

**16.1** Provide Resolution or Meeting Minutes by authorized agency showing sponsor authorization to apply for grant funds and sponsor's provision of matching funds.

**16.2** Provide sponsor's signature and date on Resolution or Minutes

**17. TITLE, DEED or ACT of DONATION** - for Development Projects

**17.1** Provide legal proof of sponsor's ownership of the site.

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

**18. ENVIRONMENTAL ASSESSMENT (EA)** - Required for both Acquisition and Development Projects where prior park development has not occurred. 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). If on your PD/ESF, a Categorical Exclusion is determined, an EA is not required.

**18.1** Provide information per ENVIRONMENTAL ASSESSMENT GUIDELINE. This is a federal form, do not change their format. Provide your responses directly below the question, if possible, do not use attachments or refer to another document. This will cause delays during federal review. Request MS Word version if you are not able to convert from PDF.