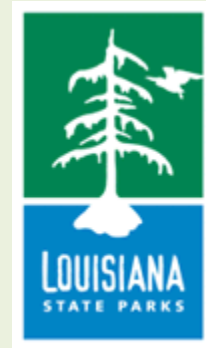


Louisiana Office of State Parks

Division of Outdoor Recreation LWCF Grant Process



THE GRANT APPLICATION PROCESS

1) April 1 – Annual due date for Application: Sponsors submit all documents for state review. See required document list.

2) April 1-30 State Review:

Applications that pass the Initial Eligibility Review (*see Initial Interest Form & LWCF program FAQ*) & include all required documents are advanced to the Complete List and scored using the Priority Rating System (*see OPSP scoring criteria*). Applications that are substantially complete, but missing some portion of required document information are set in Reserve List status and provided guidance by DOR staff for document remediation.

Once achieved the applications are scored, ranked and advanced to the Alternate List.

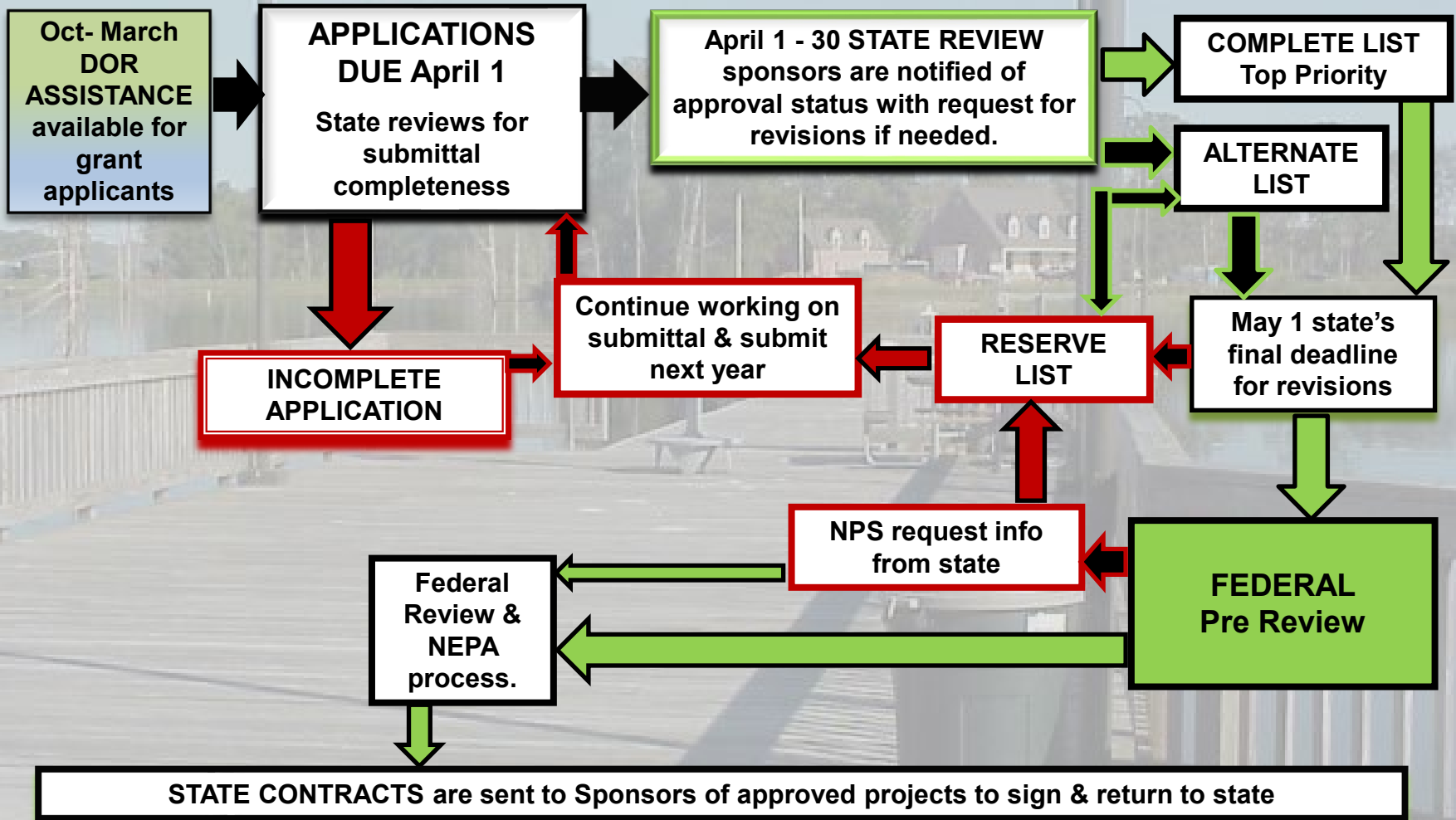
Finally, applications that are LWCF program eligible, but are significantly incomplete are encouraged to resubmit the following year.

3) June 1 –July 3 State Submittal to Feds: Top ranking projects are processed for Federal Review (Date TBA – Based on Federal notice of annual apportionment for La.)

4) Federal Review: Typically 90 day process. Rejected projects may revise and resubmit next year.

5) TBA – Grant Award: upon Federal approval, state awards contract package to project sponsors. Projects are given 3 year Performance Period to complete construction & requests for reimbursements.

LWCF Grant Application Process



THE GRANT AGREEMENT PROCESS

Step 1

Sign and return the state agreement checklist items

State Agreement Checklist:

- State Agreement
- Resolution
- Maintenance Agreement
- Certificate of Understanding
- Federal Requirements
- Certificate of Compliance
- Certification by Project Sponsor
- Certification of Drug Free Workplace
- W-9 Tax Form
- Co-Sponsor Agreement Form if applicable
- Schedule of facility Hours if applicable

PLAN & SPECIFICATIONS REVIEW

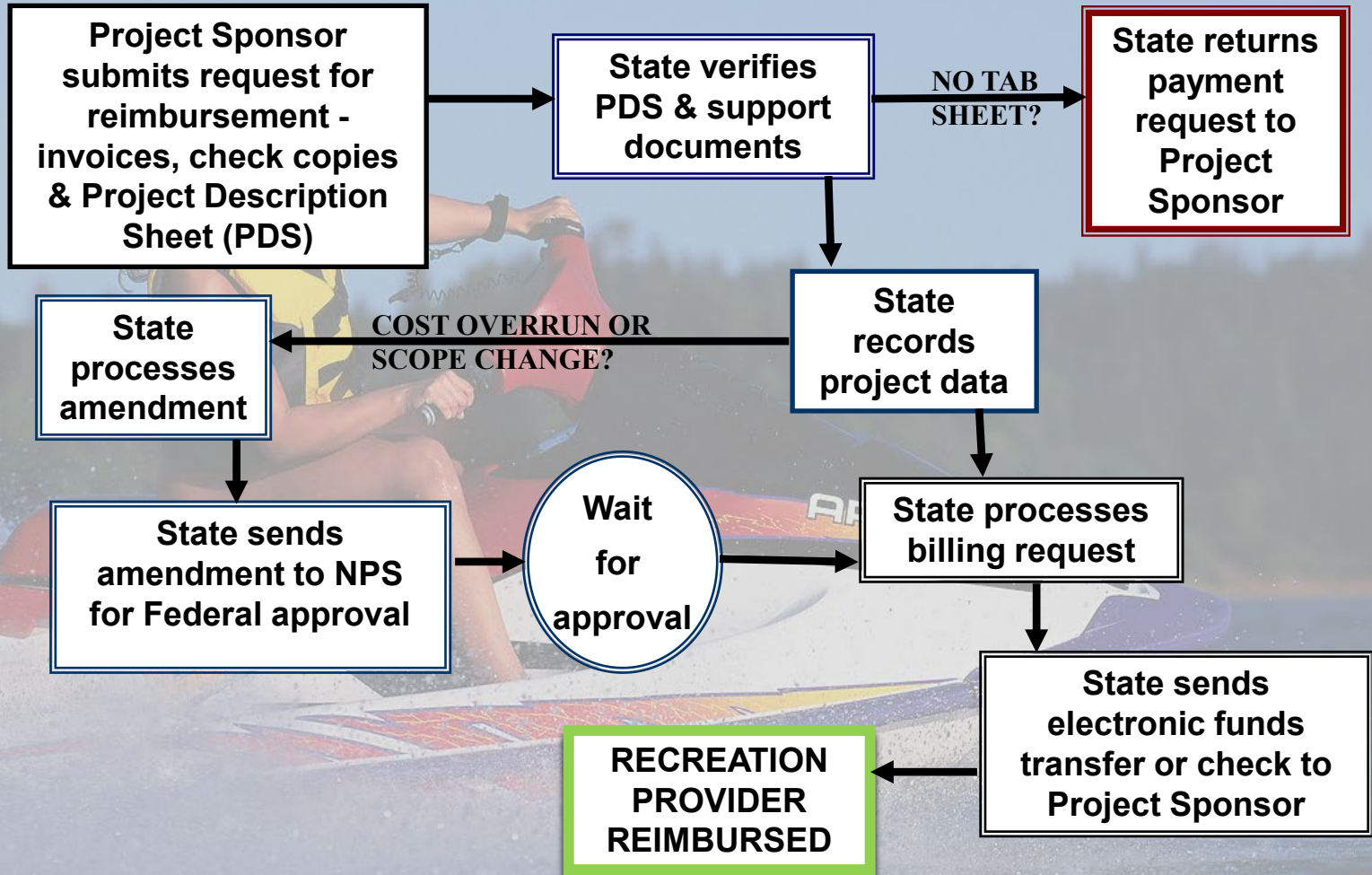
- Sponsors submit construction documents for state review
- State P/S Review (30 days max)
- Sponsors make recommended project changes if any
- Sponsors sign & return Preconstruction Review to state
- Sponsors can now advertise for bids

PROCEDURES FOR REIMBURSEMENT REQUESTS

ITEMS REQUIRED PRIOR TO FIRST BILLING

- Signed Preconstruction Review
- Signed State Project Agreement
- Copy of Newspaper bid advertisement
- Phone or faxed Materials and Labor Quotes (if required)
- Written confirmation of accepted offer
- Bid Tabulations
- Copy of Signed Contract
- Architect, landscape architect or engineer's contract if used

Grant Reimbursement



FORCE ACCOUNT OR IN-KIND SERVICES

- List of materials and cost estimate (break out labor & materials)
- Development Plan showing where work will be done
- Time Sheets & certified payroll register & signatures
- Invoices & purchase orders for materials used & copy of cancelled checks
- Project Data Sheet (PDS)
- Verification Sheet

DEVELOPMENT PROJECTS

- Copy of Invoice
- Copy of signed check (both sides showing endorsement)
- Project Data Sheet (PDS)

* Projects may be billed monthly. Project closeout to occur a minimum of 30 days prior to project expiration.

ACQUISTION PROJECTS

- Appraisal consistent with Uniform Standards for Federal Land Acquisitions (USAFLA) & Uniform Standards of Professional Appraisal Practice (USPAP). State will provide review
- An attorney's opinion of title or copy of title insurance
- Letter of Just Compensation
- Copy of Cash Sale Deed
- Copy of check issued for land purchase
- Statement of Differences in Value (if necessary)
- Boundary Map with metes and bounds (legal description must match that of deed or fall within purchased property and be identified as LWCF Boundary)

DONATION PROJECTS

- Appraisal consistent with Uniform Standards for Federal Land Acquisitions (USAFLA) & Uniform Standards of Professional Appraisal Practice (USPAP). State will provide review
- Boundary Map with metes and bounds (legal description must match that of deed. LWCF Boundary identified
- An attorney's opinion that you have a good and merchantable title, or a copy of the title insurance.
- Copy of the Deed.

NOTE:

- *Any item purchased with a PURCHASE ORDER must have a copy of that P.O. attached.
- *Each request for reimbursement must include a Billing Verification Sheet indicating that you have included all required documentation for that billing. (Form is provided)
- *ADHERANCE TO THESE PROCEDURES WILL ALLOW TIMELY REIMBURSEMENTS