

Map & Document Requirements for April 1 Submittal revised 2022

NOTES: Contact the DOR office after submitting Initial Eligibility Form.

1. Pre-review assistance available October – March - Submit in MS Word format.
2. Submit documents to Division of Outdoor Recreation (DOR) to outdoorrec@la.gov or ssimms@crt.la.gov.
3. Do not scan entire package as one file – we need submittal as individual documents.
4. Name your document /file by the same name we use in the submittal list (ex. “Narrative”, 10-904 A&R, etc.)
5. Verify you are using most current documents
6. Use appropriate font size for printed text on maps & plans at 8 1/2 x 11 or 11 x 14. Black font only.
7. Follow our guidelines and provide each requirement per document as listed below.

*Application prep is an eligible “pre-award expense” if details are included in your Budget Narrative & 10-904

**STOP – IF YOUR PROJECT INVOLVES PROCUREMENT (by purchase or donation)
OF LAND, CONSULT WITH STATE ON SUBMITTING A
“WAIVER OF RETROACTIVITY”.**

A. PRE-SUBMITTAL DOCUMENTS (submit to DOR early in your application development)

1. Initial Eligibility Form (IEF): Submit & consult with the state prior to application development.

2. Sponsor Contact Form:

- applicant author
- appointed authority (mayor, parish president, etc.)
- contact person for appointed authority

3. 904 A&R: Acquisition & Development projects.

- Do not alter document format. (contact the state for help if you need it)
- Skip a line between the question and your response.
- Submit in Ms. Word format

B. MAPS & PLANS SUBMITTAL

1. Location Map: text & labels must be clear and legible Locate project site on a full page vicinity map including interstates and major highways with small state map inset, highlight the parish (combined on one 8-1/2 x 11 map).

- Use a BOLD dot or ARROW and the words “SITE”.
- Provide North arrow.
- Provide project name, park name, town, city or village, & parish.
- Provide driving directions from nearest interstate (at bottom of map).
- Label route & adjacent streets, highways & interstate.

2. Regional Recreation Map & Facility Inventory: for the community you serve. *This can be a separate document or your facilities may be shown on your project location map.*

- Locate & label existing recreation areas on an area, city or parish map.
- Identify existing and planned recreation areas and facilities.
- Indicate LWCF sites (red dot), non LWCF sites (black dot)
- 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 via your cloud link.
- List your outdoor recreation facilities on your map or a spreadsheet & include a link to your website (if you have one) and or database that’s available to the public.

- Provide your GIS data to be included in Louisiana's outdoor recreation inventory.
<https://playoutdoorsla.com/> Consult with the state for data entry instructions.

3. LWCF Boundary Map & Legal Description – Provide a legal survey map of the designated area for development projects. *The land designated by the LWCF boundary on this map must stay in public outdoor recreation use in perpetuity according to Federal Law 88-578, and must have direct public access to the property and its facilities within the LWCF Boundary.*

- Outline the LWCF Boundary with a BOLD RED line and label it *LWCF Boundary*.
- Identify but exclude from LWCF Boundary – all Servitudes, Right of Ways and Navigable Waterways.
- Provide the property distance measurements in feet specifically for the LWCF Boundary.
- Label streets near & adjacent to the property
- Label Lot and Block numbers or Tracts.
- Provide metes & bounds, section, township & range with legal description
- Identify P.O.B. (Point of Beginning on survey).
- Provide GPS coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for park entrance).
- Identify overhead electrical, cell towers, etc. and provide location distance from boundary, width, length, etc.
- Provide latitude /longitude in degrees/minutes/seconds/direction.
- Provide acreage of area within proposed LWCF Boundary.
- Identify vehicular & pedestrian access and parking for the recreation area within the LWCF Boundary.
- Provide signature line for Division of Outdoor Recreation SLO (Mitchell Aleshire) & Provide signature line for sponsor's appointed authority
- Provide map creation date, landscape architect, architect, engineer and surveyor's stamp. The legal description should coordinate with the legal survey on deed, title, or Act of Donation.

For Acquisition Projects: an appraisal of the land is required with application and 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.*

4. Master Plan – A conceptual level graphic plan required for the entire park property. Plan should include project scope & all future planned development.

- Identify proposed grant elements & development, highlight area in yellow. (draw in black, highlight in yellow)
- Outside of grant scope, identify proposed facilities, draw in black, shade area in gray
- Identify existing facilities in black, no shading, no highlight
- Identify support facilities such as restrooms, parking and walkways.
- Identify the existing or proposed LWCF Boundary with a bold red line
- Use black font only for text

5. Development Plan – a graphic, scaled site plan is required to clearly communicate the proposed grant scope. *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).*

- Label and identify if present, overhead wiring and roads, easements, Right of Way (R.O.W.) or servitudes adjacent and in proximity to project.
- Show existing and or planned vehicular & pedestrian access to site.
- Identify PROJECT SCOPE elements
- Identify support facilities such as parking, walks and landscaping
- Identify LWCF Boundary - existing (if previously funded) or proposed with bold red line.

- 6. Schematic Floor Plan** – only required for 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 and provide proof of flood insurance if required.*
- Provide basic floor plan for all proposed roofed structures.
 - Notes and dimensions shall be large enough for legibility when printed 8 ½ x 11 format.

C. PROJECT INFORMATION

- 7. Narrative:** Complete our form. Submit in Ms. Word, do not change our format .
- 8. Site Photos:** Project site photos should include area to be developed as well as existing (if any) facilities. Also provide an aerial view from Google Maps or Google Earth.
- Provide four color photos per 8 ½ x 11 page, min one photo from each direction (NSEW).
 - Identify / label existing features and area for proposed development
- 9. SHPO Review:** We require a SHPO determination letter or their stamp (State Historic Preservation Office Section 106 Office) on your letter of request for review with your application documents. *Federal law requires that a review by SHPO / Office of Cultural Development be completed for all new grant applications. Anticipate a minimum of 30 days for Section 106 office to review your project information maps & stamp your letter.*
- Send document PDFs electronically by emailing SHPO letter and attachments to section106@crt.la.gov.
- 10. Project Cost Estimate** (we recommend using our Budget Narrative Worksheet)
- Scope Elements - itemize for this grant. The grant will reimburse 50% of the approved project total. Accurate estimates required. If items outside of grant scope are included, identify grant scope items. Identify number and types of facilities to be constructed, purchased or installed. Include estimates for Site Work, Demo, & Project Management
 - Donations & In-Kind Contributions – follow state guidelines
 - Professional Fees - estimate design costs involved in this project. Application document preparation, project design & construction documents are eligible expenses up to 10 % of project cost (grant scope) and may be incurred prior to grant approval. Identify fees potentially eligible as pre-award expense (design, application document preparation, etc. and include contract start date.
 - Acquisition Cost - for acquisition or donation projects, estimate the cost of the property based on a “Yellow Book” appraisal (Please call our office for assistance prior to contracting with an appraiser). All con

Pre-award costs for consideration (design, application preparation, environmental review, site planning, cost estimate preparation, Cultural resource Survey (CRS), other (specify). Consult with state. We will need beginning & end date of work & details. Do not include cost of a survey or an appraisal (not reimbursable). Refer to the LWCF Manual.

D. SITE OWNERSHIP

- 11. Resolution - Required for both Acquisition and Development Projects**
- Provide official Resolution or Meeting Minutes by sponsoring agency showing authorization to apply for grant funds and sponsor’s provision of matching funds for 50% of the grant.
 - Provide sponsor’s signature and date on Resolution or Minutes
- 12. Title, Deed or Act of Donation** - for Development Projects.
- Provide legal proof of sponsor’s ownership of the site.

- Provide legal survey corresponding with title, deed or act of donation (deed must not contain reversionary clause).
- Projects located on leased property should contact the state for eligibility requirements.

***Permits** as required by project location and jurisdiction. Projects will no longer be awarded without permits in hand. We understand the permit period may expire during the three year Performance Period or even prior to award. NPS is not flexible on this.

***Appraisal** as required for acquisition proposal, or donation value for matching dollars (consult with state for appraisal requirements prior to hiring an appraiser)

E. MORE INFORMATION - upon request from NPS: Based on pre-review at state and or Federal level, these additional documents may be requested based on your specific project and project site:

***Environmental Assessment (EA)** – upon request, follow guidelines in [LWCF Manual 2021](#). *An EA is an eligible “pre-award expense” – we recommend including a line item and estimate for the service in your project’s Cost Estimate.*

***Cultural Resource Survey (CRS)** – **upon request** as required if your site is undeveloped, and or determined by SHPO or NPS THPO. . *If the need for a Cultural Resource Survey – Phase 1 (CRS) is requested, you will need to get it done (estimate 4-6 months) and submit to SHPO for their review and concurrence (30 days). NPS will not accept your application until the CRS report and SHPO concurrence or determination of that report is provided. (The CRS is an eligible “pre-award expense” – we recommend including a line item and estimate for the service in your project’s Cost Estimate.)* See LWCF Manual for guidance. . <https://www.crt.state.la.us/cultural-development/archaeology/CRM/section-106/field-standards/index> <https://www.crt.state.la.us/cultural-development/archaeology/CRM/section-106/report-standards/index> Contact the Section 106 Office for assistance. (225) 342-8165 Email: section106@crt.la.gov

***10-904 C&S:** Required upon request from state. For project sites where indoor facilities other than support facilities are planned for future development (outside of project scope). Also for Conversions or Amendments. Submit in Ms. Word format

***Waiver of Retroactivity** – suggested for all projects involving land procurement. Contact the state for more information.