

## **LAND & WATER CONSERVATION FUND (LWCF) TERMS:**

(Highlighted items are required with application submittal, non-highlighted terms are FYI)

1. **LWCF 6 BOUNDARY MAP** – a legal survey including bearings and distances identifying or describing the 6(f) encumbered area to be federally protected for the purpose of public outdoor recreation use in perpetuity. The designation is a requirement for eligibility in the LWCF grant program.
2. **LEGAL DESCRIPTION** - a legal description is found on your property title to describe your survey boundaries. We are asking for the legal description for the LWCF 6f Boundary. If the 6f boundary is the same as the property boundary, you may use the legal description found on your property title or deed. If your 6f boundary is different than your property boundary, a new survey is required. The LWCF program requires property ownership and stewardship by project sponsors who receive federal funding (in perpetuity). See the LWCF Program Manual for more information on program requirements. <https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>
3. **CRS – CULTURAL RESOURCE SURVEY**- upon request from NPS, a new requirement for LWCF grant applicants to investigate, assess, determine and identify potential archaeological resources on undeveloped sites seeking federal funding. <https://www.crt.state.la.us/cultural-development/archaeology/CRM/section-106/report-standards/index>
4. **MASTER PLAN**- a conceptual level graphic illustration for existing & proposed development of an *entire park site*, to guide future construction and improvements of facilities and grounds, in this case outdoor recreation elements (athletic fields, play equipment, trails, spray pads, etc.) and support facilities (parking, restrooms, utilities, etc.). A typical master plan is realized through a series of phases over time, each phase with its own Development Plan. It is not unusual for a master plan to have minor changes over time as needs and priorities or site constraints develop. Submit a master plan for your entire park site and highlight in yellow the area for the grant. The LWCF 6f Boundary should encumber all existing and proposed public outdoor recreation.
5. **DEVELOPMENT PLAN** – A graphic illustration for the proposed development. A drawn to scale site plan clearly identifying the grant scope. This plan is typically used as the base map or site plan for the construction bid package and is the basis for the As Built at project closeout.
6. **SITE PLAN**- identifies existing facilities and elements of the site. Initially, in the design process, an Inventory & Analysis Study is done on a Site Plan to determine the best use of the site. This plan is drawn to scale and includes information needed to develop a design suitable for the site.
7. **SITE SURVEY** – a legal survey of the property for acquisition and or development purposes. The LWCF Boundary Map is developed from the site survey to identify project site ownership and communicate a proposed 6(f) designation.
8. **PLANS & SPECS** –construction documents for the approved grant scope items. This requirement is due after grant award and submitted for state review prior to publically bidding your project.
9. **PRECONSTRUCTION REVIEW**- a document we process after our state review of your construction documents (plans & specs). The project sponsor must sign and return this document (preconstruction review) to the state before advertising for bid for grant eligibility.
10. **AS BUILT**- for LWCF grant closeout purposes, a SITE PLAN used to communicate changes made during construction. The As Built must identify the 6f Boundary and should be signed by the contractor as well as the project sponsor.
11. **IN KIND MATCH**- labor or services

12. **DONATIONS** - value of donated materials or equipment.
13. **NPS** – National Park Service <https://www.nps.gov/subjects/lwcf/index.htm>
14. **CONVERSION** – once an area represented by the approved LWCF 6f boundary has received LWCF assistance, it must be continually maintained in public recreation use. To change the 6f boundary, the property owner or project sponsor may request (to the state and NPS) a substitution of property of reasonably equivalent usefulness and location and of at least equal fair market value. Appraisals of both the “lost” property as well as the “replacement” property at “Yellow Book” standards are required. <https://www.nps.gov/subjects/lwcf/protection.htm>  
Request “Conversion Process & Compliance – Steps to Resolution”
15. **OPSP** – Open Project Selection Process. <https://playoutdoorsla.com/> Criteria & standards determined by each state’s priorities and needs as identified in the state’s SCORP and used for grant scoring and selection. The OPSP can be found on our website.
16. **SCORP** – Statewide Comprehensive Outdoor Recreation Plan – required by the National Park Service in order to receive federal funding for Louisiana’s outdoor recreation grant programs. <https://playoutdoorsla.com/> The SCORP guides our funding decisions to meet Louisiana’s outdoor recreation priorities.
17. **LORI** – Louisiana’s Outdoor Recreation Inventory - <https://playoutdoorsla.com/>  
Interactive GIS mapping of Louisiana’s LWCF funded recreation sites. Provide your data to DOR staff to be included in this publically available resource. This web based map is being developed.
18. **PLAYOUTDOORSLA.COM website**- our website created for documents, data and surveys related to outdoor recreation in Louisiana. The current SCORP can be found here as well as our statewide planning process.
19. **PERFORMANCE PERIOD** – Basically, this this period between grant award and grant expiration, typically 3 years. During this time, sponsors are required to attend a Project kick Off Meeting, submit plans and specs (bid package) for state review, construct or purchase all approved grant elements and submit all request for reimbursement documents.
20. **PRECONSTRUCTION REVIEW** – after grant approval, we must review your plans and specifications prior to your advertisement for bid.
21. **YELLOW BOOK APPRAISAL** – Appraisals for grants involving land acquisition or land donation or conversions of existing 6f encumbered properties must meet federal appraisal standards and are reviewed by an appointed appraisal reviewer at LDOTD (Louisiana Department of Transportation & Development). Call our office prior to hiring your appraiser for specific instruction and guidance.
22. **STATE LIAISON (SLO)** - appointed by the governor or designated by the State legislature to administer the LWCF program at the State level. Local units of government participate in the program as sub-recipients of the state with the state retaining primary grant responsibility.
23. **ALTERNATE STATE LIAISON (ASLO)** – designated to serve as needed in place of the SLO.
24. **ELIGIBLE SOURCE OF MATCHING FUNDS:**
  - Readiness & Environmental Protection Integration Program (REPI)
  - Community Development Block Grants (CDBG) Program
  - Recreational Trails Program
  - State Level Appropriations
  - State Bond Measures
  - Dedicated State Programs

- Local Funding Campaigns
- National Nonprofit and Foundation Efforts