

UTAH STATE PARKS AND RECREATION

Land and Water Conservation Fund

2018 Preliminary Application and Guidelines



INTRODUCTION

PURPOSE

The Land and Water Conservation Fund (LWCF) stateside grant program (54 U.S.C.A. § 200305 formerly P.L. 88-578) was established to encourage and assist local and state government agencies in creating new and expanded high-quality public outdoor recreation areas and facilities by providing (1) for statewide planning and (2) for financial assistance. The program became effective January 1, 1965. It is financed primarily from revenues derived from outer continental oil and gas leasing and is appropriated by Congress. This is a federal grant to the State of Utah that is sub-granted to local governments for specific outdoor recreation projects.

SCOPE OF GRANTS

Assistance may be provided for acquisition (Acquisition Grant) of real property for public outdoor recreation use and/or development (Development Grant) of outdoor recreation facilities on property owned by the applicant. Projects that include acquisition and development (Combined Grant) are also within the scope of the LWCF grant program. Projects should serve the needs of the general public rather than special interest groups.

TERMS

Grants require at least a 50% state or local match. Approved projects are funded on a cost reimbursement basis. Eligible projects must be in accordance with the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The applicant must agree to permanently dedicate approved projects sites for public outdoor recreation use and accept responsibility for the operation and maintenance of the facilities. **The state retains 10% of the federal match for program management.**

CONTACT INFORMATION

LWCF Grant Coordinator: Susan Zarekarizi
Phone: (801) 538-7496
E-Mail: susanzarekarizi@utah.gov

ELIGIBILITY REQUIREMENTS

ELIGIBLE PARTICIPANTS

1. State agencies
2. Counties
3. Incorporated cities and towns
4. Special improvement or service districts
5. Federally recognized American Indian Tribes

ELIGIBLE PROJECTS

ACQUISITION PROJECTS: Projects solely devoted to the acquisition of land for the development of public outdoor recreation.

1. All projects involving land acquisitions are subject to the provisions of the “Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,” as amended (P.L. 91-646). Failure to comply with P.L. 91- 646 may result in project ineligibility for LWCF assistance. This Act deals with two major areas of concern:

The establishment of uniform policies and procedures that must be followed when acquiring real property so that all persons receive fair and equitable treatment and be offered the fair market value for their property as determined by a competent appraiser.

The establishment of a uniform policy for fair and equitable treatment of persons who must relocate their homes, farms or businesses as a result of a federal or federally assisted action.

2. In order to comply with P.L. 91-646, the following steps should be taken:
 - a. Initial contact is made with the property owner. No price is negotiated at this time.
 - b. An appraisal is completed by a qualified appraiser using standards that are in accordance with the current “Uniform Appraisal Standards for Federal Land Acquisitions”.
 - c. The owner must be given the opportunity to accompany the appraiser during inspection of the property. This should be documented by the appraiser in his report or by the acquiring agency.
 - d. The State may approve the preparation of a waiver valuation per 49 CFR 24.102(2)(ii) for acquisitions which are uncomplicated and the estimation of value of the real property is less than \$10,000. Forms for these can be obtained from the Utah Division of Parks and Recreation upon request. The waiver valuation cap can be raise to \$25,000 if the acquiring agency offers the owner

the option to have an appraisal and the owner elects to have the agency prepare a waiver valuation instead. Appraisals for more than \$25,000 must be an analytical narrative report involving the application of standard techniques, such as comparative or market value, cost less depreciation, and income approaches to value.

- e. The owner must be advised in writing of the fair market value of his property and of his rights concerning relocation and replacement housing assistance if applicable. A written offer to purchase should then be made at the approved appraisal value. Forms for the offer to purchase and statement of just compensation are available upon request.
 - f. A minimum one-year option should be secured based on the appraised value, prior to making application for LWCF assistance. An option agreement may constitute an acceptable written offer to purchase if it is made at the appraised value.
 - g. Only in unusual circumstances may acquisitions at less than fair market value be eligible. If an owner has been offered the fair market value for his property but desires to sell for less, the seller must provide a written waiver of his right to just compensation, indicating the reasons for accepting less. Waiver forms are available upon request.
 - h. No retroactive acquisition costs are eligible for grant assistance, with the exception of option payments that may be used against the purchase price upon acquisition.
 - i. The owner must be reimbursed for certain costs of acquisition, such as title insurance and transfer fees.
 - j. If displacement of any person will result from this action, P.L. 91-646 requires that written notification be given to the occupants, at the time negotiations begin, that advises them of their rights and entitlements. Owner-occupants and renters are entitled to certain financial aid as a result of their forced relocation.
3. Acquisitions that are not eligible for assistance include the following:
- a. Acquisition of an historical structure where the principal interest is in the structure itself and the structure does not otherwise contribute to outdoor recreation. Acquisition of property for primarily historic/cultural purposes wherein outdoor public recreation would be constrained or curtailed by the properties historic values/resources.
 - b. Acquisition of property as part of a larger project where public outdoor recreation use cannot be identified within the particular tract itself.
 - c. Property with a primary use other than public outdoor recreation.
4. The project sponsor must acquire fee title to the land. Reservations and rights held by others are permissible only if it is determined that public outdoor recreation purposes would not be affected. If the project sponsor cannot show adequate control and tenure of

the divided estate, then the acquisition is not eligible. The project sponsor shall provide a description of all outstanding rights held by others and identify them on the Section 6(f)(3) boundary map (this includes easements and rights of ways).

DEVELOPMENT PROJECTS: Projects involving the development of outdoor recreation and related facilities that directly support the public recreation use of the area.

1. Participants must own title to the land on which development will occur. If evidence of title is in the form of an easement or lease then the terms/duration of the lease must be in perpetuity (forever).
2. Development plans should be based on the needs of the public. Facilities should be attractive and consistent with the setting. Depending on the nature and location of the project, improvements and structures should be designed as much as possible to be in harmony with the natural environment.
3. Compliance with P.L. 91-646, "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970", is required for development of project sites acquired after January 2, 1971. A statement of compliance with this Act is required as part of the application for grant assistance.
4. Assistance may be available for development of a broad range of public outdoor recreation facilities; however, projects that are **not eligible** for grant assistance include the following:
 - a. Restoration or preservation of historic structures; however, outdoor recreation facilities and their support facilities in conjunction with historical structures or sites may be eligible for assistance.
 - b. Development of areas and facilities to be used primarily for semi-professional or professional arts and athletics, such as professional type outdoor theatres and rodeo arenas. Grandstands or large bleachers.
 - c. Development of amusement facilities (such as merry-go-rounds, ferris wheels, children's railroads, pioneer towns, livestock and produce exhibit facilities and allied exhibit type developments), convention facilities, commemorative exhibits, or the construction of facilities, including their furnishings, that are only marginally related to outdoor recreation.
 - d. Construction of and furnishings for employee residences.
 - e. Construction or renovation of lodges, motels, luxury cabins, or non-austere cabins. However, cabins and group camp dormitories of a simple, austere design may qualify. If the group camp facilities are to be designated for specific groups or if specific groups will be given priority use, the development does not qualify for assistance. An example would be an area designed specifically for Boy Scout use.
 - f. Development projects in new or previously undeveloped recreation areas that consist solely of support facilities, unless it is clearly indicated in the project proposal that they are required for proper and safe use of an area that does not require additional outdoor recreation facilities to be functional (such as construction of restrooms at a

public nature study area), or that necessary outdoor recreation facilities are being developed concurrently without grant assistance.

- g. Support facilities, such as roads and sewer systems, exclusively to serve ineligible facilities. However, if the support facilities will serve both eligible and ineligible facilities, the cost may be prorated between the two uses.
 - h. Development of nature and geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area.
 - i. Development of outdoor recreation and outdoor recreation support facilities for which an Exhibit "R" of a utility company's license application, filed with the Federal Power Commission, indicates are to be developed without Federal financial assistance.
 - j. Development of school athletic facilities, such as stadiums, running tracks for interscholastic athletics, and athletic fields with grandstands or more bleacher capacity than would normally be required for non-interscholastic athletic use.
 - k. Enclosed recreation facilities, with the exception of support facilities, swimming pools and ice rinks.
 - l. Construction of community centers, fire/police stations, cell towers, water tanks and other governmental buildings/facilities.
5. The "Flood Disaster Protection Act of 1973", P.L. 93-234, requires the purchase of flood insurance as a condition of receiving any Federal assistance in a flood plain area, identified as such by the Federal government as an area that has special flood hazards, and located within a community currently participating in the National Flood Insurance Program. Insurable improvements are restrooms, bathhouses, interpretive buildings and maintenance buildings.
6. LWCF projects must be designed and constructed to comply with the "Uniform Federal Accessibility Standards". Compliance with the Architectural Barriers Act of 1968, 42 U.S.C. 4151-4157, Americans with Disabilities Act of 1990 (amended in 2010), and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 792, is mandatory.
7. All new utility lines within the project site must be placed underground. Existing lines under 15 KV may be placed underground with grant assistance as part of the application proposal.
8. Any easements or rights of ways located on or across the property to be encumbered may not curtail or restrict public outdoor recreation. Copies of all easements and rights of ways that impact the project area must be supplied with the application.

COMBINED PROJECTS: Projects that involve not only an acquisition of land, but also the recreational development of that land.

- 1. As the name suggests, the eligibility requirements for combined projects include all the criteria from Acquisition and Development Projects in order to be considered for funding.

OPERATION AND MAINTENANCE OF PROJECT SITES

Property acquired or developed with assistance from the LWCF shall be permanently dedicated for public outdoor recreation use. Any change from public outdoor use (installation of cell towers or construction of a fire house - as examples) will constitute a conversion of use as outlined in Section 6(f) of the LWCF Act, and will require replacement of the facility in accordance with Department of Interior guidelines – the sponsor cannot pay the grant back.

Property acquired or developed with assistance from the LWCF shall be operated and maintained as follows:

1. The property shall be maintained so as to appear attractive and inviting to the public.
2. Sanitation and sanitary facilities shall be maintained in accordance with applicable state and local public health standards.
3. Properties shall be kept reasonably safe for public use. Fire prevention, safeguard, and similar activities shall be maintained to prevent loss of lives to users.
4. Buildings, roads, and other structures and improvements shall be kept in reasonable repair throughout their estimated life so as to prevent undue deterioration and not to discourage public use.
5. Facilities shall be open to the public during reasonable times and seasons.
6. Properties acquired or developed with grant assistance shall remain free from overhead utility lines. All electrical lines shall be placed underground.
7. Property shall not be converted to non-conforming uses such as cell towers, community centers, libraries, community art centers, fire stations, police stations, senior homes or centers, commercial development, etc. If a sponsor is considering converting the 6F property, they should contact the LWCF Coordinator to insure proper conversion procedures are followed.

APPLICATION INFORMATION

PHASE ONE: LWCF applications are the first stage of a competitive process. All applications are reviewed and the projects are ranked through an evaluation process that has been cooperatively developed by the state and the National Park Service. Proposals are evaluated on:

- How well the project addresses an outdoor recreation need identified in the 2014 Utah State Comprehensive Outdoor Recreation Plan (SCORP).
- Application completeness
- Technical merits
- Previous recreation program performance
- Project readiness
- Availability of local funding
- Site visit/inspection

The highest scoring projects are invited to begin the second phase of the selection process, which includes the final environmental screening process and nomination for approval to the Board of Utah State Parks and Recreation. If the applicant successfully completes the second phase, their project may become a potential selection for recommendation to the National Park Service for their approval.

An application form is provided which includes the basic information required for grant approval. Please fill this form out completely. Incomplete information will only detract from your chances of receiving grant approval.

Be specific when identifying the source of your local matching funds. The local match must at least equal the federal assistance being requested. Also, donations other than real property may not exceed 25% of the total project cost (half the local match) for application purposes. For eligibility applicant must show proof of the donations with a letter of guaranteed support or another document that evidences that the donations will be provided if the applicant is success in securing this grant. If the applicant does not provide evidence of donated funds, their application will be disqualified from the grant round. The state retains 10% of the federal match to run the grant program, but you are required to match the 10%.

Do not reorder the grant application. Additional information and attachments are required as explained on the application form. Some of the forms mentioned are provided and require only signatures. Others require some planning and careful thought. Remember, your project will be competing with many others from all around the state. Be thorough, but as concise as possible.

The LWCF Preliminary application must be postmarked or delivered in person no later than May 1, 2018. Deliver 2 complete, printed, and signed copies of the preliminary application and attachments to:

Utah State Parks and Recreation
Land and Water Grant Program
1594 W. North Temple, Suite 116
Salt Lake City, UT 84114.

Faxes and E-Mailed submissions will **NOT** be accepted. Applicants are responsible for effecting delivery by the deadline above; late submissions will be rejected without consideration.

PHASE TWO: The preliminary application phase is used to rank applicants and determine which projects best meet the public outdoor recreation needs for the public. The highest ranked projects are presented to the Utah Division of Parks and Recreation's Board for nomination to the National Park Service. The nominated project sponsors must now complete the second phase of the project application. Due to the fact that the LWCF state-side assistance program is a federal program, the sponsors may be required to complete an environmental analysis of the project site and its impacts. This includes cultural compliance. These studies must be completed in compliance with the National Environmental Protection Act (NEPA) P.L. 91-190 and the National Historic Preservation Act (NHPA) P.L. 89-665. The Division will work with each sponsor to determine the proper NEPA pathway. These added costs are the sole responsibility of the sponsor and are **not** reimbursable nor can they be used as match for the grant.

For additional information and assistance please call the LWCF Coordinator at (801) 538-7496.

2018 Land & Water Conservation Fund Preliminary Application

1. Applicant Information

- A. Sponsor Name: _____
- B. Contact Name and Title: _____
- C. Sponsor Address: _____

City State ZIP Code
- D. Contact's Phone () _____
- E. Contact's E-mail Address: _____
- F. Name, address, phone number, and e-mail of person to receive notification of preliminary application status if different from contact: _____

2. Legislative Information

- A. US Congressional District #: _____ Legislator Name: _____
- B. Utah House District #: _____ Legislator Name: _____
- C. Utah Senate District #: _____ Legislator Name: _____

3. Summary Project Information

- A. Project Name: _____
- B. Project Address: _____

City State ZIP Code
- C. Project Type: _____ Acquisition _____ Development _____ Combined
- D. Summary of Project Funding (the state retains 10% of the federal match):
Project Sponsor Match: \$ _____
Grant Funds Requested: \$ _____
Total Project Cost: \$ _____
- E. Are matching funds readily available and budgeted? What is the source of this funding? _____
- F. Was the project site previously funded with LWCF Funds? _____ Yes, _____ No
a. If yes, provide the LWCF project number, 49-00_____. _____

- G. What are the estimated annual operation and maintenance costs of this project?
- H. Estimated Start Date:_____ Estimated Completion Date:_____
- I. Control and Tenure of the project area (attach all appropriate deeds, easements and/or leases – easements and leases must be granted in perpetuity):
_____Fee Simple _____Easement _____Lease Agreement Other:
- J. What is the total number of acres of the park?
- K. Give some brief driving directions:
- L. Project Description (Concise description of the work elements to be completed):
- M. What primary community(s)/locality(s)/area(s) will be served by this project? Provide a short description of the community, geographic location, and population dynamics.
- N. Is the project in a designated flood hazard area?_____ If yes, is the project covered by flood insurance? _____Yes _____No
- O. Are there hazardous wastes located on or near the project area? _____ If yes, please explain.
- P. Are there any overhead transmission lines within the proposed project boundary?_____ If yes, please explain.
- Q. Will any of this project be financed through the sale of existing recreation property?_____ If yes, please explain.
- R. Attach the Property Deeds for the Project Area – Project cannot be processed without deeds evidencing of ownership by the sponsor. This requirement does not apply to property acquisitions.
- S. Attach any easements or rights of way that impact the proposed project area. Any easements or rights of ways located on or across the property to be encumbered may not curtail or restrict public outdoor recreation. All overhead utilities must be buried if they are located within the grant/project boundary.
- T. Attach a resolution by the sponsor's governing body approving the application for the LWCF grant – Can be evidenced by a letter of support or a certified copy of the meeting minutes of the governing body.

4. Source of Funding Worksheet – donations may not exceed 25% of the sponsor's match. Make sure to fill in the detail under the categories below.

LWCF Grant Funding Request	\$
Remember the state retains 10% of the federal match.	
Project Sponsor Match (minimum of 50% of Total Project Costs). Detail the break out of the match using the lines below.	\$
State and/or Local Appropriations/Cash	
Cash from Donations	
Donated Equipment Use	
Donated Labor (Volunteers)	
Donated Materials	
Donated Property Interests (If not already dedicated to recreation)	
State and/or Local Agency Labor	
State and/or Local Agency Equipment Use	
State and/or Local Agency Materials	
Other Eligible Grant Sources (Complete section below):	
Other:	
Total for Project Sponsor (Local Match)	
Total Project Costs	

Other Grant Funding Sources Continued

Name of Grant: _____ Agency: _____
 Type of Grant: _____ Grant Status: ___Approved ___Pending

Name of Grant: _____ Agency: _____
 Type of Grant: _____ Grant Status: ___Approved ___Pending

5. Budget Narrative - Summary of Development Cost Estimates

Work Element Note: Itemize work elements and estimate the cost of your proposed project. If work elements/facilities are not included in the list, please feel free to change and/or add them to the list. "Contingency Funds" are not eligible work elements.	Estimated Cost
A. Contractual - Professional Services	
Consultant Services (ex. Archaeological, Wetland, Environmental)	\$
Design and Engineering (Construction Plans and Specifications)	\$
Contractor Mobilization/General Conditions	
	\$
B. Construction (Facilities/Work Elements)	\$
Site Preparation (clearing, excavation, imported fill material, SWPPP)	\$
Utilities (Water Service, Storm Water)	
Roads and Parking	\$
Landscaping (trees, shrubs, sod, topsoil, rock walls, mow curb, mulch)	\$
Irrigation	\$
	\$
	\$
C. Equipment - Recreation Facilities (be specific and list any additional facilities)	\$
Playground Equipment	\$
Lighting (parking lot, tennis courts, and pedestrian lights)	\$
Furnishings: Benches, trash receptacles	\$
	\$
	\$
Total Project Costs:	\$
50% Federal Share (LWCF Grant Funds Requested)	\$
50% Project Sponsor Match	\$
The State collects 10% of the federal share/match for indirect costs.	\$

6. Property Acquisition Cost Estimates (Complete for Acquisition or Combined Projects Only - Otherwise Proceed to Section 8)

A. Acreage to be Purchased	# of acres Parcel 1:	# of acres Parcel 2:
Appraisal/Reviewed Value	\$	\$
Estimate of Value	\$	\$
B. Acquisition Type		
Fee Simple	\$	\$
Property Easement in perpetuity	\$	\$
Donation	\$	\$
Partial Sale/Partial Donation	\$	\$
Condemnation/Eminent Domain	\$	\$
Undefined Purchase Type	\$	\$
C. Allowable Land Costs		
Land	\$	\$
Mineral Rights	\$	\$
Water Rights	\$	\$
Undefined Allowable Costs	\$	\$
Total Acquisition Estimate	\$	\$
50% Federal Share (LWCF Grant Funds Requested)	\$	\$
50% Project Sponsor Match	\$	\$
10% Indirect to the State \$ _____, Remittance to the applicant:	\$	\$

7. Land Acquisition Summary Information (Complete for Acquisition or Combined Projects Only – Otherwise Proceed to Section 8)

- A. What is the anticipated acquisition date:
- B. Current owner(s) name(s):
- C. Is there an option agreement or similar agreement for purchase of the property? (Attach a copy of the agreement to this application)

- D. Will anyone be displaced and relocated?
- E. If the answer to 7.D is yes, then list the number of people to be displaced and relocated.
 - a. Provide/attach a signed statement of compliance with Public Law 91-646, The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- F. What, if any, anticipated revenue will the applicant receive from the property prior to its development for recreation? (Sale of crops or improvements, rentals, leases, fees, etc.)
- G. What will be then interim use of the property prior to development?
- H. When will the development of acquired property begin?

Note: Enclose with this application an appraisal prepared by a qualified appraiser in accordance with the “Uniform Appraisal Standards for Federal Land Acquisitions” (USFLA or yellow book). It is recommended that you include/enclose a fully executed option to purchase or similar agreement with at least a one year option based upon the appraised fair market value of the property. If the agreement for purchase is less than fair market value, then include evidence that the owner was provided with a written offer to purchase for the fair market value, but was willing to sell for less.

8. Project Details

- A. Describe the project in detail. Include:
 - a. The scope of work/facilities you intend to include using the funds requested. If the park is to be built in phases, then describe each phase in detail. Include how the park will be completed if no LWCF funding is received for future phases.
 - b. Each type of recreation use/activity provided by the project (Include and identify active and passive recreation opportunities).
 - c. How the project will comply with the American with Disabilities Act (ADA). Be specific.
 - d. Seasons and hours of operation.
 - e. Identify how the project will address one or more of the regional and state-wide recreation needs as identified in the 2014 Utah State Comprehensive Outdoor Recreation Plan. The plan can be downloaded from the Utah State Parks and Recreation LWCF webpage stateparks.utah.gov/resources/grants/land-and-water-conservation-fund/. This discussion should be a minimum of one paragraph in length.
 - f. Include any other information helpful in describing the project.
- B. Describe to what extent the project satisfies priority needs as identified in a current local planning document (Parks and Recreation Master Plan, or a County Comprehensive Plan). Remember to submit the plan or, at a minimum, relevant section from your plan with this application.
- C. Describe to what extent the project provides a more balanced mix and wider variety of park and recreation opportunities and facilities within the projects jurisdiction or intended project service area.

- D. Discuss local recreation programs and how this project may benefit these programs. Include information of potential users, target population, cross-section of population served, and time of year facilities will be used.
- E. Provide a list of parks and recreation sites within your jurisdiction. At a minimum the list should include the name of the park, address or location, size and type(s) of activities.

9. Maps and Plans to be Included with the Application: All maps and plans must be drawn to scale, preferably sized to fit on 8.5"x11" or 11"x17" paper (no submissions larger than 24"x34"), titled appropriately and include a north arrow.

- A. General Project Location Map:
 - a. City/County Map showing the location of your proposed project.
 - b. Must include major roads and other recreation facilities.
- B. Project Boundary Map must identify/depict/include:
 - a. Clearly identify the area to be permanently dedicated for public outdoor recreation under the provisions of Section 6(f)(3) of the Land and Water Conservation Fund Act. At a minimum the boundary must encompass a viable public outdoor recreation area that is capable of being self-sustaining without reliance on adjoining areas not identified within the scope of the project.
 - b. The number of acres and any relevant deed references.
 - c. Adjoining land ownership
 - d. Metes and bounds, or similar means of identification.
 - e. Depict any outstanding rights such as easements, rights-of-ways, and/or deed restrictions. For example, easements for power lines or private access.
- C. Master Plan/Site Plan must depict/include:
 - a. Plan for the development of the proposed site.
 - b. Existing, proposed, and future outdoor recreational development.
 - c. Indoor recreation.
 - d. Non-recreational developments.
 - e. Existing and proposed roads, trail, parking, and any other public access information determined to be pertinent.
 - f. Any overhead transmission lines.
- D. Construction and Floor Plans for Buildings and Structures must depict/include:
 - a. Elevation and floor plans
 - b. Designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480)
 - c. Comply with the amended Americans with Disabilities Act of 1990, and the DOI Section 504 Regulations (43 CFR Part 17)

2018 Land & Water Conservation Fund Preliminary Application Signature Page

"On behalf of the Project Sponsor, _____
I hereby certify the information contained in the attached application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect or an incomplete application can result in this application being withdrawn from consideration from funding."

"I hereby certify the applicant will comply with all applicable local, state, and federal laws and regulations."

"I hereby certify the availability of funding for the total project costs as represented in this application."

"I hereby certify that the applicant understands that the LWCF program reimburses at 50% and that documentation supporting expenditures must be submitted for verification in order to receive payment, whether partial or full. Further it is understood that 20% percent of the grant must be held back until the project is 100% complete."

"I hereby certify and understand that the property will be protected under Section 6 (f) (3) of the Land and Water Conservation Fund Act and will be held in perpetuity by the sponsor or other eligible governmental agency for public outdoor recreation."

Signature: _____ Date: _____

Title: _____

The LWCF Preliminary application must be postmarked or delivered in person no later than May 1, 2018.

Deliver 2 complete, printed, and signed copies of the preliminary application and attachments to Utah State Parks and Recreation, Land and Water Grant Program, 1594 W. North Temple, Suite 116, Salt Lake City, UT 84114.

Faxes and E-Mailed submissions will **NOT** be accepted.

Applicants are responsible for effecting delivery by the deadline above; late submissions will be rejected without consideration.

2018 Land & Water Conservation Fund Preliminary Application Checklist

A complete application package, that is to be considered for a matching grant, must include one copy of each required form and attachment per application. Please make sure each item checked is enclosed and remember to enclose this checklist.

<input type="checkbox"/>	Preliminary Application, Forms and Signature Page (Must be signed and dated)
<input type="checkbox"/>	Preliminary Application Checklist (This form)
<input type="checkbox"/>	Project Sponsor Statement of Compliance, Public Law 91-646
<input type="checkbox"/>	Certification Regarding Debarment and Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying Form DI-2010
<input type="checkbox"/>	General Project/Park Location Map
<input type="checkbox"/>	Project Boundary Map
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Construction/Floor Plans for Buildings/Structures
<input type="checkbox"/>	Property Deeds for the Project Area – Project cannot be processed without deeds evidencing of ownership by the sponsor.
<input type="checkbox"/>	Any easements or rights-of-ways that may impact the grant area/project boundary
<input type="checkbox"/>	Resolution by Governing Body to Apply for Grant – Can be evidenced by a letter of support or a certified copy of the meeting minutes of the governing body.
<input type="checkbox"/>	Proof of Willing Seller (Acquisition or Combined Projects Only)
<input type="checkbox"/>	Preliminary Title Report (Acquisition or Combined Projects Only)
<input type="checkbox"/>	USFLA (Yellow Book) compliant Appraisal (Acquisition or Combined Projects Only)
<input type="checkbox"/>	Letters of guaranteed of support. These letters should document the amount and type of donation that may be used as match.

DIVISION UTAH STATE PARKS AND RECREATION

STATEMENT OF COMPLIANCE

PUBLIC LAW 91-646

Project Title_____

This document is to be completed for all development projects when matching assistance is requested from the Land and Water Conservation Fund. Please check the statement that applies to you project.

- _____ 1. The project property was acquired more than five (5) years before the date of LWCF grant application.
- _____ 2. The project property was acquired more than two (2) years, but less than five (5) years, before the date of grant application. (Complete the certification at the bottom of the page.)
- _____ 3. The project property was acquired by donation from: _____, donor.
- _____ 4. The project property was acquired within the two (2) years preceding the date of application and the assurances required by sections 210 and 305 of P.L. 91-646 are attached hereto, or the certification below is completed.

(Signature) (Title) (Date)

If items 2 or 4 are checked, please complete the following certification:

I, _____, _____,
(Name) (Title)

hereby certify, under penalty for willful misstatement (18 U.S.C. 101), that at the time of the acquisition and last known displacement on the project lands for which this federal financial assistance is being sought, no planning had been initiated by this agency to obtain this financial assistance.

(Signature)

(Date)