

FINAL - Maps & Submittal Requirements -After your preliminary application submittal review, these documents will be requested from project sponsors who meet the basic program requirements for funding. Due date is typically 4 months after notification from the state.

***NOTE: Electronic Submittals** are requested in PDF format. Please name your document (TITLE BLOCK & file doc name by the same name we use in the submittal list (ex. Narrative, state map, boundary map, etc.). Please use appropriate legible font size for text on printed maps & plans at 8 -1/2x11 or 11 x 14. Use **black font only**. Text on maps should be black font on white background. Each document should be saved and submitted as an individual PDF. We will print your electronic submittals but will not be able to manipulate text. Photo copies or poor quality scanned copies are not acceptable. Examples provided by the state may not be perfect, and do not necessarily constitute an endorsement by the Louisiana Office of State Parks. Be sure to follow guidelines and provide elements as listed below.*

- 11. BOUNDARY MAP** – Provide a map of the designated area for development projects. The land designated by red boundary on this map must stay in outdoor recreation use in perpetuity according to Federal Law 88-578, Section 6(f) and must have direct access to the property and its facilities within the LWCF 6(f) boundary.
 - 11.1** Outline the Section 6(f) Boundary with a BOLD RED line and label it *LWCF 6(f) Boundary*.
 - 11.2** Provide the property distance measurements in feet specifically for the Section 6(f) boundary.
 - 11.3** Label streets near & adjacent to the property
 - 11.4** Label Lot and Block numbers.
 - 11.5** Provide metes & bounds, section, township & range with legal description
 - 11.6** identify P.O.B. (Point of Beginning on survey).
 - 11.7** 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.
 - 11.8** Provide GPS coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for entrance sign).
 - 11.9** Provide latitude /longitude in degrees/minutes/seconds/direction.
 - 11.10** Provide acreage of area within proposed 6(f) Boundary.
 - 11.11** Identify vehicular & pedestrian access and parking for the recreation area within the 6(f) Boundary.
 - 11.12** Signature of sponsor's appointed authority – elected or appointed leader of sponsoring political subdivision shall sign and date the map in blue ink. Provide a signature line & date for State Parks ASLO
 - 11.13** Show the entire park or area being developed or acquired and the adjacent land uses (vacant, commercial, residential, industrial, rural).
 - 11.14** Provide map creation date, landscape architect, architect, engineer or surveyor's stamp
- 12. 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. Professional land surveys are not eligible for reimbursement. 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 and purchase 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.
- 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 ADA 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, not high-lighted, project elements for this grant should be highlighted in yellow, future phases shown in grey & labeled.
- 14. SCHEMATIC FLOOR PLAN** -Indoor facilities are not eligible, except for support facilities such as restrooms, concessions and storage. All buildings must meet 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 elements to be constructed with this grant. If awarded, the grant will reimburse 50% of the approved project total. Do not include items to be reimbursed by non LWCF funding.
 - 15.2 Estimate design cost (Use AIA Designer Fee Calculator) involved in this project.
 - 15.4 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)
 - 15.5 If applicable, estimate the cost of the acquisition plus our state reviewer's fee (call our office for assistance). The cost of a survey or an appraisal is not reimbursable. 50% of your Professional fees to prepare application docs & project design is an eligible expense up to 10 % of project cost and may be incurred prior to grant approval.
- 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. PROJECT DESCRIPTION / ENVIRONMENTAL SCREENING FORM (PD/ ESF)** – **Use our form and format.** Provide your responses directly below the question, where 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. Page 12 of PD/ESF to be completed by Division of Outdoor Recreation staff.
- 19. 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.
 - 19.1 Provide information per ENVIRONMENTAL ASSESSMENT GUIDELINE format. Provide your responses directly below the question, 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.
- 20. CERTIFICATION BY PROJECT SPONSOR** – Use our form
 - 20.1 Provide amount of matching funds available for project
 - 20.2 Provide signature of Projects Sponsor / Appointed Authority
- 21. CERTIFICATION OF DRUG FREE WORKPLACE** – Use our form.
- 22. W-9 FEDERAL TAX FORM-** Download latest
- 23. SF 424 FORM** – Use our form

- 24. CO SPONSOR AGREEMENT-** if applicable. This is a written agreement that dedicates site in perpetuity to public outdoor recreation and outlines shared use. Non-municipalities such as Recreation Districts are required to partner sponsorship with either the parish or city. Use our form.
- 25. SCHEDULE OF FACILITY HOURS:** This schedule must be publicly posted at the facility.
- 26. Any amended items from Preliminary Application Submittal**
- 27. APPRAISAL:** Land Acquisition and Conversion Request Projects only - Purchase price negotiations should not begin without state approval. Consult Division of Outdoor Recreation staff prior to obtaining an appraisal for specific guidelines. The cost of an appraisal is not eligible for reimbursement.