

Tips for Completing the PD/ESF for a New Application:

General

- Use the PD/ESF form itself or be sure to number the questions being answered if you use a different format for the answers.
- Any question answered with “Not Applicable (N/A)” must include the reason why it is N/A.
- If you mean to answer a question with “No” or “None”, use these words instead of N/A.
- If a question is answered in another part of the APPLICATION, you can reference where it is answered with the specific APPLICATION page number given.
- Answer all parts of a question, otherwise your PD/ESF will be considered incomplete.
- The PD/ESF is a federal form and uses specific federal language and abbreviations without definitions given in the form. Some commonly asked questions involve the following terms:
 - Local Sponsor means the APPLICANT or GRANTEE.
 - SLO/ASLO means the State Liaison Officer/Alternate State Liaison Officer.
 - SF-424 Application for Federal Assistance is a federal form that OGALS completes.
 - CE # is the federal Categorical Exclusion number and not the CEQA Categorical Exemption number.

The tips given for the PD/ESF are to clarify NPS requirements for Cover Page and Steps. The LWCF MANUAL referenced within the PD/ESF is the NPS LWCF State Assistance, Federal Financial Assistance Manual (see Definitions for the link to it).

Cover Page

- Do not check any of the boxes above the information section.
- Leave the Date Submitted to NPS blank.
- Contact your PROJECT OFFICER to find out if there are prior LWCF PROJECT numbers for the same PARK.
- Complete all the contact information requested. The “Local or State Sponsoring Agency” is the APPLICANT.

Step 1

- Check the first box for a “New PROJECT APPLICATION.”
- Check the next box for either “ACQUISITION” or “DEVELOPMENT” as applicable.

Step 2A – For ACQUISITION APPLICATIONS only

- Question # 1: The description of the property to be acquired must include the reasons for the acquisition and responses for all the items asked. Include any existing structures when you describe the property to be purchased.
- Question # 2: Be specific when describing how and when the site will be open and accessible for public outdoor recreation use.
- Question # 3: Refer to the Public Use Plan explained beginning on page 57 to answer. Be specific about what will be developed on the ACQUISITION property. The plan must a description of how any existing structures will be used.
- Question # 4: Refers to the box titled “State Appraisal/ Waiver Valuation Review” in Step 7. This is completed by OGALS and signed by the SLO/ASLO. For OGALS to complete this, the appraisal and its independent appraiser’s certification that the appraisal meets the UNIFORM APPRAISAL STANDARDS FOR FEDERAL LAND ACQUISITIONS (UASFLA) or the required documentation for a waiver valuation must be provided. See APPLICATION Checklist Item # 17 for the Appraisal and Independent Review or Waiver Valuation requirements.

Step 2B –For a DEVELOPMENT APPLICATION only

- Question # 1: Describe the proposed GRANT SCOPE with more detail as asked, such as what will be new DEVELOPMENT, RENOVATION and/or replacement of existing facilities. Include a complete description for any PRE-AWARD PROJECT PLANNING COSTS and reference the PRE-AWARD PROJECT PLANNING COSTS form found in your APPLICATION. See page 39 for the PRE-AWARD PROJECT PLANNING COSTS.
- Question # 1: Refer to the APPLICATION page numbers for the Section 6(f)(3) BOUNDARY MAP and Concept Level Site Plan be sure to include where and how the public will access the site.

Step 2D - For all APPLICATIONS

- Question # 5: Include all easements or rights-of-way, such as for utilities and street widening, if these fall within the Section 6(f)(3) BOUNDARY MAP. Reversionary interests mean those parts of a deed that go back to control by another or original owner if something stated in the deed is not met. For example, a deed might require that the property be used for a public PARK when the property was sold or given to a public entity and have a clause that the property would revert to the owner or heirs if it is no longer a public PARK.
- Question # 6: This question asks if overhead utility lines are present and if yes, asks that you understand their easements must be shown on the 6(f)(3) BOUNDARY MAP.
- Question # 8: Any existing or future non-recreation facilities should be described and also shown with their square footage on the Section 6(f)(3) BOUNDARY MAP. NPS may require a Request for a Public Facility Proposal to be

submitted for its review of non-recreational facilities.

- Question # 9.a: Describe the public comment periods and Section 106 Native American tribal consultation done. All parts of the question need to be answered.
- Question # 9.b: Provide copies of any responses the APPLICANT made to public comments received during the public outreach and CEQA process.
- Question # 10: See the SCORP priority actions listed starting on page 22. Describe how the PROJECT will meet at least one of the SCORP priorities. Be specific in your description and include how you will know the SCORP priorities will be met by the PROJECT.
- Question # 11: Refer to the Funding Sources Form by giving the APPLICATION pages to answer. See page 43 for the Funding Sources Form.
- Question # 12: If the proposal is a smaller part/phase of a larger PROJECT, describe the larger PROJECT, how much it will cost and who is funding it. This is where additional MATCH sources can be described.

Skip steps 3-4 of the PD/ESF because steps 3-4 are not for APPLICATIONS.

Step 5 Summary of Previous Environmental Review

- For All Questions: Answer based on the CEQA completed for the PROJECT proposal.
- Question # 6: Check “Yes” in both places. In California, the Intergovernmental Review Process is the 30-day public review with the State Clearinghouse (SCH) in the Governor’s Office of Planning and Research. The Notice of Exemption or Notice of Determination must be submitted to the SCH as part of the CEQA documentation for LWCF.
- Question # 9: This question is specifically looking to find out if the proposal had already gone through a NEPA review.

Step 6 Environmental Screening Form (ESF)

Complete both Part A and Part B.

Part A: Environmental Resources

- Check a box with the appropriate impact level for each environmental resource with the mitigation measures identified in the CEQA considered. That is, you do not start from scratch when considering the impact level. Select the impact level referring to the mitigated impact on the environmental resource by the proposal.
- Environmental resources with the “Not Applicable” box checked must have a reason why the impact is not applicable. APPLICANTS often make the mistake of checking the “Not Applicable” box, when the “No/Negligible Impacts” is actually the box that is relevant.

- The “No/Negligible Impacts” is typically the relevant box instead of “Not Applicable” because NPS considers most environmental resources listed as applicable to every LWCF proposal with very few exceptions.
- As an example, even if the proposal itself does not impact socioeconomics (# 19) or minority and low-income populations (# 20), NPS will not accept “Not Applicable” being checked for these. Instead, you need to check “No/Negligible Impacts.”
- All environmental resources that have “Negligible”, “Minor” or “Impacts Exceed Minor” need to be explained and refer to where the analysis can be found in the CEQA documents. For each impacted resource, provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. Briefly describe the mitigation for each impact if there a proposed actions to mitigate the impact in the CEQA documents. Use separate sheets for the explanations clearly identified with the environmental resource number and name per the chart.
- If you answer “Impacts Exceed Minor” or “More Data Needed to Determine Degree of Impact” for any of the environmental resources, you must develop an Environmental Assessment (EA) or Environmental Impact Statement (EIS). Contact your PROJECT OFFICER for further assistance.

Part B: Mandatory Criteria

- Answer each question with “Yes”, “No” or “To Be Determined” with the mitigation measures identified in the CEQA considered.
- Explain all “Yes” and “To Be Determined” answers on a separate sheet with the mandatory criteria number and question clearly identified.
- If you answer “Yes” or “To Be Determined” for any of the mandatory criteria, you must develop an Environmental Assessment (EA) or Environmental Impact Statement (EIS) regardless of your answers in Step 6.A. Contact your PROJECT OFFICER for further assistance.

Step 7 Recommended NEPA Pathway and State Appraisal/Waiver Valuation

- You can select a federal Categorical Exclusion number (CE #) appropriate to your proposal from the Categorical Exclusion list found on the OGALS LWCF website at www.parks.ca.gov/grants_lwcf. The federal CE # is not the CEQA Categorical Exemption number.
- A federal CE # can be selected only when Step 6 Part A and Part B both indicate that the proposal will not result in more than minor impacts on resources.
- If a federal CE # cannot be selected, then you must develop an Environmental Assessment (EA) or Environmental Impact Statement (EIS) to include with the PD/ESF. Contact your PROJECT OFFICER for further assistance.

- NPS will review the PD/ESF and CEQA documentation and will sign its own CE form signifying the proposal is categorically excluded from further NEPA analysis, per the NPS LWCF MANUAL in Chapter 4.B.6.a on page 4-6.
- The APPLICANT does not sign the PD/ESF. The OGALS Chief will sign the PD/ESF as the Alternate State Liaison Officer (ASLO).