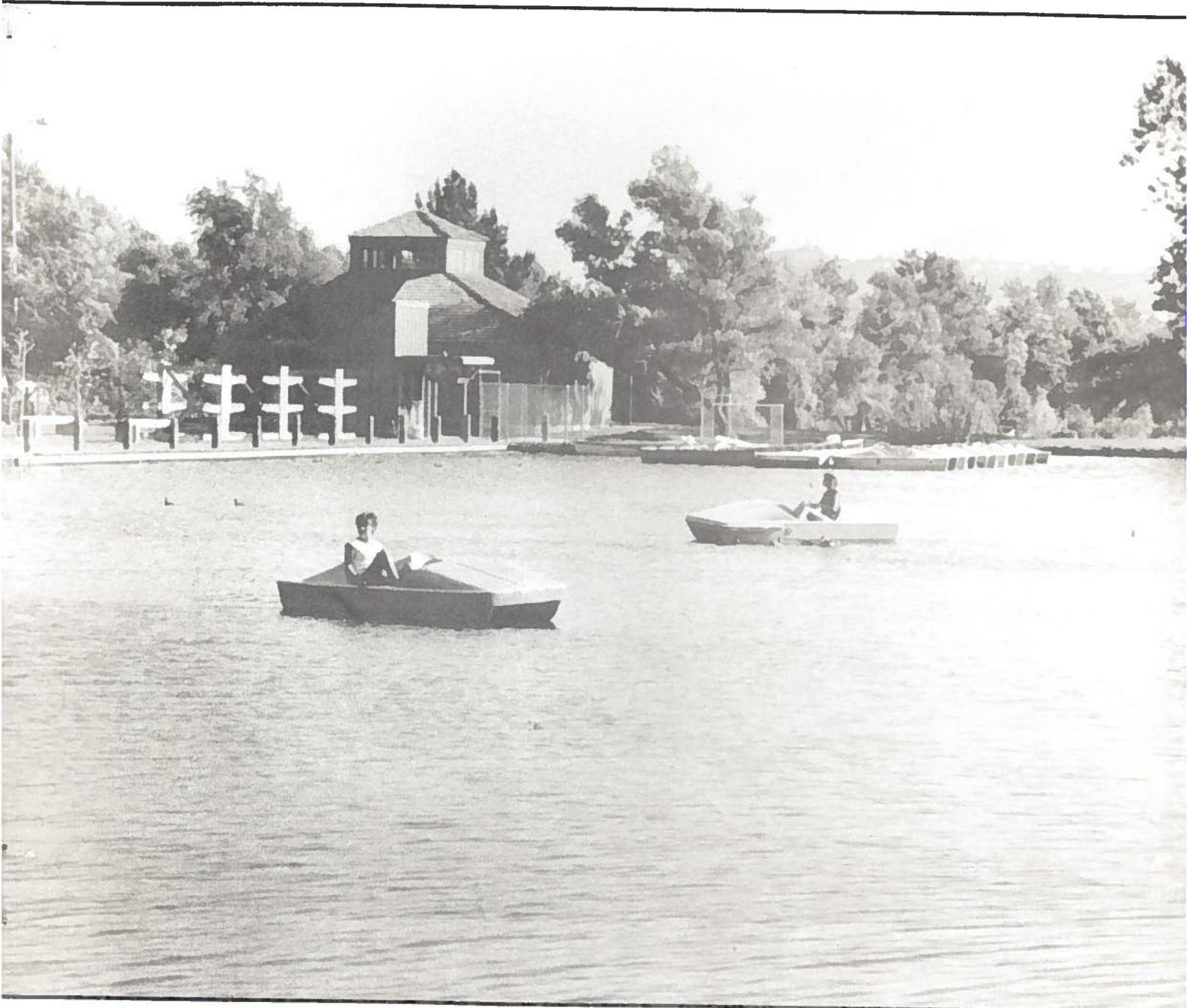


LAND AND WATER Conservation Fund Program

Procedural Guide for Part 1. Application Procedures



ONE OF THE FINANCIAL ASSISTANCE PROGRAMS ADMINISTERED THROUGH THE
CALIFORNIA STATE DEPARTMENT OF PARKS AND RECREATION



Revised September 1984



State of California
Department of Parks and Recreation

LAND AND WATER CONSERVATION FUND PROGRAM

PROCEDURAL GUIDE
Part I

Revised September 1984

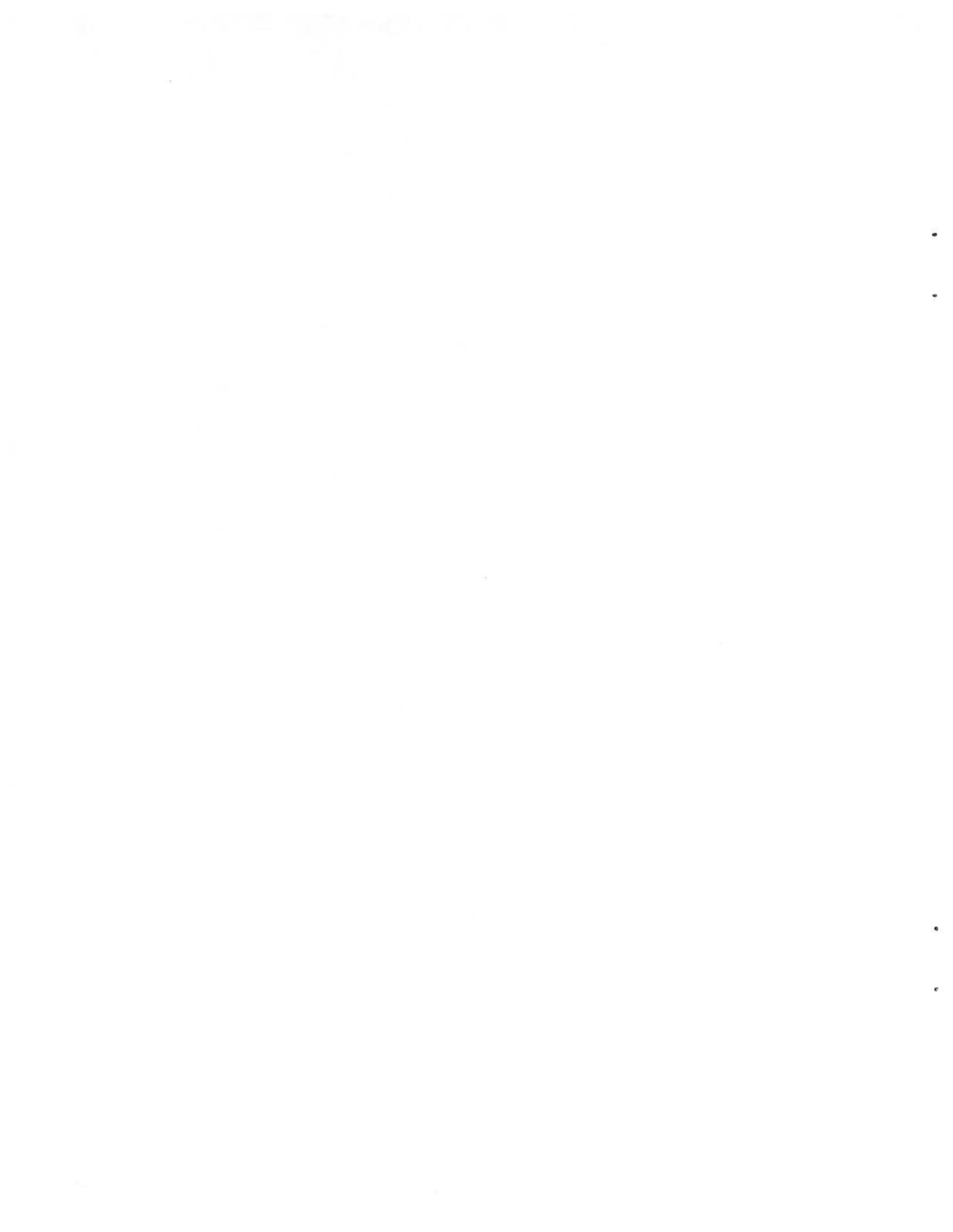
GEORGE DEUKMEJIAN
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GORDON K. VAN VLECK
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DEPARTMENT OF PARKS AND RECREATION
State Liaison Officer



State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Grants Administration Office
P.O. Box 2390
Sacramento, California 95811
Telephone: (916) 445-4441



IMPORTANT ANNOUNCEMENTS

1. The competition has been keen in the past and can be expected to intensify in future years, due to limited local and state funding sources. For this reason, each applicant should strive to submit applications that are "technically complete" by the deadline. This will qualify your applications for "bonus points" under our system of incentives designed to speed up the grant process. These points can mean the difference between success and failure in grant awards.
2. Applications submitted by the deadline that are only "substantially complete" will be considered, but must be made "technically complete" before selections are made.
3. Applications received after the applications deadline will not be evaluated or considered for funding. Applications that are not "technically complete" at the time of final selection will also be excluded from consideration.
4. A "technically complete" application will include all required documents; a "substantially complete" application will include most required documents.

CONTENTS

	<u>Page</u>
Foreword.	vii
Land and Water Conservation Fund Program.	1
Remember, Before You Apply.	3
Application Procedures.	5
What to Submit: An Application Checklist.	5
When, Where, and How to Submit	6

APPENDIXES

A. Instructions for Completing Application Material.	7
o Sample Resolution	9
o Part II:	
Section A	10
Section B	13
o Source(s) of Applicant's Funds.	14
o Part IV - Program Narrative	15
o Sample Acquisition Schedule	17
o Sample Development Cost Estimate.	18
o 6(f)(3) Boundary Map Preparation.	19
o Environmental Clearances:	
- California Environmental Quality Act (CEQA)	21
- National Environmental Policy Act (NEPA).	22
o Assurance of Compliance with Title VI	27
o Certification of Compliance with PL 91-646.	28
o Memorandum of Understanding (Historic Preservation)	30
o Compliance with the Federal Rehabilitation Act of 1973.	33
B. Guidelines for the Distribution of Land and Water Conservation Funds.	35
C. Department of Parks and Recreation Planning District Map	41



FOREWORD

This booklet is the first part of a two-part procedures manual designed to assist both state agencies and local units of government in making application for federal funds available under the Land and Water Conservation Fund Program. Part I summarizes the Land and Water Conservation Fund Program, presents the rules and regulations governing the disbursement of federal funds, and describes the required elements of an acceptable application.

This guide completely supersedes the Procedural Guide, Part I, dated November 1983, and all previous guides dealing with application procedures.

Part II of the manual, Procedural Guide, Fiscal Procedures, describes in detail allowable costs, accounting, records, and other reporting requirements. This booklet will be furnished to those applicants whose projects have been approved for funding.

The manual is intended to be used by both state agencies and local units of government. Therefore, unless otherwise indicated, instructions given pertain to both state and local applicants. The procedures described in the manual may be amended from time to time, as needed.

Questions concerning the procedural guide or any aspect of the Federal Land and Water Conservation Fund Program should be directed to Federal Grants Section, State Department of Parks and Recreation, P.O. Box 2390, Sacramento, CA 95811 (Phone: 916-445-4441).

LAND AND WATER CONSERVATION FUND PROGRAM

What is It?

Origin and Purpose

The Land and Water Conservation Fund Program provides funds to federal agencies, and to the 50 states and 5 territories. The money allocated to the states may be used for statewide planning, and acquiring and developing outdoor recreation areas and facilities.

The program, which is administered nationally by the National Park Service (to be referred to hereafter as "the Service"), became effective in January 1965, and is authorized for a 25-year period. Under the provisions of the California Outdoor Recreation Resources Plan Act of 1967, the expenditure of funds allocated to California is administered by the state liaison officer (SLO), who is the director of the State Department of Parks and Recreation.

Funding Source

Funds for the program are derived from federal recreation fees, sales of federal surplus real property, the federal motorboat fuels tax, and the Outer Continental Shelf mineral receipts.

Who is Eligible?

Local agencies eligible to share in the fund are counties, cities, recreation and park districts, and special districts with authority to acquire, develop, operate, and maintain public park and recreation areas.

What is Eligible?

The types of local projects most often funded are the acquisition or development of neighborhood, community, and regional parks. (Combination acquisition and development projects are not eligible.)

Examples of eligible items include picnic facilities, camping facilities, neighborhood playgrounds, riding, hiking, and bicycling trails, sports facilities, tennis courts, and support facilities (entrance roads, fences, utility and sanitation systems, internal roadways, parking areas, restrooms, interpretive facilities, and landscaping, etc.).

Ineligible for funding are projects such as the restoration or preservation of historic structures, construction of employee residences, interpretive facilities which go beyond interpreting the project site and its immediate surrounding area, development of convention facilities, commemorative exhibits, construction of facilities marginally related to outdoor recreation, indoor facilities such as community centers and gymnasiums, and facilities used primarily for spectator sports.

How is the Money Distributed?

Federal Distribution of Funds

Not less than 40 percent of the funds available each year is retained by the federal government to be used by federal agencies in acquiring lands for outdoor recreation purposes. Generally, the remaining 60 percent is allocated to the 50 states and 5 territories on a formula basis that takes into consideration population and other factors.

State Distribution of Funds

The costs of preparing the Statewide Comprehensive Recreation Resources Plan and the State Liaison Officer's contingency fund are deducted from California's annual apportionment.

The balance of the annual allotment is divided, 60 percent to local agencies and 40 percent to state agencies.

State agencies sharing in the funds are the Department of Parks and Recreation (55%), Wildlife Conservation Board (35%), Department of Boating and Waterways (5%), and Department of Water Resources (5%).

The local agencies' share of the funds is allocated to each of the state's 10 planning districts primarily on the basis of population (see Appendix C, page 41).

NOTE:

At the time of the printing of this guide, California's share of 1984-85 Land and Water Conservation Funds was not known because the Secretary of the Interior had not apportioned the funds to the states.

How are Projects Selected?

Projects are given a numerical score based on how well they meet the selection criteria (see Appendix B, page 35). This score, when taken into consideration with the SLO Selection Criteria (see Appendix B, page 39), determines which projects are selected for funding.

REMEMBER, BEFORE YOU APPLY. . .

1. This is a reimbursement program. You are expected to finance the entire project. Fifty percent of the actual expenditures up to the support ceiling of the grant will be refunded when the project has been completed. Your original estimate of the project costs will determine the support ceiling. Allow for cost increases.
2. Conformance with all rules and regulations under the LWCF Program is of primary concern. Your project proposal will also be judged on its firmness, its completeness, its accuracy, and above all, its ability to meet the recreational needs of your constituency.
3. The project must be reviewed by the State Clearinghouse, pursuant to the California Environmental Quality Act (CEQA documents related to your project proposal should take place at any EARLY date, at least 60-90 days before submission of your application to the Department of Parks and Recreation) (see page 21).
4. The project must demonstrate evidence of compliance with the National Environmental Policy Act of 1969 (NEPA), and CEQA requirements must be verified before your project proposal can be considered eligible for funding.
5. If your project is selected by the state, you will be supplied with instructions on how to undertake and complete the acquisition or development. Appraisals or plans and specifications must be submitted within six months after selection, for review and approval by the state.
6. FEDERAL APPROVAL:
 - a. You will be notified immediately on approval.
 - b. You may not take title to project lands or begin construction until notified of approval. Any such action, prior to state review and approval of acquisition/development documents, is at the participant's own risk.
7. For development projects, plans and specifications must be approved by the state before advertising for bids. You should allow at least one month for review, with final approval taking longer if the original bid package is incomplete.
8. Property acquired or developed under the program must be retained in perpetuity for public outdoor recreation use.
9. Your project may be audited by the state before final payment is made.
10. One-half of the state's surcharge is paid by the grant recipient, and will be deducted from your reimbursement. This fee pays the state's cost of administering the program.
11. Applicants requesting LWCF money for projects located in flood hazard areas, as identified by HUD, must purchase flood insurance on those structures eligible under the provisions of the Flood Disaster Protection Act of 1973. If a project requiring insurance is located in a flood hazard area and the applicant is not insured, the project is not eligible for funds. Proposals to acquire unimproved land are exempt from this requirement (see page 10, no. 11).

12. Projects involving the use of donated real property, as all or part of the matching share, must be appraised to federal standards. The applicant, at its own expense, will be required to submit an appraisal to the state for review and approval.
13. A combination acquisition/development project will not be considered for funding.
14. Applications must be submitted for each project site. A "master" application containing several projects at more than one site is not acceptable.
15. After applying all ranking criteria to all eligible projects, the final decision to fund a project will be based on informed judgment, and will be at the discretion of the SLO (see page 39). The decision will be based primarily on the determination of which projects have a reasonable cost-benefit ratio; that is, the recreational opportunity provided for the park users as a result of the project acquisition or development expenditures.

APPLICATION PROCEDURES

The success of your project will depend to a large extent on the information presented in your application. The following instructions describe the contents of a complete application. Particular attention should be paid to all documentation required. Application for funds for more than one project must be made on separate forms.

What to Submit

Follow this checklist to assure submittal of a complete application:

- 1 Copy of a resolution from your governing body authorizing the LWCF application (see sample, page 9).
- 1 Copy of OMB Form 80-R0184, Part II, Section A (see page 10).
- 1 Copy of OMB Form 80-R0184, Part II, Section B (see page 13).
- 2 Copies of location map, clearly showing the project location, with easily recognizable and familiar landmarks indicated (see page 13, no. 11).
- 2 Copies of an acquisition plan map, delineating and labeling individual parcels to be acquired (see page 13, no. 18, acquisition projects only).
- 2 Copies of a site plan, showing facilities to be developed and exterior boundaries of the project site (see page 13, no. 18, development projects only).
- 1 Copy of a sample floor plan of all buildings to be constructed (development projects only).
- 1 Copy of source(s) of the applicant's local funds to finance 100% of the project (see page 14).
- 2 Copies of Part IV, Program Narrative (see page 15).
- 2 Copies of an acquisition schedule (see page 17, acquisition projects only).
- 2 Copies of cost estimate (see page 18, development projects only).
- 2 Copies of a 6(f)(3) Boundary Map and attachments (see page 19).
- 2 Copies of evidence of compliance with CEQA (see page 21).
- 2 Copies of evidence of compliance with NEPA (see page 22).
- 1 Copy of an adopted plan showing existing and proposed parks and recreation areas (optional).
- 1 Copy of U.S. Army Corps of Engineers permit (development projects) when a LWCF Program Grant Project involves dredging, filling, dumping, construction of structures, and other actions on, across, or near navigable waters under the jurisdiction of the corps of engineers. To determine whether your project will require a corps permit, you should contact the appropriate corps of engineers district office (San Francisco, Sacramento, Los Angeles).

- 1 Copy of "other required permits." For example, a development or acquisition project located on or near the shoreline of San Francisco Bay will require comments of the San Francisco Bay Conservation and Development Commission (BCDC), Coastal Commission, Bay and Harbor Commissions, etc.
- 1 Copy of fully-executed "Assurance of Compliance," Title VI, Civil Rights Act of 1964 (see page 27).
- 1 Copy of "Certification of Compliance with PL 91-646 and the Braithwaite Act" (see page 28).
- 1 Copy of a fully-executed "Memorandum of Understanding" assuring compliance with the letter and intent of the National Historic Preservation Act of 1966, as amended (see page 30).
- 1 Copy of Assurance of Compliance, Section 504, Federal Rehabilitation Act of 1973 (see page 33).

When, Where, and How to Submit

Submit a complete application to Federal Grants Section, Grants Administration Office, State Department of Parks and Recreation, P.O. Box 2390, Sacramento, CA 95811. Applications received by mail must be postmarked on or before the deadline. Hand-delivered applications will be accepted no later than the end of the deadline workday (local government projects only).

APPENDIX A
INSTRUCTIONS FOR COMPLETING APPLICATION MATERIALS



Instructions: Each applying agency must pass a resolution making application for Land and Water Conservation Fund money. A sample resolution is shown below.

RESOLUTION

Resolution No. _____

RESOLUTION OF THE CITY COUNCIL CITY OF _____

(Name)

APPROVING THE APPLICATION FOR LAND AND WATER CONSERVATION FUNDS PROJECT

(Name)

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a Federal Land and Water Conservation Fund Grant-In-Aid Program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing facilities for public outdoor recreation purposes; and

WHEREAS, the State Department of Parks and Recreation is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application by local agencies under the program; and

WHEREAS, said adopted procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of applications and the availability of local matching funds prior to submission of said applications to the State; and

WHEREAS, the proposed _____ project is consistent with the Statewide Comprehensive
(Name)
Recreation Resources Plan: Recreation in California, Issues and Actions: 1981-1985; and

WHEREAS, the project must be compatible with the land use plans of those jurisdictions immediately surrounding the project;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby:

1. Approves the filing of an application for Land and Water Conservation Fund assistance; and
2. Certifies that said agency has matching funds from the following source(s) _____ and can finance 100 percent of the project, half of which will be reimbursed, and
3. Certifies that the project is compatible with the land use plans of those jurisdictions immediately surrounding the project; and
4. Appoints the _____ as agent of the City to conduct all negotiations, execute and submit
(Title)
all documents including but not limited to applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

INSTRUCTIONS FOR COMPLETING
PROJECT APPROVAL INFORMATION
PART II - SECTION A

1. Not applicable.
2. Not applicable.
3. Check "no."
4. Not applicable.
5. Check "yes" and "state" boxes, and enter "state" as location of plan. All projects must be in conformance with the Statewide Comprehensive Recreation Resources Plan, entitled Recreation in California, Issues and Actions: 1981-1985.*
6. Not applicable.
7. If yes, the sponsor must have a minimum 25-year lease for the land. The state must review the lease before project eligibility can be established. Submit two copies of the lease with the application.
8. Check "yes" (see page 21, Environmental Clearance).
9. If yes, the requirements of Public Law 91-646 (Uniform Relocation Assistance and Real Property Acquisition Act of 1970) and the state's Braithwaite Act, Chapter 1574, Statutes of 1971, must be met (see Part IV, Program Narrative, page 16, no. 9).
10. If any other federal assistance has been given or promised for any work within the boundaries of the park or recreational site affected by this request, check "yes," and give the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the amount, and its relationship to this request.
11. Refer to the Flood Hazard Boundary Maps issued by the Federal Flood Insurance Administration (HUD) to determine if your project is located within a designated flood hazard area.

* Copies of the plan may be obtained by writing the State Department of Parks and Recreation, P.O. Box 2390, Sacramento, CA 95811, Attn: Distribution Center. Cost is \$3.00

SAMPLE

PART II

PROJECT APPROVAL INFORMATION
SECTION A

OMB Approval No. 80-R0184

Item 1.
Does this assistance request require State, local, regional, or other priority rating? _____ Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances? _____ Yes _____ No

Name of Agency or Board _____
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95? _____ Yes _____ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval? _____ Yes _____ No

Name of Approving Agency _____
Date _____

Item 5.
Is the proposed project covered by an approved comprehensive plan? _____ Yes _____ No

Check one: State
Local
Regional

Location of plan _____

Item 6.
Will the assistance requested serve a Federal installation? _____ Yes _____ No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 7.
Will the assistance requested be on Federal land or installation? _____ Yes _____ No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 8.
Will the assistance requested have an impact or effect on the environment? _____ Yes _____ No

See instruction for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals families, businesses, or farms? _____ Yes _____ No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 10.
Is there other related Federal assistance on this project previous, pending, or anticipated? _____ Yes _____ No

See instructions for additional information to be provided.

Item 11.
Is the project in a designated flood hazard area? _____ Yes _____ No

See Manual Parts 640.5 and 660.4.

SAMPLE

OMB NO. 80-R0184

PART II – SECTION B

<p>11. SITES AND IMPROVEMENTS: _____ Not required, _____ Attached as exhibits Applicant intends to acquire the site through: _____ Eminent domain, _____ Negotiated purchase, _____ Other means (specify)</p>
<p>12. TITLE OR OTHER INTEREST IN THE SITE IS OR WILL BE VESTED IN: _____ Applicant, _____ Agency or institution operating the facility, _____ Other (specify)</p>
<p>13. INDICATE WHETHER APPLICANT/OPERATOR HAS: _____ Fee simple title, _____ Leasehold interest, _____ Other (specify)</p>
<p>14. IF APPLICANT/OPERATOR HAS LEASEHOLD INTEREST, GIVE THE FOLLOWING INFORMATION: a. Length of lease or other estate interest _____, and number of years to run _____ b. Is lease renewable? _____ Yes _____ No c. Current appraised value of land \$ _____ d. Annual rental rate \$ _____</p>
<p>15. ATTACH AN OPINION FROM ACCEPTABLE TITLE COUNSEL DESCRIBING THE INTEREST APPLICANT/OPERATOR HAS IN THE SITE AND CERTIFYING THAT THE ESTATE OR INTEREST IS LEGAL AND VALID.</p>
<p>16. WHERE APPLICABLE, ATTACH SITE SURVEY, SOIL INVESTIGATION REPORTS AND COPIES OF LAND APPRAISALS.</p>
<p>17. WHERE APPLICABLE, ATTACH CERTIFICATION FROM ARCHITECT ON THE FEASIBILITY OF IMPROVING EXISTING SITE TOPOGRAPHY.</p>
<p>18. ATTACH PLOT PLAN.</p>
<p>19. CONSTRUCTION SCHEDULE ESTIMATES: _____ Not required, _____ Being prepared, _____ Attached as exhibits Percentage of completion of drawings and specifications at application date: Schematics _____ % Preliminary _____ % Final _____ %</p>
<p>20. TARGET DATES FOR: Bid Advertisement _____ Contract Award _____ Construction Completion _____ Occupancy _____</p>
<p>21. DESCRIPTION OF FACILITY: _____ Not required _____ Attached as exhibits Drawings – Attach any drawings which will assist in describing the project. Specifications – Attach copies of completed outline specifications. (If drawings and specifications have not been fully completed, please attach copies or working drawings that have been completed.)</p>

NOTE: ITEMS ON THIS SHEET ARE SELF-EXPLANATORY; THEREFORE, NO INSTRUCTIONS ARE PROVIDED.

INSTRUCTIONS FOR COMPLETING PART II - SECTION B

11. Attach a state map and county or city map clearly indicating street access to and geographic location of the project. For acquisition projects only, indicate the intended method of acquisition, and attach an acquisition schedule listing the parcels to be acquired and estimates of the acreage of each, the value of the land, the value of improvements on each parcel, and the date of acquisition of each (see sample of acquisition schedule, page 17). For development projects, include a cost estimate of facilities to be constructed under this grant. Be as specific as possible (see sample of cost estimate, page 18).
12. Already completed. If other than applicant, explain completely.
13. For all projects, submit a 6(f)(3) Boundary Map (see pages 19-20).
14. Items a and b are self-explanatory; items c and d are not applicable. Submit two copies of lease or permit to use land owned by others (development projects only).
15. Not applicable.
16. Not applicable; this information may be requested by the state, but it should not be submitted routinely.
17. Not applicable.
18. For acquisition projects, submit a boundary map showing parcels to be acquired (assessors plot map or equivalent). List all existing improvements and explain their proposed use or disposition. Parcel numbers must correspond to the acquisition schedule, a sample of which may be found on page 17.

For development projects, submit a site plan showing the exterior boundaries of the area to be developed. List all existing improvements and show the proposed location of all facilities for which fund assistance is requested. Show location of existing utility lines that cannot be relocated, and note outstanding rights, leases, etc.
19. Not applicable.
20. Not applicable.
21. Complete only for development projects when construction will include any buildings. A simple floor plan, drawn to scale, must be submitted for each building.

INSTRUCTIONS FOR PREPARING VERIFICATION OF 100% FUNDING CAPABILITY

Source or Sources of the Applicant's Local Funds

List on a separate sheet of paper the source or sources of the applicant's local funds that will be used to finance 100% of the project. (DO NOT INCLUDE LWCF GRANT.) If more than one source is being used, itemize and be specific as to the amount from each source. In the event state funds are used as a portion of the non-federal share, indicate the number assigned to the project by the state. This information should be coordinated with the information represented in the resolution authorizing the application (see page 9). State agencies are not required to comply with the resolution requirements; however, they must identify the non-Land and Water Conservation Fund money that will be used in completing the project. The only federal money eligible as a match for this program are Revenue Sharing funds and HUD Block Grants.

INSTRUCTIONS FOR PREPARING PART IV - PROGRAM NARRATIVE

Prepare the program narrative statement for each project in accordance with the following instructions. The narrative contains 10 sections, each of which must be labeled exactly as shown below.

1. Objectives and Need for This Assistance

Describe how the project is in accord with the Statewide Comprehensive Recreation Resources Plan, entitled Recreation in California, Issues and Actions: 1981-1985. This plan is available by writing the State Department of Parks and Recreation, P.O. Box 2390, Sacramento, CA 95811, Attn: Distribution Center. Cost is \$3.00.

2. Results or Benefits Expected

Identify the results and benefits to be derived from this project. For example, include a description of those who will use the facility, and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public. Mention any anticipated income from nondestructive mineral extraction from the project area.

3. Approach

Acquisition projects. Describe the project briefly. You will be bound by this description on the contract if the grant is approved. Use the following sample format:

This project proposes the purchase of four parcels of land totalling 71 acres for a regional park to be located five miles north of Williamsville. The park, when developed, will provide opportunities for camping, picnicking, and equestrian games, and a large playfield suitable for a variety of family and group activities. The 71 acres are an addition to the existing 30-acre site.

Please note that the project description must be consistent with the information in the Acquisition Schedule.

If the project involves the acquisition of land that will not be developed until a later date, provide the following information:

- a. Why is immediate acquisition necessary?
- b. What type of development will take place?
- c. When will development be initiated?
- d. What interim use of the land will be made?

Please note that any interim nonrecreation use of the land must be approved by the Service, and phased out within three years from the date of acquisition.

Development projects. The description must be consistent with the information in the Development Cost Estimate. Use the following sample format:

This project proposes the initial development of 12 acres in a 36-acre park. Development is to include a parking lot, road, picnic tables and benches, barbecue stoves, walkway, bicycle trail, bicycle rack, restroom, lighting system, water system, electrical system, storm drain, and trash receptacles.

4. Geographic Location

Give the precise location of the proposed project, and describe the area to be served by the project. Maps or other graphic aids may be attached. USGS quadrangles, aerial photographs, snapshots of the project area, and snapshots of facilities similar to those being proposed are encouraged.

5. Relationship Between Project and Other Federally Funded Work

Describe the relationship between this project and other work planned, anticipated, underway, or completed under the federal assistance list under Part II, Section A, no. 10.

6. Agreements

State who will operate and maintain the project, and include two copies of any current agreements with other agencies, individuals, or organizations participating in this project, including its later operation and maintenance. (This includes agreements for future nondestructive mineral extraction.) If there are no agreements, indicate this fact.

7. Addresses

List separately the name, mailing address, telephone number, and office location of the following:

- a. Agency submitting application
- b. Person having day-to-day responsibility for the project
- c. Agency's representative in legal matters
- d. Agency's representative in fiscal matters

8. Legislative Districts of the Project Site

State Senatorial District _____
State Assembly District _____
U.S. Congressional District _____

9. Relocation of Persons and Businesses

Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by applicable state law and Public Law 91-646 (Uniform Relocation Assistance and Land Acquisition Policies).

Include at a minimum:

- a. Number of persons/businesses displaced
- b. Type displaced (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, and so on)
- c. The tenure (month-to-month rent, long-term lease, or fee title) of the displaced
- d. Any special problems inherent in relocating the displaced (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location)
- e. Cost estimate for fulfilling the requirements of Public Law 91-646

10. Overhead Utility Lines

Explain the location and nature of any overhead electrical or telephone lines in the project area, and indicate what measures will be taken to mitigate the effect of the lines. If the participant feels that the overhead lines should not be removed, rerouted, or buried, the participant should explain the reasons.

**SAMPLE
ACQUISITION SCHEDULE**

Parcel number	Code*	Acreage	Estimated date of Acquisition	Estimated value of land to be acquired	Estimated cost of Relocation	Estimated value of improvements to be acquired	Total estimated cost
1	1	25.20	12-85	102,000	4,500	10,000**	\$116,500
2	2	2.97	12-85	19,000	—	—	19,000
3	1	6.00	2-86	21,000	—	—	21,000
4	1	37.13	3-86	76,500	—	—	76,500
				Administration of relocation program			1,000
				Relocation			7,000
Total acreage		71.30					
						TOTAL	\$241,000

*Code: 1: Negotiated purchase; 2: Condemnation

**Explain proposed use or disposition of improvements.

SAMPLE
DEVELOPMENT COST ESTIMATE

CONSTRUCTION COSTS

Site preparation	\$ 7,000
Demolition (removal of obsolete bathhouse)	1,000
Parking lot and road	20,000
Lighting system	8,000
Automatic irrigation system	25,800
Picnic tables and benches	10,000
Barbecue stoves	500
Trash receptacles	1,000
Walkway	11,000
Bicycle trail and bicycle rack	2,500
Restroom	32,000
Sewer system	5,000
Water system	11,000
Electrical system	2,000
Storm drain	1,000
Landscaping	8,000

ARCHITECTURAL, ENGINEERING, AND INSPECTION COSTS

Preagreement engineering, survey, feasibility study, study, EIR costs	4,500
Engineering and preparation of plans, specifications, and contracts done by city forces	5,000
Engineering supervision of contractual construction	2,000

Total \$157,300

INSTRUCTIONS FOR THE PREPARATION OF THE 6(f)(3) BOUNDARY MAP

Each application for Land and Water Conservation Fund grant funds shall contain two copies of a dated project 6(f)(3) boundary map.

The purpose of the 6(f)(3) boundary map is to:

1. Delineate the area being developed or acquired with federal Land and Water Conservation Fund (LWCF) grant money. This area will be afforded the protection of Section 6(f)(3) of the LWCF Act, which states that property acquired or developed with LWCF money shall not be converted to other than public outdoor recreation uses.

If these properties are converted to other than public outdoor recreation purposes, the participant must substitute other recreation properties of at least equal fair market value and reasonably equivalent usefulness and location. Any conversion of property acquired or developed with LWCF money requires the approval of the Service.

2. Ensure that the area delineated by the boundary line is a self-sustaining recreation unit.

Normally, this will be the total area of the unit receiving LWCF assistance. In no case will it be less than the area to be developed or acquired under this LWCF application.

The 6(f)(3) boundary map should contain the following:

1. Project title.
2. Date of map preparation.
3. Area(s) under lease and term remaining on the lease(s).
4. Known outstanding rights and interest in the area held by others. Known easements are to be sketched in, and deed/lease restrictions, reversionary interest, etc., are to be listed. Those outstanding rights and interests which, in the opinion of the local agency, would not adversely affect the utility of the recreation area if exercised, and those not intended to be included under the conversion provisions of Section 6(f)(3) of the Act should be noted.

If no easements, rights, reservations, or interests exist in the project area, this should be indicated on the map.

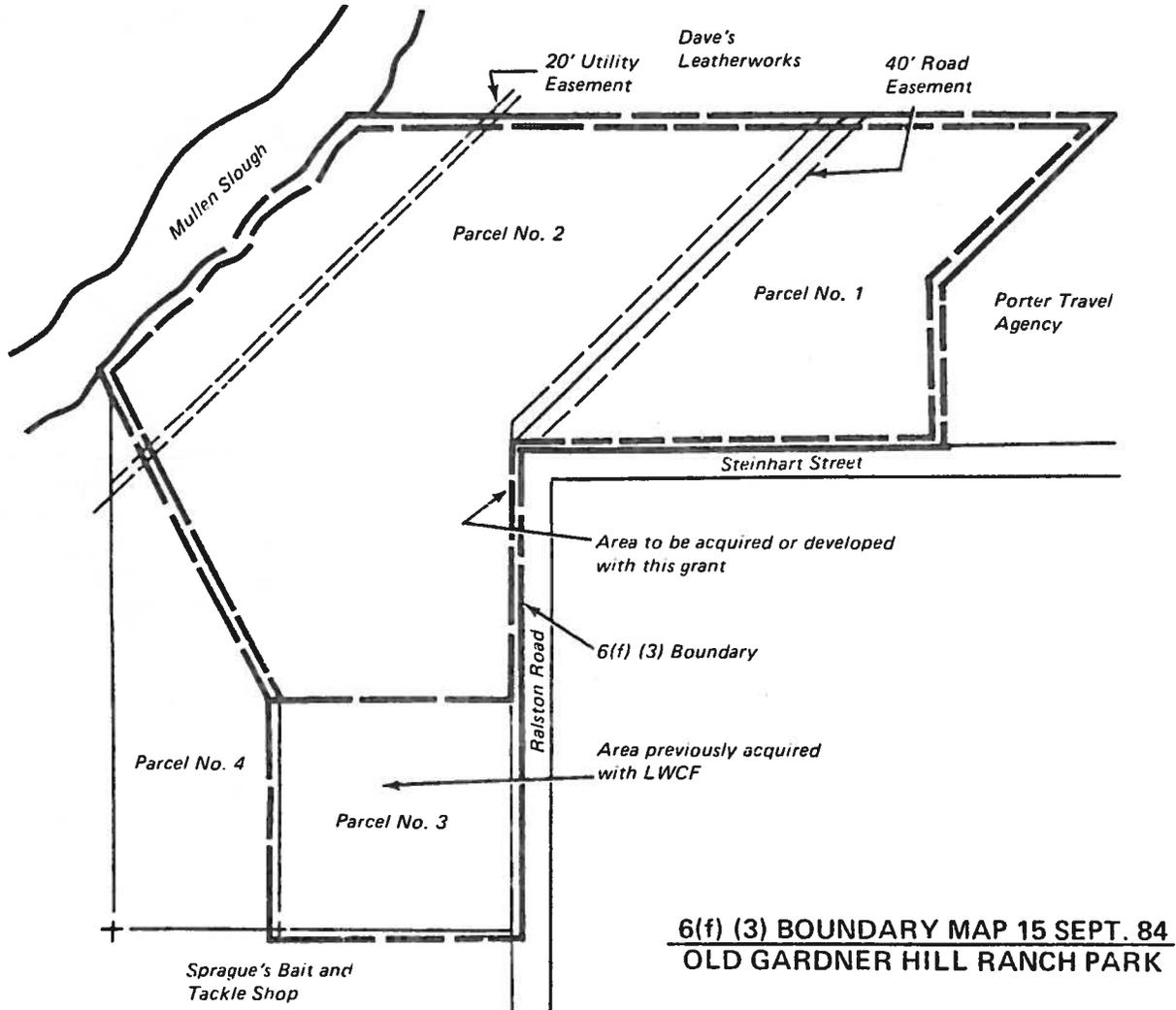
5. The project area identified in sufficient detail so as to adequately show the lands afforded Section 6(f)(3) protection. The following methods of identification are acceptable.
 - a. Deed references
 - b. Adjoining ownerships
 - c. Adjoining easements of record
 - d. Adjoining water bodies or other natural landmarks
 - e. Where one or more of the above methods are not readily suited for area identification, measurements from permanent locators may be used. A formal survey is not required, however.

The state will review and determine, with the applicant, the area to be covered under Section 6(f)(3), as well as any land or rights in land excluded from the project area prior to grant approval. An example of what this map should look like follows:

SAMPLE 6(f) (3) BOUNDARY MAP

NOTE: The map should show the following information:

1. Project title and date of preparation.
2. Project definition (detailed enough to be legally sufficient).
 - a) Deed references, parcel numbers. (Acquisition only)
 - b) Adjoining ownerships, roads, water bodies, or other natural landmarks
 - c) Adjoining easements of record
 - d) Known outstanding rights and reservations held by others in this area (attach typed list and/or title report)
 - e) Boundary must encompass at least that area which is being acquired or developed with LWCF, and must be a logical management unit within the park, or it may encompass the entire park
 - f) Areas under lease and term remaining. (Development only)



Note: Parcel No. 4, which is a part of the park, may or may not be included within the 6(f) (3) Boundary

ENVIRONMENTAL CLEARANCE

All applications for Land and Water Conservation Funds must contain evidence of compliance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

CEQA COMPLIANCE

Compliance with CEQA involves preparation of the appropriate environmental documentation, State Clearinghouse review, and submission of the final, approved documents to the Department of Parks and Recreation with your application.

The steps involved in this compliance procedure are as follows:

(Note: The local government agency applying for Land and Water Conservation Funds is the lead agency for the purposes defined in the California Environmental Quality Act (CEQA), and must assume all responsibilities assigned to the lead agency. The requirements for complying with CEQA are contained in Title 14, Division 6, Chapter 3 of the California Administrative Code. You should consult with your local CEQA authority (i.e., attorney, planning department) to assure compliance.)

1. Preparation of Environmental Documents

The local agency applying for the LWCF grant prepares one of the following environmental documents:

A Notice of Exemption (Categorical Exemption)
or
A Negative Declaration with Initial Study
or
A Draft EIR

2. State Clearinghouse Review and Response

The State Clearinghouse is responsible for the review of environmental documentation on projects for which a Negative Declaration or Draft EIR must be prepared. (Notices of Exemption are not reviewed by the State Clearinghouse, and no copies need to be sent to them.)

On completion of the appropriate document, the lead agency should submit 15 copies of:

A Negative Declaration with Initial Study
or
A Draft EIR

to the State Clearinghouse for review and response. Review time may take up to 45 days. Applicants should, therefore, allow sufficient lead time to get the State Clearinghouse review and still make the grant application deadline. Submission of the environmental documents to the State Clearinghouse 60-90 days prior to the grant application deadline is suggested.

Send environmental documents to the Governor's Office of Planning and Research, State Clearinghouse, 1400 Tenth Street, Room 121, Sacramento, CA 95814, (916) 445-0613.

On completion of review, the State Clearinghouse will send the applicant a cover letter certifying compliance with CEQA requirements, or a letter requesting a response to comments made on the project proposal during the review period.

3. CEQA Documentation to be Submitted with the Grant Application

The lead agency shall submit to the Department of Parks and Recreation one copy of the appropriate documents listed below, along with the State Clearinghouse response:

Notice of Exemption* stamped by County Clerk
or
An Initial Study, Negative Declaration, and
Notice of Determination stamped by County Clerk
or
An Initial Study, Final EIR, and Notice of
Determination stamped by County Clerk

- * Notice of Exemptions require no State Clearinghouse review, thus there will be no State Clearinghouse response.

NEPA COMPLIANCE

To carry out the National Environmental Policy Act of 1969 (Public Law 91-190), all Land and Water Conservation Fund project proposals must be assessed for their environmental effect by the National Park Service.

Submit two copies of additional environmental information to meet this requirement in the form of one of the following: Environmental Assessment, Environmental Certification, or Final EIR as prepared under CEQA requirements.

Descriptions of the federal environmental documents follow:

INSTRUCTIONS FOR PREPARING THE ENVIRONMENTAL ASSESSMENT
(NEPA Compliance)

In preparing the environmental assessment, the applicant should keep in mind the cumulative impact of the action proposed, and of further related actions which are contemplated. This is particularly important for phased projects. For instance, a given project may be for a small portion of trail or stream corridor, the total acquisition of which will be obtained eventually through a number of individual projects. The submitted information should describe the eventual goal and the relationship of the action proposed in the project being submitted. The effects of decisions regarding a number of apparently minor projects may be cumulatively substantial. It is possible that a decision at an early state to prepare an environmental assessment on an overall concept could mean that a number of individual projects could be submitted to accomplish that goal without the delay of a separate assessment for each project. The environmental information must be accompanied by sufficient maps to judge the impact of the project, as well as the project's relationship to surrounding land uses.

Pertinent information must be provided so the Service can accurately assess the impact of the project, and determine whether it needs to prepare an environmental impact statement. Whenever possible, impact should be quantified (i.e., number acres of trees to be removed, cubic yards of fill to be required, etc.). For projects with property rights outstanding, the standard environmental information must be expanded to specifically explain how the outstanding rights are to be dealt with, and how the participant plans to assure that the environment will not be affected significantly. Prior to the preparation of an environmental assessment, you may wish to obtain a preliminary title report or litigation guarantee from a title company. The three points to be covered are:

- (1) Description of the Proposed Action. This will serve as an introduction and description of the proposed action, and what it is designed to accomplish, including any mitigating measures designed to minimize environmental harm. It should include such information as the location of the project, its scope, when the action is to take place, and, if applicable, the project's interrelationship with other federal, state, or local projects and proposals.
- (2) Description of the Environment. This section will include a description of the existing environment, and the probable future environment of the project site and its surroundings without the proposed action. Topics to be considered include:
 - land use (project site and surrounding area)
 - fish and wildlife
 - vegetation
 - geology and soils
 - mineral resources
 - air and water quality
 - historic/archeological resources
 - transportation/access
- (3) The Environmental Impact of the Proposed Action. This section will be an objective discussion of the environmental impact of the proposed action, including further related actions, if any, which are contemplated. "Impacts" are defined as direct or indirect changes in the existing environment, whether beneficial or adverse. To the extent that it applies, the discussion will include impacts of the action, including environmental damage which could be caused by users on economic, cultural, esthetic, and social conditions, as well as on the physical and biological environment. Elements on which impacts are unknown or only partially understood should be indicated. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described.

This section should be developed through an analysis of sections (1) and (2). If sections (1) and (2) are properly developed, a comparative study of these sections will indicate the impacts of the project on the environment where the project is to be located. An impact should not appear in this section which is not based upon information presented in either (1) or (2).

All impacts will be discussed in this section. This will specifically include a discussion of each adverse impact (any mitigation measures actually proposed in Section (1)).

A Few Suggestions to Keep in Mind

- (a) Keep the environmental information free of project justification and personal bias. The project presumably is fully justified elsewhere in the documentation.
- (b) Do not rely on generalities. The specific facts are essential. General statements and all allegations should always be supported, and quantified where possible.
- (c) Liberal use of maps, sketches, and related graphics to help explain the project are of great value. Pictures (particularly aerial photographs) reduce lengthy narrative materials.
- (d) Writing style should be kept clear and concise. Adverse impacts should be addressed with the same emphasis as the beneficial impacts.

PROCEDURES AND RESTRICTIONS FOR USING THE ENVIRONMENTAL CERTIFICATION

For the purposes of complying with NEPA, the following five categories of LWCF grant projects generally do not constitute major actions significantly affecting the quality of the human environment, and do not require preparation of an environmental assessment to determine the need for an environmental impact statement:

- (1) Grants for acquisition of areas which will continue in the same use or in a lower-density use with no greater disturbance to the natural setting.
- (2) Grants for replacement or renovation of facilities at their same location without altering the kind and amount of recreational, historical, or cultural opportunities provided, or the integrity of the existing setting and cultural resources of the area.
- (3) Grants for construction at a park or recreation area required to meet health or safety regulations, or to meet requirements for making facilities accessible to the disabled.
- (4) Grants for construction of new facilities in an existing recreation area, provided that the facilities will not:
 - (a) introduce motorized recreation vehicles; or
 - (b) introduce active recreation pursuits into a passive recreation area; or
 - (c) increase public use of the area to the extent of compromising the nature and character of the property or causing physical damage to it; or
 - (d) cause a nuisance to adjacent owners or occupants; or

- (e) institute noncompatible uses which might compromise the nature and characteristics of the property, or cause physical damage to it; or
 - (f) extend use beyond daylight hours; or
 - (g) add or alter access to the park from the surrounding areas; or
 - (h) conflict with adjacent ownerships or land use.
- (5) Grants for construction of facilities on lands acquired under a previous NPS grant project, provided that the development is in accord with plans submitted with the acquisition project.

EXCEPTIONS

The following exceptions apply to individual actions within categorical exclusions. Environmental assessments must be prepared for actions which may:

- (a) Have significant adverse effects on public health or safety.
- (b) Adversely affect such unique geographic characteristics as historic or cultural resources, park, recreation, or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Landmarks.
- (c) Have highly controversial environmental effects.
- (d) Have highly uncertain environmental effects, or involve unique or unknown environmental risks.
- (e) Establish a precedent for future action, or represent a decision in principle about a future consideration with significant environmental effects.
- (f) Be related to other actions with individually insignificant but cumulatively significant environmental effects.
- (g) Adversely affect properties listed or eligible for listing in the National Register of Historic Places.
- (h) Affect a species listed or proposed to be listed on the List of Endangered or Threatened Species.
- (i) Threaten to violate a federal, state, local, or tribal law, or requirements imposed for the protection of the environment, or which require compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.

A sample Environmental Certification form is on the following page.

SAMPLE

U.S. DEPARTMENT OF THE INTERIOR
ASSURANCE OF COMPLIANCE
(TITLE VI, CIVIL RIGHTS ACT OF 1964)

_____ (hereinafter called "Applicant-Recipient")
(Name of Applicant-Recipient)

HEREBY AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from * _____ and Hereby Gives

Assurance That It will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by * _____, This assurance obligates the

Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by * _____

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

_____ DATE

_____ APPLICANT-RECIPIENT

By _____
President, Chairman of Board or
Comparable Authorized Official

_____ APPLICANT-RECIPIENT'S MAILING ADDRESS

* Fill in blank with: "National Park Service"

CERTIFICATION OF COMPLIANCE
with PL 91-646 (for Development Projects Only)

In order to assure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 for projects utilizing the Land and Water Conservation Fund, each application for a development project where the applicant holds fee title to the project area shall include evidence of exemption or a certification of compliance with PL 91-646.

- A. Exemptions to Certification. If your project falls into one of the following exemptions to the Certification of Compliance with PL 91-646, please circle the applicable category and sign in the space provided. If not, please proceed to Section B.

Exemption Categories

1. If the acquisition occurred prior to January 2, 1971, no certification is required.
2. If the acquisition was done with federal funding assistance, no certification is required.

Authorized Representative

Date

- B. Certifications. Please complete the applicable certification for your development project.

1. If the land to be developed was acquired after January 2, 1971 (without federal assistance), the application must include two copies of a certification by the applicant's legal counsel that Public Law 91-646 was complied with.

A sample certification follows:

The applicant (Agency Name) hereby assures and certifies that the provisions of PL 91-646 were complied with in the acquisition of property identified in the Land and Water Conservation Fund application for the:

(Project Name) _____

And further certifies that:

- A) The property was appraised prior to negotiations.
- B) The property owner or his representative had been invited by the appraiser to accompany him on his inspection of the property.
- C) The property owner or his representative was presented with a summary of just compensation.

Memorandum of Understanding: Explanation

The applicant, along with the State of California, must give assurance to the Service of compliance with the National Historic Preservation Act as amended, Executive Order 11593, and the Archeological and Historic Preservation Act of 1974, as amended.

The Memorandum of Understanding contains this assurance.

The applicant should carefully read the Memorandum of Understanding to determine its responsibility under these laws.

Upon review of the memorandum, the applicant should fill in the agency name, the name of the project, and have the authorized representative sign and date on the space provided.

MEMORANDUM OF UNDERSTANDING -- NPS/LWCF GRANTS

APPLICANT:

PROJECT(S) :

I have determined that the Applicant's LWCF acquisition and/or development project(s) will not adversely affect cultural properties included in or eligible for inclusion in the National Register of Historic Places. This determination is contingent upon the Applicant's concurrence that any plans for development, not to exclude minor improvements involving ground disturbance, will be submitted to the State Historic Preservation Officer for review and comment at the earliest opportunity. In the event that development plans will not be formulated and/or implemented by the Applicant but by another agency or group, the Applicant will assume the responsibility for ensuring that all provisions and stipulations contained herein are excuted, as needed, jointly with that agency or group or independently by that agency or group. This determination is further contingent upon the Applicant's commitment to implement in good faith the following program of compliance with 36 CFR 800, Executive Order 11593, and Section 106 of the National Historic Preservation Act of 1966 as amended:

1. The Applicant accepts the premise that proper cultural resource identification, evaluation, and management will be an integral part of the planning process for the project(s).
2. Accordingly, prior to the commencement of any physical development activity, the Applicant or his designee will arrange to have appropriately qualified professionals perform such investigations as may be necessary to:
 - a. Identify, evaluate, and manage any cultural values located within the project's potential area of environmental impact that are included in or may be eligible for inclusion in the National Register or Historic Places.
 - (1) If, after consultation with the State Historic Preservation Officer, any values not already included in the National Register are determined to be eligible for inclusion in the National Register, the Applicant or his designee will nominate them to the Register according to established procedures. Nominations shall be submitted to the State Historic Preservation Officer no later than six months after the adoption of a final development plan.
 - b. Determine, in consultation with the State Historic Preservation Officer, if and to what extent these values may be adversely affected by planning, development, operation, and maintenance activity.

- c. Develop and implement prudent and feasible measures, acceptable to the Applicant or his designee and the State Historic Preservation Officer, capable of either effectively mitigating or avoiding adverse effects on National Register and National Register eligible values. Avoidance and protection will be preferred objectives. However, should discussions indicate that only something less is achievable, that course of action which is likely to cause the least unnecessary damage to these values will proceed.

Documentation of compliance with each of these stipulations as needed will be submitted to the State Historic Preservation Officer for review and comment in timely fashion.

The Applicant or his designee will unilaterally determine the time most suitable for the commencement of cultural resource investigations acknowledging, however, that:

1. They will constitute a part of the planning process providing data for sound, advance planning decisions.
2. They will be completed before a final development plan is adopted and any physical activity begins.

Failure to comply with any of the provisions and stipulations herein contained shall constitute grounds for revocation of a no adverse effect determination and shall require full Application compliance with the Advisory Council procedures.

By 

By _____

STATE HISTORIC PRESERVATION OFFICER
Title

Authorized Representative

Date

Date

COMPLIANCE WITH SECTION 504
Federal Rehabilitation Act of 1973

In 1982, the Department of the Interior published in the Federal Register its final rules carrying out Section 504. This law requires all recipients of federal financing assistance from the Department of the Interior to review and, if necessary, modify their programs and activities so they are readily accessible to and usable by persons with disabilities. The law defines compliance requirements, enforcement procedures, standards for determining which persons are disabled, and guidance for determining what practices are discriminatory.

The state liaison officer for the Land and Water Conservation Fund Program (the director, Department of Parks and Recreation) is responsible for ensuring compliance with Section 504 among all recipients of Land and Water Conservation Fund grants. To fulfill the department's responsibility, all applicants for LWCF funds must include the following form, Assurance of Compliance, Section 504, Federal Rehabilitation Act of 1983, certifying that the applicant's programs and activities are or will be conducted in compliance with Section 504, and that such compliance shall be commenced within one year of the date of federal approval of grant funds.

Technical assistance regarding compliance with Section 504 can be obtained by contacting the State Department of Parks and Recreation's Program Access Coordinator, at (916) 324-1891.

A copy of the certification form can be found on the following page.

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

ASSURANCE OF COMPLIANCE
Section 504, Federal Rehabilitation Act of 1973

INSTRUCTIONS: Please fill in requested information.

_____ (hereinafter called "Applicant-Recipient")
(Name of Applicant-Recipient Agency)

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title V, Section 504 of the Rehabilitation Act of 1973 and federal department regulations on its implementation. It is understood that recipients of federal funds are required to comply with Title V, Section 504 of the Federal Rehabilitation Act of 1973 and those regulations of federal departments and agencies on its implementation. Section 504 and federal department regulations mandate that all qualified people with disabilities will not be excluded from, denied benefits of, or discriminated against solely on the basis of their disabilities, under any program or activity that receives federal financial assistance.

This assurance is effective as of the date of federal approval of funds and throughout the period during which federal funding is extended or for the period during which real or personal property is used. It is further agreed that compliance with Section 504 shall be commenced within one year of the date of federal approval of grant funds.

DATED

APPLICANT-RECIPIENT AGENCY

By _____
(President, Chairman of Board or
Comparable Authorized Official)

APPLICANT-RECIPIENT'S MAILING ADDRESS

APPENDIX B
GUIDELINES FOR DISTRIBUTION OF
LAND AND WATER CONSERVATION FUNDS

GUIDELINES FOR DISTRIBUTION OF LAND AND WATER CONSERVATION FUNDS

Project Criteria. Projects for which applications are submitted must meet criteria established by the Service and set forth in the Service's Grants-in-Aid Manual and its amendments. They must also meet the following criteria:

- (a) **ELIMINATING CRITERIA.** The eliminating criteria are applied to determine if the project is eligible. To be considered further, the applicant must meet all of the following:
- (1) As of the deadline, a "substantially complete" application must be submitted, or your project will not be considered for funding. Applications which are "technically complete" in all aspects by the deadline will receive bonus points. A "technically complete" application is defined in the Procedural Guide, Part I, Application Procedures. If the application is not "technically complete" in all aspects as of the date the State Liaison Officer selects projects, the application will not be considered eligible for funding.
 - (2) As of the deadline, the applicant must have an assured source of eligible matching funds. The matching funds are defined as all funds available to the applicant that are not derived from the Wildlife Restoration Fund, the Harbors and Watercraft Revolving Fund, or the California Water Resources Development Bond Fund.
 - (3) As of the deadline, the applicant must have adequate tenure to the land to be developed (development projects only). (Adequate tenure will consist of either fee title without encumbrances which would have an adverse effect on the project, or a fully executed lease or easement of sufficient duration and adequate to receive full value from the project facilities developed by the grant.)
 - (4) The project for which grant funds are requested must increase the project's ability or capacity to serve outdoor recreation purposes.
- (b) **RANKING CRITERIA.** The second level of the selection process involves applying ranking criteria to those proposals that survive the elimination process.

In carrying out this process, state law (Chapter 986, Statutes of 1977) requires that all the local agency share be split in a statewide ration of 50% to regional projects, and 50% to less-than-regional projects. For the purposes of program administration, projects will be classified as either regional or less-than-regional, and will compete separately within each planning district for one-half of the planning district allocation. Several factors will be considered in the determination of the regional/less-than-regional designations:

Acreage. In general, a project of 50 acres or more will be considered regional. Acreage alone will not be the deciding factor. In some cases, a less than 50-acre site may be classified as a regional project, and a 50-acre or larger site may be considered less-than-regional.

Physical Characteristics. The presence of any significant scenic or resource values would tend to indicate a regional designation.

Intended Use. The proposed facilities and purpose of the project will be reviewed to determine whether the project is, or will be on development, capable of attracting visitors from a community or a regional service area.

The final decision on the regional/less-than-regional designation of a project will be based on these factors, and will be made by the state.

If the dollar amount of all projects is greater than the available funds in each planning district, the projects will be evaluated and ranked according to the following criteria. However, in those instances when the total funds requested in a planning district do not exceed that planning district's allocation, it shall be the State Liaison Officer's prerogative to fund only those projects best meeting the criteria:

- (1) Development grant requests for facilities, which are to be constructed at a recreation area, that provide opportunities for multiple recreational activities (two or more different activities) will be given a higher priority than grant requests for projects that provide activities for a single purpose, or specialized uses that serve only a limited segment of the public.
- (2) Development grant requests for projects that will provide for basic facilities will be given a higher priority than grant requests that will provide for more elaborate facilities. Elaborate facilities are defined as overly ornate, overdesigned, superfluous, or otherwise excessive.
- (3) Development grant requests for projects that will provide new facilities and opportunities in either new or old parks will be given higher priority than grant requests for projects that will provide for replacement or rehabilitation of existing recreational facilities.
- (4) Grant requests for projects that, in the judgment of the State Liaison Officer and staff, can be completed expeditiously (generally within 18 months), will be given higher priority.

Factors considered to determine an applicant's ability to complete a project will include, but not be limited to: The applicant's performance on previous grant projects, both federal and state; the applicant's ability to operate and maintain existing parks; involvement of other jurisdictions and regulatory agencies; public involvement; the steps already taken to carry out the project at the time of application; and the magnitude and complexity of the project.

An applicant's ability to operate and maintain existing parks and avoid conversion of park facilities to non-park purposes will also be taken into account in grant selection.

- (5) Grant requests from public entities which have designated a major organization unit with a full-time primary responsibility for provision of parks and recreation areas and/or facilities will be given higher priority than requests from governmental units whose primary function is other than parks and recreation.
- (6) Acquisition grant requests having preliminary title reports by the annual application deadline will be given a higher priority.

(7) Grant requests for projects that will serve the greatest need will be given high priority. Regional projects will be evaluated separately from less-than-regional projects. Competing projects will be evaluated against the following criteria:

(A) FOR REGIONAL PROJECTS:

1. Population Density. Priority will be given to projects that serve high-density residential areas. The population residing in the effective service radius will be used for evaluation. The effective service radius will be uniformly applied in each planning district.
2. Proximity of Population Masses to Project. Priority will be given to projects that are closer to densely populated areas.
3. Developed Facilities. Priority will be given to projects that serve areas with the least number of existing developed facilities (use-features) within the effective service radius. (Development projects only.)
4. Park Acres. Priority will be given to projects that serve areas with the least amount of existing comparable recreational acreage within the effective service radius. (Acquisition projects only.)
5. Access. Priority will be given to projects that are readily accessible from freeways, expressways, major routes of recreational travel, or public transportation.

(B) FOR LESS-THAN-REGIONAL PROJECTS:

1. Population Density. Priority will be given to projects that serve the highest population densities. The effective service radius of less-than-regional projects will be used to determine density.
2. Access. Priority will be given to projects that provide for the best public access. This will be judged by the adequacy of public transportation services and the presence of physical barriers (freeways, major highways, railroad tracks, flood control channels, etc.) that may restrict immediate access.
3. Developed Facilities. Priority will be given to projects that serve areas with the least number of existing developed facilities in the appropriate service area of the proposed project. Only recreation facilities of the same nature as those contemplated in the proposed grant project will be considered. (Development projects only.)
4. Park Acres. Priority will be given to projects that serve the least number of existing recreation acreage in the effective service area of the proposed project. (Acquisition projects only.)
5. Low-Income Areas. Priority will be given to projects that serve the outdoor recreation needs of low-income families.

- (c) **ADDITIONAL SLO SELECTION FACTORS:** The above seven ranking criteria will be applied to all eligible projects. Although a final score will be determined for each competing project, that score may not necessarily be the sole factor in determining the funding of a project. The final decision to fund a project will be based on informed judgment, and will be at the discretion of the State Liaison Officer. The following additional factors will be taken into consideration to determine the final rating of a project.

Generally, preference will be given by the SLO to projects:

- (1) Which have highest cost-benefit ratio (see section, "Remember, Before You Apply. . . , page 4).
- (2) Where there is a need for immediate acquisition, and where delay will cause a loss of recreation opportunities in the future.
- (3) Where the applicant has not been previously funded under the LWCF program. Also, where the per-capita share of Land and Water Conservation Funds in the county where the project is located is less than the state's per-capita average.
- (4) Where the dollar amount requested is reasonable in relation to the total dollars available to the planning district.
- (5) Where a greater geographical distribution of funds will be achieved in a planning district.
- (6) Where the applicant has an adopted master plan of park and recreation areas that includes the project for which funds are being sought.
- (7) Which have innovative or unique, natural, or scenic features.
- (8) Which make provisions for the disabled and underprivileged, above and beyond those required by law.
- (9) Which have the ability to attract visitation from beyond the applicant's normal service area.

APPENDIX C

CALIFORNIA'S PLANNING DISTRICTS





