



Land and Water Conservation Fund (LWCF) Competitive Program

Applications due February 1, 2022

This resource is provided by the California Department of Parks and Recreation – Office of Grants and Local Services' (OGALS) Competitive Review Team

Technical Assistance Updates for the 2022 Competitive Round

The items listed below are updates and reminders for the process discussed in the [Land and Water Conservation Fund Application Guide](#). Please take note of these updates as they are designed to be used in conjunction with the Application Guide when preparing a competitive application.

Please note, the link to the State Parks LWCF website found in the guide has changed. The new LWCF website can be found at www.parks.ca.gov/lwcf.

Page numbers listed in the sub-headings below refer to pages in the Application Guide where information has changed. Pages that are not included have no updates.

Eligibility Card (Page 14)

An updated Eligibility Card can be found on the [LWCF Competitive Program website](#). Although the Eligibility Card allows CEQA and the A&R Form to be submitted up to 60 days after the application deadline, we strongly encourage these items to be completed by the application deadline, if possible. Applications that are not able to provide either a completed NOE or NOD or show that it is near completion may not be funded.

Instructions for Submittal (Pages 10 and 15-16)

Upload the application Checklist Items to the Submittable application system by or before 5pm on February 1, 2022. Fillable Checklist Items are included on the [LWCF Competitive Program website](#).

- Checklist Item #3, Project Summary includes updated SCORP Priorities from the 2021-2025 SCORP. See page 2 below for more information.
- Checklist Item #10, Section 106, will be requested at a later date. If the project has already completed Section 106, include it at the time of initial application.
- Checklist Item #12, PD/ESF, has been replaced by the new **Application and Revision (A&R) Form**. See Checklist Item #12, on pages 4-5 below, for more information.

- Checklist Item #21, Budget Narrative, is **NEW** and required for all projects.
 - The National Park Service requires a Budget Narrative with more detailed budget information. The Budget Narrative will be considered a new Checklist Item (#21) and is required for all applications moving forward. The Budget Narrative is posted on the [LWCF Competitive Program website](#), with other fillable Checklist Items and resources.

Checklist Item #3 - Project Summary and SCORP Priorities (Pages 21 – 23)

The 2021 – 2025 Statewide Comprehensive Outdoor Recreation Plan (SCORP) Priorities below replace the previous SCORP Priorities listed on pages 22-23 of the Application Guide.

Projects must meet one or more of the following SCORP Priorities:

1. New Park Access, either through creation of a new park or expansion of an existing park.
2. Multi-Use Parks Designed for All Age Groups in New or Existing Parks.
3. Health Design Goals for New or Existing Parks, resulting from community-based planning strategies.
4. Safety and Beautification for New or Existing Parks.
5. Preservation, placing new outdoor open space under LWCF protection.

For additional information of each of these priorities, see [California's 2021-2025 Statewide Comprehensive Outdoor Recreation Plan](#), and particularly the section titled "2021–2025 SCORP Action Plan From Focus Group Findings."

State Agency applicants have separate SCORP priorities, as well as some adjustments to the application process. See the [section on page 5](#) of this document for additional information.

Project Selection Criteria #6 – Public Input (Page 32)

Criteria #6 refers to responses 9a and 9b on the PD/ESF Form. On the new A&R Form, the Public Input section is now located in Section 2.B, *Public Benefit*, Question 3 (page 4 of the A&R Form). Describe the Public Input process in response to 2.B.3., then include a copy of the response for Project Selection Criteria #6 (see page 32 of the Application Guide for additional information and the scoring rubric). In order to qualify for full points the public input process must have occurred within the last 5 years, and it must be clear that public input was gathered specific to this project.

Checklist Item #6 – Pre-Award Planning Costs Form (Pages 39-40)

While there are no substantial updates to the form, we recommend applicants intentionally plan ahead for Section 106 costs. All projects that are selected for funding will be required to complete Section 106, therefore it is encouraged that these costs be considered as part of Pre-Award Project Planning.

Checklist Item #8 – Funding Sources (Pages 43-44)

Please ensure the Funding Sources Form (page 44) shows the applicant has access to 100% of the funds necessary to complete the project. Since this program is reimbursement-based, applicants must identify one or more sources that can "cash-flow" the *entirety* of the project prior to reimbursement. For example, a project with a \$12M Total Project Cost (a LWCF Grant Amount Request of \$6M) must show committed funding sources for the entire \$12M, with an understanding that up to \$6M will be reimbursed with LWCF, if the grant is awarded.

For a project with a \$12M Total Project Cost, the sample Funding Sources Form below identifies the funding sources that will be used to cash flow the entire project:

SAMPLE

Funding Sources Form

The Applicant must be able to "cash-flow" 100% of the project without LWCF. Check the boxes below to identify funding source(s) to be used as Match and which source will be reimbursed by the LWCF GRANT Request.

Funding Source (Identify all "cash-flow" sources and which will be reimbursed by LWCF)	Date Committed	Amount
<input checked="" type="checkbox"/> LWCF <input type="checkbox"/> Match Source: City General Fund	12/1/21	\$6,000,000.00
<input type="checkbox"/> LWCF <input checked="" type="checkbox"/> Match Source: City General Fund	6/30/20	\$6,000,000.00
<input type="checkbox"/> LWCF <input type="checkbox"/> Match		
<input type="checkbox"/> LWCF <input type="checkbox"/> Match		
<input type="checkbox"/> LWCF <input type="checkbox"/> Match		
<input type="checkbox"/> LWCF <input type="checkbox"/> Match		
<input type="checkbox"/> LWCF <input type="checkbox"/> Match		
Grand Total All Funding Sources (Estimated Total Project Cost)		\$12,000,000.00

Checklist Item #9 – LWCF Boundary Map (Pages 47-49)

It is important to include all applicable items on the boundary map, including adhering to the color conventions listed under numbers 2, 3, 4, 7, 8, and 9.

Please leave a blank space for the LWCF Project Number in the Title of the Map (Item 1 on page 47). If the application is selected, a number will be assigned and added to that space.

For item 8 on page 47, Entry Points to the Park, please identify the entry points or provide a statement if the entire park boundary is considered an entry point. The guide identifies specific park types as examples of where entry points may be needed, however, every map should identify either entry points or the entire border as an entry.

Checklist Item #10 – Section 106 (Page 50)

Given the competitive nature of the LWCF grant program, Section 106 is not required to be completed at the time of initial application. However, the Section 106 process can take six months to one year or longer, and NPS has recently been requiring Section 106 to be complete prior to State Parks forwarding an application for approval by NPS. We recommend applicants take a look at the [Procedure for Section 106](#) and prepare to be ready to move forward right away if notified by OGALS to begin the process.

Checklist Item #11 – CEQA Compliance (Pages 51-42)

CEQA for the acquisition or development scope should be completed by the application deadline or no later than 60 days after the application deadline and the NOE or NOD should be no more than 5 years old.

Page 51 of the Application Guide provides additional information on filling out the Environmental Screening portion of the PD/ESF. On the new A&R form, this information is found under Section 3.C., Environmental Resources Survey (starting on page 10 of the A&R Form). Please provide a response to each question in this section of the A&R, including the applicant's NEPA Pathway Recommendation for NPS' review; at this stage it is not necessary to attach NPS concurrence.

Checklist Item #12 – A&R Form (formerly PD/ESF) (Page 53)

NPS has replaced the Proposal Description/Environmental Screening Form (PD/ESF) with a new **Application and Revision (A&R) Form**. A copy of the new A&R Form is available upon request from your [Competitive Project Officer](#). This form should be provided by the application deadline, or no later than 60 days after the deadline. *The new A&R Form must be provided for Checklist Item 12—the PD/ESF will not be accepted.*

Below is additional information on filling out the form:

- Page 1 of the A&R provides information on which sections applicants should fill out depending on the type of project. This section includes an option for Combination projects; however, these are not eligible for this program.
- Please review the A&R Form carefully and fill out all the sections that apply to the applicant's specific project type.
- Page 2 of the A&R provides an attachment checklist—this will only be used for projects that are selected to move forward in the application process. At this time, applicants may leave this page blank.
- For Section 1, please answer 1.B.2 regarding SCORP Priorities, and all of Section 1.D, "Financial." Please leave the rest of Section 1 blank pending OGALS review of the application.
- Fill out all applicable responses for Sections 2 and 3.
 - For an acquisition, the form requests the UASFLA appraisal report and 3rd party appraisal review certification be attached. However, if not yet completed, OGALS will contact applicants to begin the appraisal process after the application deadline.
 - Items in Section 3.B, Stewardship Considerations, should be identified in and consistent with the Boundary Map.
 - For Section 3.C, Environmental Resources Survey, if a resource does not exist within a park, that resource can be left blank and a statement should be added at the bottom of the chart indicating that.
- Section 4 does not apply to new applicants—please leave all Section 4, Amendments, blank.

Checklist Item #18 – Purchase Agreement, Etc. (Page 59 – Acquisition Only)

Although on a federal level NPS allows projects obtained through eminent domain, OGALS policy requires a willing seller for proposed acquisitions. Page 59 of the Application Guide mentions a court order for eminent domain acquisitions, but acquisition projects without a willing seller will not be considered for this LWCF round of funding.

Checklist Item #21 – Detailed Budget Narrative

This form is available on the [LWCF Competitive Program website](#). See the instructions in the upper righthand corner of the form.

State Agency Applications

The Department of Parks and Recreation (DPR), Department of Fish and Wildlife (CDFW)/Wildlife Conservation Fund (WCF), and the Department of Water Resources (DWR) are all provided specific allocations for the LWCF program, per Public Resources Code 5099.12.

SCORP Priorities for state entities vary by entity. Please refer to [California's 2021-2025 Statewide Comprehensive Outdoor Recreation Plan](#), and particularly the sections titled 2021–2025 SCORP Action Plan for each entity or group of entities (separate action plans are available for DPR, CDFW and WCF, and DWR). In order for a project to be eligible, it must meet at least one of the designated SCORP priorities for the applying entity. For example, DPR must meet one of the SCORP Priorities listed under the DPR-specific action plan.

In addition, there are a few alternate Checklist Item Instructions for State Agencies:

- **Checklist Item 1, Application Form:** Please use the [Application Form for State Agency Pro Rata Funds](#).
- **Checklist Item 2, Resolution:** Please instead provide the State Agency Certification Letter, found on the [LWCF Competitive Program website](#).
- **Checklist Item 4, Project Selection Criteria:** This is **not applicable** for State Agencies and does not need to be submitted.

Beyond the differences mentioned above, please use the [Local Agency LWCF Application Guide](#) to complete state agency application(s).