

**Florida Department of Environmental Protection  
Land and Water Conservation Fund Program  
2025-2026 LWCF State Application Instructions & Federal Forms Requirements**

**FACTS ABOUT THE LWCF**

**WHAT IS THE LAND AND WATER CONSERVATION FUND PROGRAM?**

The Land and Water Conservation Fund Program (LWCF) is a competitive program that provides grants for acquiring or developing land for public outdoor recreational use. LWCF is a reimbursement grant program.

**HOW IS THE LWCF ADMINISTERED?**

The program is administered by the Florida Department of Environmental Protection (DEP) on behalf of the U.S. Department of the Interior, National Park Service (NPS). The Program is governed according to Florida Statutes (F.S.), Florida Administrative Code (F.A.C.) and the LWCF Grants Manual. In accordance with the LWCF Act, available program funds are contingent upon an annual appropriation to each state by Congress.

**WHO IS ELIGIBLE TO APPLY FOR LWCF FUNDS?**

All local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public.

**HOW DO I APPLY?**

Applicants must submit a completed LWCF grant application, contain both the required State and Federal documentation, during an announced submission period. Applicants may submit only one application during the submission period and the application may contain no more than one project site except for sandy beach access sites.

**WHAT IS THE MAXIMUM GRANT AMOUNT?**

The maximum grant amount ACQUISITION PROJECTS not to exceed \$1.5 million.

The maximum grant amount DEVELOPMENT PROJECTS not to exceed \$1.5 million.

**WHAT IS THE LWCF MATCHING RATIO?**

The matching ratio is one applicant dollar to one federal dollar for all LWCF grant awards (50% / 50%).

**WHAT CAN I USE TO MATCH AN LWCF GRANT?**

Cash; In-kind services; Value of donated real property in the ratio required to be added to the LWCF funds by the grantee for the project cost which must be pre-approved by DEP.

**WHAT MAY LWCF FUNDS BE USED FOR?**

Development: Outdoor recreation areas and facilities such as beaches, picnic areas, trails, ball fields, tennis and basketball courts and playgrounds, along with associated support facilities such as lighting, parking, restrooms and landscaping. Enclosed buildings and structures (except restrooms, restroom/concession buildings and bathhouses) are ineligible.

Acquisition: Land for outdoor recreation purposes. No pre-acquired site.

**MUST AN APPLICANT OWN THE PROJECT SITE?**

For development projects, the applicant must own the project site or lease it from a public agency by the closing date of the application submission period. Land owned or leased by the applicant must be dedicated in perpetuity as a public outdoor recreation area.

**SITE CONTROL:**

**1) For land owned by the applicant,** submit a copy of the recorded warranty deed that conveyed title to the property, including any attachments. If the property was dedicated via plat, submit a copy of the recorded plat. If there are multiple parcels, submit the deed for each parcel, a map of the parcels, and connect the deeds and the map with reference numbers linking the deed to the relevant parcel. If the property or a portion of it was conveyed by quit claim deed, you will also need to submit an attorney's opinion of title with a title search covering a minimum of 30 years.

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**2) For land leased by the applicant,** submit a copy of the lease or management agreement. The lease must have a minimum of 30 years remaining on the lease, allow the applicant to dedicate the property, and not be revocable at will. Include all documents. (e.g., deed, lease, etc.)

**HOW ARE LWCF GRANTS AWARDED?**

Each application is reviewed to determine eligibility. DEP evaluates each eligible application according to the Florida Administrative Code and the LWCF Manual and assigns a final score. Based on the scores, DEP prepares and submits a recommended priority list to the Secretary of the DEP for approval. State approved projects are then submitted to the U.S. Department of the Interior, National Park Service for final review and award.

**IF AN APPLICANT IS AWARDED LWCF FUNDS, WHAT ARE THE MAJOR REQUIREMENTS?**

Project Agreement: DEP and the grantee will enter into an agreement setting forth conditions consistent with DEP policy, Florida Statutes, Florida Administrative Code, Code of Federal Regulations and the LWCF Manual.

Completion Time: The National Park Service provides the period of performance for each project.

Payment Schedule: Grantees will receive LWCF funds on a reimbursement basis.

Project Plans: Development projects shall have final plans prepared and certified by an engineer or architect registered in the State of Florida.

Project Accessibility: A recipient of federal funding may not, directly or through contractual or other arrangements, on the grounds of age, race, color, sex, national origin, physical or mental disability, deny an individual any service or benefit which could otherwise be reasonably provided.

**Restrictions: LWCF assisted sites must be dedicated in perpetuity and cannot be converted for any purpose to other than outdoor recreational use. No exceptions (see the conversion clause of the LWCF Manual for details).**

**SITE DEDICATION:** LWCF assisted park land must be dedicated as a public outdoor recreation area **in perpetuity**. Grantees must commit to operate and maintain LWCF assisted public recreation facilities in reasonable repair for a minimum of 25 years after completion of construction to prevent undue deterioration.

**LAND ACQUISITION:** Unless approved by DEP in advance, formal negotiations for acquisition of a LWCF assisted site may not begin until the grant is awarded by the National Park Service. Grantees may have up to three years to develop the property after purchase.

**Duplicate Projects:** Pursuant to subsection 62D-5.071(4), F.A.C., an applicant may not submit an application for a project site, including phased projects, if the applicant has an active grant agreement on that project site funded under Land and Water Conservation Fund, Recreational Trails Program or Florida Recreation Development Assistance Program. An applicant shall not submit the same application, in whole or in part, under LWCF, RTP, or FRDAP in concurrent or overlapping funding cycles.

**APPLICATION PROCESS**

- Applications are reviewed by DEP for eligibility and completeness in accordance with the program Rule and the LWCF Manual.
- Upon notification, applicants are allowed a 15-working day deficiency period submittal for corrections.
- Applications are scored and ranked in priority pursuant to LWCF Rule.
- Recommended application list is reviewed and approved by the DEP Secretary.
- DEP submits the projects to State Clearinghouse for approval.

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- DEP submits the project applications along with the required Federal Forms and documentation to NPS for review and approval.
- NPS must approve ALL projects prior to the issuance of a Federal Award and execution of the State/Local grant agreements.
- Upon NPS approval, State/Local agreements are developed in accordance with the state and federal application information.

### **EVALUATION PROCESS**

Grant applications are evaluated according to policies and procedures described in Chapter 62D-5, F.A.C. All applicants should be familiar with these policies and procedures. This packet is designed to assist all applicants in presenting the necessary information needed for DEP to evaluate proposed grant applications. Applicants must submit proposals for LWCF grants on application form DRP-121. Failure by an applicant to present all required application information and documentation may result in the application not receiving points or being declared ineligible for funding consideration. Following DEP staff review of the applications, DEP will notify applicants of any deficiencies. Missing or incomplete documentation will usually constitute a deficiency.

Applicants must submit requested deficiency information within **fifteen (15) working days** from the date of the deficiency notification. After the deficiency period, DEP ranks all eligible applications in accordance with the evaluation criteria set forth in the LWCF Rule.

### **ACQUISITION PROJECTS**

A request for financial assistance must be for acquisition or development of land for public outdoor recreational purposes. An acquisition application proposal cannot be for land that's been pre-acquired or is in the process of being acquired.

If an applicant is interested in submitting an acquisition project for consideration and the property being sought after is in jeopardy of being sold prior to application review and/or an award being issued by the National Park Service (NPS), then a Waiver of Retro Activity must be completed, requested and approved by NPS before the closing of the application submission cycle and/or the submission of an application. Waivers of Retro Activity are good for just 1-year, which is the date by which NPS approves the request.

An acquisition project approved for funding must be acquired within one (1) year of the effective date of the project agreement and must be developed for public use within three (3) years of completion of the acquisition.

**An appraisal prepared to UASFLA/ Yellow Book standards must be submitted with the application. Additionally, the appraiser must be on the approved State of Florida official listing and must meet the uniform appraisal standards for federal land acquisitions.** All appraisals submitted must be reviewed and approved by State of Florida Division of State Lands. The appraisal **must** conform to the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The standards may be found at: <http://www.usdoj.gov/enrd/land-ack>. Payment of appraisal review fees will be the responsibility of the grantee. These expenses are not eligible for reimbursement under the LWCF program.

### **DEVELOPMENT PROJECTS**

A development proposal should consist of the complete or partial development of the project site. The National Park Service provides the begin and end date by which a project must be completed. A development project, when completed, must be a useable recreation area. A development application may consist of one improvement, or a group of related improvements, designed to provide primary facilities for outdoor recreation. Secondary or support facilities and improvements for access, safety and protection of the project visitors are viable project components but should not dominate the proposed project. Primary facility costs must be equal to or greater than fifty percent of the total project cost. Support facilities alone do not constitute an eligible project, except projects which provide or improve beach access. Eligible facilities are described in the LWCF Rule and the LWCF Grant Manual.

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**GENERAL APPLICATION INFORMATION**

- Applicants receiving LWCF funds will be required to have a copy of the [Federal Financial Assistance Manual \(LWCF Grants Manual\)](#), which may be accessed through the provided link or the [National Park Service's LWCF website](#).
- The LWCF Federal Financial Assistance Manual v.72.1 (2025) contains additional guidance on the federal application process. Specific guidance on the federal application process and the documentation that comprise a complete federal application for LWCF grant assistance consideration can be found in Chapter 6.B. of the Manual. Additional citations are noted within the checklist below. All projects submitted for consideration must be self-supporting, viable recreation areas either already existing or to be acquired.
- Applicants must submit (2) complete copies of the application and all supporting documents during the announced submission. One application shall be submitted in a **three-ring binder using a soft covered binder, not a HARD 3-ring binder**. To facilitate the review and scoring process, tab all support documents or attachments according to the application instruction checklist provided for both the State and Federal portions of the grant application. Any applications submitted without exhibits being tabbed, will be marked as deficient and sent back to the applicant for corrections. The second copy shall be submitted on a USB drive.
- Applications must be postmarked **NO LATER THAN December 15, 2025**, and submitted to:

**LaCheryl Scurry**  
**Florida Department of Environmental Protection**  
**3800 Commonwealth Blvd., MS 100**  
**Tallahassee, FL 32399-3000**

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**APPLICATION CHECKLIST**

Before you finish your application package, make sure you have all necessary support documents prepared. To obtain points, applicants must answer the questions on DRP-121 *and* must provide appropriate back up documentation. Use this list to make sure that all applicable and required documentation is included. **To facilitate review and scoring, tab all supporting documents at the end of the application.**

**Attach supporting documents as follows:**

STATE FORM REQUIREMENTS AND SUPPORTING DOCUMENTATION				
APPLICATION ITEM – <i>As Applicable</i>	TAB AS EXHIBIT	DEVELOPMENT PROJECTS	ACQUISITION PROJECTS	REQUIREMENTS AND TIPS
<b>A. Capital Improvements Schedule</b> and letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted  <p style="text-align: center;"><b>OR</b></p> A copy of a <b>resolution</b> amending the existing schedule to include the proposed project.	<b>A</b>	✓	✓	Local applicants must submit a copy of an adopted Capital Improvements Schedule (CIP) or local Comprehensive Plan that with a noted date of adoption. It must list the specific project as outlined in the application. If amending a CIP, applicants must submit a signed and dated resolution that was adopted prior to the close of the application cycle. Budgets will not be accepted as a CIP.  Federal and state applicants must submit a signed and dated land management, recreation or trail plan from the agency that includes the project as outlined in the application.
<b>B. Statewide Comprehensive Outdoor Recreation Plan (SCORP)</b> objectives support documentation written response to Part II, Item 2A on page 11 of this application.	<b>B</b>	✓	✓	Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the 2023-2027 SCORP. Goals and objects of the current <a href="#">Statewide Comprehensive Outdoor Recreation Plan (SCORP)</a> must be clearly outlined in the application, with a distinct correlation to the proposed project as outlined in the application. Provide quotations or other appropriate references with explanations to justify the correlation.
<b>C. Public participation documentation:</b> <b>C1.</b> Copy of public meeting advertisement for <b>SOLE PURPOSE</b> of discussing the project.	<b>C1</b>	✓	✓	<b>Public participation must have occurred within past 3 years, and prior to close of submission cycle.</b> Submitted documentation should demonstrate that the proposed project as outlined in the application was the sole purpose of the meeting, with posted announcements 72 hours prior to the meeting at a minimum. Applicants may submit the agenda and minutes if

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				<p>available. Posting information must be submitted, and may include:</p> <ul style="list-style-type: none"> <li>• Newspaper clipping with name of source and publication date.</li> <li>• Fliers with date and location on posting, as well as public accessibility details.</li> <li>• Letter from television or radio station is indicating dates and times PSA was aired.</li> </ul> <p>Publication date, website, and screenshot of postings advertised online (may include social media).</p>
<b>C2. Agenda and minutes of REGULARLY SCHEDULED advisory board meeting.</b>	<b>C2</b>	✓	✓	<p><b>Public participation must have occurred within the past three years, and prior to close of submission cycle. Applicants must provide an agenda and minutes</b> of a regularly scheduled board meeting where the project was discussed. If no parks and recreation advisory board exists, a planning and zoning, tourism, or similar board may be used. <b>City or County Commissions are not considered Advisory Boards.</b></p>
<b>C3. Documentation of presentation to community groups</b> (minutes or letter of thanks, from organization, association etc.) <b>OR</b> A copy of the <b>survey instrument and a summary of the results</b> as they relate to the proposed project. (Support letters are not acceptable for points).	<b>C3</b>	✓	✓	<p><b>Public participation must have occurred within past three years, and prior to close of submission cycle.</b> Applicants must provide documentation to support a <b>presentation was provided to community groups for the proposed project as outlined in the application.</b> Submissions may include posting information (such as fliers or online advertisements) that are <b>supported by an agenda, letter of thanks from a community interest group, or photos from the meeting.</b></p>
<b>C4. Public participation documentation:</b> Additional public outreach documentation.	<b>C4</b>	✓	✓	<p>Public outreach must be conducted. If none of the public participation points above are met, applicants should provide documentation to support community involvement and show that the public outreach and/or public input was sought for the project.</p>
<b>D. Preservation documentation:</b> Provide a letter from the <b>Department of State's State Historic Preservation Officer (SHPO), National Park Service or other reputable source</b> to verify that a project is for archaeological/ historic/cultural	<b>D</b>	✓	✓	<p>Applicants must submit a letter from the <a href="#">Florida Department of State</a>, <a href="#">National Park Service</a>, or otherwise reputable source that verifies the proposed project supports archaeological, historical, or cultural preservation. The letter must demonstrate a connection between the project area, proposed development(s),</p>

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preservation purposes.				and noted archaeological, historical, or cultural resources on site. or other reputable source.
<b>E. Operations and Maintenance:</b> Documentation of ability to support programming, operation and maintenance of project site.	<b>E</b>	✓	✓	Provide a copy of an agency organizational chart <b>AND</b> a written explanation of ability to provide development, programming and maintenance.
<b>F. Florida Natural Areas Inventory (FNAI)</b> documentation to support resource protection.	<b>F</b>	✓	✓	Applicants must submit a letter from the <a href="#">Florida Natural Areas Inventory (FNAI)</a> , including supporting inventory information, that verifies the proposed project connects biologically significant resources.
<b>G. Recreation and Open Space:</b> Excerpts of the Recreation/Open Space element of the local comprehensive plan identifying needed acreage.	<b>G</b>		✓	Provide an excerpt of the local Comprehensive Plan's Recreation and Open Space element which indicates needed number of acres and provide how much acreage local government already has control of.
<b>H1. Conceptual site plan</b> for development of the project area: Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application.	<b>H1</b>	✓	✓	The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must <b>CLEARLY DELINEATE</b> between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. <b>Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project).</b>
<b>H.2. Timeline for Development Projects</b> - submit a timeline for development completion.  <b>Timeline for Acquisition Projects</b> - submit a timeline for acquisition purchase completion (1-year granted). In addition, submit a timeline for development completion following the purchase of property (must be within the allowable 3-year period).	<b>H2</b>	✓	✓	<b>Timelines must be specific, measurable, attainable, relevant and time-bound (SMART).</b>
<b>I. LWCF Boundary Survey or Map of the Entire Park Boundary:</b> Submit a boundary map of the entire park, including the project area.	<b>I</b>	✓	✓	Applicants should submit a dated project boundary map which clearly delineates the project area. The project boundary map and/or attachments must identify the following: 1. The title of the project and project elements. 2. The date of map preparation.

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				<p>3. The exact acreage lease and term remaining on the lease(s).</p> <p>4. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included.</p> <p>5. The project area in sufficient detail to be legally sufficient to identify the lands to be afforded protection under the RTP. The following methods of identification are acceptable:</p> <ul style="list-style-type: none"> <li>• Deed references</li> <li>• Adjoining ownerships</li> <li>• Adjoining easements of record</li> <li>• Adjoining water bodies or other natural landmarks</li> <li>• Metes and bounds</li> <li>• Government survey</li> </ul> <p>Where one or more of the above methods are not readily suited for boundary identification, measurements from permanent locators must be used. A formal survey is not generally required.</p> <p>Applicants must ensure to identify and outparcel onsite buildings (e.g. gymnasiums, meeting rooms, recreation centers, visitor centers, multi-purpose spaces, park office space, interpretive centers, maintenance buildings, etc.). The map must also depict where and how the public will access the site, parking, etc. <b>Map may be no larger than 11x17.</b></p>
<p><b>J. Photographs of the Project Area:</b> Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Provide color photographs for all four copies of your application. Aerial photographs are requested, but not required. Please mark an approximate boundary of the Project Site and note major roads and/or landmarks on the aerial photo</p>	J	✓	✓	<p>Photos of the project site must sufficiently depict the current physical state of the project location at the time of application. They should be labeled and provide descriptions such as nearby streets, landmarks and additional helpful information. Submitted project area photos should capture the characteristics of the site, including connections to existing trail systems.</p>



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(note – this is not the boundary map).				
<b>K.</b> Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. <b>NOTE:</b> Please confirm that street names listed in the written directions are the same as those posted on street signs in the area.	<b>K</b>	✓	✓	<p>Applicants must submit a location map and driving directions to the project site from the DEP Office located at 3800 Commonwealth Blvd, Tallahassee, FL 32399.</p> <p>For developed sites, applicants must submit the address of the project location along with the driving directions.</p> <p>For undeveloped sites, applicants must submit an approximate address of the project location, driving directions, and additional instructions that include landmarks to assist DEP staff with locating the correct project area.</p>
<b>L. Site Control documentation</b> (e.g., deed, lease): Submit a copy of the site control document for the project site. If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) which indicates permission to use and develop the submerged lands. <b>Site control must be effective by the close of the submission period.</b>	<b>L</b>	✓		<p><b>If the project site includes multiple parcels, provide a list of parcel IDs with the identification of corresponding governing documentation (e.g., deed or lease recording information).</b></p> <p><b>1. Submit a copy of the site control documents. (e.g., deed, lease, etc.) that transferred title to the local government (city, county, etc.)</b></p> <p>This document is usually some form of deed or, in some cases, a plat that dedicated the property to the city or county. The deed may be a warranty deed, a special warranty deed, or a quit-claim deed. Older deeds may not specify which type they are, and applicants will need to read the deed to see if it contains language guaranteeing that the person transferring the title has good title to the property. If this language is included, the deed is a warranty deed.</p> <p>A quit-claim deed means that the person transferring the property didn't guarantee that they had good title to the property. In these cases, the Department requires that you submit a thirty-year title search, with copies of all title-related documents, AND an attorney's opinion that the title search establishes good title in the applicant and that none of the encumbrances on the property will interfere with the proposed uses for the property.</p> <p>If there are exceptions listed in the deed, or if the deed is titled a special warranty deed it means there are encumbrances on the</p>

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				<p>property. These may be easements, covenants and restrictions, or other recorded documents that affect title to the property. This means that other people have enforceable property rights that could interfere with your proposed use of the property. If this is the case, applicants need an attorney's opinion that the exceptions listed in the deed won't interfere with the uses planned for the park. Applicants will also need to include copies of those recorded documents in your site control documentation.</p> <p>Deeds frequently attach the legal description as an exhibit. Make sure the legal description is included in your application. Deeds without a legal description are not sufficient.</p> <p>Make sure the legal description in the deed matches the legal description on the boundary map, survey, conceptual site plan, or other documentation.</p> <p>Make sure the site control documentation covers the entire site. If the proposed site covers more than one parcel, make sure all relevant deeds are included and provide a map showing which deed relates to which parcel.</p> <p>If the transfer was by plat and dedication, make sure the dedication on the plat is readable. If the print is too small, provide both the entire plat and an enlarged copy of just the dedication.</p> <p><b>2. If you only have a Quit Claim Deed, submit</b> the deed and a 30-year title search by the grantee's attorney proving the grantee owns the property. <b><u>Site control must be effective by the close of the submission period (December 15, 2025).</u></b></p> <p>If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) which indicates permission to use and develop the submerged lands.</p> <p>Where a project uses a city or county right-of-way, the property may have been conveyed to the city or county by the state, may have been dedicated by plat, or may have been dedicated under Florida Statute. Applicants may need to consult legal counsel to determine the source of your title.</p>
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<b>M1.</b> Provide a <b>project narrative</b> of the proposed project.	<b>M1</b>	✓	✓	Submit a project narrative that includes information on the includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site. This document should contain the dimensions and materials to be used for proposed facilities, and any other descriptive information that will assist staff during the proposal review.
<b>M. 2.</b> If the proposed project consists of <b>acquiring multiple parcels</b> , provide an <b>acquisition narrative</b> .	<b>M2</b>		✓	Provide a list of parcel IDs with the identification of corresponding seller information. Identify the specific order in which the parcels will be acquired to ensure that if all parcels cannot be acquired, the purpose of the project can still be achieved. Also submit the estimated value of the property being acquired.
<b>FEDERAL FORM REQUIREMENTS AND SUPPORTING DOCUMENTATION</b>				
<b>APPLICATION ITEM – As Applicable</b>	<b>TAB AS EXHIBIT</b>	<b>REQUIREMENTS AND TIPS</b>		
<b>N1. Federal Permits</b>	<b>N1</b>	All Federal Permits must be applied for prior to application (e.g. U.S. Army Corps of Engineer Permits, and other federal permits as required). Permits must be in place now or sponsor must show where all applicable federal permits have been applied for. <b><i>County and/or State permits can be applied for at a later date.</i></b>		
<b>N2. Federal Environmental Compliance Reviews and Reports</b> <ul style="list-style-type: none"> <li>a) USFWS – Consistency Letter and Environmental Review</li> <li>b) USFWS - Endangered Species List</li> <li>c) USFWS - Coastal Barrier Resource System Mapping</li> <li>d) USFWS – National Wetlands Inventory</li> <li>e) FEMA – Flood Hazard Information</li> <li>f) DEP – Waste Cleanup Information</li> <li>g) NHPA Project Review - NHPA - Project Review State Historic Preservation Office (SHPO) project review and/or Tribal Historic Preservation Office (THPO) project review</li> </ul>	<b>N2</b>	<ul style="list-style-type: none"> <li>• <b>USFWS – Consistency Letter and Environmental Review with/without Endangered Species List:</b> Provided by the USFWS upon completion of <a href="#">USFWS Information for Planning and Consultation (IPaC)</a> environmental review. <ul style="list-style-type: none"> <li>◦ <i>Should a detailed species list be provided as a component of the environmental review, additional information must be provided from the grant applicant that addresses mitigation efforts to lessen the negative impacts upon species.</i></li> </ul> </li> <li>• <b>USFWS - Coastal Barrier Resource System Mapping:</b> Submit a map of the project site, including the entire boundary, using the <a href="#">CBRS Validation Tool</a>.</li> <li>• <b>USFWS – National Wetlands Inventory:</b> Submit a map of the project site, including the entire boundary, using the <a href="#">USFWS Wetlands Mapper</a>.</li> <li>• <b>FEMA - Flood Hazard Information:</b> Submit a map of the project site, including the entire boundary, using the <a href="#">FEMA Flood Map Service Center</a>.</li> <li>• <b>DEP – Waste Cleanup Information:</b> Submit a map of the project area, including the project boundary and a five-mile radius, using the <a href="#">DEP Contamination Locator</a>.</li> <li>• NHPA Project Review - NHPA - Project Review State Historic Preservation Office (SHPO) project review and/or Tribal Historic Preservation Office (THPO) project review</li> </ul>		

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<b>N3. Federal Application &amp; Review (A&amp;R) Form</b>	<p style="text-align: center;"><b>N3</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Federal Application-and-Revision-Form (A&amp;R Form)</a></li> <li>• Complete ALL Sections and Questions, as applicable.</li> <li>• Cover Page - all projects</li> <li>• Section 1.0 - all projects</li> <li>• Section 2.0 - all projects</li> <li>• Section 2.1 - acquisition projects only</li> <li>• Section 2.2 - all projects</li> <li>• Section 3.0 - all projects <ul style="list-style-type: none"> <li>◦ *If in Section 3.0, Step 3 you check Categorical Exclusion (aka: CE or Cat Ex), you must also provide the CE number identifier, as well as a written explanation detailing why the project meets the exclusionary criteria selected.</li> </ul> </li> </ul>
<b>N4. Required NEPA Documentation Environmental Reviews and/or Assessments (LWCF Manual Chapter 4.B)</b>	<p style="text-align: center;"><b>N4</b></p>	<ul style="list-style-type: none"> <li>• <b>(See Chapter 4.B. - LWCF Federal Financial Assistance Manual v.72 (2023) Environmental Assessment(s) (EA Phase I and/or Phase II) -</b> If the proposed actions of the grant's scope of work cannot qualify for a single (not multiple) Categorical Exclusion (CE), an Environmental Assessment (EA) may be needed. Please see the A&amp;R Form and <a href="#">Department of Interior's (DOI) CE</a> list for additional information.  <b>Cultural Resource Assessment Survey (CRAS) or a Biological Survey Assessment (BSA)</b> – May be needed and should be determined by either the US FWS environmental review and/or the state's clearinghouse/biologists. <ul style="list-style-type: none"> <li>◦ ESA/EA/Biological Assessment are not required for all projects, but if the applicant is aware of potential hazards, impacts to wildlife or species, environmental effects or if the property is being acquired, has been newly acquired, and/or has NEVER previously been a park or has no previous recreational usages, then NPS will require an ESA/EA be provided on those projects.</li> <li>◦ Also, if the project site is an established park or an established "LWCF park", and the local sponsors are incorporating new acreage/parcel(s) into the existing boundary, the new parcels being added will require an ESA/EA to be completed. In some cases, the applicant will also have to provide an ESA/EA/or Biological Survey Assessment to determine the potential effects based on the USFWS Environmental Review report findings. Exceptions may be granted, upon request, for project sites with significant ground disturbance from previous development (ex. an area that is currently undeveloped due to previous facilities being demolished, or an area that was once used for something other than recreation, like a former industrial area). Determinations will be made based upon information provided in the A&amp;R Form.</li> </ul> </li> </ul>
<b>N5. Financial Assurance Proof of Match</b>	<p style="text-align: center;"><b>N5</b></p>	<ul style="list-style-type: none"> <li>• Financial Assurance: provide an explanation from Chief Financial Officer stating the following:</li> <li>• Match funding has been allocated for the project and is currently available to be expended.</li> <li>• Explain how the cost estimate was derived.</li> <li>• What date and when will funds be available for use?</li> <li>• State when in-kind funding will be used, if applicable.</li> </ul>

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		<ul style="list-style-type: none"> <li>Describe any project elements/facilities or costs that will improve site resiliency and facility longevity, if any.</li> <li>Explain how this project will address Americans with Disabilities Act (ADA) and how this project will address the Buy American Build American Act (BABAA). Applicants must acknowledge that they are aware that their projects (e.g. contracts, sub-contracts, supplies and materials) will be subject to the “<b>Build America/Buy America (BABAA) Act</b>” requirements and that these provisions will be added to all LWCF Agreements and must be adhered to.</li> </ul>
<b>N6. Federal Project Abstract Summary</b>	<b>N6</b>	<ul style="list-style-type: none"> <li>Must <b>NOT</b> be repetitious information and duplicative of the application’s Project Narrative.</li> <li>Must be one paragraph.</li> <li>Must give statistical data. Who will the park serve (socio-economic background)?</li> <li>What is the demographic make-up of the park users (age, race, etc.) demography data.</li> <li>Must tell what location and surrounding areas the park will serve (city, county, neighboring cities or towns for regional parks).</li> <li>Is this an acquisition project fulfilling green space for “a park desert in an urban area”?</li> <li>Detail what the project’s scope of work is and how it will help the community once purchased, developed, renovated or replaced.</li> <li>Explain what will the upgrades or new developments mean for the public.</li> <li>Give a good description and tell how the park will help the community. How will getting this grant meet the needs of the public? Explain how the park will make a difference or how it is making a difference in the lives of the users it serves.</li> <li><a href="#">SF Federal Project Abstract Summary</a></li> </ul>
<b>N7. Federal Budget Narrative/Cost Estimates</b>	<b>N7</b>	<ul style="list-style-type: none"> <li>Provide a budget narrative cost estimate in addition to the applicable form below depending on your project.</li> <li><a href="#">SF 424A – Acquisition Projects</a></li> <li><a href="#">SF 424C – Development Construction Projects</a></li> </ul>
<b>N8. Parcel map and acreage for acquisition project parcel(s)</b>	<b>N8</b> <i>Provide for Acquisition projects Only</i>	<ul style="list-style-type: none"> <li>Provide parcel map(s) showing acreage and legal description of property.</li> <li>Property Appraiser Parcel ID Report Cards</li> </ul>
<b>N9. Buyer-Seller Agreement</b>	<b>N9</b> <i>Provide for Acquisition projects Only</i>	<ul style="list-style-type: none"> <li>Provide letter of intent.</li> <li>Willing seller agreements</li> </ul>
<b>N10. Acquisition Schedule</b>	<b>N10</b> <i>Provide for Acquisition projects Only</i>	<ul style="list-style-type: none"> <li>Awardee gets one (1) year for acquisition purchase from date of NSP award approval.</li> </ul>

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<b>N11. Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) “Yellow Book Standard” Appraisals</b>	<p style="text-align: center;"><b>N11</b>  <i>Provide for Acquisition projects Only</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">An appraisal prepared to UASFLA/ Yellow Book standards must be submitted with application.</a> The UASFLA cannot be older than 6-months.</li> <li>• Depending on fair market valuation more than one UASFLA Appraisal will be required for the project.</li> <li>• Additionally, the appraiser(s) <b>must</b> be on the approved <a href="#">State of Florida, Division of State Lands’ official listing</a> and <b>must</b> meet the uniform appraisal standards for federal land acquisitions.</li> <li>• All appraisals submitted must be reviewed and approved by the State of Florida Division of State Lands. The State Valuation and Appraisal Review Process is mandatory.</li> <li>• Depending on fair market valuation more than one UASFLA Appraisal may be required for the project.</li> </ul>
<b>N12. Waiver of Retroactivity – Acquisition Project</b>	<p style="text-align: center;"><b>N12</b>  <i>Provide for Acquisition projects Only</i></p>	<ul style="list-style-type: none"> <li>• A Waiver of Retroactivity must be requested through DEP, Land and Recreation Grants Section staff and approved by NPS prior to the closing of the announced LWCF submission cycle. Issuance of a waiver and the appliance of such waiver and the submission of a grant proposal, is NOT a guarantee for funding. See LWCF Federal Financial Assistance Manual v.72 (2023).</li> <li>• Waiver of Retro Activity &amp; NPS Acknowledgment Letter of Approval.</li> </ul>