

**Georgia Department of Natural Resources  
Grants Administration  
2600 Hwy 155 SW  
Stockbridge, Georgia 30281  
Telephone: (404) 656-2770**

**PRE-APPLICATION FORM  
LAND AND WATER CONSERVATION FUND  
DEADLINE: POSTMARK, November 30, 2015**

**Applicant's Name  
(City or County):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
**ZIP:** \_\_\_\_\_

**County:** \_\_\_\_\_

**FEI Number:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Park Name:** \_\_\_\_\_

**Park Address:** \_\_\_\_\_  
\_\_\_\_\_  
**ZIP:** \_\_\_\_\_

**GPS Coordinates  
of Park:** \_\_\_\_\_

**Congressional District:** \_\_\_\_\_

**State Senate District:** \_\_\_\_\_

**State House District:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address  
Phone and Email:** \_\_\_\_\_

**Park and Recreation  
Director:** \_\_\_\_\_

**Address  
Phone and Email:** \_\_\_\_\_

**Project Identification**

Provide a brief, yet informative, description of the proposed project; address each Evaluation Criteria on the following pages (provide additional narrative and documents as may be needed to support and justify the points recorded on each evaluation criterion); and include a cost estimate, a preliminary site plan (if available), plat and/or legal description, and location map.

Estimated Cost of Project: \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_  
(Cannot Exceed 50%)\_\_\_\_\_  
(Local Official's Signature)\_\_\_\_\_  
(Title)\_\_\_\_\_  
(Typed Name)\_\_\_\_\_  
(Date)

*Pre-applications must include a discussion of each criterion in support of the points. The points assigned to each criterion must be reasonable and verifiable based on facts and not supposition. DNR Grants Administration staff reserves the right to adjust applicant scores as necessary to provide for consistency in interpretation and application of the evaluation criteria in the scoring process for all pre-applications.*

## INTRODUCTION

### History and Purpose

The Land and Water Conservation Fund (LWCF) Program is a federal program authorized by Congress for the purpose of acquiring federal lands and assisting states and local governments with funds to acquire lands and develop outdoor recreation facilities. The LWCF Program, first authorized in 1965, has resulted in Georgia receiving in excess of \$83 million in matching funds since the inception of the program. However, funding for the program during the late 1980s and early to mid 1990s was in short supply. Congress appropriated very limited funding from 1990 through 1995, and in some years no funds were appropriated at all. Through the efforts of many dedicated individuals and organizations throughout Georgia and the nation, this trend was reversed by Congress in fiscal year 2000. Since fiscal year 2000, Georgia has received over \$21 million.

### Allocation to Local Governments for the 2015 Funding Cycle

The LWCF funds are appropriated by Congress to the U. S. Department of the Interior, National Parks Service (NPS), and NPS allocates the funds through state agencies as a grants program to state and local governments. Georgia's allocation to local governments in the 2015 funding cycle will be approximately \$2 million.

### Division of Available Funds

In order to ensure that only high caliber projects are awarded grants, DNR reserves the right to set minimum scores. If there is an insufficient number of high-scoring projects, DNR may delay grant awards and solicit new grant applications/proposals the following year.

#### Summary of 2015 LWCF Dollars

Funding Categories	Dollar-Value	Percent of Total
Acquisition Projects	\$500,000	25%
Development Projects	\$500,000	25%
Rehabilitation Projects	\$1,000,000	50%
Total:	\$2,000,000	100%

### Eligible Applicants

Eligible applicants for the local government share of the funds include incorporated municipalities, counties, and legally constituted recreation authorities and commissions. Applicants must have an approved Comprehensive Plan as authorized by the Georgia Planning Act of 1989 (Growth Strategies Law). Additionally, applicants must have a verified Service Delivery Strategy as mandated by House Bill 489 (The Service Delivery Strategy Law, O.C.G.A 36-70-20 et seq.). The Georgia Department of Community Affairs provides information to state agencies regarding the eligibility status of local governments to participate in state-administered financial assistance programs. *Local governments need not apply if they are not eligible to receive state and federal grants under the Georgia Planning Act and the Growth Strategies Law.*

### Pre-applications

SCORP 2014-2016 is the guiding document for funding projects from the LWCF. Statewide issues were gathered and new criteria were developed to evaluate projects. These criteria make up the pre-application. **Local governments are asked to submit only one (1) pre-application for its highest priority outdoor recreation project.** Funds will be allocated to the highest ranking projects based on scores derived from the evaluation criteria. Only those local governments with the highest scoring pre-applications will be recommended for funding and asked to submit a formal application for processing through the National Park Service. By using this pre-application process, local governments will save a tremendous amount of time, effort and cost inasmuch as **only those pre-applications recommended for funding will be elevated to the formal application process.**

Local governments are being requested to adhere to a **\$25,000 grant minimum** (total estimated project cost of \$50,000) and a **\$100,000 grant maximum** (total estimated project cost of \$200,000).

### Formal Applications

Local governments receiving the highest ranking scores on their pre-applications will be asked to submit formal applications. If time permits, a workshop for the formal application process will be conducted. Otherwise, a formal application manual will be mailed and the Grants Administration Unit staff will be available to answer any questions. **Note:** An environmental assessment will be required for all projects selected to proceed in the formal application process.

#### Target Timeline for the 2015 Funding Cycle

##### October 1, 2015

Funding cycle for 2013 LWCF grants is announced to all municipalities, counties, parks and recreation departments, and Regional Commissions.

##### November 30, 2015

Pre-applications requesting no more than 50% matching LWCF money are due to the Grants Administration Unit. Review of applications begin. Each pre-application must include:

- A signed Pre-application Form and Evaluation Score Sheet with brief justification and/or documentation to support the points on each criterion.
- A resolution adopted by the legal entity of the applicant. (**See Appendix A for sample**)
- A narrative description of the proposed project.
- Cost estimate.
- Preliminary site plan, if available.
- Location map.

##### December 2015- January 2016

Grants Administration Unit reviews pre-applications for priority rankings based on evaluation criteria, makes recommendations to the State Liaison Officer, and the DNR Board notifies the respective local governments receiving the highest ranking scores to submit formal applications.

##### February 2016

Notifications mailed to the respective local governments receiving the highest ranking scores to submit formal applications. State clearinghouse and Historic Preservation reviews begin. Site inspections completed.

##### TBA

Formal applications due to Grants Administration Unit. Grants personnel will coordinate and correspond as appropriate with each successful applicant to determine if additional documents are needed to complete the formal application process.

##### TBA

Deadline for all formal applications to be submitted to the National Park Service for review and commitment of the federal funds.

##### TBA

Deadline for NPS to formally approve funding.

## **MINIMUM REQUIREMENTS**

These are requirements that an applicant must meet in order to be considered for an LWCF grant. There are no points attached to these requirements. Only one of two situations may occur: (1) Yes, the applicant meets all minimum requirements and is therefore eligible for consideration of funding based on how the proposed project scores under the Evaluation Criteria; or (2) No, the applicant does not meet the minimum requirements and is therefore ineligible for funding under the LWCF program.

Any questions concerning the minimum requirements should be addressed to the Grants Administration Unit staff.

### **Equal Opportunity:**

Applicants must comply with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans With Disabilities Act of 1990, as amended; and all other State and Federal laws and regulations on nondiscrimination. This means that no person shall be discriminated against on the basis of race, color, sex, national origin, age or disability for recreation programs and facilities sponsored by applicants.

### **Legally Constituted Entity**

The applicant must be a legally constituted governmental entity. This includes a municipality, county or a legally constituted recreation board, commission or authority with legislative sanction.

### **State and Federal Laws / Regulations**

Applicants must comply with existing laws and regulations for receiving and expending state and federal grant money including, but not limited to, public notices, Georgia Planning Act, bidding and purchasing requirements, Uniform Relocation Act, Architectural Barriers (ADAAG) regulations, Energy Standards, laws and regulations regarding Historic Preservation and archaeological concerns, Georgia Environmental Policies Act, and National Environmental Policies Act, and related environmental rules and regulations. Applicants must not have been debarred, suspended, or otherwise ruled ineligible to participate in federal programs by any federal department or agency. **Note: An environmental assessment will be required for all projects selected to proceed in the formal application process.**

### **Operation and Maintenance**

Applicants must have a satisfactory track record for operation and maintenance of public recreation areas and facilities. Those applicants with no track record are exempt from this requirement.

### **Grants Administration**

Applicants must have demonstrated a capability for administering grants. An applicant is not ruled out if a grant has never been awarded to that local government. It is possible, however, that applicants who have received previous recreation grants and have not demonstrated a capability for administering grants may be deemed ineligible for assistance.

### **Fifty Percent Match**

Applicants must document the availability of the required fifty percent (50%) match for each application. This requires that each applicant **submit a resolution** passed by its governing authority that, if a grant were awarded, the required match would be forthcoming. (See Appendix A)

### **User Fees**

Applicants must agree that any and all user fees either resulting from this application or as part of the applicant's system of public parks and recreations areas cannot be so large as to be exclusionary.

### **Eligibility (per GA Planning Act of 1989 & Service Delivery Strategy Law)**

Applicants must be in compliance with these planning requirements. Local Governments whose eligibility cannot be verified by the Department of Community Affairs shall be deemed ineligible to apply.

## EVALUATION CRITERIA

These are the criteria to which a variable number of points are attached. These criteria are designed to measure the overall concept of the proposed project and will produce a ranking score for each pre-application. Some of the criteria you may recognize from past applications; however, most are new to reflect the priorities of SCORP 2014-2016. Whether old or new, the evaluation process will provide for:

- a broader range of applicant scores;
- continuity of an evaluation process which will gain concurrence from the grantor agency (National Park Service) and will be utilized for future LWCF grants cycles;
- equal opportunity for all eligible sponsors and all sectors of the general public to participate in the processes and benefits of the LWCF program, and an ability to affirmatively address and better attempt to meet priority recreation needs; and
- continuation of an open selection process for the wise use of scarce funding resources which addresses the concepts of recreation needs, while promoting equity and efficiency in the allocation process.

**Pre-applications must include a discussion of each criterion in support of the points. The points assigned to each criterion must be reasonable and verifiable based on facts and not supposition. Grants Administration staff reserves the right to adjust applicant scores as necessary to provide for consistency in interpretation and application of the evaluation criteria in the scoring process for all pre-applications.**