**Checklist for Complete Application**

See 2025 LWCF-SLA application guidance document for descriptions and requirements for each of the following items. Please submit as separate files, preferably in a zip folder. Please save all documents with Park Name to assist with filing. For example, Riverside Park-DCR Application Form, Riverside Park-Location Map.

|  |  |
| --- | --- |
| **Required Item** | **If unchecked, please explain (such as date submitted, awaiting response, progress to date, etc.)** |
| DCR Application Form (this document) |  |
| NPS Application and Revision Form |  |
| Location Map |  |
| LWCF Boundary Area Map |  |
| Site Development Plan (development projects) or Conceptual Design Plan (acquisition projects) |  |
| Budget Worksheet and Narrative (template provided) |  |
| Timeline (template provided) |  |
| Proof of Ownership (development projects) or Willingness to Sell/ Letter from Landowner (acquisition projects) |  |
| Property Deed/s and existing/recorded plat surveys |  |
| NHPA Section 106 DHR Archives Search report |  |
| NHPA Section 106 DHR ePix submission confirmation |  |
| ESA Section 7 USFWS iPAC report and species list |  |
| DEQ Environmental Impact Review submission confirmation |  |
| DWR Environmental Services staff review submission confirmation |  |
| DCR Natural Heritage Project Review submission confirmation |  |
| **Optional Items at time of grant application, but if selected, must be completed and submitted to DCR by October 30, 2025 for first NPS authorization window** | **If unchecked, please explain (such as date submitted, awaiting response, progress to date, etc.)** |
| UASFLA Appraisal (acquisition projects) |  |
| UASFLA Appraisal Review (acquisition projects) |  |
| NHPA Section 106 DHR ePix response letter |  |
| ESA Section 7 USFWS effect letter |  |
| DEQ final comment letter |  |
| DWR final comment letter |  |
| DCR Natural Heritage final comment letter |  |
| Updates to A&R Form Section C Tables based on final comments from reviewing agencies |  |
| Public Comment Period Response Summary (if project does not qualify for NEPA Categorical Exclusion) |  |
| Permits (USACE, DEQ, E&S, as applicable) |  |
| Shapefile of LWCF Boundary Area |  |

**DCR Application Form**

| **Section A – Applicant Information** |
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| **1. Applicant/ Project Sponsor Name**  Click or tap here to enter text. |
| **2. Contact Person Name, Title, Telephone Number, E-mail Address**  Click or tap here to enter text. |
| **3. Secondary Contact Person Name, Title, Telephone Number, E-mail Address**  Click or tap here to enter text. |
| **4. Applicant Mailing Address**  Click or tap here to enter text. |
| **5. Applicant Type** (type one)   * Municipality (city, town, county), * Tribe, * State agency, or * Regional park authority   Click or tap here to enter text. |

| **Section B – Project Details** |
| --- |
| **6. Project Title**  Click or tap here to enter text. |
| **7. Total Project Cost** (100%)  Click or tap here to enter text. |
| **8. LWCF-SLA Grant Award Request Amount** (up to 50% of total project cost, requests can range between $125,000-$2,000,000)  Click or tap here to enter text. |
| **9. Additional Funding Interest**  Indicate the applicant’s interest in and ability to provide 1:1 matching funds should additional grant funds become available allowing awards greater than $2,000,000.  Click or tap here to enter text. |
| **10. Project Type** (type one)   * Acquisition, * Development, or * Combination Acquisition and Development   Click or tap here to enter text. |
| **11. Project Scope**  In one to two sentences, quantitatively indicate in linear feet, square feet, acres, numbers, or other applicable unit/s what the project will accomplish.  Click or tap here to enter text. |
| **12. Accessibility**  How is the project scope fully compliant with the requirements of the Americans with Disabilities Act (ADA) and the applicable Outdoor Developed Areas Standards of the Architectural Barriers Act? Refer to [Section 2.2](https://vop-vdcr.hub.arcgis.com/pages/accessibility) of the Virginia Outdoors Plan 2024 (VOP) for guidance, resources, and best practices.  Click or tap here to enter text. |
| **13. VOP Regional Featured Project** (for tracking purposes only)  Is the project identified as a Regional Featured Project in the Virginia Outdoors Plan 2024? Review the [Regional Featured Projects](https://vop-vdcr.hub.arcgis.com/apps/9acd124bb5844942869727b1f6a79e68/explore) dashboard.  Click or tap here to enter text. |

| **Section C – Property Details** |
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| **14. Current or Future Name of the Park/ Outdoor Recreation Area**  Click or tap here to enter text. |
| **15. Property Street Address**  Click or tap here to enter text. |
| **16. Latitude and Longitude** (existing or proposed entrance to the park)  Click or tap here to enter text. |
| **17. Tax Parcel ID Number/s**  Click or tap here to enter text. |
| **18. Zoning District**  Click or tap here to enter text. |
| **19. US Congressional District Number**  Click or tap here to enter text. |
| **20. Current Property Owner** (please indicate if landowner’s name should not be used outside of the review committee)  Click or tap here to enter text. |
| **21. Size of Park** (in acres)  Click or tap here to enter text. |
| **22. Previous LWCF Assistance**  Has the park previously received LWCF grant assistance? If known, please list the year, project name, and grant number.  Click or tap here to enter text. |
| **23. Park Acres to be LWCF Protected**  Indicate the total number of acres that, if awarded, will be permanently protected for public outdoor recreation use as required by section 6(f) of the Land and Water Conservation Fund Act. If less than total park acres listed in question 19, please explain any proposed exclusions, but note that NPS only allows exclusions in very limited circumstances.  Click or tap here to enter text. |

| **Section D – Project Narrative** |
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| **24. Project Need**  Explain why the project is needed and why it is needed now.  Click or tap here to enter text. |
| **25. Expanding Access**  How does the project expand access to outdoor recreation and help provide recreation for all?  Click or tap here to enter text. |
| **26. Partnerships and Collaboration**  Describe any partnerships, collaborative efforts, and public or community involvement that has or will occur with the project. Also if applicable, describe how the project meets needs identified in local or regional plans.  Click or tap here to enter text. |
| **27. Long-Term Resiliency**  Discuss how the project has or will consider long-term resiliency through the site selection, design, materials, and/or construction processes. Also describe the long-term operations and maintenance plans for the project that will ensure its longevity.  Click or tap here to enter text. |

| **Section E – Project Implementation** |
| --- |
| **28. Implementation**  Discuss the project’s readiness and how the full project will be completed within the grant period of performance. The review committee will also consider the submitted Project Timeline, Project Budget, and Budget Narrative with matching fund information in evaluating this response.  Click or tap here to enter text. |

----------------------------------------------- **End of Application** ----------------------------------------------------