

LWCF Checklist for New Projects

ALL of these items must be completed prior to DCR submitting the selected project to the National Park Service via Grants.gov. There are specific times throughout the year that Grants.gov is open. DCR will notify you of these submission windows when they are announced by NPS. The applicant should continue to send DCR items as they are completed. DCR will confirm project information prior to Grants.gov submittal.

**Documents required for all submissions:**

| **Check** | **Item** |
| --- | --- |
|  | Acquisition projects: Appraisal performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) AND independent reviewer certification of appraisal. Must be done at least within one year of time of NPS submission. |
|  | Compiled summary and documentation of all agency correspondence for NEPA/NHPA including items listed below.  *Please be sure the scope submitted to agencies comprehensively covers acquisition and all reasonable development plans for the next three years that allows for public use and describes all potential ground disturbing activities.* |
|  | Section 106, Historic Preservation Act SHPO determination from the Dept. of Historic Resources. Be sure to complete both archival review and project review steps.  Federal Tribal consult will be coordinated by NPS with applicant staying informed of any final correspondence. |
|  | Section 7, Endangered Species Act Determination utilizing USFWS Project Review 8-step online review process, IPac.   * Be sure to obtain comments from DCR’s Division of Natural Heritage **and** the Virginia Department of Wildlife Resources to validate the USFWS review. |
|  | Floodplain Management and Wetlands Protection Coordination comments, if applicable |
|  | Coastal Zone Management Act Federal Consistency Determination, if applicable |
|  | Environmental Justice in Minority and Low Income Populations statement |
|  | Public Comment Certification – 30 days minimum (tare sheet, certification of publication and summarized comments) |
|  | Section 6(f)(3) boundary map – One copy signed by locality with date of signature.   * Map must be legible with metes and bounds for 6(f) area clearly defined and discernible from other markings on map. If 11” x 17” does not provide legibility, provide a larger size. * Applicant must sign 6(f) map. |
|  | Virginia Substitute Taxpayer Identification Form W-9 |
|  | 10-903 Description and Notification Form, SF424, SF424A, SF424C, SF424D,10-904 A&R Form – Forms to be completed by DCR with information provided by the applicant |

**The following documents should have been submitted to DCR with the 2022 VA LWCF Application but may need updated before official submission to NPS, DCR will correspond with project sponsor related to any updates needed:**

| **Check** | **Item** |
| --- | --- |
|  | Updated Environmental Screening Tables 1 and 2 on A&R Form |
|  | Completed A&R Form – *this is a form for NPS that will be completed with the assistance of DCR; the application A&R Form will be used and updated for clarity if needed.* |
|  | Detailed Budget Narrative with itemized cost estimates. Do not include indirect or administrative costs. Due diligence costs are not eligible for reimbursement or match. |
|  | Detailed Project Narrative and timeline – please indicate when the property will be open to the public and approximate timing of any public meetings if planned |
|  | Detailed identification of funding sources for project   * Be sure to indicate dollar amount and percentages of cash contributions, in-kind contributions, volunteer contributions, and donated contributions on project. * Provide agreement/s if using any other grant funding sources. |

**For 2022 grant round, submit all final documentation to DCR no later than June 15, 2022; earlier if possible. Failure to submit documentation or provide updates by June 15, 2022 may delay or remove the project from consideration for funding in this grant cycle.**