

June 1- Maps & Submittal Requirements

NOTE: Electronic Submittals are requested in PDF format. Please name your document by the same name we use in the submittal list (ex. Narrative, state map, boundary map, etc.). Please use appropriate legible font size for text on maps & plans at 8 1/2 x 11 or 8 1/2 x 14 – maximum acceptable map and document size 8 1/2 x 14. We will print your electronic submittals but will not be able to manipulate text. Photo copies or poor quality scanned copies are not acceptable. Examples provided by the state may not be perfect, and do not necessarily constitute an endorsement by the Louisiana Office of State Parks. Be sure to follow guidelines and provide elements as listed below.

1. **BOUNDARY MAP** – Provide a map of the designated area for development projects. The land designated by red boundary on this map must stay in outdoor recreation use in perpetuity according to Federal Law 88-578, Section 6(f) and must have direct access to the property and its facilities within the LWCF 6(f) boundary.
 - 1.1 Outline the Section 6(f) Boundary with a BOLD RED line.
 - 1.2 Provide the property distance measurements in feet specifically for the Section 6(f) boundary.
 - 1.3 Label street names near & adjacent to the property
 - 1.4 Label Lot and Block numbers.
 - 1.5 Provide metes & bounds, section, township & range with legal description and identify P.O.B. (Point of Beginning on survey).
 - 1.6 Provide legal description for the designated area. If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey specifically for the 6(f) boundary will be necessary.
 - 1.7 Provide GPS coordinates for the entrance to property and identify location of coordinates (example: GPS coordinates for entrance sign).
 - 1.8 Provide latitude /longitude in degrees/minutes/seconds/direction. (No decimals)
 - 1.9 Provide acreage of area within proposed 6(f) Boundary.
 - 1.10 Identify vehicular & pedestrian access and parking for the recreation area within the 6(f) Boundary.
 - 1.11 Signature of sponsor's appointed authority – elected or appointed leader of sponsoring political subdivision shall sign and date the map in blue ink.
 - 1.12 Show the entire park or area being developed or acquired and the adjacent land uses (vacant, commercial, residential, industrial, rural). Label or identify LWCF 6(f) boundary.
 - 1.13 Provide map creation date, landscape architect, architect, engineer or surveyor's stamp
2. **LEGAL DESCRIPTION** Required for both Acquisition and Development Projects.

Provide an exact legal description of the property to be acquired and or designated as 6(f) boundary, submit with the application. The legal description should coordinate with the legal survey. If a survey has not been made for the property at the time of application, contact the Office of State Parks for guidance. Professional land surveys are not eligible for reimbursement.

If 6(f) area is a portion and not the entire property as described in the original survey and property title, a new survey and Legal Description specifically for the 6(f) boundary will be necessary.

For Acquisition Projects: If and when the project is federally approved, an appraisal of the land will be required prior to negotiation and purchase of the property. The appraisal for the property must meet the Uniform Appraisal Standards for Federal Land Acquisitions. Submitting a professional survey and/ or appraisal prior to federal approval (with the initial application) improves the expediency in which the grant can be processed to the National Park Service since the state appraisal review process can take several months. Purchase price negotiations should not begin without state approval. **Estimate the cost of the acquisition plus our state reviewer's fee (50% of \$350 or \$170.00. This portion will be eligible for reimbursement). The cost of an appraisal is not reimbursable.**
3. **DEVELOPMENT PLAN** – Required for both Acquisition and Development Projects – a scaled graphic plan is required to include all proposed development for the area regardless of existing or proposed 6(f) boundary. New Development shall meet ADA Standards unless facility or components of facility are exempt (Example: a skateboard park would not need to be handicapped accessible but the spectator area would be). LWCF State Assistance Program requires all facilities developed with LWCF assistance to be designed in conformance with the appropriate current design standards for the Architectural Barriers Act of 1968 (ABA_ (P.L. 90-480), Section

504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. (See LWCF Manual for more info). All facilities required to have applicable permits and inspections from the local building official as well as proof of flood insurance as determined by flood zone classification.

3.1 Clearly identify proposed & existing facilities, including overhead wiring and roads adjacent and in proximity to project regardless of LWCF 6(f) boundary.

3.2 Identify (if applicable) support facilities (existing and proposed) such as parking, walks and landscaping.

3.3 Show existing and or planned vehicular & pedestrian access to site.

3.4 Identify development phases (if applicable) by color coding elements per each phase of development. Existing elements would not be high-lighted, Phase 1 elements highlighted in one color, future phases shown in grey.

- 4. SCHEMATIC FLOOR PLAN** -Indoor facilities are not eligible, except for support facilities such as restrooms, concessions and storage. All buildings must meet federal standards for handicapped accessibility, Section 504 and the Architectural Barriers Act. The project sponsor is also required to secure State Health Department approval when the project includes construction of sanitary facilities.

4.1 Provide conceptual or basic floor plan for all proposed roofed structures.

4.2 Notes and dimensions shall be large enough for legibility when printed 8 ½ x 11 format.

- 5. PROJECT COST ESTIMATE** – required for both Development and or Acquisition projects

5.1 Itemize elements to be constructed with this grant. If awarded, the grant will reimburse 50% of the maximum \$250,000 total. Do not include items to be reimbursed by non LWCF funding.

5.2 List all materials and labor

5.3 Estimate design cost (Use AIA Designer Fee Calculator) involved in this project.

5.4 Identify number and types of facilities to be constructed, purchased or installed. General lump sum estimates are not acceptable.

5.5 If applicable, estimate the cost of the acquisition plus our state reviewer's fee (50% of \$350 or \$170.00. This portion will be eligible for reimbursement). The cost of an appraisal is not reimbursable.

- 6. RESOLUTION** - Required for both Acquisition and Development Projects

6.1 Provide Resolution or Meeting Minutes by authorized agency showing sponsor authorization to apply for grant funds and sponsor's provision of matching funds.

6.2 Provide sponsor's signature and date on Resolution or Minutes

- 7. TITLE, DEED or ACT of DONATION** - for Development Projects

7.1 Provide legal proof of sponsor's ownership of the site.

7.2 Provide legal survey corresponding with title, deed or act of donation

7.3 Property expropriated will require LETTER OF JUST COMPENSATION or text in Deed stating such.

- 8. ENVIRONMENTAL ASSESSMENT** - Required for both Acquisition and Development

Projects - The Assessment shall be a cause and effect analysis. CAUSES are the recreation uses that your project will provide (hiking, tennis, camping) and actions that will be required to construct your facility (earth moving, clearing vegetation, paving). EFFECTS are impacts resulting from causes (erosion, loss of wildlife habitat, light pollution).

8.1 Provide information per ENVIRONMENTAL ASSESSMENT GUIDELINE format.

- 9. PROJECT DESCRIPTION / ENVIRONMENTAL SCREENING FORM (PD/ ESF)** – Use our form and format. Page 12 of ESF to be completed by Division of Outdoor Recreation staff.

- 10. CERTIFICATION BY PROJECT SPONSOR** – Use our form

10.1 Provide amount of matching funds available for project

10.2 Provide signature of Projects Sponsor / Appointed Authority

- 11. CERTIFICATION OF DRUG FREE WORKPLACE** – Use our form.

- 12. W-9 FEDERAL TAX FORM**

- 13. SF 424 FORM** – Use our form

- 14. CO SPONSOR AGREEMENT**- if applicable. This is a written agreement that dedicates site in perpetuity to public outdoor recreation and outlines shared use. Use our form.

- 15. SCHEDULE OF FACILITY HOURS** if applicable - for facilities on shared use property. This schedule must be publicly posted at the facility.

- 16. Any amended items from preliminary Application Submittal**