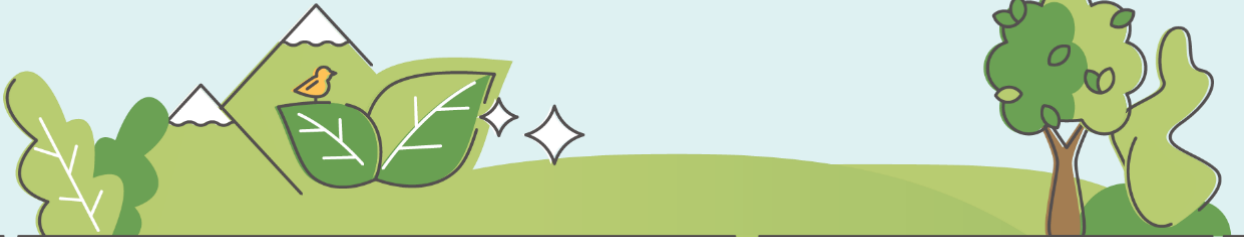




# A Roadmap to Successfully Accessing Funding through the Land & Water Conservation Fund (LWCF) Series

Developed in partnership:



## Session #2

### Concept to Application: Explore a LWCF Project Case Example

Developed in Partnership:



NASORLO



#### **Introduction**

**Lisa Moore**

*SVP Corporate Strategic Services  
PlayCore*



#### **Introduction**

**Doug Eiken**

*Executive Director  
NASORLO*



#### **Moderator**

**Inés Palacios, PhD**

*Training & Professional Dev.  
PlayCore/CORE*

## Partnership Goal

*Support the industry with high-quality resources that steward LWCF funding & positively impact community health and wellness*

### Resources



### Audience



NASORLO **PLAYCORE**

## NASORLO Goal

Our **Members are the primary advocates** for the State Assistance program of the Land and Water Conservation Fund. We do this through **providing information, training, collecting data and preparing reports** for use by the Department of Interior, Congress, our members, partners and communities who benefit from this program.



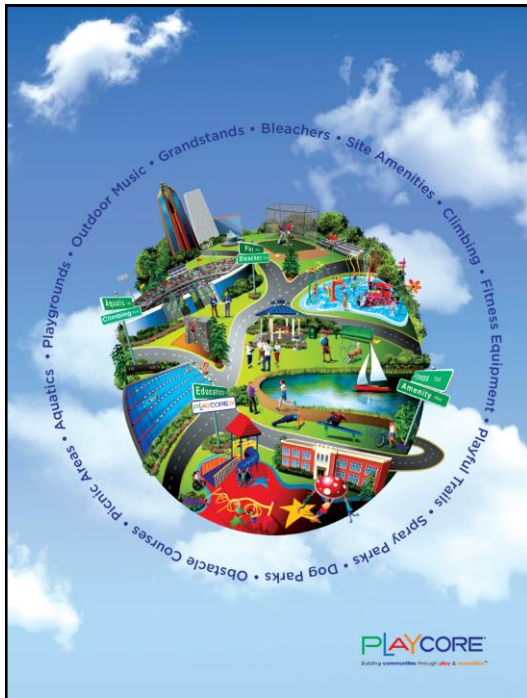
NASORLO **PLAYCORE**

## Training and Education

- In addition to providing education and training for our Members we also **promote related activities and seek partners** to work with
- We have formed a **partnership with PlayCore** to improve training related to the State Assistance Program of the Land and Water Conservation Fund (LWCF)
- This **series of Webinars** is our first effort to provide education and training for potential sponsors of LWCF projects

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**PLAYCORE**  
Building communities through play & recreation™



*Thank You for Investing in Partnerships  
that build healthy communities through play & recreation.*

Center for Outreach, Research & Education  
**CORE**  
turning research into practice™

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**PLAYCORE**

Center for Outreach, Research & Education



Turning **research** into practice.™

**We invest in knowledge.**

**We connect scholarly research with best practice resources.**

**We act as collaborative partners for outreach and community impact.**

**We champion innovative play & recreation initiatives.**



**RESEARCH**

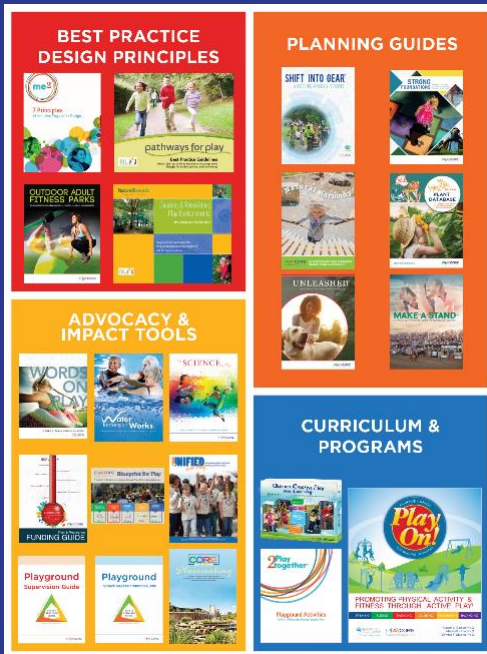
**RESOURCES**

**ADVOCACY**

**EDUCATION**

[www.playcore.com/core](http://www.playcore.com/core)

7



**BEST PRACTICE DESIGN PRINCIPLES**

**PLANNING GUIDES**

**ADVOCACY & IMPACT TOOLS**

**CURRICULUM & PROGRAMS**

## Evidence-Based Resources

Utilizing research findings, we provide a robust library of resources to help communities implement best practices for planning and design, curriculum and programming, advocacy, and community impact initiatives.

[www.playcore.com/resources](http://www.playcore.com/resources)

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# How Many Credits are Offered?

## Concept to Application: Explore a LWCF Project Case Example

✓ You are registered!

Manage Product

Includes a Live Event on 04/21/2022 at 1:00 PM (EDT)

Overview Speakers **Credits Offered** Disclosures/Notes Event Details (4)

This session will offer the following credits:



1. IACET CEU / 1.0 LA CES HSW PDH

CEUs for a total of 1 Professional Development Hours (1 IACET CEU /CES HSW PDH) will be provided to learners meeting the following requirements:

- Be present for 95% of the duration of the learning event;
- Participate in activities and discussion throughout;
- Complete assessment with 80% mastery of learning outcome;
- Complete feedback/evaluation survey.

To obtain your CEU, please visit the "contents" tab above to complete the associated components for this event.



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# Recording Available Now!



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Provide Feedback

## A Roadmap to Successfully Accessing Funding through the Land and Water Conservation Fund (LWCF) Series

✓ You are registered!

Manage Package

Overview Upcoming Events

### LWCF 10: Program Overview & Helpful Tips to Get Started

Consists of 3 Components Includes Credits

Recorded On: 03/24/2022

Overview Speakers Credits Offered Handouts Disclosures/Notes

Active

Learning objectives: Summarize the goals of the LWCF State Assistance Program; Outline the eligibility requirements to receive LWCF funding for a public outdoor recreation project; Define what is a SCORP and how to align with state specific requirements; List three tips/resources to assist in the planning process.

View

### Concept to Application: Explore a LWCF Project Case Example

Consists of 4 Components Includes Credits

Includes a Live Web Event on 04/21/2022 at 1:00 PM (EDT)

Overview Speakers Credits Offered Disclosures/Notes

Active

Learning objectives: Define the critical steps of planning and developing a LWCF project; Outline the steps to creating and managing a project timeline; Summarize a successful case example of a public outdoor recreation project funded through LWCF; List three helpful tips/resources to assist in submitting a successful application.



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# Welcome!



Andy Bohannon, CPRP/AFO

Parks, Recreation & Facilities Director

City of Keene, NH | Parks & Recreation



## Join us for all three events!

MAR  
24

*LWCF 101:  
Program Overview & Helpful Tips*

APR  
21

*Concept to Application:  
Explore a LWCF Project Case Example*

MAY  
12

*Celebrating Your Community's  
LWCF Award & Completion*



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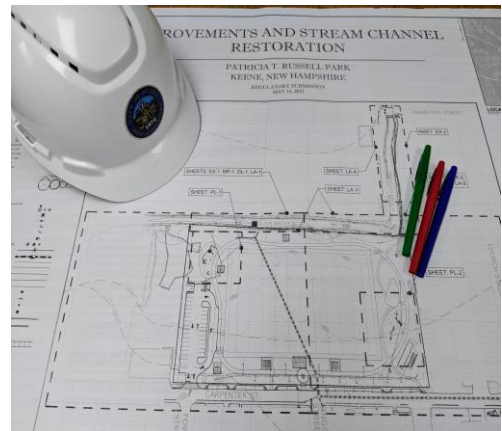
*Concept to Application: Explore a LWCF Project Case Example*



# Presenting: Concept to Application

"Every project starts with an idea. How you begin to work the concepts through project development, including a public process, will demonstrate the ability to create a successful project application for Land and Water Conservation Funding."

Andy Bohannon | Parks, Recreation & Facilities Director,  
City of Keene, NH



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*Concept to Application: Explore a LWCF Project Case Example*



## Learning Objectives

- Define the critical steps of planning and developing a LWCF project.
- Outline the steps to creating and managing a project timeline.
- Summarize a successful case example of a public outdoor recreation project funded through LWCF.
- Helpful tips/resources to assist in submitting a successful application.



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## Today's Agenda

Eligibility  
 Idea to Concept  
 Concept to Project  
 Public Support  
 Funding  
 Next Steps  
 Q&A

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# Polling Question #1

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A Roadmap to Successfully Accessing Funding through the Land & Water Conservation Fund (LWCF)

## Eligible Entities and Projects

- State, Local, and Tribal Government
  - Local Government
    - Towns
    - Cities
    - Counties
    - Village Districts
- Development
  - New or renovation
- Acquisition
- Combination (Acquisition/Development)
- Planning (only eligible for State SCORP development)



Keeley Park, Greensboro, NC

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building up communities / making play a recreation™

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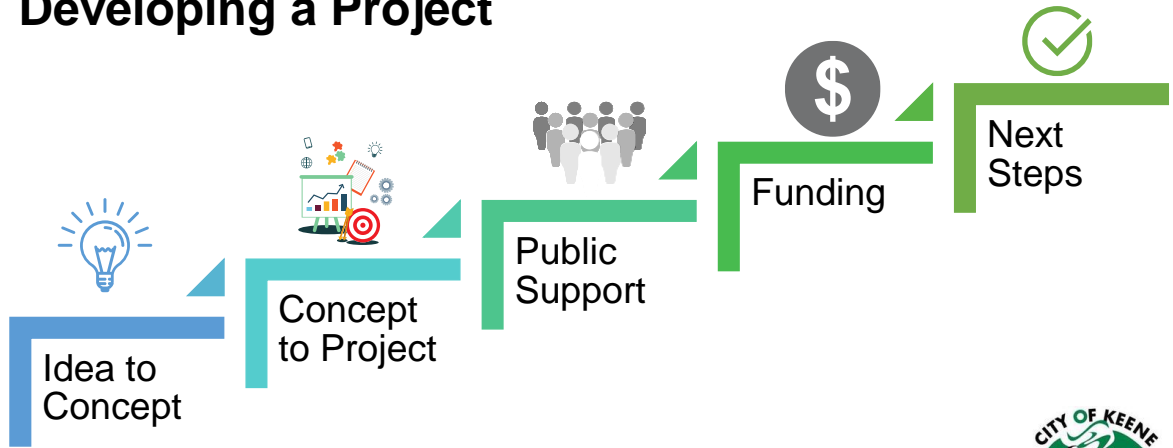
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# Developing a Project



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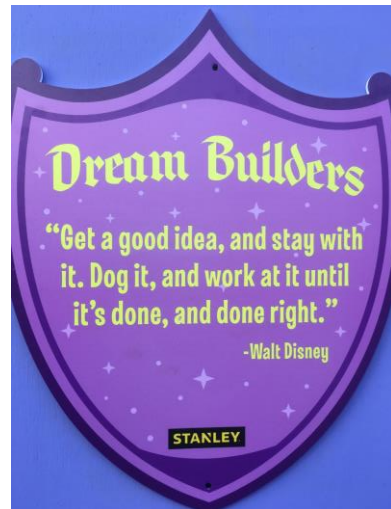
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# Idea to Concept



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# Polling Question #2

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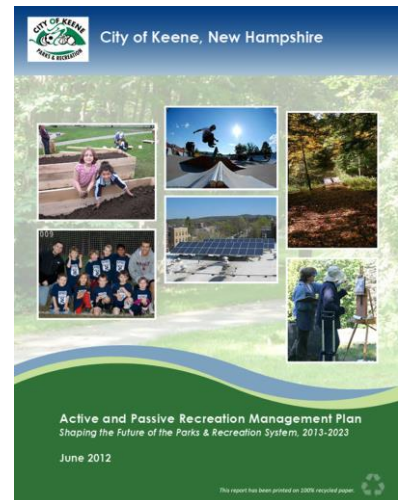
## Idea to Concept

### Key Issues 2

#### *Institute Long Range Capital Planning and Park Site-Specific Master Plans*

Recommendation 3: Determine the best and most appropriate uses of each specific park and whether they should be repurposed or reconfigured to maximize their service to the community (page 35).

Recommendation 4: Develop a comprehensive capital equipment and park asset replacement plan (page 36).



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## Idea to Concept (cont'd)



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## Idea to Concept (cont'd)

### OTHER PROJECTS

- Carpenter Street Field Improvements
  - FY 2020
  - \$1.5 Million
- Victoria Street Extension
  - FY 2022
  - \$1.7 Million
- Marlboro Street Corridor Improvements
  - FY 2018 & 2019
  - \$196,017



2017-2022 CAPITAL IMPROVEMENT PROGRAM

- Flooding history
- East side redevelopment – 2016
- Active and passive recreation management plan – 2012
  - **Key Issue #2** – Institute Long Range Capital Planning and Park Site-Specific Master Plans
  - **Recommendation #3** – Determine the best and most appropriate uses of each specific park and whether they should be repurposed or reconfigured to maximize their service to the community
  - **Recommendation #11** – provide equal access and adequate mix of facilities, trails, and open space throughout the City

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# Polling Question #3

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A Roadmap to Successfully Accessing Funding through the Land & Water Conservation Fund (LWCF)

## Public Support

### Patricia T. Russell Park Redevelopment

**RESPONDENTS**

- Ran for 2 months from August to October
- 283 respondents
- 85% identified as current residents
- 76% have lived/ worked in Keene for 10 years or more
- 25% of respondents were 35-44 years old
- 21% were 65 +
- 107 signed up for project updates

**What is your age?**

Age Group	Percentage
18-24	~10%
25-34	~15%
35-44	~25%
45-54	~20%
55-64	~15%
65+	~20%

**Very small sample size, but shows some interesting trends**

- Project awarded January 2020
- First scheduled public meeting: March 17, 2020
- COVID pause
- Regroup July 2020
- Extra effort to announce and engage
- Survey one: Purpose to gain interest for preliminary design
- Survey two: Preliminary design phase
- Steering committee engagement levels
- Coinciding with LWCF application process

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# Public Support (cont'd)



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# Final Project Design



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# Funding the Project



Competing projects

Storm water replacement

Program schedule

Constantly advocating

Staying relative

## Capital Improvement Program

- Introduced in 2015

## CIP Fiscal Year 2020

- Design Phase – \$225,000 = 17%

## CIP Fiscal Year 2022

- Construction Phase – \$1,275,000

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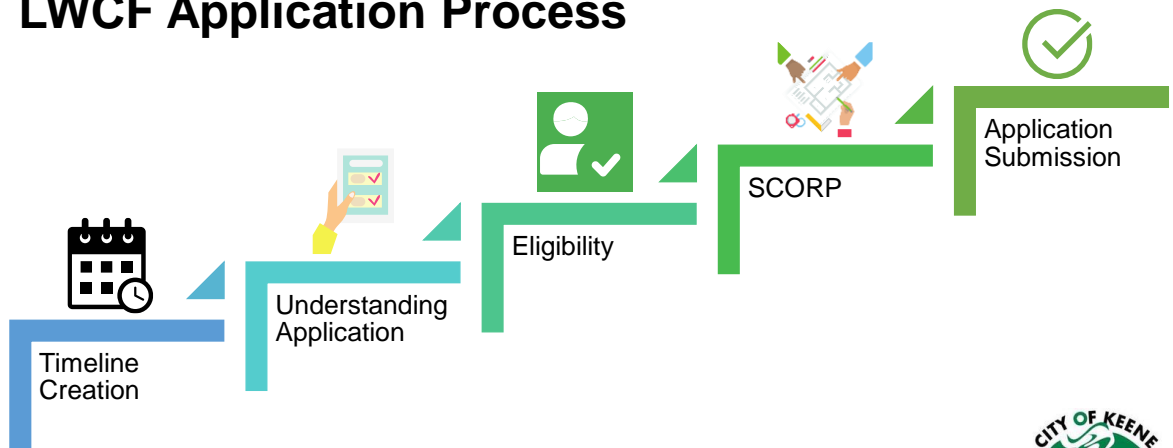


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# LWCF Application Process



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# Polling Question #4

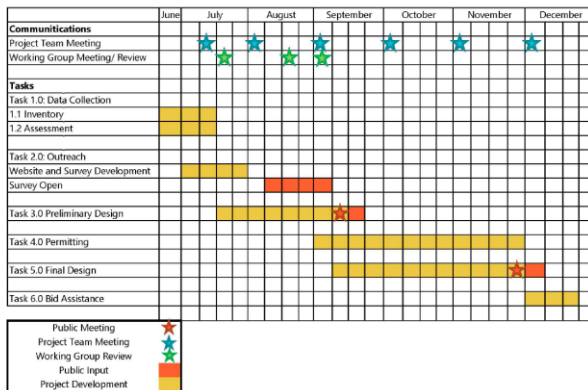
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A Roadmap to Successfully Accessing Funding through the Land & Water Conservation Fund (LWCF)

## Creating a Timeline

SCHEDULE



### Project management

- Understanding deadlines
- Team commitments
- Outside reports
- Other projects

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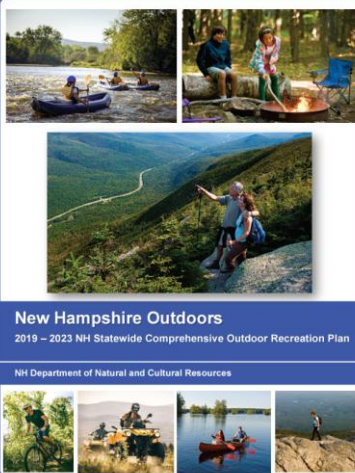
# Understand the Application

 <p>STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF PARKS AND RECREATION <b>LAND and WATER CONSERVATION FUND</b> LOCAL ASSISTANCE PROGRAM Grant Round 31 Application Checklist</p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Five copies</b> of completed project application each assembled within a 3-ring binder. Each binder cover and spine must be labeled with:             <ul style="list-style-type: none"> <li>o NH LWCF GR-31; (Sponsor Name); and (Project Name)</li> </ul> </li> <li><input type="checkbox"/> <b>Index Page</b> listing the following lettered sections <b>IN ORDER, DIVIDED, and TABBED with LABELS</b></li> <li><input type="checkbox"/> <b>A) Transmittal Letter</b> addressed to:             <ul style="list-style-type: none"> <li>o Sarah C. Stewart, LWCF State Liaison Officer NH Department of Natural and Cultural Resources 172 Pembroke Road Concord, NH 03301-5767</li> </ul>             Including:             <ul style="list-style-type: none"> <li>o a brief yet descriptive name for the project;</li> <li>o the amount of grant funds requested and overall/total project cost;</li> <li>o assurances that the applying entity currently has the necessary approvals and resources for the matching share requirement, or can obtain such approval and resources within its next budget cycle (specify date) if selected for grant funding;</li> <li>o contact name, title, address, and daytime telephone number, fax number and email address for the designated project coordinator;</li> <li>o assurances that the sponsor currently holds, or will hold, adequate title or legal control of property depending on project type (development, acquisition or combination);</li> <li>o Signature by the duly authorized individual as provided under section "G) Certificate of Vote/Authority below;</li> </ul> </li> <li><input type="checkbox"/> <b>B) Certificate of Vote/Authority</b>, meaning copy of an ordinance, or meeting minutes from the governing body verifying that the individual(s) submitting the application and/or executing the potential grant agreement has the signature authority to bind the applying entity. Also acceptable is a letter from an administering official advising that a vote to grant such authority has occurred, with specified reference to the meeting in question.</li> <li><input type="checkbox"/> <b>C) Maps and Plans</b> <ul style="list-style-type: none"> <li>o Location Map:                     <ul style="list-style-type: none"> <li>i. A city/town wide map with project location clearly marked</li> <li>ii. Proposed Section 6(f)(3) Protection Boundary Map (CONSULT WITH DPCR STAFF):                             <ul style="list-style-type: none"> <li>1. Size: 11"x17"</li> <li>2. Black and white only. No color. No grayscale. (use various line styles/weights, hatch marks, textures, notes, etc. to display map details);</li> <li>3. Clearly delineated legal parcel boundaries with measurements;</li> <li>4. Clearly delineated and noted easements, reservations, interests, and/or rights of way</li> </ul> </li> </ul> </li> </ul> </li> </ul>	 <p>STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF PARKS AND RECREATION <b>LAND and WATER CONSERVATION FUND</b> LOCAL ASSISTANCE PROGRAM Grant Round 31 Application Checklist</p>  <ul style="list-style-type: none"> <li>v. Clearly delineated exclusion areas if applicable. These are areas within the same parcel proposed to be excluded from the protection area. Measurable points and boundaries for an exclusion area are also required;</li> <li>vi. Include approximate acreage, north arrow, and name of park;</li> <li>vii. Include existing facilities and proposed facilities, as well as ingress/egress points.</li> <li>o Proposed site development plans</li> <li>o Proposed building plans (if applicable)</li> </ul> <li><input type="checkbox"/> <b>D) Proposal Description and Environmental Screening Form (PD-ESF)</b> <ul style="list-style-type: none"> <li>o Include any required attachments as indicated within the PD-ESF, including but not limited to deed restrictions, appraisals, facility/property management and use agreements, public comment records, and/or environmental permits, action plans, or impact statement.</li> </ul> </li> <li><input type="checkbox"/> <b>E) Budget Proposal</b> <ul style="list-style-type: none"> <li>o Federal Standard Form #424c</li> <li>o Budget Detail Form (state supplement to SF-424c)</li> </ul> </li> <li><input type="checkbox"/> <b>F) Description and Notification Form</b> <ul style="list-style-type: none"> <li>o NFS Form #10-903</li> </ul> </li> <li><input type="checkbox"/> <b>G) Site Photos</b> of property to be developed, renovated, and/or acquired.</li> <li><input type="checkbox"/> <b>H) NH-DHR/SHPO Project Review:</b> Submit to the NH Division of Historical Resources/State Historical Preservation Office for review and response. Provide the completed NH-DHR/SHPO response as part of the application packet. Proposed projects that do not receive concurrence, from the NH-DHR/SHPO, to proceed may be considered ineligible and will not be submitted to the National Park Service for review/approval until such concurrence is obtained.</li> <li><input type="checkbox"/> <b>I) NH-NHB Data Check:</b> Submit to the NH Natural Heritage Bureau for review and response, provide completed NH-NHB response as part of the application packet (do not provide an expired report). Attach any comments from, and correspondence with, the NH-NHB and/or the NH Fish &amp; Game Department regarding the presence of sensitive and/or endangered species.</li> <li><input type="checkbox"/> <b>J) Letters of Support</b> (not required)</li> <p>Completed application packets must be received at the NH-DNCR headquarters at 172 Pembroke Road, Concord, NH 03301-5767 by <b>5:00 pm on Friday October 30, 2020</b>. (ATTENTION: Division of Parks and Recreation - LWCF)</p> <p><b>INCOMPLETE APPLICATIONS MAY BE REJECTED</b></p>
--	---

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A Roadmap to Successfully Accessing Funding through the Land & Water Conservation Fund (LWCF)

# Statewide Comprehensive Outdoor Recreation Plan (SCORP)



**New Hampshire Outdoors**  
2019 – 2023 NH Statewide Comprehensive Outdoor Recreation Plan  
NH Department of Natural and Cultural Resources

- Priority One**
  - Connecting people to the outdoors
- Priority Two**
  - Consistent stewardship and conservation
- Priority Three**
  - Economic vitality
- Priority Four**
  - Education, ethics, and benefits

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# Application Submission

Ask for Help



Verify, Verify, Verify

X = Incomplete or Late



**CITY OF KEENE**

LWCF GRANT ROUND 31

A	TRANSMITTAL LETTER
B	CERTIFICATE OF VOTE/AUTHORITY
C	MAPS AND PLANS
D	PD-ESF
E	BUDGET PROPOSAL
F	DESCRIPTION AND NARRATIVE FORM
G	SITE PHOTOS
H	NH-DHR/SHPO PROJECT REVIEW
I	NH-NHB DATA CHECK
J	LETTERS OF SUPPORT

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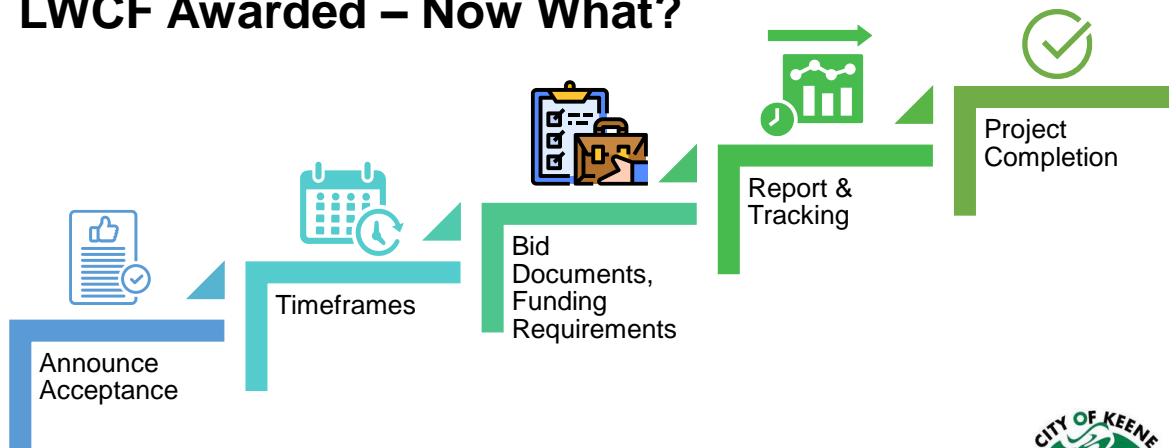


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# LWCF Awarded – Now What?



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# Announcing Acceptance

## Media announcements

- Social media
- Newspapers
- Radio
- PEG Access TV

## Town or city

- Memo to officials

## Project site signage

- Construction contract

**THE CITY OF KEENE, NEW HAMPSHIRE**  
**PATRICIA T. RUSSELL PARK REDEVELOPMENT PROJECT**

**PUBLIC OUTDOOR RECREATION SITE DEVELOPMENT AIDED BY THE  
 FEDERAL LAND AND WATER CONSERVATION FUND**

**ADMINISTERED BY THE NATIONAL PARK SERVICE, U.S. DEPARTMENT OF  
 THE INTERIOR & NEW HAMPSHIRE DIVISION OF PARKS AND RECREATION**

<u>FUNDING:</u>		
LWCF:	50%	\$400,000
City of Keene:	50%	\$400,000
<b>Total Project:</b>		<b>\$800,000</b>

Source of funding includes monies derived from Outer Continental Shelf Federal Receipts

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# Timeframes for Completion

<b>Project Sponsor:</b> CITY OF KEENE	<b>Project Number:</b> 33-00734
<b>Project Title:</b> PATRICIA T. RUSSELL PARK	
<b>Project Type:</b> DEVELOPMENT	
<b>Project Period:</b> OCTOBER 1, 2021 – SEPTEMBER 30, 2024	
<b>Total Project Cost:</b> \$ 800,000.00	
<b>LWCF Award (not to exceed 50% of total project cost):</b> \$ 400,000.00	

The State of New Hampshire, represented by the Commissioner, Department of Natural and Cultural Resources as State Liaison Officer, and the project Sponsor named above (hereinafter referred to as the Sponsor), mutually agree to perform this agreement in accordance with the Land and Water Conservation Fund Act of 1965, 78 Stat 897 (1964), as amended, and with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances hereto and hereby made a part hereof.

The State of New Hampshire hereby promises, in consideration of the promises made by the Sponsor herein, to obligate to the Sponsor the amount of money which is required

## State/Local Grant Agreement

- Sponsor
- Project name
- Project award amount
- Project number
- Goals and project objectives
- Statement of work
- Term of agreement
- Special terms and conditions
- Statement of assurances

## Project Period

- 3 years from NPS approval with possibility of time extension (up to 2 additional years)

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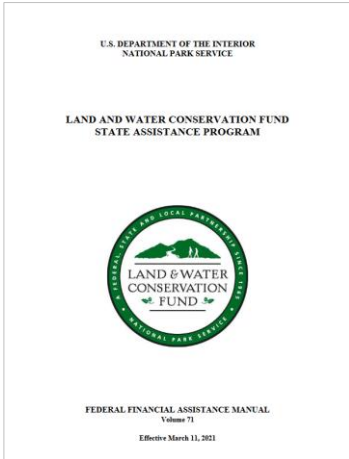
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# Bid Documents | Funding Requirements



## Land and Water Conservation Fund State Assistance Program Federal Financial Assistance Manual | Volume 71

- **Chapter 5 – Cost Principles**
  - 2 C.F.R Part 200
  - Reimbursement of Costs/Match Share
  - Cash Match
  - In-Kind Match
  - Donation/Volunteer
  - Staff
  - Allowable Costs
- **Chapter 7 – Project Administration and Financial Management**
  - Procurements Standards
  - 2 C.F.R Part 200 317 through 327
  - LWCF Acknowledgement Sign
  - Performance/Financial Managements and Reporting

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# Reporting and Tracking

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
DIVISION OF LAND AND RECREATION  
LAND AND WATER CONSERVATION FUND-LOCAL ASSISTANCE PROGRAM  
POST COMPLETION INSPECTION FORM

Sponsor: City of Lacombe  
Site/Project Name: Lacombe Five Parks (Bike Ave)  
Project Number: 13-0046 City/Town: Lacombe Doc: 03246

	YES	NO
1. Is the property being used for public recreation?	X	
2. Is the entire site accessible for all?	X	
3. Is adequate maintenance performed?	X	
4. Is the site open to the general public, including non-residents?	X	
5. Is the site open at the time or within the reasonable for visitors?	X	
6. Are there any changes recommended and within the scope of the project?	N/A	N/A
7. Was the site inspected with a determination that no correction is other than retention for recreation?	X	
8. Is the LWCF required sign posted on the public open area?	X	
9. Is the site free of any evidence of a violation, which health concerns, obstructing views, or otherwise?	X	
10. Are all buildings on the site used in the support of the outdoor recreation activity?	N/A	N/A

**Explanation for "no" responses:**  
This is a small pocket park with bike storage on Lake Umbagog. Original project help fund a new fishing pier. Current property is not accessible for all (ADA guidelines for the wheelchair), access ends at the sidewalk halfway through the property. Currently the site is a passive park with little overall maintenance other than the grass being cut. The fishing pier has been recently removed by the City due to vandalism that caused bodily harm to someone.  
No sign but will provide one to the City to post.  
Current property is not meeting as a public space. City is working on a plan to bring the site into compliance.

**Other comments and notes for future reference:**  
City is working to design an updated park with the public input, which may include replacement of the dock, in the meantime the City has submitted a request to deem it obsolete (pending NPS approval).

DWCF Inspector: Eric Fabelbaum Inspector Date: 08/26/2020  
Title: AS/CI Community Rec. Specialist

- **Chapter 8 – Post Completion and Stewardship**
  - Perpetuity!!!!!!!
- **Post Completion Inspections and Stewardship**
  - Retention and use
  - Appearance and maintenance
  - Availability
  - Signage
  - Availability of users
  - Leasing and concession
  - Conversions of use
  - Temporary non-conforming use
  - Obsolete facilities
  - Significant change of use
  - 5 year IN

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# Project Completion

## Celebrate the Project

- Ribbon cutting
- Press releases
- Invite elected officials
- Invite media
- Invite funders

## NRPA Park Champions

- Park Champion Advocacy Toolkit
- Park dedications
- Groundbreaking ceremony
- Program kick-off
- Special event



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# Helpful Tips

**UNDERSTAND** the project application

**GIVE** yourself time to complete the deadlines

**ASK** questions to your State LWCF representative prior to application and letter of intent

**DEMONSTRATE** the need

**ENGAGE** the public

**UTILIZE** a master plan

**GAIN** community support prior to the application

**REMEMBER** your project property will be committed in perpetuity

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# Questions?



Andy Bohannon  
 keeneparks.com  
[abohannon@keeneh.gov](mailto:abohannon@keeneh.gov)  
 603 357-9829




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## Check Event Details Tab to Complete Your CEU!

Concept to Application: Explore a LWCF Project Case Example ✓ You are registered! [Manage Product](#)

Includes a Live Event on 04/21/2022 at 1:00 PM (EDT)


Overview Speakers Credits Offered Disclosures/Notes **Event Details (4)**

**Key:**  
 Complete  Next  Failed  Available  Locked

**Concept to Application Webinar Link**  
 04/21/2022 at 1:00 PM (EDT) | 75 minutes

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Questions?

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