

Commonwealth of Kentucky Department for Local Government



Land and Water Conservation Fund 2024 Grant Application

Submit the completed application and attachments to DLG.OFG@ky.gov no later than **May 31, 2024**. If you have questions about the LWCF or application, contact Jessica Hill at JessicaM.Hill@ky.gov.

Department for Local Government Land and Water Conservation Fund 2024 Application

PROJECT NAME/TITLE:
PROJECT ADDRESS/LOCATION:

APPLICANT/PROJECT SPONSOR (City, County, State Agency, or Federal Agency)

Name	Agency	Telephone Number	E-mail address	
Street or P. O. Box	City	County	State KY	ZIP Code

CONTACT PERSON/PROJECT MANAGER

Individual to be contacted should questions arise regarding the project and/or application.

Name	Firm/Agency	Telephone Number	E-mail address	
Street or P. O. Box	City	County	State KY	ZIP Code

CITY/COUNTY TO BE SERVED

--

Number of Acres in the Park*	GPS Coordinates (Deg/Min/Sec/Dir)		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Lat</td> <td style="width: 50%; border: none;">Long</td> </tr> </table>	Lat	Long
Lat	Long		

*The number of acres must match the acreage in the Boundary Map (Attachment A) and will be *restricted in perpetuity*.

Congressional District	Area Development District
------------------------	---------------------------

Has the park received a LWCF grant in the past?

Yes No

If yes, list the project numbers below (21-XXXX):

--

Does the applicant have an open/active LWCF project?

Yes No

If yes, list the project numbers below (21-XXXX):

--

Does the applicant Own or Lease the land?

Own Lease

Provide a copy of the deed or long term lease, 25 years or longer, with the application (Attachment B).

Are Utility Lines located in the park boundary? See Overhead Lines Acknowledgement Form.

Yes No

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LWCF RECREATION FACILITY ELEMENTS

Please check mark *all* applicable recreation elements to be developed with the proposed LWCF project.

A. CAMPGROUNDS

- Tent sites
- Trailer/camper sites
- Group campground
- Day camp

B. PICNIC AREAS

- Family site
- Group shelter

C. SPORTS & PLAYFIELDS

- General purpose playfields
- Baseball/softball
- Football/soccer
- Tot Lot (playground equip)
- Tennis courts
- Other courts
- Rifle/pistol range
- Trap/skeet field
- Archery range
- Skate park
- Track facility

D. GOLF COURSE

- Regular
- Par 3
- Driving range

E. SWIMMING FACILITIES

- Pool
- Wading pool
- Spray pool
- Swimming beach
- Bathhouse

F. BOATING FACILITIES

- Launch ramp
- Docks
- Boat lift

G. FISHING FACILITIES

- Pier
- Stream improvement
- Fishing access

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LWCF RECREATION FACILITY ELEMENTS CONT.

- | | | | | | |
|----|-------------------|--------------------------|----|----------------------|--------------------------|
| H. | TRAILS | | J. | HUNTING | <input type="checkbox"/> |
| | Hiking | <input type="checkbox"/> | K. | NATURAL AREA | <input type="checkbox"/> |
| | Horse | <input type="checkbox"/> | L. | AMPHITHEATER | <input type="checkbox"/> |
| | Bicycle | <input type="checkbox"/> | M. | LAKE IMPOUNDMENTS | <input type="checkbox"/> |
| | Motorized | <input type="checkbox"/> | N. | VISITOR INFO. CENTER | <input type="checkbox"/> |
| | Nature | <input type="checkbox"/> | O. | INTERPRETIVE CENTER | <input type="checkbox"/> |
| | Exercise | <input type="checkbox"/> | P. | OTHER | <input type="checkbox"/> |
| I. | PASSIVE PARKS | | | | |
| | Walkways | <input type="checkbox"/> | | | |
| | Landscaping | <input type="checkbox"/> | | | |
| | Utilities | <input type="checkbox"/> | | | |
| | Equipment | <input type="checkbox"/> | | | |
| | Roads/walkways | <input type="checkbox"/> | | | |
| | Parking | <input type="checkbox"/> | | | |
| | Lighting | <input type="checkbox"/> | | | |
| | Signs | <input type="checkbox"/> | | | |
| | Comfort stations | <input type="checkbox"/> | | | |
| | Concession stand | <input type="checkbox"/> | | | |
| | Maintenance bldg. | <input type="checkbox"/> | | | |

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PROJECT DESCRIPTION

Provide a brief description of the project activities and what will be accomplished with the grant. If necessary, you can attach additional pages.

[Empty box for project description]

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OPERATION AND MAINTENANCE

List who will be providing operation and maintenance of the proposed project after completion. Does the applicant have a parks department or parks board? Are the maintenance staff employed part-time or full-time? Etc...

ACCESSIBILITY

Describe how the project and area will be accessible to people with disabilities.

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PROPOSED FUNDING

For the LWCF grant, the minimum request an applicant can apply for is \$25,000. The maximum request is \$250,000. The applicant must match the LWCF grant to fund 50% of the **total** project cost (1:1).

LWCF Request: \$
Applicant Match: \$
Total Project Cost: \$

Below summarize how the applicant proposes to match LWCF funding. Please complete all appropriate columns and specify whether funds are Approved, Pending, or currently under Negotiation. **Attach a detailed budget with the application (Attachment C).**

Source	Applicant	Status of Funds
General Fund		
Force Account Labor		
Force Account Equipment		
Force Account Materials		
Donations		
Donated Land		
Donated Labor		
Donated Equipment		
Donated Materials		
Other Funds:		
TOTAL		

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

_____ Signature _____ Title

_____ Name Typed/Print _____ Date

NAME AND SIGNATURE OF THE APPLICANTS GRANT ADMINISTRATOR

_____ Signature _____ Title

_____ Name Typed/Print _____ Date

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Attachments

ATTACHMENTS

Please submit the application with the following attachments. Have each attachment clearly marked and in the order listed below.

- **ATTACHMENT A – MAPS**

Boundary Map – The boundary map must list the total acreage located within the park boundary. Please be aware, LWCF requires that the **entire** park boundary become protected in **perpetuity**, not just the portions of the park being developed with the LWCF grant.

Location Map – Location Map is not the same as a boundary map. Location Maps include street names, nearby cities, landmarks, etc. Must show the location of the park within the city or county limits.

- **ATTACHMENT B – SITE PLAN**

- **ATTACHMENT C – DETAILED BUDGET**

Provide a detailed breakdown of how the applicant determined the total project cost. Include copies of quotes, invoices, written statements, appraisals, etc., as supplemental documentation. Detailed Budget needs to include a breakdown of all force account and in-kind labor. Provide details of who is providing the labor (government employees or a local company), the value of that labor, and what work will be completed.

- **ATTACHMENT D – PROOF OF PROPERTY OWNERSHIP**

Own – Attach a copy of the deed for all properties/parcels located in the park’s boundary.

Lease – Attach a copy of the lease. In order to be eligible for the LWCF, the lease must have a **minimum of 25 years** remaining at the time of project approval. We recommend having 28 years remaining when you apply.

- **ATTACHMENT E – ENVIRONMENTAL ASSESSMENT (EA)** (A template has been provided.)

- **ATTACHMENT F – SHPO 106 PROCESS**

Applicant must submit the proposed project to the State Historic Preservation Offices for a Section 106 review. Click [here](#) for more information on the process and policies. Please note that a “preliminary site check” does not satisfy the SHPO requirement.

- **ATTACHMENT G – KENTUCKY STATE CLEARINGHOUSE REVIEW**

Applicant must complete the Kentucky State Clearinghouse Review. Click [here](#) to submit your project for review. Please note, Clearinghouse comments remain valid for one year.

- **ATTACHMENT H – RESOLUTION** (A template has been provided.)

- **ATTACHMENT I – ASSURANCES AND CERTIFICATIONS**

The following forms have been provided for signature: Civil Rights Assurances, Certification Regarding Debarment, and SF-424D Construction Assurances. Assurances for Construction Programs (SF-424D) is not included in packet. Click [here](#) to access the form.

- **ATTACHMENT J – OVERHEAD UTILITY LINES ACKNOWLEDGEMENT**

- **ATTACHMENT K – PUBLIC MEETING & CONCURRENCES**

Include a copy of the public meeting's advertisements, sign-in sheet, and minutes. Also, attach all written comments and completed concurrences forms (included). Public meetings must be properly advertised (at least a week's notice and posted in largely viewed mediums) to ensure public participation.

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PRELIMINARY ENVIRONMENTAL ASSESSMENT TEMPLATE

Proposed Action:

Proposed action must include the park's name, location, property owner, the scope of work, and describe the project's recreational benefits to the community.

Must also state whether the project will have no, minimal, moderate, or significant negative impact on the environment.

Affected Environment:

Describe the environment of the project site. Are there any notable waterways, animals, or plants? Is the ground flat? What facilities are located in the area? Describe nearby neighborhoods, such as will the project provide recreational opportunities to low-income populations.

Environmental Impacts:

List whether the project will have no, minimal, moderate, or significant negative impact on the environmental resources listed below. Provide a very brief explanation of how you came to that conclusion.

Air Quality:

Transportation:

Climate:

Hazardous Materials:

Endangered Species:

Minority and Low-Income Populations:

Geological Resources (soil, streambed, slopes, etc.):

Historic or Cultural Resources:

Invasive Species:

Land Use Plans from Other Agencies (includes tribes):

Lightscares (especially night sky):

Migratory Birds:

Recreation Resources:

Socioeconomics (competition with private sector):

Sound/Noise Impacts:

Water Quality and/or Quantity:

Water - Streamflow:

Water - Wetlands and Floodplains:

Contact Information:

Provide the contact information of who completed the EA in case there are any questions.

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SAMPLE RESOLUTION

WHEREAS, the CITY/COUNTY proposes to ACQUIRE, DEVELOP, and/or RENOVATE recreational resources to provide for the health and well being of the general public, and

WHEREAS, the CITY/COUNTY intends to make application to the Department for Local Government for assistance under the Land and Water Conservation Fund Act of 1965, and

WHEREAS, the Land and Water Conservation Fund is limited to funding a maximum of fifty percent (50%) of proposed project costs estimated at (\$_____00).

NOW THEREFORE BE IT RESOLVED, that the CITY/COUNTY hold in reserve fifty percent (50%) of the proposed project costs for the purpose of matching the Land and Water Conservation Fund assistance, and

BE IT FURTHER RESOLVED, that in the event a grant is awarded, the CITY/COUNTY understands that it will sign assurances to comply with all applicable Federal and State laws, rules and regulations, especially Title VI of the Civil Rights Act and Section 504 of the 1973 Rehabilitation Act.

(MAYOR/COUNTY JUDGE)

(DATE)

ATTEST: _____
(NOTARY PUBLIC)

(DATE)

(SEAL)

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U.S. DEPARTMENT OF THE INTERIOR
CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal assistance from the Department of the Interior, it will comply with all Federal laws relating to non-discrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicant for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT / ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OFFICE EXTENDING ASSISTANCE NATIONAL PARK SERVICE, SOUTHEAST REGIONAL OFFICE 75 SPRING ST. S.W. ATLANTA, GA 30303

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INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of change circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION BELOW

Business Name:

Name and Title of Authorized Representative:

Signature of Authorized Representative: _____

Date:

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OVERHEAD UTILITY LINES

The requirement for delineation of overhead utility lines on the site plan is the result of a National Park Service policy. The Service states in the Grants Manual that “overhead utility lines constitute a major detraction from the natural quality of many outdoor recreation areas and must be eliminated where possible. The sponsor will, therefore, be expected to: 1) take all reasonable steps to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site’s character, and 2) insure that all new electric wires under 15KV, and telephone wires be placed underground. In no case shall mass recreation use areas (swimming, picnicking, etc.) be located under electric wires.”

The state, in complying with this policy, must establish where all lines within the park are located and clarify the status of these lines. Not all lines must come down as a result of this policy, but any lines that remain must be justified. **In submission of the pre-application, the applicant must show overhead utility lines that are existing within the park. Secondly, the application must indicate any utility lines that will be buried, screened, or relocated.** Grant monies may be used for this purpose and should be included in the cost estimate. Finally, the sponsor must justify any overhead lines that will remain. If there is some doubt as to the disposition of lines, staff will make a determination through discussions with the National Park Service and/or information found through an on site inspection.

I, the undersigned, with full authority to act on behalf of the applicant, have read and understood this attachment.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE

DATE

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Public Meeting Guidelines & Forms

PUBLIC MEETING GUIDELINES

An essential component of establishing the local need for a specific project is obtaining input from the local public. To be effective, citizen input must be: Representative (include diverse elements of the population), significant (the input should actually have an impact on what is proposed), and widespread (include a fairly large number of citizens).

It is best if citizens are involved in actually setting priorities for certain projects for a community rather than securing public reaction to a completed plan. However, if open meetings have not been held to set recreational priorities, they must at least be held to obtain citizen evaluation of the proposed acquisition or development.

The following guidelines have been formulated to provide direction for holding open meetings:

- A. A public meeting should be advertised at least one week in advance in the local newspaper and/or posted in public places to reach the citizens in the service area. An example of an advertisement is attached for your use. Advertisements should not appear in the legal section of the newspaper.
- B. Minutes should be kept of public meetings. These minutes should be submitted with the pre-application form to provide documentation of these meetings.
- C. A record of the citizens who attended meetings should be kept. This record should include the name, address or organization of each person who was present.
- D. A concurrence form should be handed out to citizens at the beginning of a public meeting. Citizens should be encouraged to return these at the end of the meeting. A sample form is attached.

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Public Meeting Guidelines & Forms
EXAMPLE OF ADVERTISEMENT

Under the Land and Water Conservation Fund Act of 1965 (Public Law 88-578), citizens are afforded the opportunity to express their views concerning the recreational needs of their community. To provide a forum for discussion, **Project Sponsors** will be hosting an open meeting on:

Date:

Time:

Location:

Address:

The specific purpose of this meeting is to discuss **Description of Proposed LWCF Project**.

The public is invited to review and voice their opinion on the proposed activities and potential impacts of the project. Anyone wishing to support or oppose the proposed project can also submit written comments to **Address** by **Date**.

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Public Meeting Guidelines & Forms
PROJECT CONCURRENCE

I **AGREE** with the _____ project
(NAME OF PROJECT)
proposal as it was outlined at this public meeting.

I **DO NOT AGREE** with the _____ project
(NAME OF PROJECT)
proposal as it was outlined at this meeting for the following reasons:

(PLEASE PRINT)

NAME: _____

ADDRESS: _____

CITY: _____ ST: KENTUCKY ZIP: _____

SIGNATURE: _____

DATE: _____

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Resources

LWCF APPLICATION
MANDATORY REQUIREMENTS

1. Applicant must provide assurances regarding the availability of the required 50 percent match. If force account or donations (in-kind) are all or part of the match, provide a detailed list of these elements.
2. Applicant must hold a public meeting within its jurisdiction concerning the proposed project. We have provided public meeting guidelines. Other public forums may be acceptable if the applicant gives adequate public notice about the proposal in advance.
3. Applicant must provide assurances to comply with all applicable federal and state laws, rules, and regulations, especially Title VI of the Civil Rights Act, section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act of 1990.
4. Applicant must provide assurances to operate and maintain the proposed facility if a designated first party fails to do so. For example, a civic organization is given operation and maintenance responsibilities by the applicant.
5. Applicant must provide a brief narrative on how the project will be made accessible to persons with disabilities.
6. Any LWCF Grant request seeking funds for a rehabilitation project must include a short narrative explaining the nature of the rehabilitation efforts. This explanation should include the facility's current age and what preventative maintenance procedures, if any, were utilized in the past.
7. If applicable, the applicant may submit a copy of a Master Plan, Recreation Assessment, or regional plan by the Area Development District, if included.
8. All LWCF applications will be scored based on the predetermined scoring criteria on the next page. Applicants should include any information that aligns with the scoring criteria in the project's brief description. Applications are scored based on the data submitted with the application.

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Resources

LAND AND WATER CONSERVATION FUND
SCORING CRITERIA

1. Applicant's administration of previous LWCF Grants. Considerations include effective coordination; sound development in accord with cost and time estimates; timely submittal of billing and closeout documentation; conformance with LWCF Manual Section 6 (f) provisions; and operation and maintenance of completed projects.

_____ Excellent (25 pts) - No problems requiring state-level administrative attention; or no previous grant.

_____ Good (20 pts) - Problems minimal, quickly corrected, or beyond the control of the applicant.

_____ Fair (10 pts) - Performance adequate, but marked by significant or persistent problems.

_____ Poor (0 pts) - Applicant has experienced serious difficulty in project administration or the operation and maintenance of completed facilities.

2. Project facility is located at a site, which can be effectively used by user population.

_____ (15 pts) - Project site is centrally located or within reasonable driving distance of user population.

_____ (10 pts) - Project site is not located close to user population by virtue of facility type e.g., nature preserve or boat ramp, and must be accessed by car.

_____ (0 pts) - Project site is in a remote location and is not easily accessible by car.

3. At least fifty (50%) percent of the grant request is directly attributable to the primary recreation facility being developed or renovated. A primary facility is defined as the single activity component which provides for the outdoor recreational needs of the planned user population i.e., tennis courts, softball field, skate park, swimming pool, etc. A support facility is an element i.e., restrooms, utilities, concession stands, lights, etc.

_____ (10 pts) - 50% or greater

_____ (0 pts) - Less than 50%

4. The applicant has the capability to operate and maintain the project once completed.

_____ (25 pts) - The sponsor has a full-time park or recreation department capable of providing necessary facility maintenance and upkeep.

_____ (15 pts) - The sponsor has demonstrated the ability to provide necessary facility maintenance and upkeep using other full-time personnel.

_____ (10pts) - The sponsor has the ability to provide necessary facility maintenance and upkeep using part-time personnel.

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SCORING CRITERIA

_____ (5 pts) - The sponsor has a designated group or organization that has the ability of providing necessary facility maintenance and upkeep.

5. The applicant currently has an open LWCF Project.

_____ (10 pts) - No

_____ (0 pts) – Yes

6. Special Populations – This project provides and/or improves outdoor recreation by persons with disabilities, older citizens, economically disadvantaged and other special populations or groups.

_____ (10 pts) - This project provides and/or improves outdoor recreation for two or more special populations.

_____ (5 pts) - This project provides and/or improves outdoor recreation for one special population group.

_____ (0 pts) - This project does not provide and/or improve outdoor recreation for special populations.

7. Alignment with SCORP goals- The project helps meet the goals contained in the Statewide Outdoor Recreation Plan. Click [here](#) to access the SCORP.

_____ (30 pts) - This project meets 8-10 SCORP goals

_____ (20 pts) - This project meets 5-7 SCORP goals

_____ (15 pts) - This project meets 2-4 SCORP goals

_____ (5 pts) - This project meets 1 SCORP goal

_____ (0 pts) - Project meets 0 SCORP goals and is ineligible for LWCF consideration

TOTAL: ____/125