

# South Dakota

## LAND & WATER CONSERVATION FUND

### Grant Manual

# 2016



Administered by:  
South Dakota Department of Game, Fish and Parks  
523 E. Capitol Ave.  
Pierre, SD 57501-3182  
605.773.5490



**Application Deadline**  
Postmarked on or before Aug. 26, 2016



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## Application

Download online at <http://gfp.sd.gov/agency/partnerships/lwcf.aspx>

Postmarked on or before Aug. 26, 2016

## 1.1 Introduction

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to provide financial assistance to conserve and develop, in an orderly and logical manner, the outdoor recreation resources of the United States. The LWCF program is administered in South Dakota by the Department of Game, Fish and Parks, Division of Parks and Recreation. Political subdivisions (city, county, township) and tribal governments are eligible to apply for LWCF assistance through the Division of Parks and Recreation. LWCF assistance is available on a reimbursement basis of up to 50 percent for the acquisition of parkland, development of outdoor recreation facilities and major renovation or improvements to existing outdoor recreation facilities.

The minimum grant amount is \$10,000 and the maximum grant amount is \$75,000. The Division of Parks and Recreation will accept applications for LWCF assistance from local project sponsors with an application deadline of Aug. 26, 2016. Applications will be scored by Division of Parks and Recreation staff through the Open Project Selection Process Priority Rating System (OPSP), and will then be reviewed by the Game, Fish and Parks commission. Projects initially approved at the state level are submitted to the National Park Service (NPS) for final approval. **Acquisition or actual construction cannot begin prior to NPS approval. Any project costs incurred before NPS approval will not be eligible for reimbursement.**

After NPS approval is received, a formal project agreement is executed between the State and the local project sponsor.

After the agreement has been executed and eligible costs have been incurred, the project sponsor can submit billings for reimbursement of up to 50 percent of approved project costs. Total reimbursement is limited to the amount specified in the project agreement.

Upon completion of the project, a final billing is submitted, final inspection of the project is conducted by the Division of Parks and Recreation, final payment is made and the project is closed out. The local sponsor must maintain the project's developed facilities for recreational use for the normal life expectancy of the facilities. **The land within the project boundaries must remain dedicated in perpetuity for outdoor recreation use.**

**Non-outdoor recreation related facilities may not be developed within the project boundaries without the written authorization of the Department of Game, Fish and Parks.**



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## 2.1 Planning Process

The key to a successful application is to assure that the proposed project is well supported by the community and justified by the 2013 South Dakota State Comprehensive Outdoor Recreation Plan (SCORP) or a Local Recreation Needs Assessment. The SCORP indicates issues, actions and priorities for outdoor recreation activities on a statewide basis. A Local Recreation Needs Assessment indicates the support for specific local projects. Either the SCORP or a Local Recreation Needs Assessment can be used to justify a project.

To determine the need for an activity or facility for which SCORP recommendations do not exist or to better prioritize local needs, a community can conduct a Local Recreation Needs assessment. A needs assessment supported by a local survey offers several advantages. It insures that projects are responsive to local conditions, establishes local support for projects, can identify local recreation trends, and provides direct evidence that there is local need for a project. Another method to determine the need for an activity or a facility could be its identification in a plan or project list developed by a local recreation board or department, as long as the plan or list was formulated based on public input.

If you choose to prepare a Local Recreation Needs Assessment, an instruction manual with a suggested method for conducting a local recreation survey is available from the Division of Parks and Recreation or your regional Planning and Development district office. The Planning and Development Districts are available to assist in developing local needs assessments. The recreation needs assessment may also be part of a more comprehensive planning document, for example, a city plan, if it provides evidence of local need or support for the proposed project.

In addition, to giving citizens an opportunity to review and discuss the needs assessment and proposed projects, a public meeting should be held. This can be in conjunction with any regularly scheduled meeting of the governing body. A public notice announcing the hearing should be published in the area newspaper.

Using the information collected in this planning process (SCORP and/or Local Recreation Needs Assessment), the sponsor will prepare a one page justification for the project including at least the following three elements:

- who will be served by this project
- an analysis of recreation needs
- a statement of recreation goals and objectives to be met by the project

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## Program Information and Requirements

### 3.1 Eligible Projects

A variety of development projects for public outdoor recreation facilities are eligible for funding through the LWCF program. Examples of eligible projects may include but are not limited to, playgrounds, ball fields, sports and play fields, picnic facilities, support facilities including circulation roads, fencing, lighting, utility and sanitation systems, parking areas, restroom buildings, and landscaping for the project area, hiking/biking trails, camping facilities, outdoor water sports facilities including beaches and pools, ice rinks, golf courses, amphitheaters, winter sports facilities, fishing and boating facilities, interpretive and visitor information facilities,

Extensive renovation of existing facilities when the facility is no longer useable due to age but not due to lack of maintenance would be an eligible project.

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### 3.2 Acquisition Projects

The LWCF program will assist in the acquisition of land to be used for park and outdoor recreation purposes. An acquisition can be completed in one of three ways:

- Outright purchase at full fair market value, termed “negotiated sale.”
- Donation, which is the gift of land by a private owner to a public body.
- A “bargain sale”, which is the purchase of land at less than the full fair market value (this process has tax advantages to the seller and yet the full market value can be charged to the project).

In any of these situations, the project application must receive federal approval **before** the land can be acquired and title transferred. An appraisal must also be done using the Uniform Appraisal Standards of Federal Land Acquisition (UASFLA), commonly referred to as the “Yellow Book.” Federal and state laws also provide that all acquisitions of land must meet the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, public law 91-646.



For any project application which includes any type of land acquisition, it is important that the project sponsor notify the Division of Parks and Recreation staff. This will insure a good understanding of the process to be followed, the type of appraisal to be done, the eligible costs and the timing for the acquisition. Sites acquired with LWCF assistance must be developed within three years.

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### 3.3 Development Projects

Development projects are subject to several state and federal laws which effect any development a city may do regardless of the method of financing. Specifically, the rules of the South Dakota Department of Legislative Audit must be followed. When construction is a part of a project, a contract for services must be drawn up and signed by both parties. Guidelines for complying with state and federal laws regarding construction contracts and bidding are available from the Department of Legislative Audit, 605.773.3595.

The Land and Water Conservation Fund program requirements on development projects include:

- Development projects must comply with all applicable existing local and state health, environmental and building regulations.
- Power lines installed with LWCF assistance must be placed underground.
- LWCF assistance cannot be used to construct an intensive recreational use facility under overhead power lines. Fund assistance is available to bury existing overhead power lines.
- Facilities must be adequately maintained for recreational use for the reasonable life expectancy of the facility.
- The land on which the development occurs must be dedicated for public outdoor recreation purposes in perpetuity.
- The facilities developed must be accessible to disabled persons and comply with Uniform Federal Accessibility Standards (UFAS).
- Facilities developed must not compete with similar facilities in the private sector.



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### 3.4 Financing

The LWCF program is a reimbursement grant program that can fund up to 50 percent of an approved project's eligible costs. The remaining share must be funded with local money.

Examples of commonly used eligible local funds include:

- Local funds raised through taxes, bonds, cash contributions, pledges, or fund raising events are eligible to be used as the local match.
- Approved FmHA - Community Facilities Loans are eligible to be used as the local match if received after October 1, 1978.
- A donation of land is eligible to be used as part of the local match. If as a project sponsor, you wish to use this method in helping to finance your project, contact the Division of Parks and Recreation for specific information and guidelines regarding the appraisal of the land and proper documentation. **Secure this information before submitting an application so that project costs can be estimated properly.**
- The value of donated materials, equipment, or machinery use, or labor is eligible to be used as part of the local match. Contact the Parks & Recreation Division for more information.

This list of eligible local funds is provided only as a guideline for local sponsor's use. All locally raised funds can be used for the local match. Most federal funds cannot be used to match LWCF funds.

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### 3.5 Reimbursement Billing Procedure

The Land and Water Conservation Fund is a 50 percent reimbursement program. The project sponsor must incur all costs and pay those costs before requesting reimbursement. **Reimbursement will be made only for those eligible costs incurred within the project period as outlined in the state’s “Agreement for Land and Water Conservation Fund Assistance”.**

Any number of billings can be submitted by the project sponsor through the development of the project. Individual billings should not be submitted more frequently than once a month. A billing **should** be for a minimum of \$2,000 total cost. Each billing request submitted must be accompanied by a billing report form, which is provided by the Division of Parks and Recreation. Each item listed on the billing report form must be accompanied by the following documentation:

- A copy of the paid invoice or bill **with the project number written on the invoice.**
- A copy of the cancelled check which paid the bill **with the project number written on the check.**

Billings that include donated land require additional documentation. Contact the Division of Parks and Recreation for assistance in developing a procedure for documenting donated land value. A billing report form and a copy of all the appropriate documentation is necessary each time reimbursement is requested. The sponsor will receive the reimbursement approximately four weeks after the Division of Parks and Recreation receives the fully documented reimbursement request.



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### 3.6 Ineligible Costs

Generally, any expense for land, labor, equipment use, materials and supplies, construction, and anything else which is a necessary part of initially developing the facility is an eligible cost which can be matched. However, some specific items are **not** eligible for assistance, including:

- Ceremonial or entertainment expenses.
- Expenses for publicity.
- Charges for contingency reserve or other similar reserves.
- Charges in excess of the lowest responsive bid, when competitive bidding is required, unless it is agreed to in advance.
- Taxes which the organization is not liable to pay.
- Interest expenses.
- Incidental costs relating to acquisition of real property.
- Operation and maintenance costs.
- Costs of discounts not received.
- Equipment to be used for maintenance of facilities, including tractors, mowers, machinery and tools.
- Appraisal costs.



## 3.7 Compliance with Federal Requirements

Project sponsors must comply with the applicable Federal Statutes, regulatory requirements and policies that are specified in the LWCF Grants Manual. Listed below are the pertinent laws.

- **Title VI of the Civil Rights Act of 1964**  
All project sponsors must assure that their recreational facilities and programs are open to all persons, regardless of race, color, national origin, age, sex or disability.
- **Section 504 of the Rehabilitation Act of 1973**  
This act provides in relevant part as follows: “No otherwise qualified, disabled individual in the United States.... shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” In short, this section requires that any facilities that are purchased or constructed with federal assistance, must be accessible to and usable by disabled persons.
- **Accessibility Standards**  
All LWCF facilities that are designed, constructed or altered after January 26, 1992, shall be accomplished in accordance with “ADA Accessibility Guidelines” which are issued by the Architectural and Transportation Barriers Compliance Board. Minimum design and construction specifications must comply with Uniform Federal Accessibility Standards.
- **Endangered Species**  
The extent to which the project will affect any species of fish, wildlife, or plant which is designated as endangered or threatened under the Endangered Species Act of 1973 will be considered.
- **Prime or Unique Farmlands**  
The extent to which the project will affect any prime or unique farmlands will be considered.
- **Floodplains and Wetlands**  
All proposals involving floodplains and wetlands shall preserve and enhance the natural and beneficial values of such lands. Proposed acquisition and development shall include all practical measures to minimize harm to floodplains and wetlands which may result from new construction or other uses of the properties. Practical alternatives to proposed actions which might adversely affect floodplains and wetlands shall be considered by the project sponsor as well as the impact of such alternatives on the use and quality of the recreation site.
- **Historic Preservation Act of 1966**  
All proposals must receive approval of the State Historic Preservation Officer certifying they will have no effect on historic and archeological resources. **In some cases this may mean completion of an archeological survey of the park/site prior to submission and approval of the grant application by the National Park Service.**
- **Discrimination Complaints**  
If anyone believes he or she has been subjected to discrimination on the basis of race, color, national origin, age, religion, sex or disability, he or she may file a complaint in writing, alleging discrimination, with either the local governmental entity, the Department of Game, Fish and Parks or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240. **The project sponsor must advise the public by poster or notice of the right to file,** must designate an individual to handle complaints and forward the complaint within ten days to the Office for Equal Opportunity, U.S. Department of the Interior.

The project agreement contains language which obligates the project sponsor to comply with these non-discrimination laws.

For more information or answers to any questions concerning the Land and Water Conservation Fund (LWCF) program, please contact the Division of Parks and Recreation, Foss Building, 523 E. Capitol, Pierre, South Dakota 57501, 605.773.5490.

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## 4.1 Operation and Maintenance

Property acquired or developed with LWCF assistance shall be operated and maintained as follows:

- The property shall be maintained so as to appear attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- Properties shall be kept reasonably safe for public use. Fire prevention, lifeguard, and similar activities shall be maintained for proper public safety.
- Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.



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## 4.2 Availability to Users

### **Discrimination on the Basis of Age, Disability, Race, Color, National Origin, Religion, or Sex**

Under Title VI of the 1964 Civil Rights Act property acquired or developed with LWCF assistance shall be open to entry and use by all persons regardless of age, disability, race, color, national origin, religion, or sex who are otherwise eligible. The code of Federal Regulations, Title 43, Part 17, effectuates the provisions of Title VI. The prohibitions imposed by Title VI apply to park or recreation areas benefiting from Federal assistance and to any other recreation areas administered by the State agency or local agency receiving the assistance.

### **Discrimination on the Basis of Residence**

With respect to property acquired or developed with LWCF assistance, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Fees charged to nonresidents cannot exceed twice that charged to residents. Where there is no charge for residents but a fee is charged to nonresidents, nonresident fees cannot exceed fees charged for residents at comparable State or local public facilities.

Reservation, membership or annual permit systems available to residents must also be available to nonresidents and the period of availability must be the same for both residents and nonresidents.

These provisions apply only to the recreation areas described in the project agreement. Nonresident fishing and hunting license fees are excluded from these requirements.



### **Discrimination on the Basis of Disability**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act requires that no qualified person shall on the basis of disability, be excluded from participation in, be denied benefits of, or access to, or otherwise be subjected to discrimination under any facility, program, or activity which receives or benefits from Federal financial assistance.

### **Reasonable Use Limitations**

Project sponsors may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with Fund assistance when such a limitation is necessary for maintenance or preservation. Thus, limitations may be imposed on the number of persons using an area or facility or the type of users, such as “hunters only” or “hikers only.” All limitations shall be in accord with the applicable grant agreement and amendments.

### **Opportunity to File Discrimination Complaint**

The public must be afforded the opportunity to file a formal complaint if they feel they have been discriminated against. A poster or notice containing the following message must be permanently posted at a public place having free access:

Equal opportunity to participate in and benefit from Federal or State assisted recreation facilities or programs is available to all persons regardless of race, color, national origin, religion, sex, age or disability.

If anyone believes he or she has been subjected to discrimination on the basis of race, color, national origin, religion, sex, age or disability, he or she may file a complaint in writing, alleging discrimination with either the South Dakota Department of Game, Fish and Parks, 523 E. Capitol Avenue, Foss Building, Pierre, SD 57501, telephone number (605)773-3391 or Office of Equal Opportunity, U.S. Department of Interior; Office of the Secretary, Washington D.C. 20240.

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## **4.3 Conversions of Use**

Section 6(f)(3) of the LWCF Act of 1965 states that: “No Property acquired or developed with the assistance under this section shall, without the approval of the Secretary (Department of the Interior), be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP) and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.” The Secretary has authority to disapprove conversion requests and/or to reject proposed property substitutions.

The restriction on the use of LWCF assisted properties is a **perpetual** restriction which can only be removed by an act of Congress. Conversions are remedies to otherwise irresolvable situations, not vested rights in the program.

The basis for determining the area covered by Section 6(f)(3) is through the LWCF Agreement with the State and any attachments made part of the agreement and the project boundary map.

The responsibilities cited herein are applicable to the area depicted or otherwise described on the 6(f)(3) boundary map and/or as described in other project documentation approved by the State.



Conversions generally occur in the following situations:

- Property interests are conveyed for non-public outdoor recreation uses.
- Non-recreation uses (public or private) are made of the project area or a portion thereof (e.g. electrical substations, water towers, fire stations, etc.)
- Non-eligible indoor recreation facilities are developed within the project area without NPS approval (e.g. libraries, gymnasiums, etc.).
- Public outdoor recreation use of property acquired or developed with LWCF assistance is terminated.

#### ***Exceptions***

- Underground utility easements that do not have significant impacts upon the recreational utility of the park will not constitute a conversion.
- Proposals to construct public facilities or to shelter or enclose Fund assisted or non-assisted outdoor recreation facilities without LWCF assistance, where it can be shown that there is a gain or increased benefit to public recreational opportunity, will not constitute a conversion. Final review and approval of such cases shall be made on a case by case basis by the State.

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## **4.4 Change of Use**

Project sponsors are not required to continue operation of a particular recreation facility beyond its useful life. However, project sponsors must maintain the entire area defined in the project agreement in some form of public outdoor recreation use in perpetuity. State approval must be obtained prior to any change from one eligible use to another when the proposed use would significantly alter the original plans for the area. State approval is not necessarily required, however, for each and every facility use change. A project area should be viewed in the context of overall use and should be monitored in this context. A change from a swimming pool with substantial recreational development to a less intense area of limited development such as a passive park, or vice versa, would, for example, require State approval.

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## **4.5 Determination of Obsolescence**

Notwithstanding neglect or inadequate maintenance on the part of the project sponsor, a recreation facility may be determined to be obsolete if any of the following are true:

- Reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating
- Changing recreation needs dictate a change in the type of facilities provided
- Park operating practices dictate a change in the type of facilities required
- The recreation facility is destroyed by fire, natural disaster, or vandalism



#### **Additional LWCF Assistance.**

LWCF assistance may be provided to renovate outdoor recreation facilities which have previously received LWCF assistance if the State determines that the renovation is not required as a result of neglect or inadequate maintenance and the State documents the project record to that effect.

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## 4.6 Post-Completion Inspections

In order to determine whether properties acquired or developed with LWCF assistance are being retained and used for outdoor recreation purposes in accordance with the project agreement and other applicable program requirements, a compliance inspection is to be made within five years after final billing and inspection and at least once every five years thereafter.

This inspection may be conducted by the State or by the project sponsor at the request of the State. For sponsor conducted inspections, the State will provide an inspection report form containing pertinent project information to the sponsor, and an affidavit form. The completed inspection report should be returned to the State, along with a representative photograph of the project and the signed affidavit.

The following points are taken into consideration during the inspection of a project:

- Are all scope items identifiable and functional for the purposes intended in this project?
- Is the property attractive and inviting to the public?
- Is upkeep and repair of structures and improvements adequate, and the quality of the area being maintained?
- Is vandalism a problem?
- Are staffing and programming of facilities adequate?
- Is there any evidence of discrimination?
- Is the public notified of the prohibition of discrimination?
- Is the property readily accessible and open to the public during reasonable hours and times of the year?
- Are power lines buried, or if existing not located over high use areas?
- Is the facility accessible to the disabled?
- Is a Land and Water Conservation Fund sign properly displayed on the site?
- Is this property being used for any purpose(s) other than park or outdoor recreation use?

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## 4.7 Signing

Permanent public acknowledgement of LWCF assistance at project sites is required. Upon completion of a project, the State will provide the sponsor with a LWCF sign. It is the sponsor's responsibility to maintain the sign and notify the State if a replacement sign is needed. Only one sign is needed to identify an area that has received LWCF assistance for more than one project.

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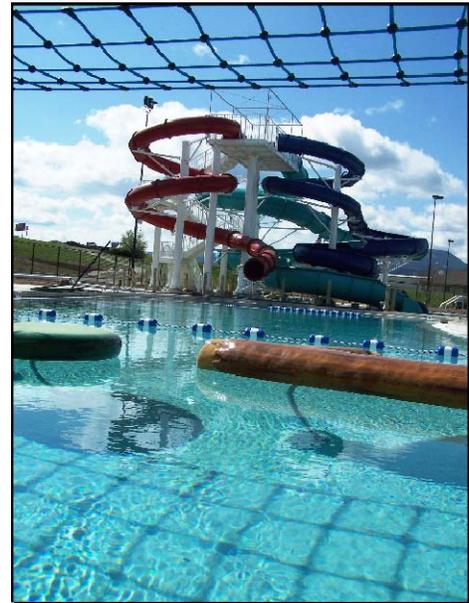
## 5.1 Application Form Definitions and Instructions

In order that projects can be more simply evaluated and administered, a separate application is required for each project site or park area. The following elements are necessary:

- The project sponsor should complete all questions on the application form. Use the following instructions plus the provided sample information to completely fill out the application.
- Date - The date you are completing the application.
- Applicant Name - Enter the name of the project sponsor (county, city, town, township, tribe) and the mailing address where all grant/project correspondence should be sent.
- DUNS - Dun & Bradstreet (9 digit number)
- Type of Applicant - Political subdivision.



- Project Name and Brief Project Description - Be sure to give the project name and what is included.
- Project Site Location - Provide a detailed description of the project area. The following methods of identification are acceptable:
  - Deed reference (legal description)
  - Adjoining ownerships
  - Adjoining easements of record
  - Adjoining water bodies or other natural landmarks
  - Metes and bounds
  - Government survey
  - Where one or more of the above methods are not readily suited for area identification, measurements from permanent locators may be used. A formal survey is not required, however.
- Property Identification - Section, Township, Range
- GPS Coordinates - This should be located at approximately the center of the park and be in the following format: N44 26' 2.51" W100 23' 33.52"
- Property Ownership/Control - Provide the information of property ownership and duration of any leases, easements and time remaining.
- Overhead Utility Service - Describe the type and location of any overhead utilities on the project site.
- Project Cost - Enter the estimated total cost of the entire project and then enter the Federal funds requested not to exceed 50 percent of that total project cost.
- Project Funding - Indicate the amount of the local matching share that is currently budgeted, or secured and available for this project.
- Local Sponsor Information - Type the name and title of the authorized representative making the application with his or her signature below and phone numbers.
- Project Contact - Type the name, phone numbers and E-mail address of an individual who is involved with the project and who should serve as the sponsor's representative in discussion with Department staff about the details of this project.
- Project Justification - This is the most important part of the application! Your answers here will be the basis for rating the project in Section A of the Open Project Selection Process. The better the justification, whether it is based on the SCORP or a Local Needs Assessment, the higher your project will score in the range of points. Write a one page justification of the project including the following elements:
  - Who will be served by this project: e.g. neighborhood, city, or region; estimated population within the area to be served, and a description of the population this project is targeted to serve, (three or four sentences)
  - An analysis of recreation needs based on a Local Recreation Needs Assessment (attach survey results), or references to the SCORP including specific actions to be met from the 2013 SCORP
  - A statement describing the type of recreation goals and objectives to be met by the project. This should also include an estimate of how much use this project will receive



## 5.2 Resolution

This should be an extract from the minutes of the city council, tribal council, township board or county commissioners meeting. The resolution should verify the fact that the project sponsor will make available at least one-half of the total project cost and that the sponsor will operate and maintain the completed facility for the reasonable life expectancy of the facility. **The resolution must also verify that the sponsor will dedicate the land where this project is located for park and outdoor recreation purposes in perpetuity.** This statement must be notarized and should be accompanied by a signed statement that the resolution is an actual extract from the council, board or commission meeting.

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## 5.3 Certification of Property Control

Unless the proposal is for acquisition of property, the application must include proof that the development site is owned by the project sponsor (city, township, county, tribe). A copy of the title, warranty deed, etc. can be used as proof of ownership. Development projects on leased land are not eligible for LWCF assistance unless the land is owned by the Federal Government or other public agency. If the project is proposed on leased land a perpetual easement will be required as well as a written agreement guaranteeing public access and perpetual outdoor recreation use. The project sponsor should contact the Division of Parks and Recreation for specific lease or easement requirements and limitations prior to filing an application.



If land acquisition is part of the application, please contact the Division of Parks and Recreation before an application is submitted to insure that the proper procedures are followed. An appraisal will be required.

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## 5.4 Detailed Cost Estimates

The application should include a detailed estimate of the cost of each element or facility or major item of purchase on which Land and Water Conservation Fund money is to be applied. The cost estimate should cover labor and the cost of all materials, including freight and taxes, delivered to the site. It may not include contingency costs. The level of detail should be sufficient to show the cost of completing each major or separately usable component of the project (i.e. building structure, electrical work, items of play apparatus).

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## 5.5 Maps and Site Plan

Two types of maps are required as part of the application. Three copies of each map are required. These maps should be printed on 8.5x11-inch or 11x17-inch paper and should be reproducible on a copy machine. GIS maps are preferred.

### 1. Site Location Map

The location map will illustrate where the site is located within the city or county. This should be a map of the complete city or, if not located within the city limits, it must be of the entire area. Streets should be labeled and the site indicated and labeled on each location map. A sample site location map is included as Attachment 6 of this booklet. Include three copies of the map with your application.

## 2. **6(f) Boundary Map/Site Plan**

It is important that the boundary map accurately delineates the park boundary and project area. The sponsor is required to maintain all land within the park boundaries for outdoor recreation use in perpetuity. The 6(f) map must be drawn to a scale which is sufficiently large to show the project features and boundary segments. A sample 6(f) boundary map/site plan is included in this booklet. The 6(f) boundary map/site plan and/or attachments will identify the following:

- All known easements, deed/lease restrictions, etc. are to be included.
- All area(s) under lease and term remaining on the lease(s).
- The location of each proposed facility.
- The location of existing facilities.
- Existing and proposed utilities, roads, etc.
- The names of adjacent streets, highways, etc.
- The map must be signed and dated by the preparer.

Floor plans must be submitted for any buildings or shelters to be constructed as part of the project. All structures must be constructed in accordance with the Uniform Federal Accessibility Standards. Include three copies of the map with your application.

# SOUTH DAKOTA OPEN PROJECT SELECTION PROCESS (OPSP)

## LAND & WATER CONSERVATION FUND

A Priority Rating System for Locally Sponsored Projects  
Based upon the 2013 Statewide Outdoor Comprehensive Plan

### SECTION A: NEEDS ASSESSMENT

#### I. Compared to similar completed projects in the area, how much use will this project receive?

A. This project will be heavily used and will provide a recreational experience not otherwise available in this community.	11-15 points
B. This project will receive moderate use, or generate a significant increase in use, or expand an existing recreational experience in this community, or expand a recreational experience that is uncommon in this community, or serve a rural area where similar opportunities are scarce.	6-10 points
C. This project is a support facility for an existing recreational opportunity.	1-5 points

#### II. Is this project justified by the SCORP or a local needs assessment?

A. A Local Needs Assessment or SCORP reference is clear and specifically supports this project, i.e. this project fulfills one or more actions recommended in the SCORP, or is supported as a high priority in the Local Needs Assessment.	10-15 points
B. A Local Needs Assessment or SCORP reference indirectly supports this project, i.e. this project may address an identified recreation need or issue from the SCORP, though the action is not specifically cited OR the Local Needs Assessment supports this project, but it is not among the highest priorities.	1-9 points

#### III. What is the project's SCORP or Local Needs Assessment funding priority?

A. The SCORP or Local Needs Assessment identifies this type of project as a high priority, and there is a clear indication of strong local support for this project.	6 points
B. The SCORP or Local Needs Assessment identifies this type of project as a moderate priority, or there is good local support for this project.	4 points
C. The SCORP or Local Needs Assessment identifies this type of project as a low priority, OR	2 points
D. There is average local support for this project.	2 points

**Maximum total points for Section A      36 points**

**SECTION B: PLANNING & PREPARATION**

**I. Stage of preparation for beginning the project (select only one that applies):**

A. Preliminary engineering and other pre-construction requirements are detailed and complete, and cost estimates are well documented and reasonable.	12 points
B. Cost estimates seem reasonable, but are not well documented, or preliminary engineering, while adequate, is not complete.	6 points
C. Cost estimates are not based on preliminary engineering, materials price research or site specific information.	0 points

**II. Funds have been committed to the project (select only one that applies):**

A. Funds for the entire local share are budgeted and authorized, or loans, pledges, and other sources are secured and available for completion of the project.	12 points
B. At least half of the local share has been raised. Commitments have been made for the remainder through loans, pledges, or other sources but it is not yet available for expenditure.	6 points
C. Less than 50 percent of the local share is available on the date of the application.	0 points

**III. Citizen Input:**

A. A local recreation survey has been conducted or the project has been well publicized and discussed in public forums (editorials, radio talk shows, public meetings, etc.) and there is evidence that the majority of the community is well informed and aware of the plan.	4 points
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**IV. Community Support:**

A. Efforts to generate donations of time, money, or materials have been successfully completed and pledges or formal commitments for contributions to complete the project have been received from a significant number of individuals.	4 points
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**V. Need For Immediate Funding:**

A. Permanent loss of opportunity to complete the project will result (e.g. land or funds will be unavailable at a later date) if LWCF assistance is not received at this time.	6 points
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**Maximum total points for Section B      38 points**

**SECTION C: DESIGN EVALUATION**

**I. Environmental quality or accessibility (select only one that applies):**

A. This project incorporates the preservation or protection of environmentally sensitive areas (natural areas or habitat).	8 points
B. This project improves or restores environmental quality (e.g. shoreline stabilization, re-vegetation, re-seeding, re-planting, etc.)	6 points
C. This project provides new accessible facilities or improves accessibility of existing facilities.	8 points

**II. Seasonal duration of facility use (select only one that applies):**

A. More than eight months	8 points
B. Four to eight months	4 points
C. Less than four months	2 points

**III. Unique or innovative design:**

A. Major elements within the project contain unique or innovative design characteristics that will improve the quality or utility of the environment.	2 points
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**IV. Energy conservation:**

A. The project is designed for energy efficiency and energy conservation, or the project consumes no energy.	2 points
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**Maximum total points for Section C 20 points**

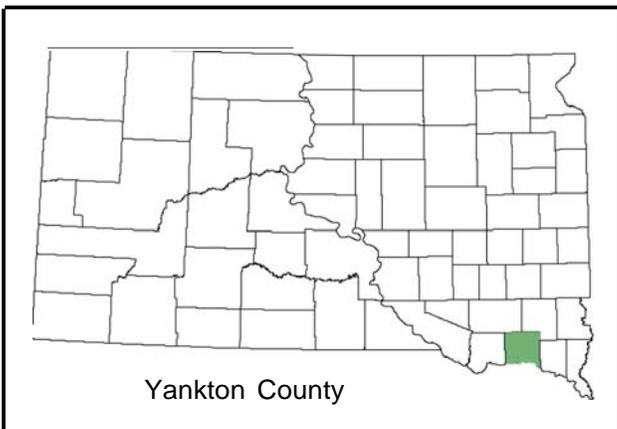
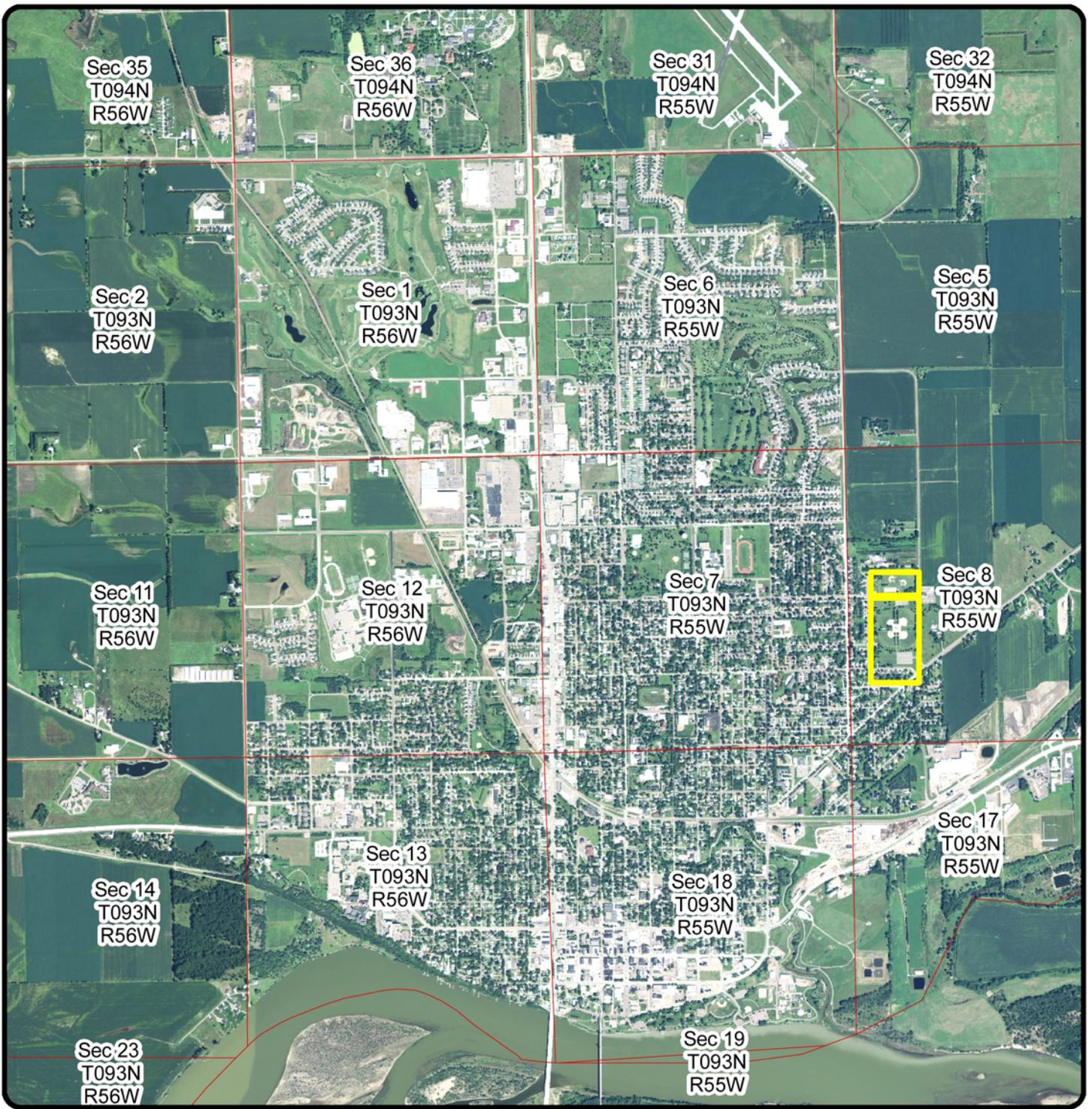
**SECTION D: LOCAL GRANT MANAGEMENT**

**I. Local grant management for previous projects (select one that applies):**

A. Applicant has not received a LWCF grant in last 5 years, <i>or</i> Applicant has received LWCF grant in last 5 years and completed project within 18 months	6 points
B. Applicant received LWCF grant in the last 5 years and completed project in 36 months	4 points
C. Applicant received LWCF grant in last 5 years and completed project in more than 36 months	2 points

**Maximum total points for Section D 6 points**

**Maximum total points 100 points**



## SERTOMA PARK YANKTON



# SERTOMA PARK PLAYGROUND EQUIPMENT REPLACEMENT YANKTON



## 6.1 Tips for Project Sponsors

- Prepare a project development plan. Identify the issues and steps that are critical to the project development process. What can you do realistically?
- What are the planning requirements? Does your project meet the goals of SCORP?
- Develop a workable project that meets the program requirements and eligible categories as identified in SCORP.
- Secure public support for the project. How does the project benefit the community? Are there other potential project sponsors?
- Find other funding sources. Some state or local governments may provide some matching funds, but the project sponsor often has to provide most, or all of the match.
- Consider donations of materials and services, including volunteer labor.
- Consider training and skill needs for staff, volunteers, youth corps, contractors, or others.
- Develop a good project design, keeping safety and security in mind.
- Consider the natural environment in which the project is located.
- Consider community needs and benefits.
- Consider user needs and desires, including use by people with disabilities.
- Consider potential problems:
  - Environmental impacts - these must be minimized and mitigated.
  - Possible opposition - some people may oppose a project for various reasons.
- Complete the grant application:
  - Make sure you fill it out completely.
  - Make sure you fill it out clearly - exactly what are you going to do?
  - Make sure you fill it out accurately - make sure the numbers add up.
  - Don't ask for funds for ineligible items - you risk the rest of your project.
  - Don't add information that is not necessary - it may confuse your application.
  - Sign the application.
  - Include all supporting documentation.
- If your project is approved, get to work!