

Virginia Land & Water Conservation Fund (LWCF) Application Checklist:

Please save all documents with Park Name to assist with filing.	
<input type="checkbox"/> 01 - DCR Application	Complete all fields
<input type="checkbox"/> 02 – Application & Revision Form	To be completed by applicant – serves as main application – N/A sections not needed
<input type="checkbox"/> 03 - Description & Notification Form (DNF)	Form from NPS – “Description & Notification Form”
<input type="checkbox"/> 04 - Location Map – general area	DCR provide guidance in 2024 Manual (see example)
<input type="checkbox"/> 05 - LWCF boundary area map	DCR provide guidance in 2024 Manual (see example – must be signed as proposed)
<input type="checkbox"/> 06 – Project Abstract	NPS Project Narrative
<input type="checkbox"/> 07 - Project Budget narrative	see example, must match categories in the SF 424A or SF 424C
<input type="checkbox"/> 08 – Budgetary Breakdown	See examples – ensure 50:50 match
<input type="checkbox"/> 09 – Park Project Cost Estimate	Summary of items – can show donated value as well.
<input type="checkbox"/> 10 – Project Timeline Construction or Acquisition Schedule	Show reasonable and detailed outline
<input type="checkbox"/> 11C – Site Development Plan – for Construction Projects	Specific park components that can be funded and completed w/in 3 years
<input type="checkbox"/> 11A – Appraisal Yellow Book Standard for Acquisitions, an appraisal review must be completed prior to project approval	Provide just certification page and value summary for application purposes.

Required Federal Forms – download and open in Adobe

<input type="checkbox"/> SF-424 – all projects	NPS Forms “Budget Information for Projects”
<input type="checkbox"/> SF-424A – if acquisition project	NPS Forms “Budget Information for Non-Construction Projects”
<input type="checkbox"/> SF-424B – if acquisition project	NPS “Form Assurances – non-construction projects”
<input type="checkbox"/> SF-424 C – if construction project	NPS Form – “Budget Information – Construction Programs”
SF-424 D – if construction project	NPS Form – “Assurances for Construction Programs”
<input type="checkbox"/> ** SF-429 Cover sheet (for acquisition projects)	NPS form “Real Property Status Report”
<input type="checkbox"/> SF-429 Attachment B (for acquisition projects)	NPS form “Real Property Status Report B”

Required Documentation for NEPA and Section 106 – provide as separate PDF's

Please include in description and associated map to all agencies that the review is needed for 'potential Federal LWCF Funding'

12- Park - NEPA – USFWS iPAC report	Ran within grant round timeframe - PDF report from https://ipac.ecosphere.fws.gov/
13 - Park – DHR ePix Department of Historic Resources – ePIX search results – full area of potential effect and boundary – description of grading and/or depth of excavation planned	with proof of information sent to DHR and resulting response https://www.dhr.virginia.gov/federal-state-review/epix/ & https://epix.dhr.virginia.gov/
14 – Park – Department of Environmental Quality – Federal Consistency	https://www.deq.virginia.gov/our-programs/environmental-impact-review/document-submissions Email to EIR@DEQ.Virginia.gov and follow all identified contact review agencies as needed
15 – Park – VDWR Review Virginia Department of Wildlife Resources –	https://dwr.virginia.gov/wies/environmental-services/ - VAFWIS response
16 – Park – DCR Natural Heritage	https://vanhde.org/ - list yourself as a locality seeking LWCF funding
“In progress” is an acceptable answer in the Application Form questions concerning environmental review.	Additional documentation to consider as applicable: Permitting information, letters of support, etc. Please keep to a minimum to maintain reasonably sized grant applications
<p>A minimum of the DEQ letter, DHR letter correspondence, and USFWS report are needed for baseline NPS compliance review.</p> <p>The more correspondence you complete during the open grant round, the more 'ready' your project will be for NPS review and potential Fall 2024 award.</p> <p>For projects that cannot complete the required review, they may not be considered for authorization and funding in this 2024 grant round.</p>	