

LAND AND WATER CONSERVATION FUND
FEDERAL GRANT APPLICATION REQUIREMENTS

The Department of Natural Resources (DNR) must prepare a federal grant application for each recommended Land and Water Conservation Fund (LWCF) project. This document describes the information that must be prepared by a grant recipient and submitted to the DNR to be included in a federal LWCF grant application. **These materials must be submitted to the DNR within 90 days.** The DNR must submit these items in the grant application to the National Park Service (NPS), which will become part of the federal file.

These items need to be uploaded into the “MiRecGrants” database, under the “NPS Information” page.

Questions regarding this document should be directed to your Grant Coordinator.

APPLICATION MATERIALS REQUIRED FROM LOCAL GOVERNMENTS

1) STATE HISTORIC PRESERVATION OFFICE LETTER OF EFFECT

Federal regulations require a separate review of your proposal by the Michigan State Historic Preservation Office (SHPO), Michigan State Housing Development Authority (MSHDA). To fulfill this requirement, you must submit a project review request to SHPO. The application form and instructions are available on line at MSHDA’s website at www.michigan.gov/mshda. It takes at least 30 days to receive a response from SHPO, so this process should be completed as soon as you receive this letter. PLEASE MAKE SURE YOU INCLUDE THE NAME OF THE STATE CONTACT ON THE FORM.

Once at the website, click on “Historic Preservation” located on the left-hand side of the page and then “Cultural Resource Management and Planning (ER)” and “Section 106 Application and Instructions” (both in the center of the page). There are several websites listed to assist you in understanding the process. The “EZ106: Separating the Monkey from the Wrench” is a very informative booklet that can be downloaded. The application form can be completed online or printed and completed. SHPO cannot accept requests for Section 106 via email at this time. A copy of the form and instructions are included with this document.

The contact information for the federal funding agency (as requested in Section I (d) of the form) is:

MR. BOB ANDERSON
US DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
MIDWEST REGION
601 RIVERFRONT DRIVE
OMAHA, NE 68102
402-661-1540

The contact information for the State funding agency (as requested in Section 1 (e) of the form) is:

MS. CHRISTIE BAYUS
GRANTS MANAGEMENT
DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING, MI 48909-7925
517-284-5923
bayusc@michigan.gov

Please print and mail the completed form and required information to:

STATE HISTORIC PRESERVATION OFFICE
ENVIRONMENTAL REVIEW
MICHIGAN HISTORICAL CENTER
PO BOX 30740
LANSING, MI 48909-8240

We cannot submit your project to the NPS until a “letter of no adverse effect” is received from SHPO.

2) COST ESTIMATE

Please prepare a separate one-page document that includes a cost estimate for each item in the project scope in your grant application. The total project cost should include engineering costs equal to 15 percent of the subtotal of the scope items. If you combined scope items in your grant application, please separate them out in this one-page document.

If a grant award is approved by the NPS, you will be required to use the services of a registered engineer, architect or landscape architect to develop final plans and specifications for your project, conduct the bidding process, and oversee project completion. If you do not have a registered engineer, architect or landscape architect on staff, you will need to secure these services before you can begin your project.

3) A LWCF PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING FORM

The National Park Service requires the preparation of a LWCF Proposal Description and Environmental Screening Form for each grant selected for funding. The information contained in this document will be used to determine if an Environmental Assessment or Environmental Impact Statement needs to be completed. An electronic version is required for submittal. Responses should be done in the LWCF Proposal Description and Environmental Screening Form and not on a separate document. The website to access this form is:
<http://www.nps.gov/ncrc/programs/lwcf/pub.htm>.

Use a separate sheet for narrative descriptions and explanations. Address each item and question in the order it is presented, keying to the associated item, such as Step 2-B1, B2; Step 5-1. Step 7 is not included with your version as it will be completed by Grants Management.

NOTE: The entire form must be kept together.

- Complete the information on the cover page.
- Step 1 – check new project application and development.
- Complete Steps 2B and 2D.
- Proceed to Step 5 and answer all of those questions.
- Proceed to Step 6, complete the check list and answer questions.
- Complete Environmental Reviewer's information and sign/date on the bottom of Page 11.

4) 6(f)(3) BOUNDARY MAP

The NPS requires very detailed maps or site plans that clearly show the location and legal boundaries of the park/development site. At a minimum, you must submit:

- An 8 ½ x 11 boundary map showing the legal boundaries of the park site. This map will also serve as the boundary map for the Project Agreement between your community and the department. **DO NOT USE AN AERIAL PHOTO AS A BASIS FOR THE MAP.**

IMPORTANT!! This map must be clearly labeled “6(f)(3) Boundary Map”, PROJECT BOUNDARY AREA OUTLINED IN RED, AND must be dated and signed by an authorized representative of your community. Also, OUTLINE IN GREEN any easements that may be located within the proposed 6(f)(3) boundary. The following information *must be* indicated on the map:

- Dimensions of the boundary lines
- The total acreage of the park site
- The longitude and latitude of the main park entrance
- An arrow indicating north
- Facilities clearly labeled as either: 1) existing, 2) proposed (as part of this grant) or 3) future.
- Permanent landmarks such as streets and water bodies, as well as adjacent land uses clearly labeled
- The community name
- The name of the county
- The location of any environmental intrusions and easements on or adjacent to the park site. Examples of environmental intrusions include overhead wires, railroad tracks and utility substations. Intrusions and easements may be shown on a separate map from the boundary area map/plan if this provides for a more legible end product. (See sample map.)

NOTE: Any non-outdoor recreation facilities on the site such as fire stations, municipal buildings, cell towers, water towers, must be excluded from the boundary

5) LEGAL DESCRIPTION

The legal description defines the park or geographic area to be developed with grant assistance. The legal description can be an excerpt from the original deed to purchase the property or a formal survey, but in either case should match the boundary map. If any areas of the project area are to be excluded due to non-recreation uses or otherwise, the legal description must reflect these deletions and describe only the actual project boundary.

