

**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 by the grantee 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 Economic Development Corporation (MEDC). To fulfill this requirement, you must submit a project review request to SHPO. The application form and instructions are available online at MEDC’s website at [www.miplace.org](http://www.miplace.org). 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 CONTACT PERSON FOR THE STATE FUNDING AGENCY ON THE FORM.

Once at the website, click on “Historic Preservation” located near the top of the page and then click “Programs and Services”. Under Review and Compliance click “Cultural Resource Management and Planning”. Click on the “Show More” button to expand the resources. There are several resources 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. ROGER KNOWLTON  
US DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
MIDWEST REGION  
601 RIVERFRONT DRIVE  
OMAHA, NE 68102  
402-661-1558

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  
P.O. BOX 30425  
LANSING, MI 48909-7925  
517-284-5923  
[bayusc@michigan.gov](mailto:bayusc@michigan.gov)

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

STATE HISTORIC PRESERVATION OFFICE  
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
300 NORTH WASHINGTON SQUARE  
LANSING, MI 48913

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, including the quantity, for 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) 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 (development).
- 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.