

Land & Water Conservation Fund Grant Application Checklist

Updated 12/2023



Arrange application documents/sections in this order.

Part A: All Projects

- ___ 1. Eligibility
- ___ 2. Application form signed by the park board president
- ___ 3. Itemized Cost Breakdown
- ___ 4. Certification of Funds
- ___ 5. Project Priorities
- ___ 6. Project Narrative including:
 - ___ project description/scope of work
 - ___ all eligible pre-agreement costs
 - ___ certification for development projects
 - ___ accessibility commitment
 - ___ overhead wire burial or removal commitment
 - ___ describe the public notice and participation
 - ___ other federal or state funding
 - ___ summary of known historical, archaeological, and architectural information
- ___ 7. Project Timeline
- ___ 8. Location Map and LWCF Boundary Map
- ___ 9. Color photos showing the general features of the site keyed to a site map.

Part B: Land Acquisition Projects

- ___ 10. Supplemental acquisition form
- ___ 11. Statement of value for each parcel being acquired, any letters of intent to donate, and/or *Waiver of Retroactivity* (provide all federal forms for the type of purchase)
- ___ 12. Option(s) to purchase, if applicable
- ___ 13. Escrow agreement(s)
- ___ 14. Relocation plan for displaced businesses, owners, or tenants

Indiana State Parks Grants Team
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Supplemental Documentation

- ___1. DNR Early Coordination/Environmental Review Report and signed commitment form
- ___2. Environmental Summary
 - ___ description of proposed action
 - ___ alternatives to the proposed action
 - ___ environmental impacts of the proposed action
 - ___ list of agencies and others consulted
 - ___ farmland review
- ___3. Property deed(s), any leases, or easements/ROWs
- ___4. Proof of Flood Insurance (if project is in the floodway)
- ___5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
- ___6. Civil Rights Act of 1964, Title VI, Assurance of Compliance form
- ___7. Build America, Buy America statement of compliance
- ___8. DNR Subrecipient Information Sheet