



Virginia Department of Conservation and Recreation

Land and Water Conservation Fund - State and Local Assistance Grant Program



2025 Application Manual

The following documents, available at <https://www.dcr.virginia.gov/recreational-planning/lwcf>, should be referenced along with this guide:

- [NPS LWCF State Assistance Program Federal Financial Assistance Manual](#) (Version 72.1 – April 2025)
- [Virginia's LWCF Open Project Selection Process](#) (2024)
- [Virginia Outdoors Plan](#) (2024)
- DCR LWCF Environmental Review Requirements Process Guidance (2025)
- DCR LWCF Scoring Criteria 2025

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I. LWCF-SLA Grant Round Overview

The Land and Water Conservation Fund State Assistance (LWCF) State and Local Assistance (SLA) Program is a 50%-50% matching reimbursement grant program for the acquisition and development of public outdoor recreation sites and facilities. A key feature of the program is that sites assisted with LWCF funding must be open, operated, and maintained **in perpetuity** as ***public outdoor recreation areas*** and may not be converted to other uses without suitable replacement of equivalent parkland and approval by the U.S. Secretary of the Interior.

The LWCF is operated by the National Park Service (NPS) in partnership with designated lead agencies in individual states. The agency responsible for administering LWCF in Virginia is the Department of Conservation and Recreation (DCR).

LWCF monies are apportioned to the states by the Secretary of the Interior each federal fiscal year. The state (DCR) is responsible for submitting eligible project proposals to NPS. DCR is selecting projects through this competitive call for proposals, in accord with Virginia's Open Project Selection Process (OPSP). The full OPSP text can be found at <https://www.dcr.virginia.gov/recreational-planning/lwcf>.

Eligible grant recipients, referred to as project sponsors, include local units of government (state political subdivisions such as cities, counties, and Virginia recognized park authorities), state agencies, and federal or state recognized Indian Tribes. Non-profit organizations, associations, and other private entities are not eligible.

The minimum award amount for the 2025 grant cycle is \$125,000 and typical awards will not exceed \$2 million, however applicants will be asked to indicate their interest in a higher award amount and ability to provide matching funds should additional funding become available.

The application deadline for the 2025 VA LWCF grant cycle is **4:00PM on August 28, 2025**. All applications must be submitted electronically by this deadline. Late submissions will not be accepted.

After selection, project sponsors will obtain and submit to DCR in the subsequent months the necessary planning and compliance documentation for review and submission to NPS. Sponsors must complete a project review in accord with the National Environmental Policy Act (NEPA) **prior** to DCR submission of the project to NPS. The more details and documentation completed for the proposed project, the sooner it can be submitted for NPS review and authorization. It is anticipated NPS Notice of Awards authorizing projects selected in this grant round will be made in Spring 2026.

This application manual provides an overview of the LWCF program in Virginia and is designed to assist in application preparation. Full program details and requirements are subject to the most recent NPS LWCF manual, which currently is the [NPS LWCF State Assistance Program Federal Financial Assistance Manual](#), Volume 72.1

This grant opportunity may be a good fit for your entity if:

- For **acquisition**: you have a willing seller who is patient and willing to allow appraisals and other research to occur during the application and authorization process. The full process minimally takes approximately one year but can take up to two years.
- For **development**: your development project is nearly ready for construction or can move quickly to construction once awarded.
- You have already started or are ready to move quickly with a NEPA-level environmental review. DCR encourages you to coordinate with the applicable state and federal agencies sooner rather than later to allow for their windows of response time (typically 30 days).
- You already have significant source/s of non-federal funds (or donated/ in-kind value) to leverage 1:1 with a LWCF grant award. For development projects, pre-approval project planning and design expenses may be eligible towards the project match with appropriate documentation and if expressed clearly in the application budget form.
- You are both responsive and patient. LWCF is often a “hurry up and wait” process, with short deadlines and periods of waiting.

II. LWCF Program Requirements

To be eligible for either an acquisition or a development grant, the project must be on publicly owned land, or plan to acquire publicly owned land, and the project sponsor must possess sufficient legal title and control of the property to ensure that it can be managed and maintained for outdoor recreation in perpetuity and otherwise remain compliant with the conversion provisions of the LWCF Act (see [54 U.S.C. 200305\(f\)\(3\)](#)).

Outdoor recreation areas and facilities assisted by the LWCF must be open to the general public and not limited to special groups. All new parkland acquired with LWCF funds must be open to the public within three years of purchase, including provision of public access amenities (such as parking and general access). For development projects, construction must begin within one year of grant authorization and be completed and open to the public by the end of the three year project period. All project types must include deed restrictions with specific LWCF language to prevent conversions.

To be eligible for the funding, States must have a current State Comprehensive Outdoor Recreation Plan (SCORP) in place that assesses demand and need for outdoor recreation resources within its borders and sets priorities for the use of LWCF funds. The most recent SCORP in Virginia is the 2024 Virginia Outdoors Plan (VOP) which can be found at <https://vop-vdcr.hub.arcgis.com/>. The proposed project must align with priorities within the VOP, which is reflected in scoring criteria.

This manual provides a brief overview of the LWCF program, please refer to NPS Manual for additional information and guidance.

III. Eligibility

A. Eligible Project Sponsors – *The following are eligible to apply for LWCF funding:*

- Municipalities (cities, towns, counties)
- Tribes (federal or state recognized)
- State agencies (Dept. of Forestry, Wildlife Resources, etc.)
- Regional park authorities identified in the [Code of Virginia](#)

Land trusts, non-profit organizations, planning district commissions, associations, educational institutions, and private individuals **are not eligible** to receive LWCF funding.

B. Eligible Projects - *Eligible project types fall into three categories: acquisition, development, and combination acquisition and development. The [NPS LWCF Manual](#) describes project eligibility requirements (Ch. 3) and eligible costs (Ch. 5) in detail.*

1. Acquisition

Acquisition of lands, wetlands, and waters for public outdoor recreation, including new areas or additions to existing parks, forests, wildlife management areas, beaches, and other similar areas dedicated to public outdoor recreation, as well as physical connections among them (e.g., trails, waterways, land between recreation areas, wildlife habitat corridors) are eligible for assistance in this category.

Acquisition of land must be in fee simple and may be accomplished through purchase, transfer, or by donation. The property must be opened for public use within 3 years of project authorization.

NPS authorizes federal funding for acquisitions based on the appraised value; all appraisals must be completed by a certified Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA or “yellow book”) appraiser. The appraisal must be within one year of project submission and it must also have a full review from a separate UASFLA certified appraiser. These expenses are not reimbursable.

In very limited circumstances, a lesser interest, such as a perpetual easement, may be authorized if sufficient rights allowing the public to access and recreate on the site would be provided and the project sponsor’s ability to enforce the provisions of the LWCF Act in perpetuity is ensured.

Areas acquired may serve a wide variety of public outdoor recreation activities including but not limited to:

- walking and driving for pleasure
- sightseeing or wildlife viewing
- swimming/other water sports
- fishing
- picnicking

- boating and water access
- hunting and shooting
- camping
- horseback riding
- bicycling
- outdoor pools or splashpads
- other outdoor sports and activities.

2. Development

LWCF assistance is available for the development of a wide range of outdoor recreation uses and the recreation facilities needed to support the use and enjoyment of these areas. NPS authorizes federal funding for development projects based on the detailed budget provided by the project sponsor that provides a realistic and fair valuation of all amenities to be constructed in the project scope.

A development project may consist of one improvement or a group of related improvements designed to provide basic facilities for outdoor recreation, including facilities for access, safety, security, health, and protection of the area, as well as those required for the outdoor recreation use of the area.

A project may consist of the complete or partial development of one area, such as a state park or a city playground, or it may consist of multiple sites such as a series of developments on a number of geographically separated areas under the same project sponsor such as picnic facilities in a number of parks. If your project is part of a larger scope, please clearly identify the specific portion of the project you are seeking LWCF funding for.

Development projects eligible for assistance, with certain exceptions, include but are not limited to the following facility types:

- | | |
|---|---|
| • Sports and playfields | • Community gardens |
| • Picnic facilities | • Renovations to eligible facility types |
| • Land or water-based trails and trailheads | • Support facilities such as parking areas, restrooms, simple cabins, trail hostels |
| • Swimming facilities | • Operations and maintenance facilities for park specifically |
| • Boating facilities | |
| • Fishing/hunting facilities | |
| • Public target range facilities | |
| • Winter sports facilities | |
| • Camping facilities | |

Please see list on DCR LWCF site for [ineligible project costs](#).

For development projects, the non-construction planning expenses such as site investigation and selection, site planning, feasibility studies, preliminary design, environmental review and other federal and state compliance, preparation of cost estimates, preparation of construction drawings and specifications, and similar items necessary for project proposal preparation may be eligible for assistance, if incurred up to 3 years prior to final project submission to NPS. Proper documentation and justification must be provided including the funding source; these expenses can be applied to the project only if clearly described in the applications budget narrative specific to the project scope and subsequently authorized by NPS. A waiver of retroactivity approved by DCR and NPS with appropriate justification may be an option in limited circumstances. It is preferable that pre-award expenses are used as match.

3. Combination Acquisition and Development

Projects that include both acquisition as described above *and* development of outdoor recreation resources on the acquired site are eligible for funding. Please note that combination projects must comply with the individual requirements of acquisition and development projects, and that both the acquisition and all development must be completed within the three year LWCF project period.

C. Ineligible Projects Types - LWCF funds may not be used for (not inclusive):

- Indoor facilities such as recreation centers or facilities that support primarily non-outdoor purposes like dining facilities or overnight accommodations (such as a lodges or hotels, however simple lodging facilities that support outdoor recreation experiences may be eligible)
- Facilities for professional or semi-professional arts or athletics
- Acquisition of or restoration of historic sites and structures
- Acquisition of lands, or interests in lands, that completely restrict access to specific persons (e.g., non-residents of a community)
- Operation and maintenance activities
- Renovations necessary due to neglect or lack of proper maintenance
- Condemnation of any kind of interest in property
- Incidental costs related to land acquisition such as appraisals, surveys, or title work
- Indirect costs/ administrative fees, including in-house project administration
- Equipment to be used for maintenance including, but not limited to, automotive equipment, tractors, mowers, etc.
- Interest expenses, contingency reserves, and charges in excess of the lowest responsive bid when competitive bidding is required.

Acquisition project expenses that are **not** reimbursable include those relating to appraisals, surveys, and other incidental costs to the purchaser that are precluded by the LWCF Act.

*****The NPS LWCF Manual describes project eligibility requirements (Chapter 3) and eligible costs (Chapters 5) in detail. Final eligibility determination is at the discretion of NPS. *****

IV. Cost Share Requirement

The LWCF grant program aims to aid localities and states in leveraging funds for outdoor recreation, thus the program mandates a minimum 1:1 cost share (match reimbursement) from the project sponsor. This results in a maximum grant award of 50% of the total eligible project costs.

For example, if the purchase price of a new park property is \$800,000.00, the maximum LWCF grant award amount for acquiring the property is \$400,000.00. Please note that when factoring in ineligible costs such as appraisals, title work, and/or administrative expenses, LWCF grants often end up covering less than 50% of the total cost to complete the project.

Matching funds may be derived from state, local, non-governmental, or private sources in the form of cash or in-kind contributions of land, services, materials, etc. Eligible match items can be found in Chapter 5 of NPS LWCF Manual. Applicants should research the original source of all proposed matching funds as for example, some state-level grant programs utilize federal funds and there are strict limitations on the use of federal funds as match. The only federal funds allowed as match are the Federal Highway Administration's Recreational Trail Program Grants and Housing and Urban Development's (HUD) Community Block Grants.

LWCF is a reimbursement program, thus project sponsors must be able to finance the project upfront while receiving periodic 50% reimbursements on eligible expended costs. All proofs of payment and invoices must be submitted. After appropriate closeout, acquisition projects are typically reimbursed as a one-time payment. All documentation related to fiscal transactions, proof of payment(s), final deeds, and other related documents must be submitted to DCR to be sent to NPS on behalf of the subrecipient/project sponsor. Final authorization of drawdowns and reimbursements is the responsibility of the National Park Service. The project sponsor, upon project authorization, must provide DCR with financial documents including Virginia W9 and Federal SAMS number to ensure accurate transfer of funds can be completed successfully. Development projects must provide as-built documentation, final boundary maps, and proof of completing all components of agreed upon park amenities.

V. Perpetuity Requirements

As a condition of LWCF, the **entire park** in which the project is located must be put under permanent protection to be used for public outdoor recreation in perpetuity. This protection is recorded in the property deed. In the past, properties assisted with LWCF funds have been referred to as “**6(f)(3)c**” or “**6(f)**” **properties**, in reference to Section 6(f)(3)c of the LWCF Act, but now are referred to as “**LWCF-assisted areas**” and/or “**LWCF boundary areas**.”

Conversion of any LWCF funded properties to any uses other than public outdoor recreation is a lengthy process that must be approved by the U.S. Secretary of the Interior, and equivalent replacement property must be provided as a result of any conversions at the expense of the project sponsor. Both DCR and NPS strongly discourage LWCF conversions.

The perpetuity requirement is applied to the assisted park or other recreation area as a whole. Exceptions for boundaries that would apply to a lesser unit of a park will be considered only if the unit is a stand-alone (i.e., its borders do not include other areas of the park), self-sustaining (i.e., it

does not rely on adjoining park area for access, utilities, support facilities, etc.) recreation area. DCR and the NPS must agree to any boundary that does not comprise the whole park, and the NPS may eliminate from consideration proposals that are not consistent with this policy. Applicants who wish to propose a project with a boundary that would not include the whole park are urged to contact DCR prior to completing an application for a determination on whether the boundary *may* be accepted. DCR may coordinate with NPS to determine project eligibility and/or boundary discrepancies.

Restrictive Deed Wording

The following language is to be incorporated into the property deed of all LWCF-assisted areas and recorded in the city, town, or county court house of the project area. The deed with Tax ID Parcel information as well as attached plats or maps must be submitted to DCR to process the final drawdown and project closeout for authorized projects:

The property identified below has been acquired or developed with federal assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 54 U.S.C. § 200301 et seq. Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Virginia Department of Conservation & Recreation and the Secretary of the Department of the Interior, or their designee. By law, the Secretary shall approve such conversion only if it is in accord with the then existing statewide comprehensive outdoor recreation plan and only on such conditions as the Secretary considers necessary to ensure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.

VI. Stewardship and Post-Completion Requirements

LWCF-assisted properties must be maintained to ensure safe public access. Properties shall be kept reasonably open, accessible, and in sanitary condition. For further details, review *Chapter 8 – Post-Completion and Stewardship* of the [NPS LWCF Manual](#).

LWCF Acknowledgment Sign

Permanent signs shall be installed on the property to acknowledge the federal-state-local partnership role in providing new high quality outdoor recreation areas and facilities and to facilitate continued awareness of the LWCF Act obligations by recipients/subrecipients as well as the public. A sign must be continuously maintained at the site. The cost of manufacturing the sign is the responsibility of the project sponsor.

Inspections

Inspections are regularly performed on LWCF assisted areas to monitor the project sponsor's compliance with program and stewardship requirements. Recreation areas found in non-

compliance will be notified in writing of the problems and a time frame for remediation. In cases where inspections discover conversions of use, DCR, in consultation with NPS, will provide direction to the subrecipient/project sponsor on the Conversion of Use process and a time frame for initiating it.

Conversions

LWCF assisted areas cannot be converted to any use other than public outdoor recreation use without the written approval of the Secretary of the Interior. This approval is contingent upon the conversion being found consistent with the state's SCORP and the project sponsor replacing the area to be converted with a new recreation area involving land of at least equal fair market value and reasonably equivalent recreational utility.

Project sponsors considering conversions of use **must coordinate with DCR**. The conversion process can take upwards of several years and NPS approval is not guaranteed. Documentation must be compiled for both the proposed conversion and replacement property including UASFLA appraisals and NEPA correspondence. The project sponsor would be responsible for all costs of the studies as well as the replacement property. LWCF funding is not available for conversions.

VII. Environmental Review and Documentation Requirements

Projects selected by DCR must complete a series of required actions and documentation before DCR can submit their complete application package to NPS for authorization.

This includes demonstrating compliance with the **National Environmental Policy Act (NEPA)** and the **National Historic Preservation Act, Section 106**, through the completion of the necessary agency correspondence and reviews. See ***Environmental Review Requirements Process Guidance*** document available on the [DCR LWCF website](#) for guidance on the review procedures. This process must be initiated prior to submitting an application and must be completed by the applicant prior to DCR submitting the project to NPS. DCR will review all documentation and submit projects to NPS for review and compliance verification. Applications that are missing required documentation will not be awarded by NPS in the winter/spring 2025/2026 window. In those instances, DCR may provide guidance to the project sponsor to encourage the completion of said documentation in time for the next, yet to be determined, window. Some projects may not be able to succeed in future authorization or may need to reapply.

Obtain Virginia Department of Historic Resources (DHR) review response as soon as possible. Virginia DHR review must be completed before NPS will complete required Federal Tribal consultation for Section 106 requirements, which NPS must be completed prior to grant authorization. Please provide correspondence, if any, already completed by the project sponsor with tribal contacts.

Potential project sponsors are strongly encouraged to begin the process of agency correspondence as soon as possible. It may be necessary to conduct cultural and/or ecological surveys at the request of corresponding agencies; if this is known early the project review and approval can be a smoother process. These actions may or may not be valid for

reimbursement. Additional expenses incurred after project authorization would have to be filed as project amendments, which is the authority of NPS to approve, and additional funding may not be available.

Projects unable to complete NEPA review and other NPS submission requirements must be held until NPS announces and opens another grant acceptance period at an unknown future date but within a year of the end of DCR's grant round.

Projects also require a site inspection to be completed by DCR Recreation Grants staff. Please ensure the accurate contact information is provided so DCR can schedule the visit in a timely manner upon project selection. This site inspection will cover a view of the property, discussion of any eligibility concerns, and discussion of the process. If the property is under different ownership, please inform the property owner that this access will be needed in approximately mid-October.

Please reference the **LWCF Checklist for New Projects** posted on the [DCR LWCF website](#) for a checklist of documentation required before DCR-selected project can be submitted to NPS.

VIII. Award Amounts

Award amounts for 2025 are expected to range from \$125,000 - \$2 million.

- Minimum grant award request is \$125,000 (total project cost \$250K)
- Maximum grant award request is \$2 million, however applicants can indicate their interest in additional funding should it become available

Depending on the quantity and quality of applications received, awarded amounts may be less than full request. Committee will review and score applications. Higher scoring (ready) eligible projects will be prioritized for funding.

IX. Award Timeline

The anticipated timeline for the 2025 LWCF grant round is as follows:

- June 2, 2025 - DCR announces grant round; posts application guidance and application documents
- Mid-June 2025 - DCR application webinar
- August 28, 2025 - Application submission deadline to DCR
- Late September 2025 – Reviews and scoring completed
- Early October 2025 - DCR informs sponsors of projects selected for moving forward - DCR performs site visits to confirm suitability and discuss project details
- October 31, 2025 - Selected applicants must have all environmental review procedures completed to move forward for first NPS authorization window
- November 2025 - DCR will be communicating with NPS Compliance and Awarding

Officers to determine feasibility and eligibility of projects. Project sponsors will be receiving feedback. DCR will submit applications to NPS for mandatory pre-review.

- January 2025 - DCR will submit eligible projects to the Federal authorization web platform
- Spring 2026 - Expected official project awards for selected and finalized projects (date is determined by NPS)
- Project period date range is expected to be approximately April 2026 through March 2029.

All projects will have a three (3) year project period from NPS authorized project period start date. For development projects, physical work on the project site must begin within one year of the NPS project start date. **It is essential that no purchases nor any physical construction begin on the project until there is written notification of NPS authorization**, otherwise those costs incurred may be ineligible for reimbursement.

X. Application Procedures and Selection Process

The LWCF Act requires that project selections be made through an open project selection process. For full details on the OPSP in Virginia and to review the 2025 LWCF Scoring Criteria, view the **Virginia's Open Project Selection Process** document and LWCF 2025 Scoring Criteria documents found at <https://www.dcr.virginia.gov/recreational-planning/lwcf>.

Application Procedures

1. Read this guide in its entirety, referencing the NPS LWCF Manual, and other documents listed on page one as necessary.
2. Download the application forms and templates from the DCR website at <https://www.dcr.virginia.gov/recreational-planning/lwcf>.

Guidance on how to complete the forms and a checklist of additional documentation required are included as an appendix at the end of this manual.

If you are unable to download or use the application documents, please contact recreationgrants@dcr.virginia.gov or 804-508-8896 to obtain an alternative format.

3. Complete the application. All questions should be answered in the space available. Be clear and concise. Only include photographs, maps, and attachments where instructed to do so.
4. Submit the application as separate attachments or as a zipped file attached to one email (maximum email size 30 MB) to recreationgrants@dcr.virginia.gov by **August 28, 2025 at 4:00 pm**.

If your application documents will exceed 30 MB, please contact DCR at the email address above at least two business days prior to the submission deadline to discuss using an alternative submission method.

If you do not receive a reply acknowledging receipt of your electronic submission within one business day of submission, please contact DCR at the email or phone number listed above to ensure your application was received.

Selection Process for NPS Submittal and Award

1. Applications received by the deadline undergo a preliminary review by DCR Recreation Grants staff to verify application completeness and project eligibility.
2. All eligible and complete applications are scored by a panel of DCR and other state agency staff members, as a committee, in alignment with the 2025 LWCF Scoring Criteria.
3. Project sponsors of the highest scoring projects will be contacted to review program requirements and confirm their desire to proceed with NPS submittal.
4. DCR Recreation Grants staff perform a site inspection of the proposed project location.
5. DCR Recreation Grants staff will submit preliminary application documents to NPS for mandatory compliance preliminary review by November 2025 depending on completeness of all required elements and program eligibility.
6. DCR Recreation Grants staff will work with the project sponsor(s) to update and finalize documents for NPS final submittal .
7. NPS is the responsible entity to issue award authorizations for projects. **Do not proceed with acquisition or construction until project authorization date is confirmed and release of project grant award agreement.**
8. Once all project documents and forms are approved in in GrantSolutions, NPS will release a Notice of Award (NOA) to DCR. DCR will then send a sub-agreement to the project sponsor. Once all signatories are obtained, the project can move forward.

XI. Contact Information

For technical questions on the linked reference documents, application forms, and submission methods contact tarik.mansouri@dcr.virginia.gov or call Recreation Grants Assistant Tarik Mansouri at 804-508-9521.

For questions on applicant and project eligibility, eligible costs, and administration requirements contact kristal.mckelvey@dcr.virginia.gov or call Recreation Grants Manager Kristal McKelvey at 804-508-8896.

Appendix A: Application Checklist

Please save all documents with Park Name to assist with filing. For example, *Riverside Park-DCR Application Form, Riverside Park-Location Map*

Required Items due with application on August 28, 2025	
<input type="checkbox"/> DCR Application Form	Form provided on website, complete all fields, resources and additional guidance available in Appendix C: DCR Application Form Guidance
<input type="checkbox"/> NPS Application & Revision (A&R) Form	Form provided on website, serves as main application to NPS, submit as MS Word document to allow future revisions – DCR will complete sections with “leave blank” entered
<input type="checkbox"/> Location Map	See requirements in Appendix B: Map Requirements and Guidance
<input type="checkbox"/> LWCF Boundary Area Map	See requirements in Appendix B: Map Requirements and Guidance
<input type="checkbox"/> Site Development Plan (development/construction projects) or Conceptual Design Plan (acquisition projects)	See requirements in Appendix B: Map Requirements and Guidance
<input type="checkbox"/> Project Budget Narrative and Budget Worksheet	Template provided on website with sections for narrative, matching fund sources, and itemized budget. Add lines as needed. Submit as Excel document to allow future revisions.
<input type="checkbox"/> Project Timeline	Template provided on website with example tasks to include
<input type="checkbox"/> Proof of Ownership (development projects) or Willingness to Sell/ Letter from Landowner (acquisition projects)	Provide documentation such as deed that demonstrates applicant owns the property, or if seeking to acquire the property, provide documentation indicating the landowner’s willingness to sell the property to the applicant
<input type="checkbox"/> Property Deed/s and existing/recorded plat surveys	DCR staff can aid in creation of boundary area maps
<input type="checkbox"/> Department of Historic Resources (DHR) National Historic Preservation Act (NHPA) Section 106 Archives Search results and ePIX submission confirmation	See detailed guidance in “Environmental Review Requirements Process Guidance” document. DHR Archives Search must be completed prior to requesting ePIX Federal Project Review. Federal & State Review - DHR .

Required Items due with application on August 28, 2025	
<input type="checkbox"/> US Fish and Wildlife Service (USFWS) Section 7 iPaC report and official species list	See detailed guidance in “Environmental Review Requirements Process Guidance” document. Virginia Field Office Online Review Process U.S. Fish & Wildlife Service , & IPaC: Home .
<input type="checkbox"/> Department of Environmental Quality (DEQ) Environmental Impact Review submission confirmation	See detailed guidance in “Environmental Review Requirements Process Guidance” document. Document Submissions Virginia DEQ .
<input type="checkbox"/> Department of Wildlife Resources (DWR) Environmental Services staff review submission confirmation	See detailed guidance in “Environmental Review Requirements Process Guidance” document. Environmental Services Virginia DWR . Submit to ProjectReview@dwr.virginia.gov .
<input type="checkbox"/> DCR Natural Heritage Project Review submission confirmation	See detailed guidance in “Environmental Review Requirements Process Guidance” document. Information Services Order Form .

Optional Items at time of grant application, but if selected, must be submitted by October 30, 2025 for first NPS authorization window	
<input type="checkbox"/> UASFLA Appraisal (acquisition projects)	Compliant with Uniform Appraisal Standards for Federal Land Acquisitions
<input type="checkbox"/> UASFLA Appraisal Review (acquisition projects)	Separate appraisal review must be completed by different appraiser in accordance with UASFLA.
<input type="checkbox"/> NHPA Section 106 DHR ePIX response letter	Needed by NPS to initiate tribal consultation, which must be concluded before award will be authorized
<input type="checkbox"/> ESA Section 7 USFWS effect letter, species conclusion table	As further explained in “Environmental Review Detailed Procedures” document, template for species conclusion table is available at Virginia Field Office Online Review Process U.S. Fish & Wildlife Service .
<input type="checkbox"/> DEQ final comment letter	
<input type="checkbox"/> DWR final comment letter	
<input type="checkbox"/> DCR Natural Heritage final comment letter	

Optional Items at time of grant application, but if selected, must be submitted by October 30, 2025 for first NPS authorization window	
<input type="checkbox"/> Updates to A&R Form Section C Tables based on final comments from reviewing agencies	
<input type="checkbox"/> Public Comment Period response summary (if project does not qualify for NEPA Categorical Exclusion)	
<input type="checkbox"/> Permits (USACE, DEQ, E&S, as applicable)	NPS will not authorize award until US Army Corps permits are obtained
<input type="checkbox"/> Shapefile of LWCF Boundary Area	DCR staff can aid in creation of final boundary area maps

Appendix B: Map Requirements and Guidance

1. Location Map

The location map should be a zoomed out aerial view that identifies the subject property(ies), and location of entrance to the site/outdoor recreation/park area. If applicable, note any other recreational parks and conserved lands in the general area.

2. LWCF Boundary Area Map

The purpose of the LWCF Boundary Area map (formerly called the Section 6(f)(3) map) is to legally define the area being developed or acquired with federal LWCF grant money. This area will be given the protection of Section 6(f)(3) of the LWCF Act, which states that property acquired or developed with LWCF money shall not be converted to uses other than public outdoor recreation. The project area within the LWCF Boundary Area will become encumbered as an outdoor park recreational site in perpetuity. The expectation is that the entirety of the park or recreation area being acquired, developed, or expanded will be included within the LWCF Boundary Area, even if the work is only occurring in one area of the park. Exceptions for boundaries that would apply to a lesser area will be reviewed on a case- by-case basis by the NPS LWCF Washington Office prior to award of a grant.

It is preferred that development applications include a metes and bounds map of the LWCF Boundary Area. Acquisition projects must submit an *anticipated* LWCF Boundary Area map with the application. All authorized projects will be required to submit an accurate metes and bounds map prior to project closeout.

At a minimum, the LWCF Boundary Area map (for development or acquisition) should include:

- **Title** of Map.
- **Date** Map was prepared.
- **Scale** in feet.
- A **north compass point**.
- The **LWCF Boundary Area line**, shown by dotted or bold colored lines and distinct from all other lines on the map.
 - The words “LWCF Boundary Area” should be written on the map with an arrow pointing to the line.
- Label for each **tax map parcel** within boundary.
 - Match lines should be distinguishable and easily matched among parcels.
- Whenever possible, maps should include **permanent locators**, such as natural landmarks, waterways, mountain ridges, public roadways etc. to aid in determining boundaries in the field.
- The **number of acres** within the boundary.
- Any **easements** (utility, conservation, wetland, etc.) must be clearly shown on the map.
- **Signature and date**. Signature should be of local representative authorized to submit the application request. Leave a space for DCR representative signature as well.

Maps should be as high a **quality** as possible. DCR may need to print the electronic map in the

future. The submitted map should be of high enough resolution to be legible on ledger size paper (11 x 17). If using this size paper compromises legibility please prepare the document for printing on a larger size.

Applicants seeking assistance with generating boundary area maps may contact Virginia Outdoors Plan Environmental Program Planner Allison Tillett at Allison.tillett@dcr.virginia.gov or 804-238-8620.

Applicants should consider any existing or potential non-recreational uses of the park property that should be excluded (“carved out” and/or “setback”) from the LWCF Boundary Area protection. These areas should be clearly marked on the map and identified as being excluded from the LWCF Boundary Area.

Applicants must consult with the Virginia Department of Transportation to determine if any planned road construction or improvement projects might impact the proposed LWCF Boundary Area. If any impacts are identified, a discussion is needed with DCR to determine possible adjustments to the LWCF Boundary Area to avoid creating future conversion of use issues.

3. Site Development Plan or Conceptual Design Plan

The Site Plan should be a plan of the existing *and* proposed site features that identifies the location of planned recreational developments, improvements, and other use features such as where the public will access the site, adjacent roads, parking, etc. Development projects are expected to have more detailed site plans (site development plan) than acquisition projects (conceptual site plan). Also include the title of the project and a north arrow.

Development projects that are authorized will be required to present a final as-built certified site plan prior to project closeout.

Appendix C: DCR Application Form Guidance

The DCR Application Form will be used by grant administrators to gather needed project details and by the review committee to rank applications for funding priority. The criteria being used to evaluate and rank applications are posted along with the other 2025 application materials on the [DCR LWCF webpage](#).

Question 6

Project title should begin with the name of the park, e.g. Riverside Park playground improvement, or Riverside Park eastern expansion.

Question 9

While awards are not expected to exceed \$2 million, it is possible additional funding will become available prior to NPS authorization due to project withdrawals, timing of federal appropriations, and/or few applications being received that are ready for NPS submission.

Question 14

If the area is already a viable park or outdoor recreation area, include the current name, unless there are plans to change the name in the next three years. If the area is not yet a park/outdoor recreation area, then include the proposed future name.

Question 17

Include the tax parcel ID numbers for all parcels that are wholly or partially within the park boundary, including the proposed LWCF acquisition.

Question 22

While still being updated with recent grant awards, the [Virginia Outdoor Plan Mapper](#) can be used to identify older LWCF funded projects in Virginia.

Question 23

Generally, the acreage in question 21 and 19 should be the same, because LWCF requires that the entire park be protected in perpetuity. For acquisitions that will be additions to existing recreation areas, please note both the existing park acreage and the acreage of the parcel to be added, to reach the total acres to be protected.

Question 24

ConserveVirginia, the DCR Nature-Based Recreation Access Model, and the Trust for Public Lands ParkServe model can all be used to help demonstrate project need.

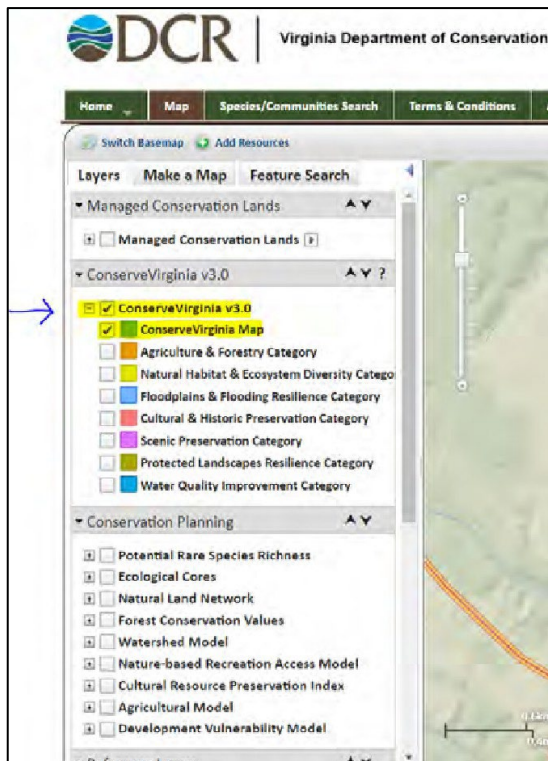
ConserveVirginia

The ConserveVirginia map can be accessed through DCR's Natural Heritage Data Explorer.

1. To access the Natural Heritage Data Explorer, visit: <https://vanhde.org/> and click on the "Map" tab. A separate browser tab will open. Please read and accept the Terms of Use.

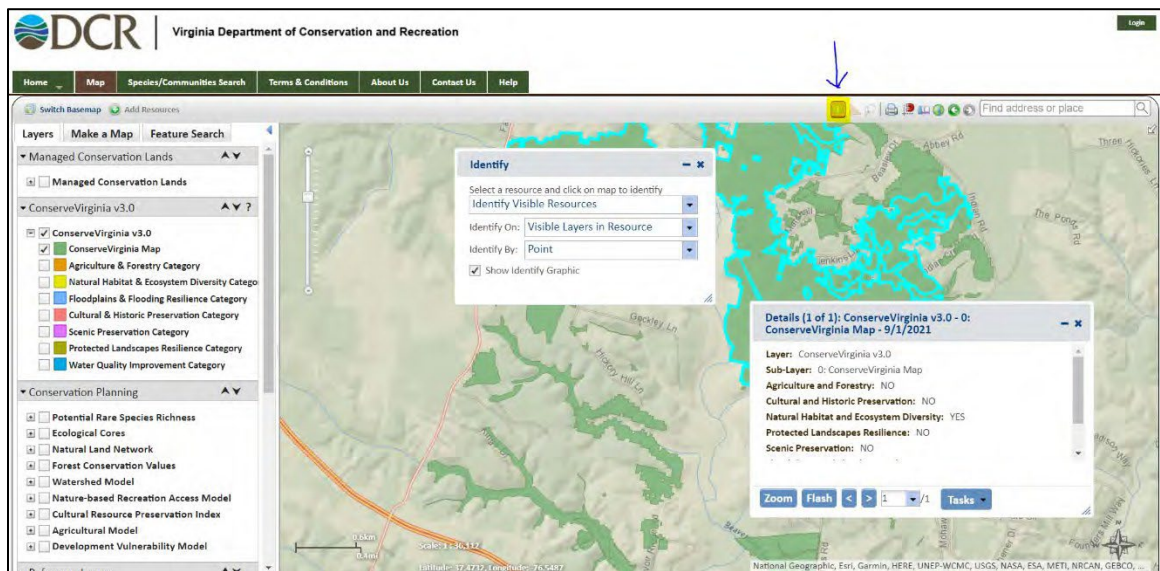


2. Navigate to your location by either using the map's zoom feature, or entering an address into the box in the upper right side of the screen labeled "find address or place"
3. Under the ConserveVirginia Category on the left side of the screen, check the box next to "ConserveVirginia v3.0"

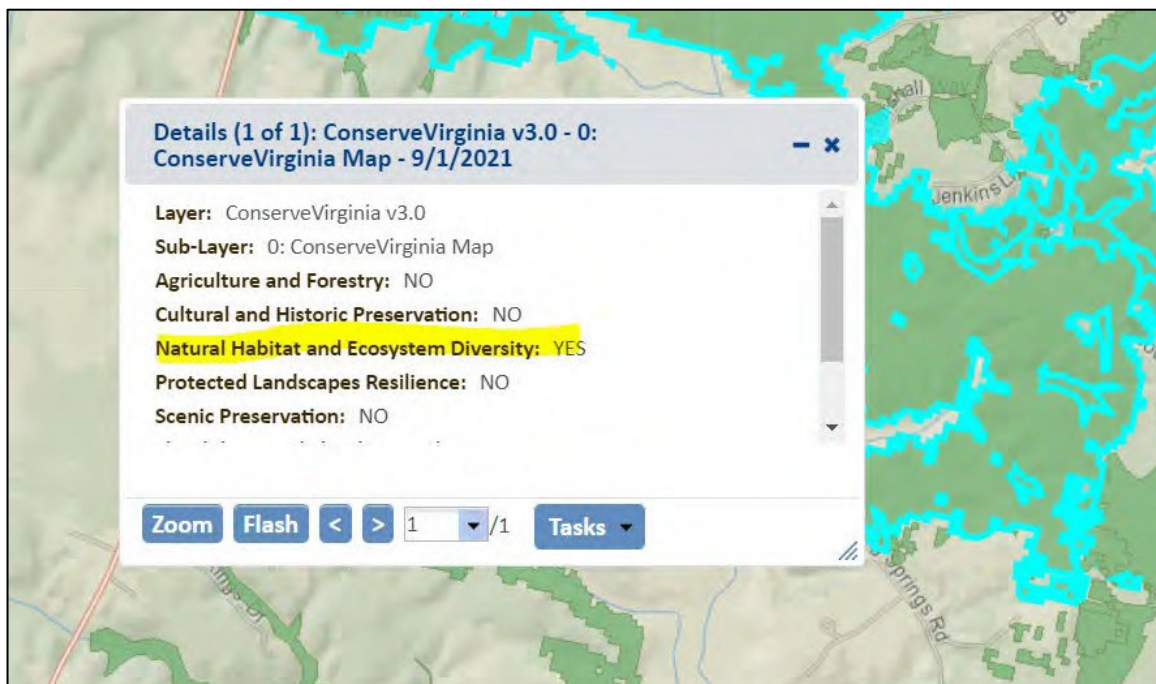


4. Expand that drop down and check the box next to "ConserveVirginia Map."

- To find whether your parcel is within ConserveVirginia, click the “identify” icon in the top right of the map, next to the triangle and the magnifying glass.



- Two windows will pop up. Within the “Detail” window, it will say “Yes” next to any sub-layer/ category that is within ConserveVirginia. In this case, the identified location is within the Natural Habitat and Ecosystem Diversity layer.

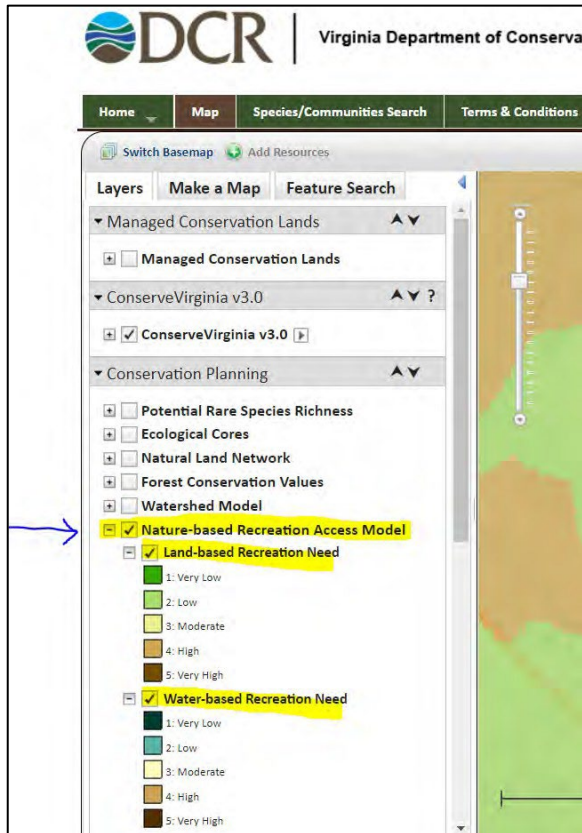


Nature-based Recreation Access Model

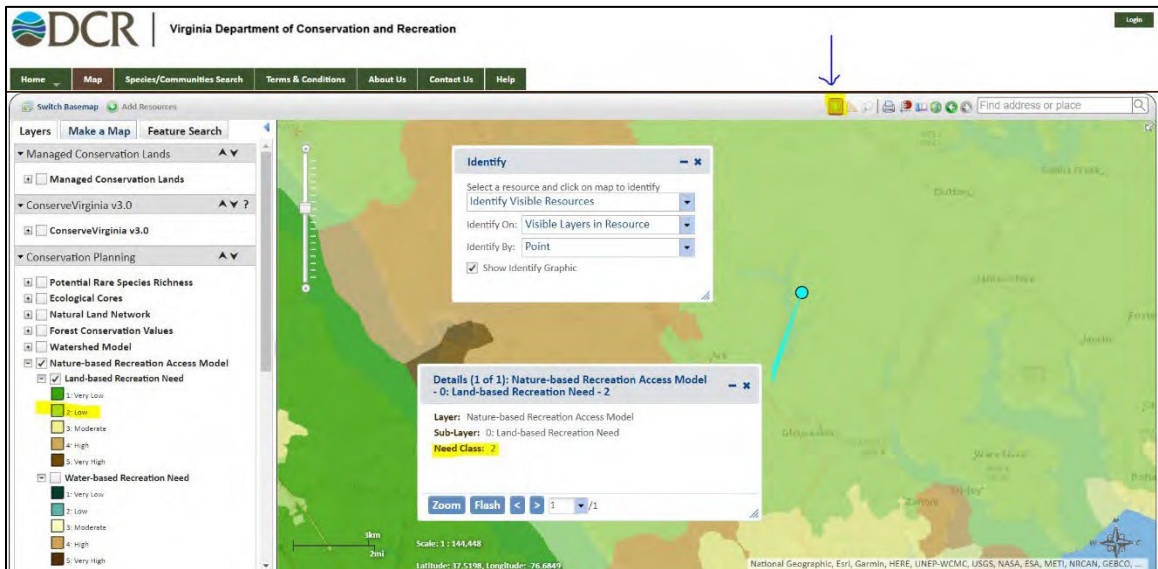
The Nature-based Recreation Access Model maps can also be accessed through DCR’s Natural Heritage Data Explorer. Follow steps 1 and 2 outlined for ConserveVirginia above

to access the mapper. Once you have located your area on the map, follow these steps to view the Nature-based Recreation Access Model need rating:

1. Under the Conservation Planning Category on the left side of the screen, check the box next to “Nature-based Recreation Access Model”
2. Expand that drop down and check the box next to “Land-based Recreation Need” or “Water-based Recreation Need” as applicable depending on project scope.



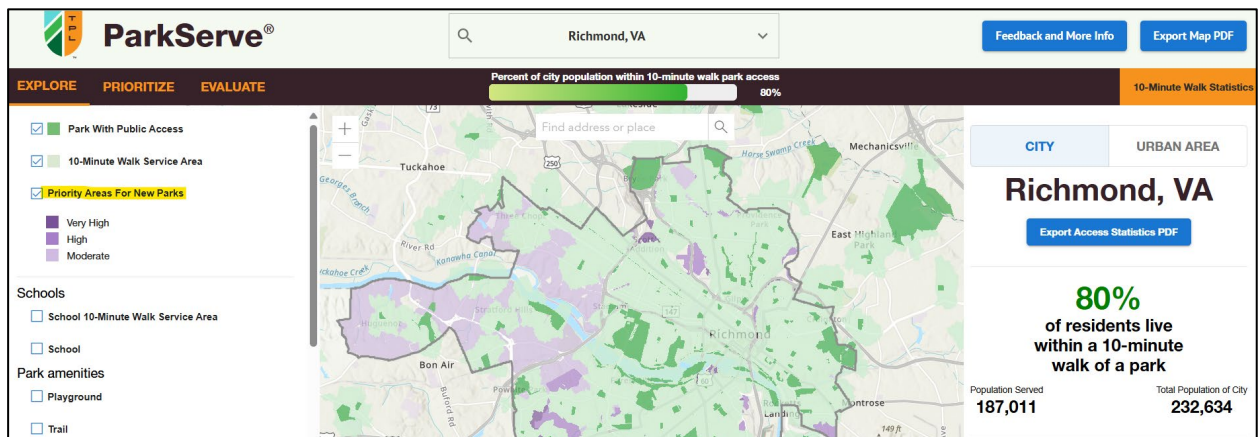
3. To find the score you have selected, click the “identify” icon in the top right of the map, next to the triangle and the magnifying glass.



- Two windows will pop up. Within the “Details” window, the “Need Class” will be listed. This corresponds to one of the five need classes listed in the legend.

Trust for Public Land ParkServe

ParkServe can be found at: <https://www.tpl.org/parkserve>. The model primarily identifies priority areas for new parks in urban and suburban areas and may not include analysis for all project areas.



Question 25

Many resources to aid in responding to this question can be found in the Virginia Outdoors Plan [Section 2.1 Recreation for All](#).

Question 26

Please include citations for local and regional plan references.

Question 27

Some resources to aid in responding to this question can be found in the Virginia Outdoors Plan [Section 3.1.5 Becoming More Resilient](#).

Question 28

Guidance for completing the Project Timeline and Project Budget and Budget Narrative are included within those template documents.