



FORESTS, PARKS & RECREATION
VERMONT



AGENCY OF NATURAL RESOURCES

2025 LAND AND WATER CONSERVATION FUND FULL APPLICATION WEBINAR

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WELCOME

2025 LWCF TIMELINE



Agenda

- Things to Know: Managing an LWCF Grant
- Application Tips and Tricks
- Additional Resources
- Q&A



Why Are We Covering This?

So you can change your plan now, and prep a stronger application!

Allowed Changes Between Pre-App and Full App:

- Increases or decreases to budget, large or small!
- Changes to workplan (steps, who's involved, when things happen, small additions or any subtractions to scope)
- Addressing any FPR feedback, if provided

Not Allowed Changes (without permission):

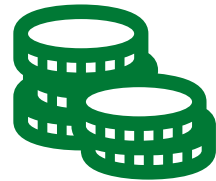
- Changing or adding project sites
- Major scope of work additions



Things To Know About Managing an LWCF Grant



Information
for NPS
Submission



Purchasing
and Finances



Reporting
and
Stewardship



State and
Federal
Compliance

Photo Credit:
City of Barre,
2021 LWCF

Additional Information Required for NPS Submission

If selected during the initial review, you will need to support FPR staff in preparing the submission for National Park Service review:

- Pre-award site inspection
- Compliance documentation
- [Application and revision form](#) sections
- Updating/providing missing [application attachments](#)
- Signing final application



Photo Credit:
Town of Johnson, 2020 RTP



Photo Credit:
East Montpelier
Trails, 2021 RTP



Island Pond,
2024 LWCF

Purchasing Requirements

- Procurement process must meet federal and state requirements
 - [2 CFR 200](#)
 - See [Sample Grant Agreement](#) and [Procurement Guidance](#) for details!
- **Do NOT sign any construction contracts prior to grant agreement execution!!!**



Photo Credit:
Newbury, 2021 RTP

Reimbursements

LWCF is a reimbursement program. Grantees must be capable of financing the project and (after a grant agreement is fully executed) paying for expenditures before receiving reimbursement.

- Can occur as frequently as every 3 months.
 - OK to wait until finished to submit for reimbursement.
- Plan to wait 4-6 weeks from date submitted to FPR for payment.
 - Will be longer if amendment needed



Reimbursement Requests

- Reimbursements require:
 - Invoice to FPR
 - Documentation of all expenses and match (invoices, receipts, etc.)
 - Progress report
- Match amounts will need to align with reimbursements.
 - In general, this means you'll need to document at least 50% match with each reimbursement.
 - Only exception: excess match submitted with previous reimbursement.





Photo Credit: City of Barre, 2021 LWCF

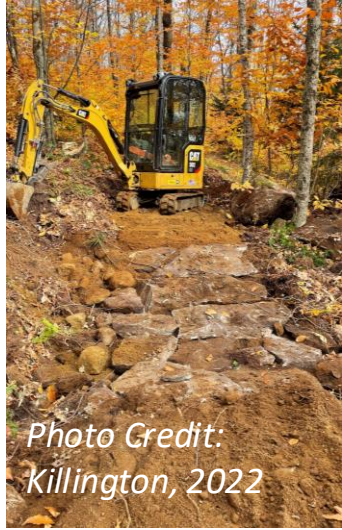


Photo Credit: Killington, 2022



Photo Credit: Newport, 2019 VCGP

Reporting

- Progress Reports – [1-page template](#)
 - Quarterly, at maximum, submitted with a reimbursement request
 - Annually, at minimum
- Final Report
 - Documentation of physical deliverables: Photos of pre-improvement condition, construction/site work, and completed project components
 - Documentation of any digital deliverables (e.g. reports, plans, PDF files, links)
 - [Final report](#), which includes progress, metric, and impact reporting



6(f) Stewardship Requirements

Recreational spaces acquired or developed using LWCF assistance must be maintained and remain open for public outdoor recreation **in perpetuity**.

Your project site will be inspected:

- At the end of the project
- Every five years thereafter

See Ch. 8 of [Federal LWCF Manual](#) for information on leasing, user fees, and conversions

Inspection criteria include:

- Retention and use
- Appearance
- Maintenance
- Management
- Availability to public
- Signing
- Interim Use

Conversions

If a site is determined to be out of compliance and the situation cannot be corrected, the site manager must replace the area out of compliance with a different property through a process called “conversion.”

There are significant requirements and costs for conversions that towns must cover. See Ch. 8 of the [Federal LWCF Manual](#).

Do NOT submit an application for a project that you anticipate will need a conversion in the future!!!



Compliance Requirements



Fiscal

State
Requirements



Environmental

National Environmental
Protection Act,
State Permits, Northern
Long-Eared Bat Impacts



Historical Preservation

Section 106

State Fiscal Compliance

If selected, you will need to submit:

- Act 154 Certificate of Good Standing
- Financial Risk Assessment
- Certificate of Insurance, naming State of Vermont as an additional insured
- W-9

See [Application Guidance “Section 6”](#) for more information!

Environmental Compliance

- National Environmental Policy Act
 - Section 3.0, C. Environmental Resources Survey of the [Application and Revision Form](#)
- State Permits
 - Permit Navigator report + Project Review Sheet identify these, but you have to follow through on securing them!
- Endangered Species Act
 - Northern Long-Eared Bat Impacts

*Photo Credit: North Branch
Nature Center, 2023 RTP*



NHPA - Section 106: Introduction

What is the National Historic Preservation Act (NHPA) and Section 106?

“...take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register.” (54 U.S.C. § 306108 Section 106).

What makes something eligible for the National Register of Historic Places?

- Association with events that have made a significant contribution to our history
- Important People
- Structures with distinctive characteristics
- Data that have yielded, or may be likely to yield, information important in prehistory or history

Section 106 Purpose

Key words are **consultation** and **accommodation**

The goal is not to stop development but to manage change through consultation.

According to 36 CFR § 800.1(a), the applicant must:

“accommodate historic preservation concerns with the needs of Federal undertakings through consultation among the agency official and other parties... The goal of consultation is to identify historic properties potentially affected by the undertaking, assess its effects and seek ways to avoid, minimize or mitigate any adverse effects on historic properties” 36 CFR § 800.1(a).

Section 106 Process



<https://fpr.vermont.gov/management-historic-resources-fpr>

1. Meet with DHP and present project information
2. DHP will:
 - a. Ask for more information
 - b. No effect
 - c. Request hiring a consultant
3. Hiring a consultant
 - a. Archaeological Resource Assessment (ARA)
 - b. Architectural Historian
4. Consultant report - recommendation
5. Submit concurrence letter to DHP
 - a. SHPO signs
 - b. FHWA
6. Additional work
 - a. Phase I
 - b. Structural – modify design

Should I plan for an ARA?

Not recommended

- Acquisition-only projects

Maybe – depends on location/scale

- Total replacement of existing assets
- Work that extends beyond the existing disturbed footprint

Recommended

- New construction
- Any planned work within a historically sensitive area

For Development projects:
If an ARA is required and it was included in the original budget/workplan and is completed within 3 years of submission to NPS, it is an eligible pre-agreement planning cost.



APPLICATION TIPS AND TRICKS

The Full Application Guidance has examples, additional info, and other tips!

Application Tip: All uploaded application files will be visible to reviewers in a single folder. The purpose of these provided naming structures is to make it as easy as possible for reviewers to find what they are looking for in your files. Do NOT worry about minor formatting discrepancies, such as using underscores vs. dashes vs. spaces or whether or not you include “LWCF” in your file name.

You may make changes to the budget submitted during the Pre-Application phase. Your revised budget should address feedback received during the Pre-Application review, additional information learned about the LWCF program, and/or adjustments to plans based on your internal needs. If you have no changes from the Pre-Application phase, you may resubmit the same budget.

LWCF Application Attachments Checklist

ALL PROJECTS

<i>Required</i>	<i>If Applicable</i>
<input type="checkbox"/> Location map	<input type="checkbox"/> Proof of flood insurance (for facilities in floodplains)
<input type="checkbox"/> LWCF boundary map (proposed)	<input type="checkbox"/> Leases, MOA's, MUA's, etc.
<input type="checkbox"/> Project budget	<input type="checkbox"/> Use schedule (school parks)
<input type="checkbox"/> Project workplan	<input type="checkbox"/> Partner letters of commitment
<input type="checkbox"/> Description and Notification Form	<input type="checkbox"/> Any completed NHPA surveys or documentation (Section 106)
<input type="checkbox"/> FPR Climate Resilience Risk Form	<input type="checkbox"/> Any completed relevant NEPA/environmental review documents
<input type="checkbox"/> 1-3 Letters of Community Support	

Tips and Tricks

Online Application Form

- Submitted through [ANR Online](#) with MS Word “preview” version for drafting
 - No question numbers in the online version – so match question text when copying info.
 - For Acquisitions, we recommend you review the online version first.
- UEI required. If you don't have one, start ASAP at SAM.gov – or find a fiscal sponsor.



Who's who

Project Contact

- Person who FPR can ask questions about the project. Should be responsive to email!
 - May work for applying entity – or not.
 - May be the person who is implementing the work in the field – or it may be the Grant Manager or Development Director
- Responsible for ensuring the work is completed in accordance with the scope of work outlined in the grant proposal.

Authorized Representative

- Person from the applying organization who is authorized to sign legal and financial documents.
- Common Examples: Selectboard Chair, Executive Director, Financial Manager

Tips and Tricks

Workplan

- Make sure all the steps are included – and all the columns are filled out!
- Separate LWCF project work from “complementary” pre-work that is not eligible for LWCF or other work funded 100% by other sources.

What's an Anticipated Result?

- An easily defined measurable item that we can use in future grant agreement = accountable measure of success
- When in doubt: narrow range, “at least,” “up to”
- Any major activity should have a deliverable, but it's ok to not have an anticipated result for each line.

Example Results

- Number of miles of new trails constructed
- Number of new sports fields constructed
- Number of new parking spaces added
- Number square feet of parking lot resurfaced
- Number of new playing fields constructed
- Number of trash cans/benches/portable restrooms installed
- Number of new signs to be installed
- X-feet-long bridges or boardwalks to be constructed
- Acres of land purchased
- 100% of required permits secured

Tips and Tricks

Budget

- Make sure you include descriptions that reference how you arrived at the numbers
 - Ex: based on quotes from..., \$X per hour x Y hours, \$X per ton x Y tons

Recording Match

How to Calculate

- 50% of **total project** cost required as match.
 - LWCF Request + Match = Total Project Cost
 - Ok to have more – but know you'll be held accountable to that number.
- Can be a cash or in-kind match
 - State funds, local cash contributions (i.e., budget allocation), private contributions/grants, in-kind/non-monetary donations/volunteer labor
 - ONLY allowed federal match: RTP or Community Development Block Grant

How to Record

- Expenses = in the budget template
- Income = narrative question in online application from
 - Both sources of match committed and plans to secure any remaining match
 - See [Application Guidance!](#)

Contingencies

Allowed

- For budget estimates, if:
 - Estimated using broadly-accepted cost estimating methodologies
 - 10-15% of total construction costs

Not Allowed

- Reimbursements for contingency reserves
- Contingencies for major scope changes, unforeseen risks

If have ineligible contingency, be sure to identify in "Costs not allowable for participation" column in budget template.

Tips and Tricks

Maps

- All submissions require 6(f) Map and Location Map
 - Acquisitions: Parcel Map
 - Development: Site Plan
- See [Full Application Guidance](#) for checklists
 - Can use your own mapping tools or ANR Atlas. [Full directions](#) and [video](#) available for how to use ANR Atlas for grant project maps.

Tips and Tricks

Defining the 6(f) Boundary

- Must include self-supporting recreation area (i.e. recreation asset **plus** parking, walkways to parking, access roads, etc.)
- Recommended: Parcel Boundaries, Metes and Bounds, Public Streets
 - Not recommended: rivers, “50 feet from the building,” or other “permanent” features that could move over time
- Be sure to exclude non-recreational facilities within proposed boundary.

Application questions vary!



Acquisition

Section 3



Development

Section 4



Acquisition +
Development

Section 3 and
Section 4



Tips and Tricks

Vermont SCORP

- 2025-2030 SCORP recently finalized
 - Review [Chapter 2](#) for information about vision and priority actions
 - There's also a [summary graphic](#)

Showing Community Support

Letters of Support	Letters of Commitment
Required. Minimum 1, maximum 3.	Optional. No minimum or maximum.
Gathered from community members and partners, focusing on the need for and importance of this project and/or the value of the project.	Written only by partners who will have an active role in completing or maintaining the project, as a confirmation of their participation.
Uploaded in the “Connection to state, regional, and local planning efforts” section.	Uploaded in the “Stewardship” section.

Tips and Tricks

Climate Resilience Risk Form

- Consider submitting more than one for large/multi-site projects.
 - Detailed directions are available in the separate [CRRF Guidance](#) document.
- Make sure your form answers match your final work plan.
 - Acquisitions: complete based on recreation plans within 3 years
- **Pay attention to the feedback**, especially if we told you to think about the design or where to address in the application.

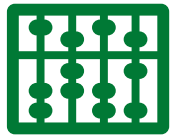


Tips and Tricks

Supplemental Information

- Use descriptive file titles.
- If there are required “if applicable” attachments for your project that have not yet been uploaded, share them in this section.
- Condense like documents into one file (ex: combine all photos into one PDF).
- Submit only PC-accessible file types.
 - Watch out for .heic, .pages, .numbers etc. as most reviewers **cannot** open those.
- More content is not always better.

Full Application Review Process



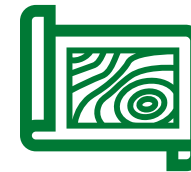
Scoring

Readiness/feasibility,
Connection to
SCORP/other plans,
Stewardship,
Wellness



Priorities


Underserved
communities,
Progress on other
active FPR grants



Distribution

Geographic,
Recreation activity
types

What Next?

- Review the [Sample Grant Agreement](#).
- Read the **Full Application** 
Guidance Document.
 - Available at <https://fpr.vermont.gov/land-and-water-conservation-fund>

A scenic landscape featuring a range of mountains in the background, a dense forest of green trees in the middle ground, and a body of water in the foreground. The scene is captured in a soft, slightly hazy light, possibly during dawn or dusk. The entire image is framed by a thin white border.

APPLICATIONS DUE MARCH 15, 2025



Technical Support

Vermont League of Cities and Towns

List of online resources

<https://www.vlct.org/resource/increasing-municipal-capacity-grants>

Municipal Technical Assistance Program

Application assistance for designated towns

<https://finance.vermont.gov/content/municipal-technical-assistance>

REDI

Review and editing support for towns with population under 5,000. If interested, submit request form ASAP.

<https://vhcb.org/redi>





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Additional FPR Support

Office Hours

Thursday, February 13, 2-3 pm

Thursday, March 6, 2:30-3:30 pm

See your email for the links!

Email

ANR.FPRrecreationGrants@vermont.gov





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Questions and Answers

