



# Land and Water Conservation Fund (LWCF) 2025 Application Guide for the Local Grant Program

---



## Table of Contents

Land and Water Conservation Fund .....	4
2025 LWCF Local Grant Program Schedule.....	5
LWCF Local Grant Program Overview .....	6
Program Requirements.....	6
Perpetuity and Public Use Requirements .....	6
State Comprehensive Outdoor Recreation Plan (SCORP) .....	6
Environmental Review Requirements .....	6
Eligible Applicants .....	7
Eligible Projects.....	7
Acquisition Projects.....	7
Development Projects.....	8
Funding & Project Cost Information .....	9
NC's LWCF Funding Apportionment .....	9
Maximum Request .....	9
Local Matching Funds .....	10
Ratio of Grant Funds to Total Project Cost .....	10
Reimbursements .....	10
Ineligible Project Costs.....	10
Stewardship & Post-Completion Considerations.....	11
LWCF Acknowledgment Sign .....	11
Post Completion Inspections .....	11
Conversion of Use .....	11
Application Assistance .....	12
Recreation Resources Service (RRS).....	12
Planning & Public Involvement .....	12
Making Facilities Accessible .....	12
Playground Safety Guidelines .....	12
Utility Lines.....	12
Future Road Improvements .....	13
DOT, FERC & FEMA Permitting for Facilities .....	13
Environmental Review & NEPA Compliance.....	13
Cultural Resources .....	13

Wetlands .....	14
Threatened/Endangered Species.....	14
Floodplains .....	14
LWCF Application Checklist.....	15
LWCF Basic Facts and Assurances .....	16
Application & Revision Form (A&R) .....	17
Description and Notification Form (DNF) .....	18
Project Timeline .....	18
SCORP Justification .....	20
Applicant’s Self Scoring Review: LWCF for Local Grants.....	21
Budget Narrative.....	28
Source of Matching Funds .....	32
Federal Information for Construction/Acquisition Programs (SF-424C).....	34
Site Control (Proof of Ownership) .....	35
Project Location Map .....	36
LWCF Boundary Map .....	37
Project Site Plan .....	38
Land Acquisition Form .....	39
Legal Description of Property to be Acquired.....	40
Review Letter from SHPO.....	41
Appendix I: Definitions.....	42
Appendix II: Level of Local LWCF Spending Per Capita by County.....	46
Appendix III: Supply of Recreation Resources Per Capita by County.....	47
Appendix IV: Recreation Resources Service.....	50

# Land and Water Conservation Fund

The Land and Water Conservation Fund State Assistance Program (LWCF) supports the protection of public lands and waters – including local, state, and national parks and recreation areas. The LWCF Program provides up to dollar-for-dollar matching grants to eligible applicants for the acquisition and development of public outdoor recreation sites and facilities, or a combination of both. A project must be located on a single site, and a project must meet at least one priority in the [State Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

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 program is operated by the National Park Service (NPS) in partnership with designated lead agencies in individual states. In North Carolina, the program is administered through the Division of Parks and Recreation (Division) within the North Carolina (NC) Department of Natural and Cultural Resources (DNCR).

LWCF funds are apportioned to the states by the Secretary of the Interior each federal fiscal year. The Division is responsible for submitting eligible project proposals to NPS. The Division selects projects through this competitive call for proposals, in accord with North Carolina's Open Project Selection Process (OPSP). The current OPSP consists of the following seven components required by the NPS. These components are identified and explained in the following sections:

- Priority Rating Systems,
- Project Selection Process,
- Recurring Funding Cycle,
- Public Notification,
- Program Technical Assistance,
- Public Participation, and
- Funding Distribution

The full OPSP text can be found at <https://www.ncparks.gov/grants-documents/north-carolina-open-project-selection-process/open>.

Eligible applicants, also referred to as project sponsors, include North Carolina counties, incorporated municipalities, and federally recognized Native American Tribes. Non-profit organizations, associations, and other private entities are not eligible. Eligible applicants can request a maximum of \$500,000 with each application and must match the grant dollar for dollar or greater.

The Division has an established partnership with the Recreation Resources Service (RRS) team at North Carolina State University's Department of Parks, Recreation and Tourism Management to provide technical assistance and field administration for the LWCF grant program. Eligible applicants should review this application guide in its entirety and [contact their RRS consultant](#) to discuss potential projects.

## 2025 LWCF Local Grant Program Schedule

<b>May 1, 2025</b>	Announcement: The Division informs eligible applicants about the availability of LWCF matching grants and how to apply.
<b>June 24, 2025 at 10am</b>	Opening Webinar: Grants and Outreach Program staff will conduct a workshop for eligible applicants to explain the application process and requirements. You can register for the webinar here: <a href="https://ncsu.zoom.us/meeting/register/n6fpewlwSTOF8sPG9Uh_JA">https://ncsu.zoom.us/meeting/register/n6fpewlwSTOF8sPG9Uh_JA</a> . Details about the webinar will be published on the Division's website as well as Recreation Resources Service's (RRS's) <a href="#">Grant Administration</a> web page.
<b>August 29, 2025</b>	Technical Review Deadline by RRS Consultant
<b>November 3, 2025, by 5pm</b>	Application Deadline: Applications must be submitted by 5 pm on November 1, 2025. Late submissions will not be accepted. Only completed applications will be accepted for review.
<b>Spring 2026</b>	Funding Recommendations: The Division of Grants and Outreach will recommend grant recipients to the National Park Service (NPS).
<b>Summer 2026</b>	Grant recipients are announced.

### Where to submit the application

Applications are submitted through an electronic folder in Microsoft SharePoint. Applicants should contact their RRS regional consultant to request access to the SharePoint folder. Applicants are encouraged to request access early in the process to allow for technical support, as needed.

# LWCF Local Grant Program Overview

## Program Requirements

### *Perpetuity and Public Use Requirements*

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 authorization and be completed and open to the public by the end of the three-year project period. All project types must result in deed restrictions specific to LWCF language preventing conversions.

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.”

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.

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. Both the Division and NPS strongly discourage LWCF conversions.

### *State Comprehensive Outdoor Recreation Plan (SCORP)*

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 NC is the 2020-2025 Outdoor Recreation Plan, which can be found at <https://www.ncparks.gov/planning-files/north-carolina-statewide-comprehensive-outdoor-recreation-plan/open>.

Proposed projects must align with priorities within the NC Outdoor Recreation Plan, which is reflected in scoring criteria. The priorities can be found in Chapter 6 of the state’s plan, and applicants should demonstrate how their proposed project meets at least one of the priorities to be eligible for funding.

### *Environmental Review Requirements*

All proposed projects must demonstrate 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.

## Eligible Applicants

NC incorporated municipalities, counties, towns and federally recognized Tribes are eligible to apply for LWCF assistance. Co-sponsored or joint applications are not eligible. Non-profit organizations, associations, land trusts, educational institutions, and other private entities are not eligible.

Applicants should be in compliance with the stewardship requirements on any existing LWCF sites. If an applicant is out of compliance, the Division may allow the applicant to apply if it has made substantial progress toward an approved remedy.

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

- On an acquisition project, you have a seller who is willing to allow appraisals and other research to occur during the application and award process. The full process minimally takes approximately one year but can take up to two years.
- Your development project is nearly ready for construction or can move quickly to construction once awarded. Projects still in the scoping phase of project design but with approval to move through the design phase could still fit but may not be ready for in the current grant cycle.
- You have already started or are ready to move quickly with a NEPA-level environmental review. The Division encourages you to coordinate with state agencies sooner rather than later to allow for their windows of response time (typically 60 days).
- You already have a source or sources of non-federal funds to leverage for a dollar-for-dollar match with an LWCF grant award.
- You are both responsive and patient. LWCF is often a “hurry up and wait” process, with tight pushes for deadlines and periods of waiting for action on the federal level.

## Eligible Projects

LWCF grants can be used to acquire land for a public park, develop a new park site, or renovate/replace outdoor recreational or support facilities at existing park sites.

A project must be located on a single park site, and a project must meet at least one priority in the [State Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

Projects involving school systems are not eligible.

The [LWCF Manual](#) describes project eligibility requirements (Ch. 3) and eligible costs (Ch. 5) in detail.

### *Acquisition Projects*

Acquisition of lands, wetlands, and waters for public outdoor recreation are eligible for assistance in this category. This could include acquisition to create a new park or to expand an existing park. 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 closeout.

Federal funding for acquisitions is based on the appraised value. All land acquisition projects, including donations, must be appraised in conformance with Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and Uniform Standards of Professional Appraisal Practice (USPAP), often referred to as a Yellow Book Standard appraisal. The completed appraisal along with a third-party appraisal review must accompany the application. Acquisition projects submitted with any other type of appraisal other than a Yellow Book appraisal will be declared ineligible. These expenses are not reimbursable.

Acquisition projects must result in at least one new recreation opportunity for the public within three years of the completion of the acquisition. The entire park development does not need to be completed; a phased portion is acceptable. Property acquired with LWCF assistance must be restricted forever for public outdoor recreational use only.

All easements, existing and future, should be identified on application maps. Only useable recreation acreage should be included in the LWCF boundary and total acreage encumbered.

Applicants should NOT take ownership of the property, either through purchase, transfer, or donation, until the LWCF grant is awarded, and the grant agreement is fully executed by the grantee and the Division, unless they have an approved waiver of retroactivity for land acquisition.

Applicants can submit a request for a waiver of retroactivity for land acquisition to move forward with the acquisition in advance of award, based on an urgent need. The request for a waiver should include a justification for the necessity to immediately acquire land, a description of the resources to be acquired, and the public outdoor recreation uses proposed for the site. If the Division and NPS grant a waiver, the retroactive costs will be eligible for assistance if the grant agreement is later executed.

Waiver approval is only an acknowledgement of the need for immediate action; it does not imply nor assure either Division or NPS approval of the project. The costs are incurred at the applicant's risk. LWCF waivers shall be in effect for 12 months from the date of approval by NPS. At the time the formal acquisition project is submitted, the applicant shall include all the necessary documentation required for acquisition projects.

### *Development Projects*

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. Park areas and facilities must be open and accessible to the public with no restrictions such as membership. Facilities renovated or replaced with LWCF assistance, as well as the park site where the facilities are located, are to be used for public recreation in perpetuity.

Funding for development projects is based on the detailed budget provided by the applicant that provides a realistic and fair valuation of all amenities to be constructed in the project scope.

**A clear budget with 50% Local and 50% Federal funding request is preferred for development projects.**



A development project may consist of one improvement, or a group of related improvements designed to provide 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.

LWCF does not permit indoor recreation facilities to be developed on the project site unless they enhance public outdoor recreation. Gymnasiums, community centers or similar buildings are not permitted without NPS approval.

The non-construction expenses such as 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 application's budget narrative specific to the project scope and subsequently authorized by NPS.

A waiver of retroactivity for development may be approved by the Division and NPS with appropriate justification in limited circumstances.

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

## Funding & Project Cost Information

### *NC's LWCF Funding Apportionment*

LWCF funds are apportioned to the states by the Secretary of the Interior each federal fiscal year. The annual apportionment to North Carolina is subject to change, based on the annual federal budget decisions made by Congress.

The state liaison officer (SLO), who is appointed by the Governor, reviews the LWCF apportionment in consultation with the Grants & Outreach staff. The SLO determines the minimum and maximum amount of funding for state parks projects and local projects.

During each funding cycle, the Grants & Outreach staff will review the evaluations of each application submitted, consider the ranking of the projects, and recommend a list of projects to the SLO for funding. The SLO recommends the list of projects to NPS for final review and funding.

### *Maximum Request*

Applicants can request up to a maximum of \$500,000 with each application. Applicants may submit multiple applications in a single grant cycle.

### *Local Matching Funds*

An applicant must match the grant at least dollar for dollar. There are strict limitations on the use of federal funds as local matching funds. The only federal funds allowed as match are the Federal Highway Administration's Recreational Trail Program Grants (<https://www.fhwa.dot.gov/safetealu/factsheets.htm>) and Housing and Urban Development's (HUD) Community Block Grants ([https://www.hud.gov/program\\_offices/comm\\_planning/cdbg](https://www.hud.gov/program_offices/comm_planning/cdbg)).

The value of the donated property (bargain sale) is not eligible as local matching funds.

In the event that an anticipated funding source does not materialize, the applicant will be expected to cover this portion of the match.

### *Ratio of Grant Funds to Total Project Cost*

Grantees will receive up to 50 percent in reimbursement through LWCF assistance. As such, the Grants and Outreach Program staff recommend applicants request LWCF funds to be 50 percent of the total cost of the project for development projects. For example, if the total cost of the project is \$430,500, the LWCF grant request would be \$215,250. Local matching funds would also be \$215,250.

Please refer to the federal form SF-424C to see how the percentage of federal funds is indicated. The federal share of the total project costs is entered on line 17 of the form.

### *Reimbursements*

LWCF grants are paid as reimbursements of documented and eligible expenses. Grantees may submit requests for reimbursement on a quarterly basis according to the budget. LWCF assistance (matching share) shall not exceed 50 percent of their eligible expenses for each budget category per the 424C, and grantees will receive up to 50 percent of their eligible expenses in reimbursement.

### *Ineligible Project Costs*

LWCF funds may not be used for (not a fully inclusive list):

- Indoor facilities such as recreation centers or facilities that support primarily non-outdoor purposes like dining facilities or overnight accommodation (such as a lodges or hotels; 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.

## Stewardship & Post-Completion Considerations

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 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. An initial sign will be provided by the Division at project closeout, and the cost of manufacturing future replacement signs is the responsibility of the project sponsor.

### *Post Completion Inspections*

Inspections are regularly performed on LWCF assisted areas to monitor the project sponsor compliance with program and stewardship requirements. Sites found in noncompliance will be notified in writing of the problems and a time frame for remediation.

### *Conversion of Use*

In cases where inspections discover conversions of use, the Division, in consultation with NPS, will provide guidance to the subrecipient/project sponsor on the Conversion of Use process and a time frame for initiating it.

**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 current 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 the Division and contact their RRS consultant at the earliest possible stage. 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.

## Application Assistance

### *Recreation Resources Service (RRS)*

The Division provides technical assistance to eligible applicants through a contract with RRS at NC State University. Contact your [regional consultant](#) to discuss the LWCF project you are proposing.

Complete the application by 5 p.m. on November 1, 2025. A technical review can be completed by RRS, if scheduled in advance, to ensure your application is complete.

## Application Resources

### *Planning & Public Involvement*

Your proposed LWCF project should be the result of a planning process that reflects the public's preferences. Read the entire application guide and understand how each application is evaluated. Start early to assemble all items on the checklist to submit a complete application.

### *Making Facilities Accessible*

All facilities funded by LWCF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:

[ADA Standards - index](#)

[About ADA Standards](#)

[Guidelines for Recreation Facilities](#)

**Universal Design:** can further enhance the usefulness to all park users. Please refer to guidance provided in [Universal Design in Public Park Settings](#).

### *Playground Safety Guidelines*

The Division suggests all applicants purchase playground equipment and playground surfacing that meets the latest [American Society for Testing and Materials \(ASTM\) standards](#) for public playgrounds. The Division encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325) for management and maintenance of playgrounds intended for public use.

### *Utility Lines*

All utility lines funded with an LWCF grant must be placed underground.

### *Future Road Improvements*

Review the N.C. Department of Transportation [planned road improvements](#) to determine if any planned construction projects might impact proposed LWCF boundaries for the park.

### *DOT, FERC & FEMA Permitting for Facilities*

If your project includes a bridge, or other facilities that requires a Department of Transportation (DOT), the Federal Energy Regulatory Commission (FERC), or Federal Emergency Management Agency (FEMA) permit, it is strongly recommended that the local government obtains the approved permit before applying for an LWCF grant. The permit process can be lengthy and cause delays that prevent a grant recipient from completing a park project on time.

### *Environmental Review & NEPA Compliance*

All proposed projects must demonstrate 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. This process must be complete, and documentation of the process submitted to the Division as promptly as possible - preferably with the grant application.

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. Projects unable to complete NEPA review and other NPS submission requirements will not be recommended for funding in this grant cycle, and applicants are encouraged to reapply when said requirements can be met.

### *Cultural Resources*

The [NC State Historic Preservation Office \(SHPO\)](#) will determine if the project impacts any cultural resources. ***Please allow at least 90 days for this review.***

- Please visit the State Historic Preservation website (<https://www.ncdcr.gov/state-historic-preservation-office>) for a GIS mapping service that provides locations of potential impacts
- If impacts are listed, please consider alternative or avoidance plans to comply with listed structures or sites.
- All projects must be submitted to SHPO for review even if the GIS mapper doesn't present any listed impacts. Look to their website for instructions on submitting projects for review.
- They require photographs of the project location—refer to their website for additional details.

Applicants should obtain the [SHPO review](#) response as soon as possible. Note that NPS will complete the required Federal Tribal consultation for Section 106 requirements. Please provide correspondence, if any, already completed by the project sponsor with tribal contacts.

### *Wetlands*

The Regulatory Division of the U.S. Army Corps of Engineers can assist in [identifying wetlands](#). This agency determines the permitting requirements for impacts to wetlands and jurisdictional waters of the United States. ***Please allow at least 45 days for this review.***

Please contact your county USACE permitting specialist. County contacts can be found here: <https://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/Contact/>. Contact this agency as early as possible in the application process.

### *Threatened/Endangered Species*

The US Fish and Wildlife Service will determine if your project impacts federally threatened and endangered species. There are two offices serving North Carolina. Please visit their website to determine which office serves your county. ***Please allow at least 30 days for review.***

USFWS Asheville Regional Office  
160 Zillicoa Street  
Asheville, NC 28801  
(828) 258-3939

USFWS Raleigh Regional Office  
PO Box 33726  
Raleigh, NC 27636-3726  
(919) 856-4520

### *Floodplains*

The Federal Emergency Management Agency (FEMA) [floodplain map](#) contains NC's current information. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.

# LWCF Application Checklist

Use this checklist to ensure that all the required documents listed are included with your application. When uploading files to your SharePoint folder, follow this naming convention, using the Document Name indicated in parenthesis on the checklist.

Document Name\_Applicant (Project Name)\_Date Updated    *Ex: Basic Facts\_NCDPR (Test Project)\_1.11.2025*

Project Information	
Basic Facts & Assurances (BFA)	
Application & Revision Form (A&R)	
<ul style="list-style-type: none"> <li>- All projects, complete sections 1.0, 2.0, and 3.0.</li> <li>- For Acquisition and/or Combination projects, complete sections 2.1.</li> <li>- For Development and/or Combination projects, complete sections 2.2.</li> </ul>	
Description and Notification Form (DNF)	
Project Timeline (Timeline)	
SCORP Priorities Justification	
Applicant's Self-Scoring Review	
Financial Information & Risk Assessment	
Budget Narrative (Budget)	
Source of Matching Funds (Matching Funds)	
Federal Information for Construction and Acquisition Programs (SF 424C)	
Site Information & Maps	
Site Control / Proof of Ownership (Ownership)	
Project Location Map (Location Map)	
LWCF Boundary Map (Boundary Map)	
Site Plan (Site Plan)	
<ul style="list-style-type: none"> <li>- For Acquisition projects, a conceptual plan should be provided (Conceptual Plan).</li> <li>- For Development projects, building floorplans with detailed information should be provided (Building Floorplan).</li> </ul>	
Acquisition Projects only	
<ul style="list-style-type: none"> <li>- Land Acquisition Form (Acquisition Form)</li> <li>- Appraisal (Appraisal)</li> <li>- Appraisal Review (Appraisal Review)</li> <li>- Legal Description of the Land (Land Description)</li> <li>- History of Conveyance (Conveyance)</li> </ul>	
Environmental Review & NEPA Documentation	
Review Letter from SHPO (SHPO Letter)	
Copies of all agency correspondence and reviews required for NEPA	
Copies of any required permits or documentation of progress	
Planning & Public Involvement	
Master Plan for the park (Master Plan)	
Parks & Recreation Systemwide Plan for the Jurisdiction (Comp Plan)	
Capital Improvement Plan for Parks & Recreation (CIP)	
Local Board Minutes or Resolution Adopting Planning Documents	
Documentation of Public Involvement	
<ul style="list-style-type: none"> <li>- Recreational Needs Survey (Survey)</li> <li>- Public Meeting &amp; Evidence of Advertisement / Public Support (Public Meeting)</li> <li>- Civic Group Presentations &amp; Evidence of Support (Civic Groups)</li> <li>- Support from Parks &amp; Recreation Advisory Board (Advisory Board)</li> </ul>	

## LWCF Basic Facts and Assurances

Local Government Name:

Federal Employer I.D. Number: 56-

County:

**Local Government Contact Person for the Grant:**

Name:

Title:

Organization:

Mailing Address:

City/State/Zip:

Telephone:

E-mail:

(must be an employee of the sponsoring local government)

**Local Government Manager:**

Name:

Title:

Mailing Address:

City/State/Zip:

Telephone:

E-mail:

**Chief Elected Official:**

Name:

Title:

Mailing Address:

City/State/Zip:

**Type of Project:**

☐ Land Acquisition Only

☐ Development Only (construction or renovation)

☐ Land Acquisition and Development

**Site Control (check all that apply):**

☐ Owned by local government

☐ To be obtained with this land acquisition project

☐ Has been obtained for this land acquisition project using an approved waiver that expires on this date: \_\_\_\_\_.

☐ Leased by applicant for 25 years or more

☐ Easement

**Costs rounded to nearest dollar:**

LWCF funds requested: \$ \_\_\_\_\_ .00

Local government's matching funds: \$ \_\_\_\_\_ .00

Total cost of project \$ \_\_\_\_\_ .00

**Project Name:**

### Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.

**Chief Elected Official**

(Print or Type Name and Title)

(Signature/Date)

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.

**This form must be complete in its entirety for your application to be considered**



# Application & Revision Form (A&R)

Please download the form at this link: [A&R Form](#).

The A&R form collects pertinent information about the grant, from the project description to environmental Impacts. It captures the **Who, What, When, Where, Why, and How**.

***All Application types must complete the following sections and subsections:***

- A&R Cover Page
  - Grant name should be project name from Basic Facts & Assurance
  - Date Prepared
  - Brief description of proposal should be your project description. This should include what is needed, who is asking for it, where it will take place, and the existing condition of facility/site.
- 1.0 NEW PROJECT GRANT APPLICATION  
(This should be the same contact as the local government contact on the Basic Facts & Assurances form.)
- 2.0 SITE BASED PROJECT GRANTS
  - A. Sub-recipient (grant sponsor) information
  - B. Public Benefit
- 3.0 SITE INFORMATION
  - A. Basic Information
  - B. Stewardship Considerations
  - C. Environmental Resources Survey
    - NEPA Pathway Recommendation will be reviewed and potentially changed by the Division.
  - D. Cultural and historic resources review

***All Acquisition & Combination projects must complete the following section(s) and subsections:***

- 2.1 ACQUISITION AND COMBINATION GRANTS
  - A. Need
  - B. Acquisition schedule & appraisal / waiver valuation certification
    - The Division's SLO / ASLO will sign in 2.1-B once the document is finalized and no additional revisions are required.
  - C. Property Information
  - D. Acquisition Approach

***All Development & Combination projects must complete the following section(s) and subsections:***

- 2.2 DEVELOPMENT AND COMBINATION GRANTS
  - A. Grant Elements
  - B. Design Elements

# Description and Notification Form (DNF)

Please download the form & instructions at this link: [DNF FORM](#).

## Project Timeline

Please provide your projected timeline. All elements noted in the budget narrative must be addressed in the timeline. A template is provided on the next page.

Project Timeline - EXAMPLE				
Already in progress*	Completed 6 months after contract start date	Completed 1 year after contract start date	Completed 2 years after contract start date	Completed during 3 <sup>rd</sup> year of contract
Project planning began February 2020 (List the start date of pre-award expenses)	Award bid Land Acquisition - all parcels	All demolition Site prep Retaining wall Playground	Bocce court Picnic shelter w/ restroom	Parking lot Lighting
<p>Provide notes as needed, for example: <i>If project contracting is delayed, a land acquisition waiver may be needed as owner of parcel 075385893, as part of the land acquisition contract has required that the land transaction be closed before (insert date).</i></p>				
Previous experience with federal grants				
<p>Do you have recent experience completing similar projects with federal grant funding (LWCF or other)? If so, please describe and include project identification number.</p> <p>For example: <i>No recent LWCF funding, but in 2019 we successfully completed a project funded through the Recreation Trails Program (U.S. Department of Transportation's Federal Highway Administration) completed 8-months prior to grant end date.</i></p>				

## LWCF Project Timeline

### Please provide your projected timeline

All elements noted in the budget narrative must be addressed in the timeline.

Already in progress*	Completed 6 months after contract start date	Completed 1 year after contract start date	Completed 2 years after contract start date	Completed within 3 <sup>rd</sup> year of contract

*\*Only planning can take place prior to the project contract start date, without additional approval from NPS.*

Provide notes as needed:

### Experience with previous federal grants

Do you have recent experience completing similar projects with federal grant funding (LWCF or other)? If so, please describe and include project identification number.

## SCORP Justification

Using citations from the [North Carolina State Comprehensive Outdoor Recreation Plan \(SCORP\)](#), explain how this proposal addresses the goals, objectives, and initiatives presented in goals of the plan. These are outlined in Chapter 6 of the plan.

# Applicant's Self Scoring Review: LWCF for Local Grants

<b>Applicant:</b>
<b>Project Name:</b>
<b>Total Points Awarded:</b>

Please provide all the information requested for each item. Before beginning, please refer to the Definitions Section. A team of LWCF staff will evaluate each application based on the scoring system and make the final decision about the applicant's score.

Open Project Selection Process (OPSP) Overview			
<a href="#">The North Carolina Statewide Comprehensive Outdoor Recreation Plan</a> (SCORP)			
Points Awarded by Type of Project			
Category	Acquisition	Development	Combination
Planning	10	20	20
Public Involvement	15	15	15
Recreation Facilities	0	30	30
Land Acquisition	30	0	30
Operation and Maintenance	15	15	15
Clientele Served	0	5	5
Past LWCF per Capita Funding	10	10	10
Consistency with the NC Outdoor Recreation Plan	20	20	20
<b>Total Possible Points</b>	<b>100</b>	<b>115</b>	<b>145</b>
<i>Projects are rated on the percentage of points achieved out of the total possible by project type.</i>			

## A. Planning: (20 possible points)

- Master Plan for the park and/or greenway system (10 points)** (Not applicable for projects proposing land acquisition only)

☐ The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.

Date the plan was produced: \_\_\_\_\_ (9 points)

**or**

☐ The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.

Date the plan was produced: \_\_\_\_\_ (4 points)

☐ The local governing board has adopted the master plan.

Date the plan was adopted: \_\_\_\_\_ (1 point)

**Documentation Required for Master Plan:**

- One copy of the park master plan or greenway system plan.
- One copy of the local governing board's meeting minutes or resolution as documentation of the adoption or acceptance.
- List the page number(s) and tab or highlight where the project is referenced in the plan.

**2. Comprehensive systemwide parks and recreation plan for the local government's jurisdiction (7 points)**

- ☐ The applicant has a Comprehensive Systemwide Parks and Recreation Plan produced or revised in the past 10 years and the project conforms to the plan.

Date the plan was produced: \_\_\_\_\_ (6 points)

- ☐ The local governing board has adopted the systemwide plan.

Date the plan was adopted: \_\_\_\_\_ (1 point)

**Documentation Required for Comp Plan:**

- One copy of the comprehensive systemwide parks and recreation plan.
- One copy of the local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance.
- List the page number(s) and tab or highlight where the project is referenced in the plan.

**3. Three-to-five-year capital improvement plan for parks and recreation (3 points)**

- ☐ The applicant has a three-to-five-year capital improvements plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted: \_\_\_\_\_ (3 points)

**Documentation Required for CIP:**

- One copy of the capital improvement plan.
- One copy of the local governing board's meeting minutes or resolution documenting adoption of the plan as a part of the local government's budget process.
- List the page number(s) and tab or highlight where the project is referenced in the plan.

**B. Level of public involvement in developing and supporting the project: (15 possible points)**

**1. Public meetings (5 points):**

- ☐ The applicant conducted a public meeting(s) exclusively for discussing the project and obtaining comments. The public supported the project. Evidence of support must be provided.

Date of the meeting(s): \_\_\_\_\_

**Documentation Required for Public Meetings:**

- Provide a title page that gives the name of applicant, the name of the project and identifies the document as "Public Meetings."
- One copy of the newspaper advertisement or a document describing the other means used to widely advertise the meeting.
- One copy of the minutes including the discussion of the project, who was present, and public comments.

## 2. Recreational needs survey (5 points):

- ☐ The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.

- The survey must have been conducted during the past ten years
- Please refer to page 41 for the required components of the survey

### Documentation Required for Survey:

- Copy of the questionnaire
- Results of the survey
- Describe how the survey was distributed.
- Give the date(s) of distribution and the number of surveys distributed.
- Provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.
- Describe how the results of the survey show that the citizens support the project.
- Include a title page that gives the name of applicant, the name of the project and identifies the document as "Survey of Recreational Needs."

## 3. Support from civic (non-governmental) groups (3 points):

- ☐ The applicant presented the project to two or more local groups. Examples: civic groups, neighborhood associations, youth organizations, and advisory boards.

### Documentation Required for Civic Groups:

- Include a title page that gives the applicant's name, the project name and identifies the document as "Presentations to Local Groups."
- One copy of the agenda, minutes or thank you letter from the groups that confirm the dates of the meetings and the presentations given by the applicant.
- *Note: support letters from a group do not count as presentations.*

Name of the Organization	Date of the Presentation	Meeting agenda or letter from the organization included in the application?

## 4. Support from a parks and recreation board (2 points):

- ☐ The applicant presented the project to the parks and recreation advisory board or a similarly appointed group and received a motion of support for the project.

Date of the meeting(s): \_\_\_\_\_

### Documentation Required for Advisory Board:

- Include a title page that gives the name of the applicant, the project and identifies the document as "Presentation to Advisory Board."
- One copy of the minutes from the meeting that includes evidence of support for the project.

**C. Public recreational facilities provided by the project: (30 possible points)**

**1. Outdoor recreational facilities to be renovated/replaced: (30 possible points)**

The project will provide major renovation of (check one):

- ☐ three or more types of recreational facilities (30 points)
- ☐ two types of recreational facilities (20 points)
- ☐ one type of recreational facility (10 points)

**List the recreational facilities to be renovated/replaced:**

**D. Number of acres acquired (15 possible points)**

1. ☐ Small acquisition, 5 acres or less (1 point per acre)

Number of acres: \_\_\_\_\_

2. ☐ Medium acquisition, more than 5 less than 25 acres. (10 points)

Number of acres: \_\_\_\_\_

3. ☐ Large acquisition, 25 or more acres (15 points)

Number of acres: \_\_\_\_\_



**E. Land acquisition (15 possible points)**

**1. Describe the site's resources in detail to receive 10 or 15 points.**

*If no explanation is provided, the application will receive 5 points.*

- ☐ The site is a significant natural, cultural, recreational, or scenic resource. Is the resource highly threatened? Will it be used for other purposes if not purchased at this time? (15 points)

Explain why the resource is significant and/or threatened:

- ☐ The site is an excellent natural and/or recreational resource. (10 points)

Explain why the resource is an excellent natural or recreational resource:

- ☐ The site is an average natural and/or recreational resource. (5 points)

**F. The applicant's commitment to operating and maintaining the project. (15 possible points)**

- ☐ The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
- ☐ The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
- ☐ The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
- ☐ An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)

Provide the name of the organization that will operate and maintain the site:

If the applicant is not going to operate the site with full-time staff, describe how and when the site will be open to the public.

**G. Clientele served and accessibility (5 possible points)**

Not applicable for projects proposing land acquisition only

☐ The proposed project is designed in conformance with the appropriate current standards for the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, as amended and the American with Disabilities Act. (3 points)

☐ The proposed project will incorporate universal design principles and exceed ADA/ABA requirements. (2 points)

**H. Previous LWCF funding (10 possible points)**

1. Level of local LWCF funding per capita by county in Appendix II. (10 possible points)

County rank (from high to low) per capita LWCF funding	Points Awarded
1 - 10	1
11 - 20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71-80	8
81-90	9
91 – 100	10

Points Awarded: \_\_\_\_\_

**I. Consistency with SCORP priorities – Geographic distribution and contribution to SCORP goals and objectives (20 possible points)**

1. ☐ Geographic distribution – Refer to the list of counties ranked by current supply of outdoor recreation resources in Appendix III.

<b>County rank (from high to low) based on residents per facility or local park acres</b>	<b>Points Awarded</b>
1 – 10	1.5
11 – 20	3
21-30	4.5
31-40	6
41-50 (or facility not listed)	7.5
51-60	9
61-70	10.5
71-80	12
81-90	13.5
91 – 100	15

**Facility groups:**

Athletic fields include baseball, softball, football, soccer, and multi-purpose fields.

Athletic courts include basketball courts, tennis courts, and volleyball courts.

Trail miles include all types of trails.

For acquisition projects, refer to the local park acreage listing.

Applications proposing several types of facilities with different points awarded will be averaged.

Points Awarded: \_\_\_\_\_

2. Contribution to SCORP goals, objectives, and initiatives (5 points)

<b>Number of Objectives Addressed</b>	<b>Points Awarded</b>
Five or more	5
Four	4
Three	3
Two	2
One	1

Points Awarded: \_\_\_\_\_

# Budget Narrative

A template is provided following the example. All elements listed on budget narrative should be included in project description, maps, etc. Consistency throughout the application documents is key.

## Budget Narrative using Cost Categories from 424C- Example

Administrative costs (Incidental land costs are not eligible for land acquisitions)					
Element	Unit	Cost per unit	Federal share	Match share	Total
Landscape Architect	General	N/A	\$17,000	\$17,000	\$34,000
Land acquisition					
Parcel #/PIN	Acres	Cost per acre	Federal share	Match share	Total
075385893	12	\$10,000	\$60,000	\$60,000	\$120,000
075365425	1	\$1,000	\$500	\$500	\$1,000
Site Work					
Element	Unit	Cost per unit	Federal share	Match share	Total
Grading	5,000 cubic feet	\$10	\$25,000	\$25,000	\$50,000
Retaining wall	100 linear feet	\$200	\$10,000	\$10,000	\$20,000
Demolition and Removal					
Element	Unit	Cost per unit	Federal share	Match share	Total
Playground removal	Bulk	\$3,000	\$1,500	\$1,500	\$3,000
Basketball court	Bulk	\$2,000	\$1,000	\$1,000	\$2,000
Construction					
Element	Unit	Cost per unit	Federal share	Match share	Total
Playground	3 elements	\$30,000	\$45,000	\$45,000	\$90,000
Bocce Court	2 courts	\$1,000	\$1,000	\$1,000	\$2,000
Picnic shelter w/ restroom	400 square feet	\$150	\$30,000	\$30,000	\$60,000
Pave parking lot	20 spaces	Bulk	\$10,000	\$10,000	\$20,000
Miscellaneous					
Element	Unit	Cost per unit	Federal share	Match share	Total
Shelter lighting	4	\$2,000	\$4,000	\$4,000	\$8,000
Parking lighting	General	N/A	\$10,250	\$10,250	\$20,500
Totals			Federal share total	Match share total	Grand total
			\$215,250	\$215,250	\$430,500

**Explain how the budget was developed:** A licensed engineer was used to provide the estimates on all development costs. A federal Yellow Book appraisal was provided to determine the value of the property.

**Total anticipated pre-award expenses:** \$34,000 (Landscape Architect Designs)

**Describe project elements/costs that will improve site resiliency (i.e., response to threat of flood or climate change) and facility longevity, if any:** *Maintain consistency in cost classification categories across all budget documents: 424C, Budget Narrative and if awarded, the Detailed Expenditure Report.*

## LWCF Budget Narrative

(This form and format must be used; lines can be inserted or added as needed)

### Administrative Costs/ Pre-Award Costs (Incidental land costs are not eligible for land acquisitions)

Element	Unit	Cost per unit	Federal share	Match share	Total

### Land Acquisition

Parcel #	Acres	Cost per acre	Federal share	Match share	Total

### Site Work

Element	Unit	Cost per unit	Federal share	Match share	Total

### Demolition and Removal

Element	Unit	Cost per unit	Federal share	Match share	Total

Construction					
Element	Unit	Cost per unit	Federal share	Match share	Total
<b>Miscellaneous</b>					
Element	Unit	Cost per unit	Federal share	Match share	Total
<b>Totals</b>			<b>Federal share total</b>	<b>Match share total</b>	<b>Grand total</b>
Contingency is not an eligible LWCF cost. <b>Maintain consistency in cost classification categories across all budget documents: 424C, Budget Narrative and if awarded, the Detailed Expenditure Report.</b>					

**Explain how the budget was developed:**

**Total anticipated pre-award expenses:**

**Describe project elements/costs that will improve site resiliency (i.e., response to threat of flood or climate change) and facility longevity, if any:**

## Source of Matching Funds

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval. Full land donations are eligible as matching funds. Partial donations (bargain sale) are not eligible as match.

### Source of Matching Funds (EXAMPLE)

Example Source of Matching Funds			
State match	Description of funding source	Description of funding availability	Amount of match
North Carolina Parks and Recreation Trust Fund (PARTF)	This is a state grant that funds local park capital and land development projects	An application for this project was submitted in May of this year. The grant was awarded in August of this year and is available now.	\$100,000
North Carolina Land and Water Fund (NCLWF)	This is a state grant that funds land acquisition and water improvement projects. The NCLWF permits a very limited number of types of outdoor recreation, which aligns with our future needs	A land acquisition project was submitted for this site last year and was awarded. Money is available now.	\$25,000
<b>Local match</b>			
Town's CIP	The town plans for land acquisition and development needs in 5-year periods.	Half of these funds are available now. The other half will be available next fiscal year.	\$200,000
<b>Other</b>			
Private donation	A private citizen bequeathed funds or property to develop a park in the town.	The funds will be available as soon as needed.	\$100,000
Local fundraising	Local park support group has raised funds for local parks.	The group has raised funds over the past three years. They will transfer the funds to the town when the grant is awarded.	\$50,000
<b>Total match</b>			<b>\$475,000</b>
<b>Most federal funds cannot be used to match LWCF grant funds. Exceptions:</b> Recreational Trails Program ( <a href="https://www.fhwa.dot.gov/safetealu/factsheets.htm">https://www.fhwa.dot.gov/safetealu/factsheets.htm</a> ) and Community Development Block Grants ( <a href="https://www.hud.gov/program_offices/comm_planning/cdbg">https://www.hud.gov/program_offices/comm_planning/cdbg</a> ). <i>In the event that an anticipated funding source does not materialize, the local government will be expected to cover this portion of the match.</i>			



## LWCF Source of Matching Funds (*this form and format must be used*)

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval. The value of the donated property is not eligible as local matching funds.

State match	Description of Funding Source	Description of funding availability	Amount of match
Local match			
Other			
Total match			

**Most federal funds cannot be used to match LWCF grant funds.**

**Exceptions:** Recreational Trails Program (RTP) (<https://www.fhwa.dot.gov/safetealu/factsheets.htm>) and Community Development Block Grants (CDBG) ([https://www.hud.gov/program\\_offices/comm\\_planning/cdbg](https://www.hud.gov/program_offices/comm_planning/cdbg))

*If an anticipated funding source does not materialize, the local government will be expected to cover this portion of the match.*

# Federal Information for Construction/Acquisition Programs (SF-424C)

Please download, complete, and submit the federal “Budget information for construction programs” form (SF-424C) using the following link: [Grants.gov 424 Family](https://www.grants.gov/424/Family). For the calculations to work correctly, the PDF version of the form must be downloaded to a computer, then opened from the list of downloaded files. The downloaded file name should appear as “SF424C\_2\_0-2.0.pdf”. This pdf file can be edited and saved.

Example: The sample SF-424C form presents how to correctly complete the form using the sample Budget Narrative on page 12. Do not overmatch. Best practice is to use a 50% multiplier for each line item.

[View Burden Statement](#)

OMB Number: 4040-0008  
 Expiration Date: 02/28/2022

BUDGET INFORMATION - Construction Programs			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text" value="50,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="50,000.00"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text" value="273,800.00"/>	\$ <input type="text"/>	\$ <input type="text" value="273,800.00"/>
8. Demolition and removal	\$ <input type="text" value="62,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="62,000.00"/>
9. Construction	\$ <input type="text" value="447,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="447,000.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text" value="167,200.00"/>	\$ <input type="text"/>	\$ <input type="text" value="167,200.00"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="1,000,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="1,000,000.00"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text" value="1,000,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="1,000,000.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="1,000,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="1,000,000.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c. Multiply X <input type="text" value="50"/> % Enter the resulting Federal share.			\$ <input type="text" value="500,000.00"/>

# Site Control (Proof of Ownership)

**Project Sponsor:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Instructions:** The local government must show that it has control of the entire site of a proposed development project for providing public recreation by November 1, 2025. The project must be located on a single contiguous site. Please contact your regional consultant about linear parks and greenways.

**Important: The application can be declared ineligible without this certification.**

*Exception: This certification is not required for applications only proposing land acquisition or applications proposing to acquire the site of a proposed development project.*

**1. TYPE OF SITE CONTROL:** Indicate the type(s) of control the applicant has for the project site.

TYPE OF CONTROL	Check all that apply	Provide copies of deed(s), lease(s), or easement(s)
<input type="checkbox"/> <b>Fee Simple Title</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site	<input type="checkbox"/> All deeds are provided
<input type="checkbox"/> <b>Lease (25 years or longer)</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site	<input type="checkbox"/> All leases are provided
<input type="checkbox"/> <b>Easement</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site	<input type="checkbox"/> All easements are provided

**2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:**

☐ No limitations, conditions, or encumbrances

a) For property owned or to be owned by the local government, describe all easements or encumbrances.

b) Describe any conditions or limitations in current or proposed leases, easements or use agreements.

Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use in perpetuity.

Attach additional pages if needed.

# Project Location Map

Please provide one copy of an 8½" x 11" map showing the location of the proposed project.

Required Elements:

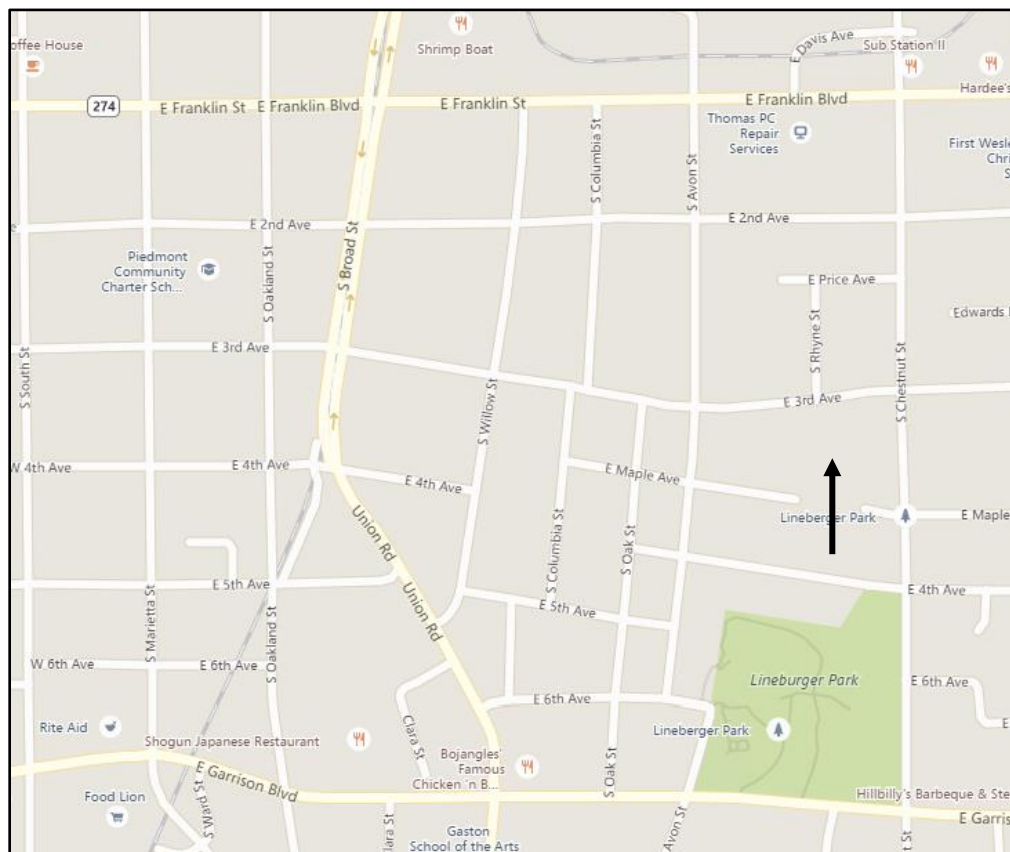
- Title of the project
- The name of the road a visitor uses to get to the park entrance.
- The closest major road
- Legible street names
- North arrow
- Physical address (such as a street address)
- Latitude/longitude coordinates of the central point in the site

Helpful to include but not required: main entrance coordinates, location of site within state & county, area of potential effect (APE)

## Sample: Project location map

Lineburger Park, 632 Garrison Blvd., Gastonia, NC

Latitude / Longitude: 35°15'16.8"N / 81°10'19.7"W



# LWCF Boundary Map

## Required Elements:

- Official park/site name and location
- Sufficient detail to legally identify the lands subject to the LWCF Act (Clear Boundary)
- All known outstanding rights and interests in the area held by others (including details of leases)
- Total acreage of the area within the LWCF boundary
- North arrow
- Signature of the SLO or alternate and applicant representative with authority to sign contracts

## Recommended Features

- Satellite Imagery
- Project Name
- Scale Bar
- Legend
- Address or Coordinates
- Street Names
- Parcel/Deed identifiers
- Previously encumbered acres & newly encumbered acres

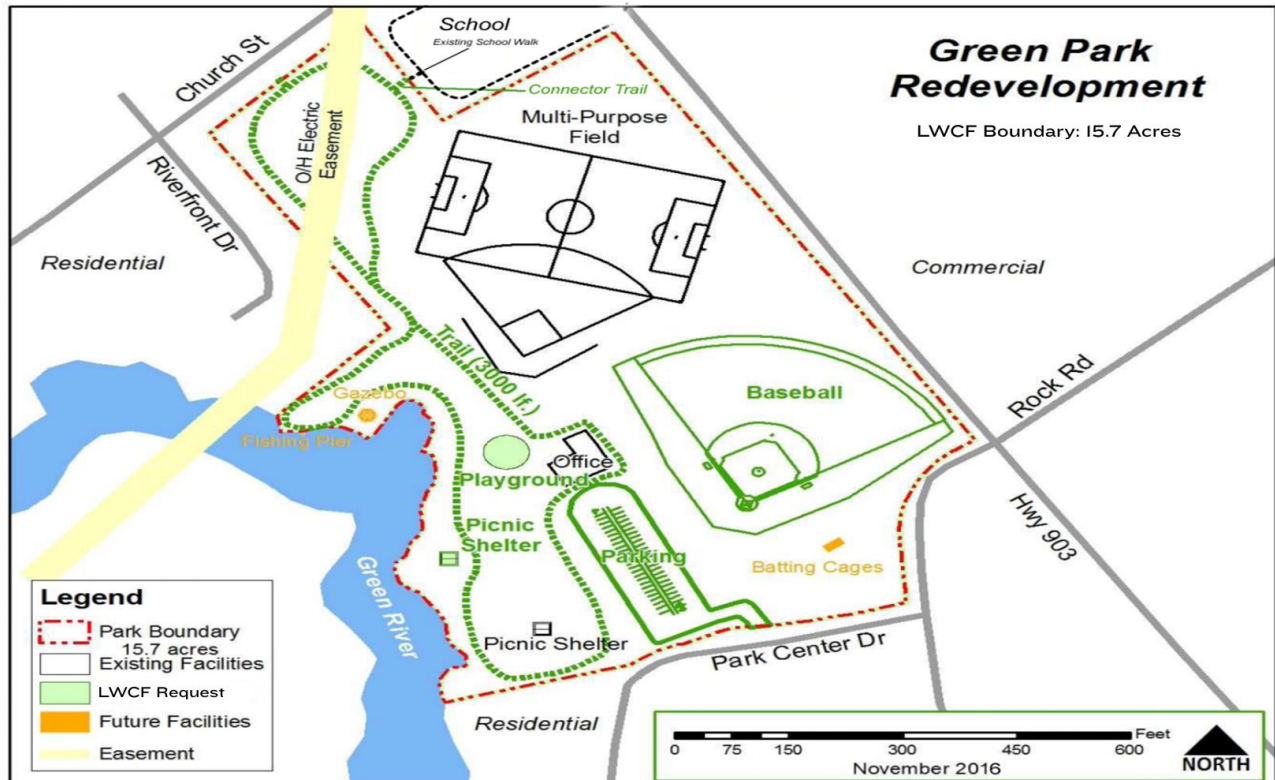
## LWCF Boundary Map Example





# Project Site Plan

Use the example below as a guide for the site plan, including the listed items and color coding. A site plan is required for every project. Development projects should denote in green the elements to be renovated/replaced. For land acquisition only projects, a conceptual plan displaying proposed future development must be displayed in orange. Include the items and color codes listed below on the site plan.



- Title: Name of project and applicant
- Acreage
- Elements of the proposed LWCF project: **light green**. Include land to be acquired, recreational & support facilities.
- Known streams, lakes, and wetlands: **blue**
- Park boundaries: **red** for existing/ **green** for new land to be acquired
- Existing facilities: black and white
- On new property being acquired, denote in black and annotate, planned future indoor facilities to support outdoor recreation.
- **Number of acres that are/will be in the LWCF boundaries.**  
**LWCF boundary restrictions are presented below.**
- Entrance and access roads to the site
- Future facilities: **orange**

- Utility easements (power, sewer, and water lines): **yellow**
- Names of adjacent roads
- Use of adjacent property
- Deed reference
- Metes and bounds (not required)
- Length of lease & expiration date (if applicable)
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

## Land Acquisition Form

List of Properties to be Acquired						
<b>Applicant</b>						
<b>Title of Project</b>						
Will the property be:  - Purchased - Donated <sup>1</sup>	Current Owner	Parcel		Estimated Value		Proposed Purchase Price
		Number	Acreage	Land	Improvements for Public Park Purposes <sup>2</sup>	
<b>Totals:</b>						

Notes:

1. Full property donations, not bargain sales, can be used as matching funds.
2. Identify the value of each existing improvement that will be used or renovated/replaced for public park purposes.
3. Describe how an existing facility(s) will be used for public recreation as part of the project in this application in the space below the table.

(Example: Existing boat ramp on the property to be acquired will be used for a public boat ramp)

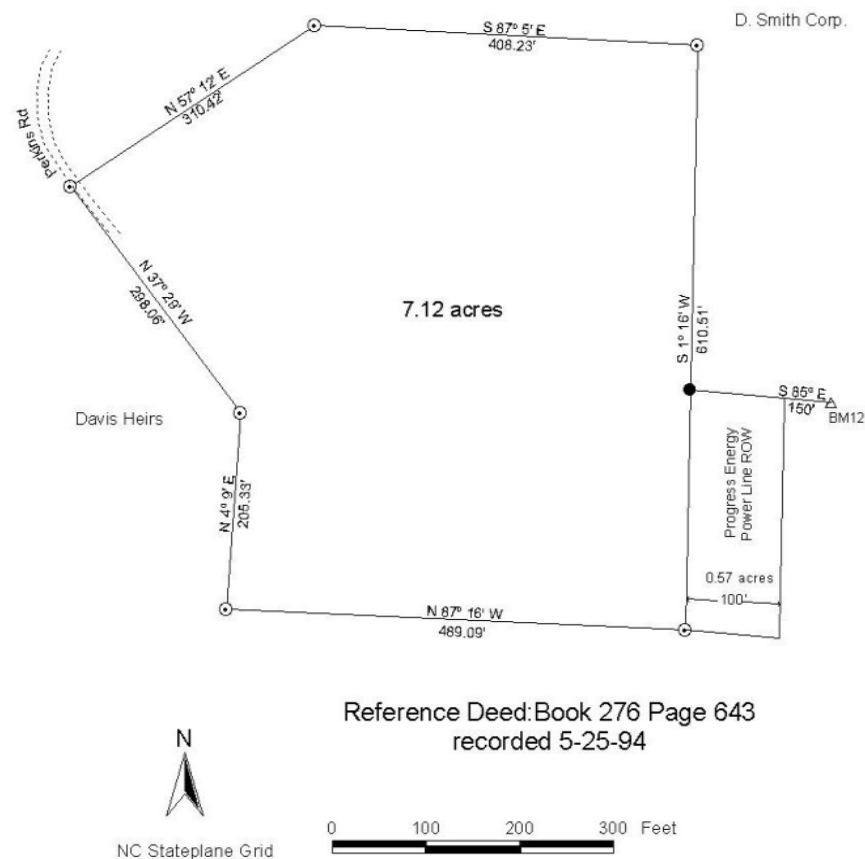
# Legal Description of Property to be Acquired

Applicants proposing to acquire property with an LWCF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. A legal description is needed for all parcels included on the "List of Properties to be Acquired". Resource impacts within the proposed LWCF boundary area must be described including any future easements, right of ways, leases, and other agreements about the use of the LWCF-assisted area.

The legal description should be submitted on a single 8½" x 11" page or an 11" x 17" page. Include the following items as shown on the sample below:

- Project title, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

In addition to the legal description, applicants with acquisition only projects must submit a copy of a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the "Site Plan" instructions.



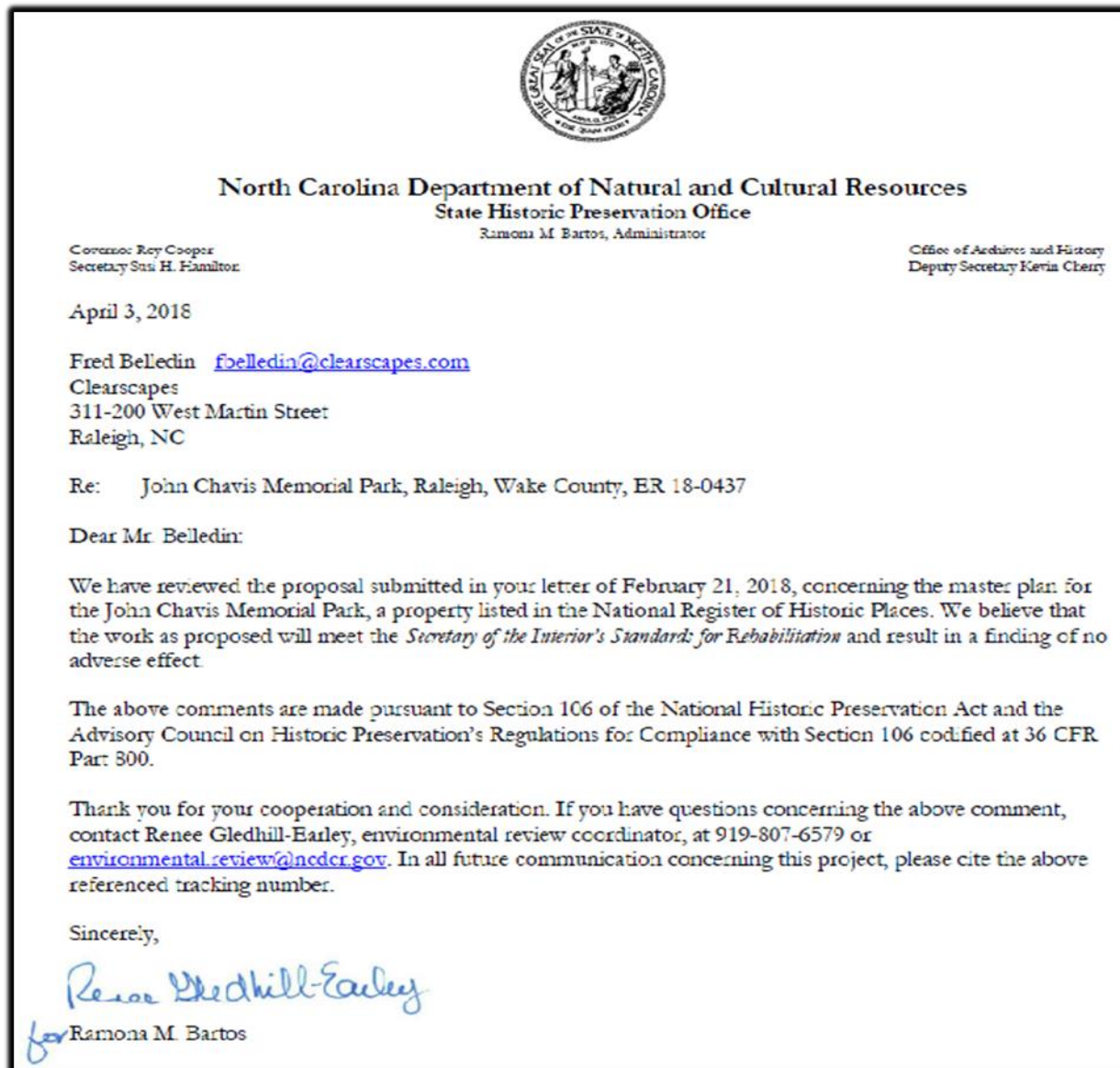
## Oak Leaf Park - Legal Description



## Review Letter from SHPO

Please provide a letter of approval from the North Carolina State Historical Preservation Office declaring that the site has been reviewed for adverse impacts. Allow 90 days to receive this.

Example:



# Appendix I: Definitions

## The North Carolina Statewide Comprehensive Outdoor Recreation Plan

**Renovation:** The extensive reconstruction of a facility to restore or improve its usefulness to its original purpose within an LWCF-assisted park. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.

**Obsolete facilities:** Project sponsors are not required to continue the operation of a particular recreation area or facility beyond its useful life. However, Section 6(f)(3) of the LWCF Act requires project sponsors to maintain the entire area within the Section LWCF boundary in some form of public outdoor recreation use. Notwithstanding neglect or inadequate maintenance on the part of the project sponsor, a recreation area or facility may be determined to be obsolete if:

- reasonable repairs are not sufficient to keep the recreation area or facility operating;
- changing recreation needs dictate a change in the type of facilities provided;
- park operating practices dictate a change in the type of facilities required; or,
- the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

**Replacement:** The replacement of an existing recreation facility that has been deemed obsolete with an outdoor recreation area or facility. This can be replacement of the same type or different type of facility if public demand has changed. Discuss "Significant Change of Use" vs. "Obsolescence" at existing LWCF sites with your RRS Consultant.

**Outdoor Recreational Facility:** The following list provides examples outdoor recreational facilities or areas. Indoor recreational facilities are not eligible.

### **Examples of Recreational Facilities and Areas:**

- Sports facilities including tennis courts, soccer fields, ballfields, running tracks, volleyball courts and basketball courts.
- Swimming facilities including swimming pools, splashpads, wave-making pools, wading pools, and swim beaches.
- Trails within a park with a minimum continuous length of 1/4 mile including nature trails, hiking trails, bicycling trails, and equestrian trails.
- Greenways - linear open spaces connecting parks or other public areas that are 1/4 mile or longer and usually contain a multi-purpose trail.
- Camping facilities including cabins, group camps, and tent and trailer campgrounds.
- Picnic facilities including picnic shelters with tables and grills, or picnic areas with groups of tables, grills, and trash receptacles.
- Interpretive facilities for nature study, viewing scenery and photography including observation decks, viewing platforms, boardwalks.

- Playgrounds and tot lots.
- Amphitheaters.
- Fishing and boating facilities including man-made lakes or ponds, docks, launching ramps, piers, and marinas.

**Support facilities are not recreational facilities:** Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, site preparation, bridges, utilities, and sidewalks.

**Master Plan for the Park:** A long-range plan for one park that contains a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all the following items to receive points:

- Site analysis - Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
- Recreational needs - Identify the recreational opportunities that the public prefers using meetings or a survey. Describe how the recreational opportunities being proposed by the master plan relate to existing recreational facilities and services in the jurisdiction (this may be a part of the system-wide comprehensive plan).
- Program description - Identify the main purposes of the park including a description of the how the local government will design the park to be used by the public.
- Physical needs - Identify the physical needs of the park's site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the LWCF application must be included in the master plan.
- Project costs for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- Site plans and illustrations depicting the boundaries of land to be acquired and the location of facilities.
- Public Involvement - Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.

**Greenway System Plan** - A long-range plan to develop a framework for building an integrated system of trails that will link citizens to the outdoors. A greenway system plan must adequately address all the following items:

- Vision, Goals and Objectives - The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in reference to recreation/fitness/health.

- Inventory Existing Data and Related Plans – the identification and mapping of existing natural resources, man-made features and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
- Analyze Data and Develop/Map Proposed Greenway – review and analysis of all data collected to allow the local government to:
  - Identify potential greenway corridors,
  - Identify hubs/destinations that are either natural resource based or man-made (or a combination of the two) which should be part of the greenway system,
  - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
  - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
- Mapping - the result of the above analysis is a map(s) and text to describe the proposed system. The map(s) should illustrate not only existing greenway system elements, but also the proposed greenway network envisioned by the local government.
- Action Plan – develop a specific action plan that will position the local government to move forward in realizing the proposed greenway system. The action plan should include:
  - A listing of action steps that set priorities,
  - Roles and responsibilities in implementing the plan,
  - Cost estimates, resources and potential funding options needed to address action steps, and
  - Greenway corridor segments identified as potential pilot projects.
- Public Involvement - A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts. Please address the number of people who participated and who they represented for each level of public involvement used.
- Maintenance, Management and Operational Policies – address policies that will provide the basis for making decisions related to trail maintenance, management, and security.
- The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

**Comprehensive Systemwide Plan for Parks and Recreation:** A long-term plan that describes how a local government will address the recreational needs of the citizens in its jurisdiction. A systemwide plan document must adequately address all the following items:

- Produced or revised within the past ten years.
- A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
- An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, the YMCA or YWCA, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.

- An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
- A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared.
- Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts.

**Capital Improvement Plan / Three-to-Five-Year Park and Recreation Plan:** A plan that lists all capital expenditures and/or specifically all park and recreation projects that a local government has approved for funding and scheduled for the near future. The plan is a component of the local government's regular budget cycle.

**Survey of Recreational Needs:** A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government can use the survey as one of the first steps in developing a master plan for a specific park or a system-wide comprehensive park and recreation plan for the entire jurisdiction. Through the survey, citizens can give their preferences for different types of recreation and facilities. The local government uses the survey results to establish recreational priorities for the jurisdiction. The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, door-to-door, by telephone, in focus groups and in public meetings. The following key elements of the survey must be documented:

- The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction, at a minimum, ten percent of the distributed surveys.
- The questions must be clear and unbiased.
- The questions should not limit the citizens to choosing from a narrow list of recreational opportunities.
- Copies of the same questionnaire must be distributed to everyone in the sample.
- The survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
- The survey must have been conducted within the past ten years.
- The survey must have been conducted, and results received, before the local government begins planning the LWCF project.

## Appendix II: Level of Local LWCF Spending Per Capita by County

**Table for Item H - Level of Local LWCF Spending Per Capita by County**

Rank	County	LWCF Assistance	2015 Population	LWCF per Capita	Rank	County	LWCF Assistance	2015 Population	LWCF per Capita
33	Alamance	1,103,154	154,511	\$ 7.14	71	Johnston	613,254	182,547	\$ 3.36
26	Alexander	313,223	37,268	\$ 8.40	93	Jones	13,508	10,439	\$ 1.29
7	Alleghany	176,398	11,114	\$ 15.87	23	Lee	527,442	61,618	\$ 8.56
32	Anson	191,455	26,688	\$ 7.17	51	Lenoir	299,186	59,110	\$ 5.06
24	Ashe	234,103	27,399	\$ 8.54	76	Lincoln	240,022	80,980	\$ 2.96
12	Avery	220,207	17,833	\$ 12.35	11	Macon	445,588	34,095	\$ 13.07
85	Beaufort	108,482	47,780	\$ 2.27	22	Madison	182,752	21,320	\$ 8.57
89	Bertie	44,332	20,734	\$ 2.14	5	Martin	403,585	23,607	\$ 17.10
38	Bladen	230,939	35,317	\$ 6.54	21	McDowell	402,585	45,258	\$ 8.90
82	Brunswick	313,645	122,340	\$ 2.56	70	Mecklenburg	3,469,612	1,030,572	\$ 3.37
67	Buncombe	988,663	254,358	\$ 3.89	2	Mitchell	365,354	15,408	\$ 23.71
27	Burke	724,926	89,300	\$ 8.12	6	Montgomery	453,361	27,742	\$ 16.34
65	Cabarrus	787,009	192,847	\$ 4.08	46	Moore	554,646	93,963	\$ 5.90
14	Caldwell	934,429	82,502	\$ 11.33	43	Nash	569,395	94,197	\$ 6.04
18	Camden	95,633	10,166	\$ 9.41	87	New Hanover	492,379	222,168	\$ 2.22
9	Carteret	1,002,465	70,812	\$ 14.16	72	Northampton	66,996	20,738	\$ 3.23
17	Caswell	223,133	23,718	\$ 9.41	39	Onslow	1,277,952	197,791	\$ 6.46
60	Catawba	675,138	155,200	\$ 4.35	45	Orange	854,690	142,687	\$ 5.99
88	Chatham	150,345	69,530	\$ 2.16	28	Pamlico	104,048	13,108	\$ 7.94
13	Cherokee	320,329	27,253	\$ 11.75	59	Pasquotank	174,096	39,445	\$ 4.41
15	Chowan	160,009	14,919	\$ 10.73	95	Pender	27,150	57,680	\$ 0.47
97	Clay	-	10,584	\$ -	80	Perquimans	39,779	14,176	\$ 2.81
69	Cleveland	332,702	97,274	\$ 3.42	68	Person	139,592	39,459	\$ 3.54
62	Columbus	247,000	57,738	\$ 4.28	74	Pitt	551,440	176,109	\$ 3.13
78	Craven	314,775	107,919	\$ 2.92	34	Polk	138,415	20,761	\$ 6.67
86	Cumberland	745,699	332,568	\$ 2.24	31	Randolph	1,036,779	142,400	\$ 7.28
92	Currituck	35,465	23,802	\$ 1.49	4	Richmond	807,366	46,253	\$ 17.46
10	Dare	465,130	35,360	\$ 13.15	48	Robeson	723,802	132,732	\$ 5.45
81	Davidson	445,789	164,557	\$ 2.71	53	Rockingham	453,295	91,872	\$ 4.93
63	Davie	178,723	41,806	\$ 4.28	19	Rowan	1,312,095	140,170	\$ 9.36
56	Duplin	277,673	60,462	\$ 4.59	83	Rutherford	169,440	67,177	\$ 2.52
58	Durham	1,322,481	296,452	\$ 4.46	29	Sampson	479,692	64,644	\$ 7.42
3	Edgecombe	1,036,516	55,744	\$ 18.59	8	Scotland	555,400	35,720	\$ 15.55
37	Forsyth	2,398,714	363,817	\$ 6.59	16	Stanly	646,645	61,339	\$ 10.54
84	Franklin	150,346	64,207	\$ 2.34	41	Stokes	290,411	46,144	\$ 6.29
52	Gaston	1,053,671	212,868	\$ 4.95	40	Surry	468,409	73,521	\$ 6.37
98	Gates	-	11,430	\$ -	1	Swain	433,771	14,829	\$ 29.25
75	Graham	27,227	9,112	\$ 2.99	20	Transylvania	308,604	33,845	\$ 9.12
35	Granville	384,781	58,046	\$ 6.63	47	Tyrrell	24,008	4,180	\$ 5.74
36	Greene	140,212	21,211	\$ 6.61	79	Union	624,168	220,792	\$ 2.83
44	Guilford	3,103,164	517,284	\$ 6.00	90	Vance	87,566	45,022	\$ 1.94
49	Halifax	272,793	53,102	\$ 5.14	66	Wake	4,068,305	1,003,596	\$ 4.05
57	Harnett	576,571	126,886	\$ 4.54	100	Warren	-	20,458	\$ -
30	Haywood	446,442	60,334	\$ 7.40	77	Washington	37,730	12,792	\$ 2.95
64	Henderson	472,440	111,147	\$ 4.25	42	Watauga	328,019	52,816	\$ 6.21
91	Hertford	47,046	24,445	\$ 1.92	94	Wayne	133,408	125,800	\$ 1.06
96	Hoke	20,510	52,666	\$ 0.39	73	Wilkes	222,242	69,709	\$ 3.19
99	Hyde	-	5,934	\$ -	54	Wilson	411,299	84,553	\$ 4.86
50	Iredell	869,753	169,431	\$ 5.13	55	Yadkin	179,813	37,953	\$ 4.74
25	Jackson	346,835	41,031	\$ 8.45	61	Yancey	77,608	17,937	\$ 4.33

## Appendix III: Supply of Recreation Resources Per Capita by County

**Table for Item I – Supply of Recreation Resources Per Capita by County**

County	2015 Population	residents/ athletic field		residents/ athletic court		residents/ picnic shelter		residents / playground		residents / trail mile		residents / local park acre	
		Rank		Rank		Rank		Rank		Rank		Rank	
Alamance	154,511	32	1,776	41	2,664	14	3030	35	4682	49	3055	8	65
Alexander	37,268	50	2,070	99	18,634	97	0	34	4659	96	74536	84	490
Alleghany	11,114	99	11,114	2	1,111	27	3705	48	5557	8	191	32	150
Anson	26,688	9	988	78	4,448	19	3336	28	4448	29	1061	26	115
Ashe	27,399	53	2,108	80	4,566	47	5480	31	4566	57	4183	63	269
Avery	17,833	10	991	39	2,548	58	5944	56	5944	7	188	57	241
Beaufort	47,780	40	1,911	71	3,982	71	7963	58	5973	44	2459	59	244
Bertie	20,734	29	1,728	85	5,184	80	10367	81	10367	97	0	92	768
Bladen	35,317	63	2,523	69	3,924	56	5886	27	4415	40	2185	69	304
Brunswick	122,340	37	1,854	29	2,308	13	2984	53	5826	35	1605	7	61
Buncombe	254,358	66	2,650	43	2,795	52	5652	59	6204	32	1306	15	89
Burke	89,300	17	1,191	28	2,290	9	2481	29	4465	23	564	22	107
Cabarrus	192,847	71	2,878	57	3,269	32	4018	61	6650	92	18543	53	224
Caldwell	82,502	13	1,130	11	1,587	10	2500	16	3300	27	777	17	92
Camden	10,166	64	2,541	84	5,083	98	0	80	10166	14	385	95	1452
Carteret	70,812	8	920	14	1,647	16	3079	18	3372	15	390	47	199
Caswell	23,718	97	7,906	93	7,906	95	23718	98	23718	98	0	96	1482
Catawba	155,200	69	2,723	34	2,463	26	3609	10	2771	58	4240	13	78
Chatham	69,530	49	2,045	65	3,659	78	9933	66	6953	34	1593	31	145
Cherokee	27,253	34	1,817	36	2,478	40	4542	93	13626	16	395	43	182
Chowan	14,919	15	1,148	1	622	68	7460	6	2487	25	746	68	298
Clay	10,584	19	1,323	88	5,292	85	10584	83	10584	2	123	50	216
Cleveland	97,274	61	2,432	53	3,040	61	6485	65	6948	42	2269	4	46
Columbus	57,738	11	1,050	12	1,604	2	1443	3	1991	46	2600	19	99
Craven	107,919	43	1,962	66	3,721	75	8993	51	5680	47	2765	51	220
Cumberland	332,568	56	2,160	59	3,464	87	10728	67	7076	87	12139	67	285
Currituck	23,802	35	1,831	70	3,967	5	2380	57	5950	48	2975	54	227
Dare	35,360	23	1,414	9	1,473	31	3929	2	1964	13	333	6	55
Davidson	164,557	89	4,571	68	3,918	53	5674	44	5485	77	8661	64	274
Davie	41,806	98	8,361	81	4,645	83	10451	96	20903	99	0	85	504
Duplin	60,462	59	2,325	46	2,879	60	6046	46	5497	84	10335	70	312
Durham	296,452	91	4,860	35	2,470	64	6588	42	5390	59	4387	61	251
Edgecombe	55,744	92	5,068	50	2,934	45	5068	86	11149	91	16395	58	242
Forsyth	363,817	77	3,567	19	1,828	39	4492	38	4984	71	6725	5	51
Franklin	64,207	79	3,777	98	16,052	86	10701	92	12841	85	10701	81	434
Gaston	212,868	22	1,382	22	1,851	29	3870	33	4628	63	5199	28	117
Gates	11,430	14	1,143	3	1,270	98	11430	87	11430	17	434	98	1633
Graham	9,112	57	2,278	18	1,822	15	3037	100	0	1	44	99	1822
Granville	58,046	38	1,872	87	5,277	38	4465	68	7256	78	8664	66	284
Greene	21,211	41	1,928	89	5,303	36	4242	41	5303	72	7070	90	643
Guilford	517,284	31	1,759	24	2,173	30	3889	15	3193	45	2595	2	41
Halifax	53,102	73	3,319	38	2,529	34	4085	55	5900	30	1193	80	402
Harnett	126,886	54	2,115	79	4,532	90	14098	88	11535	51	3134	18	95

**Table for Item I – Supply of Recreation Resources Per Capita by County**

County	2015 Population	residents/ athletic field		residents/ athletic court		residents/ picnic shelter		residents / playground		residents / trail mile		residents / local park acre	
		Rank		Rank		Rank		Rank		Rank		Rank	
Haywood	60,334	51	2,080	55	3,175	65	6704	69	7542	20	464	91	754
Henderson	111,147	83	3,970	77	4,446	74	8550	79	10104	33	1380	56	240
Hertford	24,445	68	2,716	60	3,492	23	3492	13	3056	86	11640	21	106
Hoke	52,666	94	5,852	97	13,167	93	17555	94	17555	54	3511	100	10533
Hyde	5,934	95	5,934	91	5,934	57	5934	11	2967	10	276	88	539
Iredell	169,431	20	1,366	76	4,344	42	4579	43	5466	50	3125	37	165
Jackson	41,031	60	2,414	49	2,931	28	3730	24	3730	12	312	1	33
Johnston	182,547	76	3,511	83	5,071	76	9127	72	7937	76	8022	83	469
Jones	10,439	75	3,480	95	10,439	82	10439	82	10439	100	0	97	1491
Lee	61,618	88	4,401	64	3,625	79	10270	70	7702	53	3201	40	172
Lenoir	59,110	18	1,285	20	1,847	72	8444	60	6568	94	26868	46	192
Lincoln	80,980	80	3,856	94	10,123	89	13497	75	8998	93	18833	48	209
Macon	34,095	4	631	17	1,794	37	4262	63	6819	4	147	44	184
Madison	21,320	96	7,107	33	2,369	67	7107	84	10660	6	169	93	790
Martin	23,607	26	1,574	15	1,686	70	7869	19	3372	82	9443	60	245
McDowell	45,258	39	1,886	82	5,029	92	15086	97	22629	21	546	79	397
Mecklenburg	1,030,572	78	3,734	47	2,903	48	5511	40	5285	80	8884	3	44
Mitchell	15,408	7	856	8	1,401	3	1541	8	2568	11	287	86	514
Montgomery	27,742	90	4,624	21	1,849	50	5548	47	5548	19	451	77	391
Moore	93,963	67	2,685	45	2,847	49	5527	36	4698	39	2046	25	114
Nash	94,197	33	1,777	4	1,273	20	3364	7	2546	95	31399	41	173
New Hanover	222,168	30	1,736	31	2,339	46	5419	54	5847	69	6258	30	133
Northampton	20,738	85	4,148	74	4,148	81	10369	64	6913	55	3988	94	988
Onslow	197,791	87	4,395	72	4,037	77	9419	85	10988	64	5257	87	526
Orange	142,687	65	2,548	26	2,229	62	6486	45	5488	41	2216	11	74
Pamlico	13,108	6	819	40	2,622	1	1092	9	2622	79	8738	12	77
Pasquotank	39,445	24	1,461	5	1,315	51	5635	25	3944	36	1826	27	117
Pender	57,680	100	19,227	100	19,227	94	19227	99	28840	89	12818	78	395
Perquimans	14,176	16	1,181	16	1,772	24	3544	5	2363	73	7088	89	545
Person	39,459	44	1,973	58	3,288	7	2466	22	3587	70	6577	35	158
Pitt	176,109	81	3,914	67	3,828	43	4760	52	5681	88	12579	24	113
Polk	20,761	74	3,460	75	4,152	21	3460	95	20761	67	5932	52	221
Randolph	142,400	82	3,956	62	3,560	69	7495	73	8376	81	9128	10	73
Richmond	46,253	48	2,011	30	2,313	6	2434	32	4625	38	1989	82	453
Robeson	132,732	12	1,062	52	3,017	41	4577	26	4148	83	9905	45	186
Rockingham	91,872	42	1,955	23	2,042	12	2871	14	3062	56	4106	9	70
Rowan	140,170	70	2,803	56	3,260	17	3115	39	5191	62	4672	23	109
Rutherford	67,177	45	1,976	27	2,239	35	4199	49	5598	68	6109	29	120
Sampson	64,644	1	440	63	3,591	33	4040	37	4973	90	16161	72	330
Scotland	35,720	2	533	13	1,624	18	3247	21	3572	65	5757	55	230
Stanly	61,339	5	713	10	1,573	4	1917	1	1460	31	1256	16	92
Stokes	46,144	58	2,307	96	11,536	54	5768	89	11536	28	941	62	254
Surry	73,521	25	1,532	42	2,723	44	4901	90	12253	37	1868	38	171
Swain	14,829	36	1,854	6	1,348	8	2471	23	3707	9	216	36	161
Transylvania	33,845	46	1,991	90	5,641	73	8461	62	6769	3	128	71	316
Tyrrell	4,180	52	2,090	7	1,393	99	0	4	2090	22	555	74	348
Union	220,792	86	4,166	86	5,257	84	10514	77	9200	66	5857	20	102



**Table for Item I – Supply of Recreation Resources Per Capita by County**

County	2015 Population	residents/ athletic field		residents/ athletic court		residents/ picnic shelter		residents / playground		residents / trail mile		residents / local park acre	
		Rank		Rank		Rank		Rank		Rank		Rank	
Vance	45,022	27	1,667	44	2,814	91	15007	76	9004	74	7504	49	210
Wake	1,003,596	62	2,490	37	2,509	55	5801	50	5638	43	2409	14	79
Warren	20,458	84	4,092	73	4,092	66	6819	20	3410	75	7577	39	172
Washington	12,792	55	2,132	92	6,396	100	0	91	12792	24	668	76	388
Watauga	52,816	3	574	25	2,201	11	2780	17	3301	18	443	75	354
Wayne	125,800	93	5,718	61	3,544	59	5990	74	8986	61	4522	73	337
Wilkes	69,709	21	1,367	48	2,905	22	3485	71	7745	26	758	42	175
Wilson	84,553	28	1,726	32	2,349	63	6504	12	3020	60	4448	33	150
Yadkin	37,953	72	3,163	54	3,163	88	12651	78	9488	52	3182	34	151

## Appendix IV: Recreation Resources Service

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

### [Find your RRS Consultant](#)

