

# 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*)

<b>Project Information</b>
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
<b>Financial Information &amp; Risk Assessment</b>
Budget Narrative (Budget)
Source of Matching Funds (Matching Funds)
Federal Information for Construction and Acquisition Programs (SF 424C)
Compliance Report for Each Prior Grant (Compliance)
<b>Site Information &amp; Maps</b>
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>
<b>Environmental Review &amp; NEPA Documentation</b>
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
<b>Planning &amp; Public Involvement</b>
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>