

Commonwealth of Kentucky Department for Local Government



Land and Water Conservation Fund 2026 Grant Application

Submit the completed application and attachments to DLG.OFG@ky.gov no later than **October 30, 2026**. If you have questions about the LWCF or application, contact Pamela Jordan at Pamela.Jordan@ky.gov.

Department for Local Government Land and Water Conservation Fund 2026 Application

PROJECT NAME/TITLE:

APPLICANT/PROJECT SPONSOR (City, County, State Agency, or Federal Agency)

Name	Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CONTACT PERSON/PROJECT MANAGER

Individual to be contacted should questions arise regarding the project and/or application.

Name	Firm/Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CITY/COUNTY TO BE SERVED

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Does the applicant have an open/active LWCF project?

Yes ☐ No ☐

If yes, list the project numbers below (21-XXXX):

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Does the applicant Own or Lease the land?

Own ☐ Lease ☐

Provide a copy of the deed or long-term lease, 25 years or longer, with the application (Attachment F).

Leased Properties are only eligible if owned by a government agency.

PROJECT DESCRIPTION AND JUSTIFICATION

Provide a description of the project activities and what will be accomplished with the grant. If necessary, you can attach additional pages.

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PROPOSED FUNDING

For the LWCF grant, the minimum request an applicant can apply for is \$25,000. The maximum request is \$1,000,000. The applicant must match the LWCF grant to fund 50% of the total project cost.

LWCF Request: \$

Applicant Match: \$

Total Project Cost: \$

Below summarize how the applicant proposes to match LWCF funding. Please complete all appropriate columns and specify whether funds are Approved, Pending, or currently under Negotiation. **Attach a detailed budget with the application (Attachment E).**

Source	Applicant	Status of Funds
General Fund		
Force Account Labor		
Force Account Equipment		
Force Account Materials		
Donations		
Donated Land		
Donated Labor		
Donated Equipment		
Donated Materials		
Other Funds:		
TOTAL		

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

Signature

Title

Name Typed/Print

Date

NAME AND SIGNATURE OF THE APPLICANTS GRANT ADMINISTRATOR

Signature

Title

Name Typed/Print

Date

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Attachments

ATTACHMENTS

Please submit the application with the following attachments as individual files. Have each attachment clearly labeled. (Note: The files may not download correctly if you are using Microsoft Edge. In that case, they are all linked directly on the DLG LWCF page on the right side under "Downloads."

- ☐ **ATTACHMENT A – DNF FORM** The form is available [here](#).
- ☐ **ATTACHMENT B – A&R FORM** Use the appropriate form for your project type as linked below:
 - [For development projects](#) (construction or renovation of park facilities)
 - [For acquisition projects](#) (purchase of land to become a park)
 - [For development and acquisition](#) (construction/renovation and the purchase of land)
- ☐ **ATTACHMENT C – BOUNDARY MAP**
 - The boundary map must list the total acreage located within the park boundary. Address, acreage and boundary must be labeled as the LWCF boundary. Please be aware, LWCF requires that the **entire** park boundary become protected in **perpetuity**, not just the portions of the park being developed with the LWCF grant.
- ☐ **ATTACHMENT D – SITE PLAN**
 - Clearly show the areas where each element of the scope of work will be place.
- ☐ **ATTACHMENT E – DETAILED BUDGET**
 - Provide a detailed breakdown of how the applicant determined the total project cost using the template found [here](#). Include copies of quotes, invoices, written statements, appraisals, etc., as supplemental documentation. Detailed Budget needs to include a breakdown of all force account and in-kind labor. Provide details of who is providing the labor (government employees or a local company), the value of that labor (i.e. wage x number of hours), and what work will be completed.
- ☐ **ATTACHMENT F – PROOF OF PROPERTY OWNERSHIP**
 - Own – Attach a copy of the deed for all properties/parcels located in the park’s boundary.
 - Lease – Attach a copy of the lease. For leased land, the property can **only** be owned by a government agency. The lease must have a **minimum of 25 years** remaining at the time of project approval.
- ☐ **ATTACHMENT G – SHPO 106 PROCESS**
 - Applicant must submit the proposed project to the State Historic Preservation Offices for a Section 106 review. Click [here](#) for more information on the process and policies. Please note that a “preliminary site check” does not satisfy the SHPO requirement. The letter from SHPO with a determination of whether the project will adversely impact a historic property must be attached to the application.

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☐ **ATTACHMENT H – KENTUCKY STATE CLEARINGHOUSE REVIEW**

- Applicant must complete the Kentucky State Clearinghouse Review. Click [here](#) to submit your project for review. Please note, Clearinghouse comments remain valid for one year.

☐ **ATTACHMENT I – RESOLUTION** Click [here](#) for the template.

☐ **ATTACHMENT J – ASSURANCES AND CERTIFICATIONS**

- The following forms are required and are linked below:
 - [Civil Rights Assurances](#)
 - [Certification Regarding Debarment](#)
 - [SF-424D Construction Assurances](#) (must be opened in Adobe)

☐ **ATTACHMENT K – PUBLIC MEETING & CONCURRENCES**

- Include a copy of the public meeting's advertisements, sign-in sheet, and minutes. Also, attach all written comments and completed concurrences forms (included). Public meetings must be properly advertised (at least a week's notice and posted in largely viewed mediums) to ensure public participation. You can find the information needed [here](#).

☐ **ATTACHMENT L – USFW IPaC SPECIES LIST AND DETERMINATION KEYS**

- NPS requires confirmation that endangered species will not be negatively impacted by your project. One way to do this is through a regulatory review via IPaC (<https://ipac.ecosphere.fws.gov/>). DLG will need the species list and Determination Keys for the species listed as Endangered and Threatened. There are detailed instructions on the process here: <https://www.fws.gov/office/kentucky-ecological-services/kentucky-field-office-project-review-guidance>. If you receive a May Affect determination for any species, you will need to follow Step 5 in the guidance and submit the project for informal consultation.

Please sign below confirming that all attachments as listed above are included in your application package.

Signature

Date

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SCORING CRITERIA

All LWCF applications will be evaluated based on the criteria below and the completeness of the application. Notations in red below indicate the relevant area of the application documents where each scoring criteria can be answered.

1. Applicant's administration of previous LWCF Grants. Considerations include effective coordination; sound development in accord with cost and time estimates; timely submittal of billing and closeout documentation; conformance with LWCF Manual Section 6 (f) provisions; and operation and maintenance of completed projects.

_____ Excellent (25 pts) - No problems requiring state-level administrative attention; or no previous grant.

_____ Good (20 pts) - Problems minimal, quickly corrected, or beyond the control of the applicant.

_____ Fair (10 pts) - Performance adequate but marked by significant or persistent problems.

_____ Poor (0 pts) - Applicant has experienced serious difficulty in project administration or the operation and maintenance of completed facilities.

2. Project facility is located at a site, which can be effectively used by user population.

***Answered in Section 3.0 B. Site Information, Stewardship Considerations on the A & R form.**

_____ (15 pts) - Project site is centrally located or within reasonable driving distance of user population.

_____ (10 pts) - Project site is not located close to user population by virtue of facility type (e.g., nature preserve or boat ramp) and must be accessed by car.

_____ (0 pts) - Project site is in a remote location and is not easily accessible by car.

3. At least fifty (50%) percent of the grant request is directly attributable to the primary recreation facility being developed or renovated. A primary facility is defined as the single activity component which provides for the outdoor recreational needs of the planned user population i.e., tennis courts, softball field, skate park, swimming pool, etc. A support facility is an element i.e., restrooms, utilities, concession stands, lights, etc.

***Answered in Section 2.2 A. Development and Combination Grants, Grant Elements and the detailed budget.**

_____ (10 pts) - 50% or greater

_____ (0 pts) - Less than 50%

4. The applicant has the capability to operate and maintain the project once completed.

***Answered in Section 3.0 B.4 Site information, Stewardship Considerations on the A & R Form.**

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_____ (25 pts) - The sponsor has a full-time park or recreation department capable of providing necessary facility maintenance and upkeep.

_____ (15 pts) - The sponsor has demonstrated the ability to provide necessary facility maintenance and upkeep using other full-time personnel.

_____ (10pts) - The sponsor has the ability to provide necessary facility maintenance and upkeep using part-time personnel.

_____ (5 pts) - The sponsor has a designated group or organization that has the ability of providing necessary facility maintenance and upkeep.

5. The applicant currently has an open LWCF Project.

**Answered on the second page of this application form.*

_____ (10 pts) - No

_____ (0 pts) – Yes

6. Special Populations – This project provides and/or improves outdoor recreation by persons with disabilities, older citizens, economically disadvantaged and other special populations or groups.

**Answered in B. Design Elements #1 in the A & R form. More detail can be included in the Project Description and Justification on page 2 of the main application form.*

_____ (10 pts) - This project provides and/or improves outdoor recreation for two or more special populations.

_____ (5 pts) - This project provides and/or improves outdoor recreation for one special population group.

_____ (0 pts) - This project does not provide and/or improve outdoor recreation for special populations.

7. Alignment with SCORP goals- The project helps meet the goals contained in the Statewide Outdoor Recreation Plan. The goals are listed on the next page. Click [here](#) to access the full SCORP.

**Answered in #2 on section A. Project Competition in the A & R form.*

_____ (30 pts) - This project meets 8-10 SCORP goals

_____ (20 pts) - This project meets 5-7 SCORP goals

_____ (15 pts) - This project meets 2-4 SCORP goals

_____ (5 pts) - This project meets 1 SCORP goal

_____ (0 pts) - Project meets 0 SCORP goals and is ineligible for LWCF consideration

TOTAL: ____/125

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Kentucky's SCORP Goals

Goal 1: Expand and improve the quantity and variety of outdoor recreation opportunities, with emphasis on areas and population segments where these are most lacking.

Goal 2: Develop and promote the recreational opportunities that are associated with tourism.

Goal 3: Implement an integrated strategy of trail development utilizing the funding resources and selection criteria of the Recreational Trails Program Fund, Land and Water Conservation Fund, Transportation Enhancement funds, and other sources.

Goal 4: Facilitate the public's awareness and Statewide Outdoor Recreation Goals/use of Kentucky's outdoor recreation resources, facilities, programs, and promote the social and health benefits of their use.

Goal 5: Preserve the state's natural, environmental, historical, and cultural assets.

Goal 6: Establish and maintain a strong element of public participation in the planning, development, and management of outdoor recreation facilities and programs.

Goal 7: Increase and promote coordination and definition of roles among the various federal, state, regional, local, and private agencies that are responsible for the planning, programming, and implementation of recreation facilities and opportunities.

Goal 8: Make the most efficient use of existing recreation facilities and resources.

Goal 9: Fully exploit all existing funding resources for recreation and seek to develop other funding possibilities.

Goal 10: Promote the use of SCORP as a planning tool and the progressive implementation of its identified objectives.