



Louisiana Outdoors Forever Program Manual

2023 – 2024

Louisiana Outdoors Forever Program is administered through
Louisiana Department of Wildlife & Fisheries
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Section 1: Overview and Process

1.1 Program Overview

Louisiana Outdoors Forever Program was established with the passage of House Bill 762 during the 2022 Legislative Session. The purpose of this program is to provide funding for outdoor conservation projects in the State of Louisiana. The fund for the Louisiana Outdoors Forever Program is established within the Department of Wildlife and Fisheries, with a multi-agency and organization Project Selection Board and Technical Advisory Board ranking and approving the investment of program funds. House Bill 406 provides \$10 million in funding for the program’s first year.

Working through voluntary conservation measures, the program will help fund projects that protect drinking water supplies, conserve wildlife habitat, provide recreational opportunities in urban and rural areas, sustain working farms and forests, and much more. It is estimated that outdoor recreation in Louisiana currently generates \$12.2 billion in consumer spending annually and supports \$3.4 billion in wages and salaries. Those numbers would grow with the ability to leverage funds with a possible five to one dollar match.

Two-Phase Approach

Phase 1 is submitting a pre-application and Phase 2 is a full application. The reason for the two-phase approach is to evaluate potential projects at a minimum cost to the applicant. The pre-applications should explain the project, the benefits, and the process to accomplish said benefits. The pre-application will be reviewed to determine eligibility. All eligible projects will be invited to submit a full application. A full application will be reviewed, scored, and ranked. All full applications have criteria to be met and specific items to be included. Some project specific items can be submitted upon project approval.

Funding

This is a reimbursement grant program. Therefore any applicant will have to provide seed funding to begin a project. Once invoices are approved the reimbursement can be issued allowing the entity to continue the project.

Funding Cycle Timeline

The application process consists of two phases. The pre-application is an initial submission of projects plans and funding needs. Pre-applicants will be screened for program eligibility. All eligible projects will be invited to complete a full application which primarily consists of higher level, greater detailed

information requirements. Full applications will be reviewed, scored, ranked by the Technical Advisory Board (TAB) and submitted to the Project Selection Board (PSB).

The proposed funding cycle is as follows:

- Pre-application period opens
- Pre-application due 60 days
- Technical Advisory Board (TAB) reviews pre-applications for eligibility 30 days
- TAB notifies all pre-application submissions of results, and eligible projects are invited to submit full applications.
- Full application due within 90 days of invitation.
- TAB reviews, scores, and ranks full applications to ensure they meet the program goals as stated in the pre-application 30 days
- TAB provides their project assessments to the Project Selection Board (PSB) for funding consideration.
- PSB reviews the submitted full applications and selects projects to award. 30 days
- PSB issues all awarded applications and contingently awarded applications.
- Contingently awarded projects have 12 months from pre-approval to submit all applicable project specific items; or the application is void and the funding returns to the program to be granted in another round.

1.2 Project Selection Board (PSB)

The program shall be governed by a project selection board composed of the following members:

- (a) The governor or his designee.
- (b) The executive assistant to the governor for coastal activities or his designee.
- (c) The lieutenant governor or his designee from the office of state parks.
- (d) The commissioner of the Department of Agriculture and Forestry or his designee.
- (e) The secretary of the Department of Environmental Quality or his designee.
- (f) The secretary of the Department of Natural Resources or his designee.
- (g) The secretary of the Department of Wildlife and Fisheries or his designee.
- (h) The speaker of the House of Representatives or his designee.
- (i) The president of the Senate or his designee.

The members of the board representing the Louisiana Legislature shall be nonvoting members.

The project selection board shall make all final determinations regarding the selection of projects for funding under the program.

1.3 Technical Advisory Board (TAB)

The project selection board shall be advised by a technical advisory board composed of the following members:

Subject matter representatives from the following:

- (a) The office of the governor.
- (b) The division of administration.
- (c) The office of coastal activities.
- (d) The office of state parks.
- (e) The Department of Agriculture and Forestry.
- (f) The Department of Environmental Quality.
- (g) The Department of Natural Resources.
- (h) The Department of Wildlife and Fisheries.
- (i) Up to three representatives of nonprofit conservation organizations offices in Louisiana and engaged in conservation efforts in the state may be appointed by the governor, provided that no such representative may participate in the evaluation of applications from their own organization.

The technical advisory board shall review and evaluate applications in accordance with the program criteria and scoring and forward assessments to the project selection board.

Section 2: Policies

2.1 Louisiana Outdoors Forever Funding Basics

Administration

Louisiana Outdoors Forever program is administered through the Louisiana Department of Wildlife and Fisheries (LDWF). Once selected, all correspondence, reimbursements, and reporting will be coordinated through LDWF.

Funding Amount

There is no minimum or maximum grant request amount. Projects will be reviewed based on available funding and the evaluation criteria (see appendix A).

Reimbursement Payments

Louisiana Outdoors Forever functions primarily as a reimbursement grant program. Grantees must have the financial capacity to pay for project expenses prior to being reimbursed by grant funds. Once project expenses have been incurred and paid for by the Grantee, payment documentation can then be submitted for reimbursement, up to the amount of the grant award. Where required by law, intergovernmental agreement, or budget policy, etc., state agencies may be allowed funding draws, requiring approval of LDWF. All reporting responsibilities must still be adhered to throughout the entirety of the project.

Expenses directly related to the project scope that are incurred after receiving contingent approval by the PSB will only be reimbursed if the project receives a Notice to Proceed. Applicants are operating at risk completing any due diligence that could not be done in the 90 day full application window. However, once a project is accepted and a notice to proceed is issued by LDWF these expenditures can be sought as part of the project for reimbursement.

Appraisals, project planning, environmental compliance reviews, and grant writing expenses may be counted **as match only** if incurred within 12 months of the Notice to Proceed.

Matching Requirements

Louisiana Outdoors Forever grant program has no formal matching requirement. The Project Selection Board (PSB) will consider available grant funding and could base decisions on a project's financial makeup. Matching contributions are optional, but can count towards total score (See Appendix A). The exact match for individual projects will be determined by an approved Project Budget and identified in the Project Agreement (see section 2.3B for eligibility of match and grant expenses).

Retainage

Louisiana Outdoors Forever will retain (i.e., hold back) 10% of the total approved grant amount. Upon completion of the project and approval of all required documentation received, retainage will be released to the grantee after a final audit and inspection is conducted by LDWF.

Property Appraisals

Property appraisals are required for all acquisition projects and must be based on current fair market value of the land. Appraisal requirements also apply to any property proposed as match for acquisition or stewardship projects. Where an appraisal is necessary, one current full summary appraisal produced by a licensed appraiser, which meets current State guidelines, is required for the application.

Applicants will be required to submit a full summary appraisal during the full application if invited.

Current LDWF Appraisal Guidelines are outlined below and should be consulted before initiating the appraisal process:

- 1) The applicant will complete an estimated opinion of value which can be obtained by a licensed

real estate broker during the pre-application phase for all acquisitions and donated real property if used as match (either fee-simple, or the acquisition of a conservation easement).

- 2) The applicant will be required to submit a full summary appraisal during the full application if invited. The appraisal must be performed by a licensed appraiser.
- 3) All appraisals must be complete to the Uniform Standards of Professional Appraisal Practice (USPAP) standards.
- 4) All appraisals must be in narrative format.
- 5) For a **donation** of fee-simple property, the applicant may complete an appraisal, accept an appraisal prepared by the donor, or accept a signed letter of value from the Parish Tax Assessor.
- 6) For a **donation** of a conservation easement, the applicant may either complete an appraisal or accept an appraisal prepared by the donor.
- 7) The applicant and the seller will agree on a sales price within twelve months of the effective date of the appraisal. The applicant will work to assure the option is signed within twelve months of the effective date of the appraisal.

The accepted appraisal will be necessary, if applicable, within 12 months of contingency approval letter. The TAB will review and approve the appraisal for approval prior to LDWF setting up a financial workshop and issuing a Notice to Proceed.

2.2 Applicant Eligibility

The following summarizes the eligibility requirements for entities and organizations to be eligible for Louisiana Outdoors Forever assistance. Entities that are not eligible are encouraged to consider partnering with eligible entities.

Eligible project applicants include:

- State agencies,
- Political subdivisions of the state,
- Local governing authorities,
- Nongovernmental organizations working in coordination with public agencies may apply to the program for funding*.

Revised 6/9/2023 as a result of the Project Selection Board Meeting on June, 9, 2023:

1. How does the Program define “Public Agencies”?

Referencing Title 42 of the Louisiana Revised Statutes provides for Public Officers and Employees and provides a definition for Public Body. Specifically, the Open Meetings Law portion of Title 42 (R.S. 42:13) defines “Public Body” to mean village, town, and city governing authorities; parish governing authorities; school boards and boards of levee and port commissioners; boards of publicly operated utilities; planning, zoning, and airport commissions; and any other state, parish, municipal, or special district boards, commissions, or authorities, and those of any political subdivision thereof, where such body possesses policy making, advisory, or administrative functions, including any committee or subcommittee of any of these bodies enumerated in this paragraph.

2. What level of coordination with a public agency is required for a nongovernmental entity to qualify for eligibility?

To ensure that state funds are being utilized for the public's benefit, Louisiana Outdoors Forever Program requires that applications for funding made by nongovernmental organizations be submitted in coordination with public agencies. This means that the proposed project must be done in conjunction with, or have a nexus to a public agency. This nexus or relationship to a public agency should be explained in the cover letter and full application. The LOF Technical Advisory Board will review each application to determine whether the proposed project is in coordination with a public agency. A partnership letter from a public agency detailing the cooperative role of the public agency for the project, or having a public agency as a co-applicant are sufficient evidence of a qualifying nexus. However, a letter that a proposed project is not inconsistent with a program of the public agency may be insufficient without further evidence of coordination. It is not necessary that the public entity provide funding for the project to be considered as a qualifying project being performed in coordination with a public agency.

See Appendix B *LOF Agency Partnership Template* as guidance. Completing this document is optional and should be used as a tool for public agencies who seek guidance.

2.3 Project Eligibility

The following types of projects may be eligible for funding:

- (1) Land conservation of important natural areas, including fish and wildlife habitat.
- (2) Water quality projects related to land conservation or land management, including those lands that protect drinking water supplies.
- (3) Working land, farms, and forested land.
- (4) Recreational properties related to important natural areas and public use.
- (5) Historic properties adjacent to or integral to habitat restoration or enhancement.

2.3A Items Eligible for Reimbursement

Below are examples of typical items which may be submitted for reimbursement. To qualify for reimbursement, an expenditure must be directly related to the project and have occurred after an approval or a contingent approval by the PSB and the issuance of a notice to proceed agreement with LDWF. Expenditures will not be eligible if they are beyond the maximum project completion period. Applicants are operating at risk completing any due diligence that could not be done in the 90 day full application window. However, once a project is accepted and a notice to proceed is issued by LDWF these expenditures can be sought as part of the project for reimbursement.

All costs must be reasonable and support responsible financial stewardship principles. The TAB may evaluate budget items for exorbitance and require costs to be adjusted where prudent. Final Reimbursement Requests must be made within 45 days of the project completion date.

Examples of reimbursable items:

- Capital expenditures for acquisition. For example:
 - Purchase Cost (must not exceed fair market value)
 - Fees or costs directly associated with the conveyance of real property or conservation easement such as but not limited to title search, title opinions, title insurance, property boundary surveys, and environmental reviews
- Permits
- Small equipment cost (less than \$5,000) in the form of small hand tools and material directly related to construction/development
- Direct materials
- Contractual services such as:
 - Legal fees directly related to the actual acquisition of a property
 - Surveys
 - Architectural and Engineering **limited to no more than 15% of the grant value**
 - Environmental reviews, planning and consulting conducted after signing the project agreement (**Most other consulting services are not eligible**)
 - Contractors and subcontractors directly related to the project scope
- Contingency - Limited to 15% of total funding.
- Expenses related to implementation of conservation practices meeting NRCS standards

If unsure whether an expenditure is eligible for reimbursement, contact the Grant Specialist for verification prior to submission.

2.3B Items Eligible for Match

All sources of match must be identified in the pre-application phase. To qualify for match, an item must be directly related to the project and occurred after receiving approval or a contingent approval by the PSB, but before the maximum project completion period expiration. Applicants are operating at risk completing any due diligence that could not be done in the 90 day full application window. However, once a project is accepted and a notice to proceed is issued by LDWF these expenditures can be sought as part of the project for reimbursement.

The following are common sources of matching funds:

- Cash expenses from the applicant
- Funds secured via external grant
- Financial donations from private organizations and individuals
- In-kind labor, equipment, and materials provided by the applicant
- In-kind donations of labor, services, materials, and equipment from private organizations and individuals. Professional service donations (e.g. engineering services, landscape design, etc.) are valued at an hourly rate consistent with similar professionals in the same part of the state. **In-kind or Donations of unskilled labor are calculated at an hourly rate of \$12.17 / hour.** Applicants must use the Louisiana **Median Hourly Wage** standards for the most comparable occupation identified on the U.S. Bureau of Labor Statistics site, found at [Louisiana - May 2021 OEWS State Occupational Employment and Wage Estimates \(bls.gov\)](https://www.bls.gov/charts/occupational-employment-and-wage-estimates/louisiana-may-2021-oeaws-state-occupational-employment-and-wage-estimates)

- Donation of real property or conservation easements from a third party. Donating property is an excellent way for private organizations and individuals to support public outdoor recreation. The following are several key considerations regarding donated property used as match:
 - To be considered as match, the applicant must provide official appraisals, per section 2.1, prepared by a licensed appraiser and deemed acceptable for grant purposes. This process does not apply to other sources of matching funds.
 - Upon completion of the project, the donated property becomes subject to terms of the Project Agreement.
 - Donated property is subject to the same appraisal requirements as property acquired with grant funds.

Note: Material donations must be entered at fair market value. These items shall not be valued based on donor or applicant opinion nor original purchase price by the donor.

The agreement retainage amount will be withheld by LDWF until the Grantee's total match commitment is reconciled per the agreement. Shortfalls in match will be reconciled by means of the project retainage.

2.3C Items Ineligible for Reimbursement or Match

Items that are not directly associated and essential for the completion and execution of a project are generally ineligible for reimbursement or match. Examples of ineligible costs may include:

- Indirect costs
- Heavy Equipment and large tools
- Travel
- Incidental costs
- Ribbon-cutting/inaugurating ceremony costs
- Meals
- Expenditures prior to or after the approved Project Agreement start and end dates, except for those items outlined in Section 2.1
- Administrative labor costs of internal staff
- Maintenance of equipment

2.3D Extensions and Scope Revisions

Extensions

Grantees may request project term extensions if the project is expected to exceed the 24 month deadline. Extensions will be limited to an additional 120 days and approved or disapproved by LDWF staff. Subsequent extensions or extensions in excess of 120 days shall be reviewed by the LDWF staff and a

recommendation of action will be forwarded to the Chairperson of the Louisiana Outdoors Forever Project Selection Board. The Chairperson and/or the Board may either approve or disapprove the extension. If the request is granted, the Grantee must sign a Project Agreement Amendment. If disapproved and the original grant term cannot be fulfilled, funding may be unobligated in part or in whole. All extension requests will be submitted online at www.wlf.louisiana.gov/page/louisiana-outdoors-forever.

Change of Scope

Grantees may request to change the scope of the original project. Requests will be reviewed by the TAB and a recommendation of action will be forwarded to the Chairperson of the Louisiana Outdoors Forever Project Selection Board. The Chairperson and/or the Board may either approve, disapprove or bring the request before the PSB. If the request is granted, the Grantee must sign a Project Agreement Amendment.

If disapproval of the request will prevent the project from being completed as originally awarded, funding may be unobligated in part or in whole. All changes of scope requests will be submitted online at www.wlf.louisiana.gov/page/louisiana-outdoors-forever.

If at any time in the project timeline an instance would occur to render the project benefits unattainable, LDWF will be notified by the applicant and any remaining grant funding and retainage can be unobligated and remitted back to the pool for future grant project.

LDWF will make every attempt to submit requests to the Chairperson and the Louisiana Outdoors Forever Project Selection Board at the next meeting, although the timing of submitted requests and Board schedules may not allow review until subsequent meetings. For this reason, Grantees should heavily consider the need for such requests in order to minimize project delays.

Note: It is critical that Grantees understand that expenses, donations, or in-kind materials or services may be ineligible for consideration after the original agreement date and before an approved Project Agreement Amendment is mutually signed and tendered by LDWF. Incurring these costs prior to an approved Project Agreement Amendment will be done at the Grantee's own risk.

2.3E Project Types

Habitat Enhancement Projects

Habitat Enhancement Projects enhance, restore, maintain, or improve water quality, wildlife habitat, recreational opportunities in urban and rural areas, and forests. Funding for habitat enhancement projects is based on costs associated with the activities outlined in the application. Applicants must own the property, have secured a conservation easement that provides legal access for the purposes of the project, or have documented landowner authority allowing the development to occur.

Acquisition Projects

The acquisition of property may be in the form of either fee-simple, donation, lease (of 25 years or more beyond the Project Agreement date), or through conservation easement.

Land acquisitions for local assistance must occur in accordance with state and Federal guidelines for preparation of appraisals and eligible transaction costs (see section 2.1). The following are several highlights regarding grant-funded land acquisition.

- **Condemnation/Eminent Domain:** Acquisitions must be on a willing-seller willing-buyer basis. State law prohibits the expenditure funds for acquisition of property acquired via condemnation.
- **Property Value:** Awards for land acquisition (and property used as match) are based on the appraised value or the purchase price and must not exceed fair market value.
- **Eligible Costs:** Eligible acquisition costs include the fair market value of the property/actual purchase price and real estate transaction costs (e.g., appraisal costs, land surveys, legal fees, etc.).

Conservation Easements

Conservation easements qualify for Louisiana Outdoors Forever funding. Within the application narrative, the following elements should be addressed:

- Based on the conservation values targeted through the conservation easement, clear identification of each **specific** conservation need and value, including:
 - Specific species or attribute to be protected (habitat, species, air, water, soil, etc.)
 - Species and habitats of conservation priority
 - Amount and frequency of attribute, species, or Specific Conservation Areas (SCAs) within the protected property. For example: “100 acres of longleaf pine and gopher tortoise habitat in the eastern portion of the total 150-acre property, 25 acres of red cockaded woodpecker habitat on the west end of the property, separated by 25 acres of land with no conservation value.”
- If applicable, a detailed and measurable management plan for each specific conservation target, to include Best Management Practices to be employed. There should be a direct and conspicuous relationship between each conservation need and the associated management plan item.
- How the management plan will maintain its goals into the future.
- Consistency with the any State, Local or Federal Conservation Plan.
- Statewide significance and public benefit of the easement.
- Non-conservation development restrictions.
- How and by whom mineral rights will be held and exercised.

Certain elements are not allowed in a conservation easement unless approval is

received by the Project Selection Board. Those are:

- Subdividing
- Conversion of any part of the easement out of conservation as written in the original easement language
- Amendments to the easement unless it is to expand, protect, or improve the conservation value of the property

Note: In the occurrence of dissolution of the conservation easement trust, manager, or holder, it is important for all parties to understand that the conservation easement shall remain protected for the duration specified in the project agreement, such as by a third party holder.

2.4 Control

Applicants must demonstrate legal ownership or landowner support. The applicant should identify all outstanding rights or interests held by others on subject properties.

Grantees must maintain adequate control over any land acquired or developed with Louisiana Outdoors Forever funds for the duration as defined by the project agreement.

2.5 Long-term Obligations for Grant Recipients

It is important for potential Grantees to understand long-term obligations that are associated with this program. The following are several key requirements.

- **Ownership:** Grantees must retain legal control and oversight of the property for the context and duration as defined by the project agreement.
- **Income:** Grantees may charge reasonable user fees. All income received from these user fees must be used towards management and maintenance of the subject property unless an exception is granted by the PSB. Louisiana Outdoors Forever funds shall not be awarded to projects aimed at generating general revenue.
- **Real property or conservation easements** acquired with Louisiana Outdoors Forever funds shall remain protected as conservation lands as defined by the project agreement. Grantees are required to record a final deed with the local government having jurisdiction containing the required Protective Language:

“The Property was acquired in part using grant funds provided to the Grantee by the Louisiana Outdoors Forever grant program. The Property shall, from this date forward, be managed for conservation purposes in accordance with the conservation objective of the Grant and in compliance with the Louisiana Outdoors Forever Act. The property shall not be used for purposes

inconsistent with the conservation objective of the Grant without the approval and conditions set by Louisiana Outdoors Forever Project Selection Board.”

Section 3: Application Process

3.1 Grant Application Process

Louisiana Outdoors Forever Program has a two-phase approach to the grant process. At least two grant cycles will occur each year dependent upon available grant dollars.

The road to securing Louisiana Outdoors Forever funding begins with the completion of the pre-application, available at www.wlf.louisiana.gov/page/louisiana-outdoors-forever. It is in this initial phase that the applicant inputs their demographic data, contact information, project scope, answers administrative and qualitative criteria questions, and supplies required project documentation needed by Louisiana Outdoors Forever Technical Advisory Board to review each project and determine eligibility. After projects are deemed eligible, the applicant will be notified to submit a full application. Since Louisiana Outdoors Forever Program is a competitive program, the full application serves as the basis for selecting which projects advance towards approval. It is fundamentally comprised of weighted grading criteria, which shall accumulate a total score reviewable by Technical Advisory Board. Successful applications advance to the Project Selection Board.

The Louisiana Outdoors Forever Project Selection Board will review the applications and select projects to move forward. Certain criteria is required for a full application. If the project does not require any “Project Specific Items” then any selected project can move into the financial workshop and notice to proceed stage. If a project contains any “Project Specific Items” the applicant will receive a contingent approval and will have 12 months to submit all remaining document(s) to the TAB via www.wlf.louisiana.gov/page/louisiana-outdoors-forever. All applicants receiving contingent approval will receive funding, pending completed and approved supplemental documentation by the Technical Advisory Board.

Applications must be submitted by midnight on the prescribed deadline date. All applications are reviewed by the Technical Advisory Board to verify application completeness. Applicants who are unable to meet all requirements for a complete application by the deadline may be granted an extension by the Technical Advisory Board.

Upon completion of the Application, the Technical Advisory Board will meet to ensure that any “Project Specific Items” meets the criteria and benefits conveyed in application. Upon approval by the TAB, LDWF will schedule a mandatory Financial Workshop with grantees. The Financial Workshop is conducted by LDWF accounting staff and explains the reimbursement process and documentation required for reporting and reimbursements.

After attending a Financial Workshop, Grantees will mutually sign a Notice to Proceed with LDWF

signifying the completion of the application process and may move forward with their project.

3.2 Pre-application

The pre-application is the initial stage of the funding application process. Pre-applications are used to determine eligibility by Technical Advisory Board. Eligible projects will be invited by the TAB to submit a full application.

Pre-applications must be submitted by midnight on the prescribed deadline date. All pre-applications are reviewed by the TAB to verify applicant eligibility and application completeness based on the project evaluation criteria.

Specific direction on how to satisfy these requirements are contained within the pre-application guidelines. The pre-application can be complete online at www.wlf.louisiana.gov/page/louisiana-outdoors-forever. Pre-applications can be up to a maximum of 7 pages. All eligible pre-applications must include:

Required to include in pre-application:

Cover Letter – This official letter is the instrument demonstrating support and authority to submit a pre-application, signed by a ranking authorizing representative of the entity (board chairperson, commissioner, mayor, etc.). It must be on official letterhead.

Project Title

Project Category/Categories

Project Location

Project Map (in addition to the 7 page maximum)

Project Description including benefits related to project category and surrounding community/state

Generalized Project Budget Worksheet

Responses to each of the evaluation criteria:

Total project cost

Total funding requested

Match Commitment(s) – including type, status - committed or potential, and source

Accordance /non-conflict with existing state, local, and federal plans (list which plan(s))

Timeline – time to complete, time to realization of conservation benefits, and if the project could be completed by close of this funding cycle

Estimated Appraisal (if applicable, in addition to the 7 page limit on Letters of maximum)

Optional documents to include:

Letter of Support

Letter of financial commitment from sponsors and partners

Pre-applications must be submitted online at www.wlf.louisiana.gov/page/louisiana-outdoors-forever. Following review of the pre-applications, the applicant will be notified to either submit a full application or that the project will not be considered further at this time.

3.3 Pre-application Definitions

Applicant Address: The Main Point of Contact's (defined below) address where the applicant can be contacted regarding application questions.

Applicant Chief Elected Official, Director or President: Lead official who has authorized and will approve this project on behalf of the applying entity.

Applicant Name: Legal name of the agency or organization requesting funding.

Parish: Parish in which project will occur. List all applicable counties.

Main Point of Contact: This is the individual that represents the applicant and is tasked with completing the application(s), working directly with TAB in submitting all necessary documentation, and managing all inbound and outbound communications between the applicant and TAB. Duties may be delegated down within the applicant's organizations, although the Main Point of Contact must remain constant, as practicable as possible, and should be familiar with all aspects of the project scope and progress.

Project Description: Provide a detailed description of the proposed project scope as well as all elements that shall receive funding. All narratives are limited to a page count by the pre-application itself. Applicants should adhere to the following best practices:

- The narrative should focus primarily on elements to be funded or claimed as match.
- Make a strong and obvious distinction between elements seeking assistance and existing or future elements not applicable to grant support. There are times when describing existing/future site elements are vital in depicting the total scope, but this should be kept to a minimum. Failure to do so may cause confusion on what is actually being funded, which may limit the Board's ability to properly award points during project review.

Project Title: Unique, short, and concise name placed on your project, which will remain the same throughout the life of the project. This name must stay consistent throughout the process and cannot be changed.

3.4 Pre-application Evaluation Criteria

Pre-applications will be assessed on the below evaluation criteria. Applicants that meet the criteria will be invited to complete a full application. Applicants should be sure their pre-application contains enough information for reviewers to consider all criteria.

Project Title: _____

Applicant partner (mark affiliation):	
Local governing authority	
Political Subdivision of the State	
State agency	
Non-Government Organization working with public agency	

Name of affiliated entity or partner: _____

Project Category (mark all that apply):	
Land conservation of important natural areas, including fish and wildlife habitat.	
Water quality projects related to land conservation or land management, including those lands that protect drinking water supplies	
Conservation project on working land, farms, and forested land.	
Conservation project on recreational properties related to important natural areas and public use.	
Conservation project on historic properties adjacent to or integral to habitat restoration or enhancement	

Considerations	
Is the total cost outlined in the pre-application? (Y/N)	
Does the pre-application describe funding or other type of match? (Y/N)	
Does the pre-application describe how the project will provide benefits into the future? (Y/N)	
Does the project align with any State Plan? (Y/N)	
Is the project contiguous with other conservation properties? (Y/N)	
Is the project in an underserved area or an area of designated need? (Y/N)	
Does the proposal contain a schedule for timely completion? (Y/N)	
Is there a plan for maintenance and management of the project (sustainability through time)? (Y/N)	

Technical Advisory Board (TAB) reviewed on: _____
Project Meets LOF Criteria? (Circle) Yes No

3.5 Application Process

Applicants who submit a complete and accurate application that clearly meets the expectations set forth in the pre-application will receive an invitation to complete a full application. The application can be completed online at www.wlf.louisiana.gov/page/louisiana-outdoors-forever.

Application:

The application serves as a mechanism in gathering more detailed project elements, detailed surveys and reviews, and items that only apply to applicants who are invited to submit a full application.

Items submitted in the pre-application may not be revised, updated or amended, due to the competitive nature of the program. If an item must be revised, the TAB will determine if a Project Agreement Amendment or a resubmission of a new pre-application would be required.

All applications shall contain the following items.

- **Responses to each of the evaluation criteria** – Applicants should provide further details on how the proposed project meets the evaluation criteria.
- **Application Cover Letter** – This official letter is the instrument denoting support and authority to submit an application, signed by a ranking authorizing representative of the entity (Board Chairperson, Commissioner, Mayor, etc.). It must be on official letterhead.
- **Detailed Project Budget Worksheet** – This budget shall include all items depicted in the pre-application stage, although a higher level of detail is required. It should show units of measure/piece count estimates, cost per unit, proper names of materials, etc.
- **Project Description** – This is a detailed narrative describing the entire scope of the project, including location vicinity map, acreage, purpose, need, and all Louisiana Outdoors Forever funded project elements. Applicants should focus on describing the elements and activities receiving funding, rather than convincing narrative content. Applicants should also describe the ability of the project to be scaled up or down.
- **Project Implementation Schedule** – A schedule outlining the timeline and occurrence of each major project milestone and limited to a project period.
- **Landowner Letter of Support** – A letter by willing seller or contract of sale will be accepted in lieu of the Landowner Letter of Support.

Applications shall contain the following items if applicable.

- **Photos and Photo Key Map** - Applicants should submit various photos of the key components of the project receiving funding. If photos supplied were taken on the project site, a map of the project site must be included showing the relative location of each photograph taken. Each location is to be numbered corresponding to the photograph's number, and an arrow pointing in the direction of viewing from the photographer's perspective. No more than 2 photos per page are to be uploaded to the online application.
- **Project Plans** – Proposed project plans should be included when relevant.

Applications will be scored and ranked based on the above required and if applicable documents.

If one or more of the following items are noted as needed in the application submission or is specifically requested by the TAB as part of their evaluation process and if that project is selected by the PSB, the applicant will receive a pre-approval letter and will have one calendar year to provide these items:

- **Environmental Review Documents** –The environmental review ensures that any impact upon any assisted site is in accordance with State and Federal regulations.
- **Site Engineering Plans (if engineering is a part of the proposed project)** - Site engineering plans depicting locations of elements within the site and distances to scale, and uploaded to the application where requested, will be required for building or site development projects.
- **Evidence of Property Ownership** – The acquisitive deed whereby the landowner acquired ownership of the property on which the project will take place, and evidence of payment of ad valorem taxes for the past three years. Legal title opinion preferred.
- **Full Narrative Appraisal** – A full narrative appraisal prepared by a licensed MAI appraiser (if applicable, i.e. projects which include an acquisition of real property interests).
- **Partnership Commitment** – Any application that is part of another grant award that has not been received at the time of application submission will receive a pre-approval letter if their projected is approved by the PSB until they produce the approved grant agreement.

3.6 Maps

Project Location Map – A map depicting the relative location of the Project Site to local towns and cities. LDWF staff will utilize this map in order to visit the Project Site for LDWF required inspections. Websites such as SONRIS, Google Maps, Rand McNally, etc. will suffice in being the basis for this map.

Project Footprint Map – This map shall depict in sufficient detail to assess impacts, the property boundary, property features, and project features as committed to by the applicant.

Preliminary Site Plan and/or Conceptual Plan – This may be an artist or engineer rendering and visual representation of the proposed project. All elements receiving funding should be conspicuously identifiable on the plan. Any prominent features, such as rivers, streams, roads, densely forested areas, etc., should also be represented as practicable as possible.

Photos and Photo Key Map: When applicants submit various photos of the key components of the project receiving funding, an unofficial map of the Project Site must be included showing the relative location of each photograph taken. Each location is to be numbered corresponding to the photograph’s number, and an arrow pointing in the direction of viewing from the photographer’s perspective.

Section 4: Grant Recipient Requirements

4.1 Grant Term

Grant recipients will have 24 months to complete the approved project from the date of the mutually signed project agreement.

Note: Any variance or extensions must be requested via a Project Agreement Amendment, Extension Request, or Change of Scope Request (see section 2.3D). All formal requests will be reviewed by TAB and approved by the Chairperson of the Project Selection Board. Written notice of the project extension shall be immediately provided to the Chairperson of the Appropriations Subcommittees of the House and Senate maintaining oversight

Start Date: Once an executed Notice to Proceed is in place, Grantees are authorized to begin work. This marks “Day 1” of the project timeline/timeframe.

End Date: Projects must be completed within 24 months of the signed Project Agreement. No additional costs may be incurred after the project end date.

4.2 Reporting Requirements

The following reports are required for projects:

- Quarterly Progress Reports
- Final report once the project is completed
- Reimbursement Requests

4.2A Quarterly Progress Reports

Once a Project Agreement is signed, the Grantee shall report on the progress of the project, on a quarterly basis as follows:

- Period beginning January 1, ending March 31: Report is due April 30.
- Period beginning April 1, ending June 30: Report is due July 31.
- Period beginning July 1, ending September 30: Report is due October 31.
- Period beginning October 1, ending December 31: Report is due January 31.

Grantees are required to submit Quarterly Progress Reports to LDWF to ensure that LDWF is aware of the project's progress as related to timeline and milestones identified in the application. Quarterly Progress Reports can be submitted at www.wlf.louisiana.gov/page/louisiana-outdoors-forever. The progress report summarizes the work accomplished to date, any issues that may be arising with the project, an estimated percentage of project completion, and an estimate of funds to be expended over the next quarter. Photos or other documents are required in communicating the status of your project.

4.2B Final Report

Grantees must inform LDWF that their project is complete by submitting a Final Report and mark it as "final" prior to the expiration of the project period. The final report serves as notice that the Grantee has completed the project in compliance with applicable regulations and must include:

- Digital images of all completed project elements which received funding.
- Indication that the project is complete, accessible, and open to the public, if applicable.
- Documentation that all corrective items identified during the final on-site inspection have been completed. This may require an additional final inspection prior to close out.
- If applicable, official as-built drawings in .pdf format
- For acquisitions only - An updated property deed with required Protective Language and recording stamp from the local jurisdiction's Parish Clerk's office.
- Final reimbursement request marked as "Final".
- Authorizing officer's signature

LDWF staff will inspect all completed projects. Final payments will not be made until final documentation is received and approved, and the project has been inspected and verified as

complete.

4.2C Reimbursement Requests

Payment of grant funds is primarily on a reimbursement basis. Accurate and comprehensive documentation of project costs is critical. Applicants will be required to submit to LDWF a Reimbursement Request as well as detailed documentation (e.g. proof-of-purchase, proof-of-payment, force account details, etc.) and Quarterly Progress Report prior to reimbursement. All reporting responsibilities must still be adhered to throughout the entirety of the project.

Costs eligible for reimbursement vary by grant program and project type. Refer to sections 2.3A through 2.3C for further instruction.

Prior to final reimbursement, Grantees also need to demonstrate that the property title does not contain any issues which may impact the legal authority of the applicant to conduct the proposed stewardship project or acquire the property. Applicants are encouraged to conduct a title search as early as possible in the project development process.

Grantees are required to submit reimbursement requests quarterly with progress report. The Louisiana Department of Wildlife and Fisheries will generally make payment in less than 30 days after a Reimbursement Request has been approved. Reimbursement Requests are based on actual project expenditures that align with the Grantee's Project Agreement, including the approved project application scope and budget.

Adequate supporting documentation for all expenses is required with each request, including but not limited to:

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Eligible equipment purchase documentation
- Documentation of procurement/bidding process
- Photos (optional)

Additional supporting documentation to process a reimbursement as needed.

Note: Quarterly Progress Reports must be up to date to submit Reimbursement Requests.

Partial Billings

A partial billing is considered to be a request made before the project is completed. **Total partial billings may not exceed 90% of the total grant amount.** 10% of the total approved grant amount will be held as a retainer.

Final Billing

A final billing is made when the project's scope of work is complete, all required documentation has been submitted and approved, and the project is open to the public, if applicable. Grantees must submit a Final Reimbursement Request and identify any remaining unneeded surplus balance via an attached memo.

Project Agreement Amendment Requests submitted to LDWF in an effort to utilize surplus funds shall not be considered for approval. Only those items as submitted in the original budget and scope are eligible for reimbursement, per the Project Agreement.

Once a project has been closed, remaining funds are no longer obligated and LDWF cannot make additional payments.

Public Information

All information and documentation submitted to this program is open to public review. All confidential or sensitive information, including home addresses, social security numbers, and personal bank account numbers, will be removed or redacted from documents. **This applies to bank account numbers included on copies of checks.**

Proof of Payment

Payments are made on a reimbursement basis. Grantees must use a verifiable payment method and submit proof of payment for all project expenses with each request. Proof of payment may include a ledger or transaction report generated by the Grantee's accounting system, a bank statement, or a cancelled check. Cash payments will not be reimbursed, as this method does not provide a verifiable audit trail.

Documenting Goods and Services

Grantees must retain and submit a copy of the original invoice or receipt for all goods and services purchased for the project. All goods and services must be directly related to the approved scope of work.

Documenting Payroll (Force Account)

Work performed by many internal departments, such as Corrections, Public Works, etc. may be counted towards match for time worked directly on the project. An applicant's direct administrative staff are not eligible for reimbursement or match.

Time directly related to the approved scope of work and conducted on the Project Site may be reported as a project cost. Refer to 2.3B for requirements around eligibility of force account

expense for reimbursement or match.

All payroll related costs must be documented on a timesheet that meets the following standards. Alternative reports generated by the Grantee's accounting system may be considered sufficient supporting documentation.

- Reflect an after-the-fact determination of the actual activity of each employee.
- Account for the total activity for which employees are compensated.
- Signed or authorized electronically by the individual employee or by a responsible supervisor having firsthand knowledge of the activities performed by the employee.
- Prepared at least monthly and coincide with one or more pay periods.
- Not be budget estimates or other distributions based on a percentage before the work was performed.

Documenting Donation of Items or Services

Donations are third party contributions provided at no cost. Items and services are considered donated when they are provided by a third-party organization at either a reduced or cost-free basis. Some examples include surveys, appraisals, and engineering services. You must retain a copy of the invoice and/or a letter from the organization acknowledging the donation and its value.

The value of donated items or services must be included in the application. The value of donations cannot be reimbursed, cannot include items previously purchased with Louisiana Outdoors Forever funds, and cannot be reported on more than one grant, even if it is unassociated to the project. To be counted towards a project's match, donations must be documented on the **Donation / In-Kind Tracking Form**.

Documenting Donated or Volunteer Labor

Donated labor is time provided by a person without compensation. Labor donations are valued at an hourly rate of pay, excluding taxes, benefits and overtime.

Refer to policy 2.3B for volunteer or donated labor rates. Use the **Volunteer Labor Tracking Form** available at www.wlf.louisiana.gov/page/louisiana-outdoors-forever to account for donated labor.

Alternate documentation may be accepted at LDWF's discretion and must include the following:

- Individual's name
- Contact information
- Dates of service
- Worksite or location name
- Description of work performed

- Hours worked
- Individual or crew leader signature

Costs associated with food or beverages are not allowable for volunteers.

Documenting Donated Materials and Supplies

Materials and supplies are considered donated when they are given to the project at no cost. The reported value of donated materials is the fair market value of the materials or supplies at the time entered into the application. To document donated materials and supplies, submit the **Donated Materials Tracking Form** along with information to support the valuation determination.

Documenting Vendor Discounts

Normal vendor discounts and items “on sale” cannot be counted towards the match. However, discounts can be counted when provided to you from a vendor specifically for the Louisiana Outdoors Forever Program project and documented as a donation. Discounts can be used as match if the following is provided:

- Invoice that clearly shows the retail price and discount provided ***and/or***
- Letter from the vendor that states they have provided a discount as a donation and including the valuation of the discount.

Documenting Donated Real Property

If property is donated at its full value, the entire appraised value is considered a donated real property. Property acquired at less than its appraised market value may be considered donated real property equaling the difference in value between the appraised value and the final sale value. To be considered as donated real property, a statement of donation from the donor must be submitted for each property acquired. Appraisals from the time of donation must be provided.

4.2D Publicity

Grantees must make every effort to acknowledge and publicize that Louisiana Outdoors Forever Program assisted in funding. Acknowledgement of participation in Louisiana Outdoors Forever Program via a successful grant shall be conspicuously placed at the project location for public viewing. Grantees may incorporate acknowledgements onto existing or new signage at the project location. For projects which have received other grant funding, its logo, with the Louisiana Outdoors Forever Program logo shall be included in this signage. An example of such is included below and also available at www.wlf.louisiana.gov/page/louisiana-outdoors-forever.

Additionally, any property receiving funding shall post the program’s participation on the Grantee’s web page.



4.2E Procurement

Grantees must follow their own internal required vendor/contractor bid and procurement policies currently in place.

4.2F Retention Requirements

Grantees are subject to an audit of their project file. Grantees must retain and keep accessible all books, documents, papers, and records that are directly related to the project **for a minimum of five years** following the close of the program agreement. These documents include but are not limited to:

- Invoices and receipts
- Timesheets
- Copies of payments
- Copies of internal transactions
- Procurement documentation
- Donation logs and statements
- All books, records, documents, data, and other materials relevant to the grant agreement.

The records must support all project-related costs reported and be made available upon request. If any litigation, claim, or audit is started before the end of the five years, Grantees must keep the records until all litigation, claims, or audit findings involving the records have been resolved.

Section 5: Grant Closeout

Grant closeout signifies the completion of the project. LDWF must ensure all agreed-upon work, as described in the Project Agreement, is completed by the project expiration date. LDWF will determine that all required work and applicable administrative actions have been accomplished. Any discrepancies will be returned to the Grantee to be remedied. Final payment will not occur until all required final reports and documents have been approved to assure all aspects of the Project Agreement have been met.

No later than 45 days after work is completed or the project end date, whichever comes first, Grantees must submit a Final Report and final Reimbursement Request and denote them as such. Within 45 days of receiving the Final Report, LDWF staff will complete a final audit of all project requirements and submissions. A Final Project Audit, which may include but not be limited to:

- Audit of all paperwork submitted by the grantee for accuracy and completion
- Audit of all expenditures against the total project budget amount
- Verification of a total match submitted by the grantee
- Final site inspection conducted by LDWF staff

Once LDWF deems that all requirements of the Project Agreement have been satisfied, retainage will be dispersed to the Grantee per the Project Agreement. If total expenditures are less than anticipated, and payment of the full retainage amount would create a shortfall of the applicant's match, LDWF will adjust the payable retainage amount accordingly. In any instance where an overpayment of either reimbursement or retainage is realized, the Grantee is required to refund an amount back equivalent to the overage.

Appendix A

Full Application Scoring Criteria

Act 714 of the 2022 Regular Session stipulates that projects shall be evaluated by the Technical Advisory Board and selected by the Project Selection Board using defined criteria and scoring based on a clear, defensible, science-based process. Such rules shall include procedures for applying to the program and detailed criteria and scoring to be used by the boards in their evaluation and selection of projects for funding

All applications will be reviewed in light of the questions below.

Total possible points = 100

Question 1 – Project Needs and Benefits

Max 50 points

Does this project provide specific and clearly identified needs and benefits? Project Benefits considered can include the following:

A. Outdoor recreational opportunity

Criteria Question Does this project provide new or enhanced recreational access to parks/green space/natural environment (for fishing, hiking, hunting, canoeing, or other?)

Criteria Details Applicant should list any new or enhanced recreational access provided by this project.

Criteria Question Will this project provide outdoor nature-based recreational opportunities?

Criteria Details Applicant must list all nature-based outdoor recreation opportunities provided by the acquisition or development of this property.

B. Cultural and Historical Value

Criteria Question Does this project provide conservation on or adjacent to a historical site or site of cultural significance?

Criteria Details Applicant must describe how the project provides conservation on or near the historical site or site of cultural significance.

Criteria Question Does this project include the acquisition or stewardship of land with a cultural or historical value?

Criteria Details Applicant must demonstrate how the property has local, regional or state-wide cultural and/or historical value and describe how this project adds to or enriches that value.

C. Water Quality

Criteria Question	Does this project provide improvement of impaired water quality or protection of water quality in healthy waters that meet or exceed water quality standards, including drinking water supplies?
Criteria Details	Applicant should describe how the project provides improvement of water quality or protection.
D. <u>Ecological Value</u>	
Criteria Question	Does this project provide enhancement or conservation of important natural areas, including fish and wildlife habitat and corridors?
Criteria Details	Applicant must describe how the project provides enhancement or conservation of important natural areas.
Criteria Question	Does the project provide conservation of soil, water, or other natural resources on working lands?
Criteria Details	Applicant must demonstrate how the project provides conservation of soil, water, or other natural resources related to working lands.
Criteria Question	Does this project include the acquisition or stewardship of land with a significant ecological, conservation, restoration, or natural resource sustainability value?
Criteria Details	Applicant must demonstrate the significant ecological value of the project including, but not limited to, native plant and animal species of a conservation concern; and/or the critical importance of the habitat, particularly those that include a stream buffer.
E. <u>Contiguous</u>	
Criteria Question	Is the proposed project contiguous with other conservation properties (including but not limited to local, state or federal parks and forests, conservation easements, scenic rivers or other important properties)?
Criteria Details	Applicants project should demonstrate that the project is contiguous with other conservation properties.
F. <u>Future Benefits</u>	
Criteria Question	Does this project satisfy specific and clearly identified benefits into the future and how they meet the desired project category?
Criteria Details	Describe how elements within your proposal meet a project category from the program. Clearly identify your project's anticipated lifespan and how it will yield benefits for Louisiana into the future.

G. Stewardship

Criteria Question Will this project promote the stewardship of natural resources?

Criteria Details Applicant must demonstrate how this project will promote effective conservation and sustainable practices, protect the scenic or unique natural features present and visibility of such, assist the property in remaining relevant to the community, and encourage visitation and participation by providing a safe recreational experience for future generations.

Question 2 – Partnerships

Max 10 points

Criteria Question Is there a measurable value added to this project through cooperation with external partners?

Criteria Details Applicant must describe the contribution of all partnerships and provide documentation of close participation of all entities. Applicant must identify the scope and participation level of each entity, including donations, cash or materials, volunteer/staff hours or professional services provided.

Required Documents: Letters of commitment must be uploaded for each partnership. Letters of commitment must specify the value of each partnership.

Note: Any cash, donations, etc. detailed in commitment letters must be included in the Project Budget Worksheet.

Question 3 – Underserved Area or Area of Designated Need

Max 10 points

Criteria Question Does this project satisfy specific and clearly identified needs within an underserved area or area of designated need?

Criteria Details The application should describe if and how the project will benefit an underserved area or area of designated need. A resource for applicants to identify an underserved area or area of designated need is the White House’s Justice 40 website (<https://www.whitehouse.gov/environmentaljustice/justice40/>). This website is not the sole determinant of underserved areas or areas of designated need.

Question 4 – Funding or Matching Funds

Max 10 points

Criteria Question What amount or percentage of matching funds or in-kind match will be provided?

Question Details Applicant must identify the amount or percentage of matching funds or in-kind match that they will provide, including the source of funds.

All matching funds or in-kind match must be included and highlighted as such in the Project Budget Worksheet. Written documentation of monetary investments or in-kind match must be provided in the form of letters of contribution.

Question 5 – Local, State, Regional, or Federal Plans

Max 5 points

Criteria Question Does this project coincide with, build upon or add value to any existing local, state, regional, or federal plan?

Criteria Details Applicant must cite the relevant local, state, regional, or federal plan and the project’s alignment to the plan.

Question 6 – Timely Completion

Max 5 points

Criteria Question What is the estimated schedule for completion?

Criteria Details Any application that is postured to be ready to begin may be assigned points for having a high likelihood of timely completion.

Question 7 – Economic Development/Benefits

Max 5 points

Criteria Question Will this project create opportunities to enhance the local, regional and/or statewide economy?

Criteria Details Applicant must demonstrate how the project will benefit the local, regional, and/or statewide economy. The applicant may provide the following to show the positive impact of this project beyond the local or host community: current comprehensive plan; parish or local stakeholder work plans; resource inventory; NRI data; current recreation master plan; current county or regional master plan; current trail system plan; State Comprehensive Outdoor Recreation Plan; current capital improvements plan, current regional water plan and/or land use management plan; recorded public hearing minutes; supporting documentation from the Chamber of Commerce; letters from local business(es) or economic development organizations; etc.

The information provided should describe job creation, ecosystem services, recreational use income, enhancements to rural economies as quantified by agricultural economics, and other related economic benefits expected to result from this project, if applicable.

Note: The purpose of this question is to advance local, regional, or statewide significant economic impacts, in order to continue to sustain the local, regional, or state-wide economic base, as well as diversify those respective drivers. Applicants may submit local, regional, or statewide planning documents as proof.

Question 8 – Maintenance

Max 5 points

Criteria Question What is the maintenance and management plan for the project?

Criteria Details Describe the maintenance and management plan in place for the project, or how a plan will be developed before project completion. The information provided should showcase sustainability through time. Maintenance plans may include but are not limited to RMS level or other site specific conservation plans.

Criteria Question Do you have a plan and budget to maintain, manage, and secure this property for multiple years of commitment beyond the project completion date?

Criteria Details Applicant must provide an approved applicable maintenance, management, and security plan that shows multi-year of commitment beyond the project completion date. These commitments must address monetary support as well as address a credible timeline.

Scoring Criteria	Points
Project Needs and Benefits	50
Partnerships	10
Underserved Areas or Areas of Designated Need	10
Funding or Matching Funds	10
Local, State, Regional, or Federal Plans	5
Timely Completion	5
Economic Development/Benefits	5
Maintenance	5
Total	100



Full Application Scoring Sheet
 Funding Cycle: _____

Project Title: _____

Scoring Criteria	Points Possible	Points Granted
Project Needs and Benefits	50	
Partnerships	10	
Underserved Areas or Areas of Designated Need	10	
Funding or Matching Funds	10	
Local, State, Regional, or Federal Plans	5	
Timely Completion	5	
Economic Development/Benefits	5	
Maintenance	5	
Total	100	

Necessary if applicable	Applicant Provided	Requested/ Needed
Photos and Photo Key Map	<input type="checkbox"/>	<input type="checkbox"/>
Project Plans	<input type="checkbox"/>	<input type="checkbox"/>
Project Specific Items (if applicable)		
Environmental Review Documents	<input type="checkbox"/>	<input type="checkbox"/>
Site Engineering Plans	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Property Ownership	<input type="checkbox"/>	<input type="checkbox"/>
Full Narrative Appraisal	<input type="checkbox"/>	<input type="checkbox"/>
Pending Partnership Commitment	<input type="checkbox"/>	<input type="checkbox"/>

Technical Advisory Board (TAB) scored on: _____

Submitted to PSB for funding consideration? (Circle) Yes No

If no, please provide a brief explanation why:

Appendix B: LOF Agency Partnership Template

Printed on agency letterhead

Dear Technical Advisory and Project Selection Board Members:

On behalf of _____ (public agency), I would like to provide our support of the Louisiana Outdoors Forever application for _____ (NGO) and their project _____ (project name).

The proposed project helps further our state agency's mission/objectives and provides public benefits by one or more of the following LOF priorities.

Clearly describe the proposed project's specific conservation alignment with each applicable priority below.

For example, land conservation of important natural areas - the project will protect/restore longleaf pine savanna habitat which is a conservation priority in with the State Wildlife Action Plan.

- Land conservation of important natural areas, including fish and wildlife habitat.
- Water quality projects related to land conservation or land management, including those lands that protect drinking water supplies.
- Conservation project on working land, farms, and forested land.
- Conservation project on recreational properties related to important natural areas and public use.
- Conservation project on historic properties adjacent to or integral to habitat restoration or enhancement

Add any additional comments describing how your agency is coordinating with the NGO to implement the project. For example, *potential technical assistance for planning, and/or implementation, and/or long-term management of the project.*

Sincerely,

_____ (name and contact information)