

2026 Land and Water Conservation Fund Instruction Manual

Application Information

Sponsor Eligibility

Grants can be awarded to Cities and Municipalities, Counties, Townships, Tribal Governments and other Political Subdivisions.

Public Benefit Requirement:

Projects must be accessible and open to the general public. Facilities cannot be restricted to certain residents or club members only. Fees, if charged, must be reasonable and not restrict access.

Match Requirement

- Land and Water Conservation Fund (LWCF) funds will not exceed 50% of the total project cost.
- Sponsor must provide at least 50% match, which can include:
 - Cash
 - Value of volunteer labor, equipment, and materials (at fair market value)
 - Other grants (must be approved before being counted as match)

Environmental Requirements

- Compliance with NEPA and other federal environmental laws is mandatory.
- If selected for funding, no earth-disturbing activities can occur until clearances are secured. Awardees may be required to hire an archaeologist for a Level III Archaeological Survey (estimated cost: \$3,000) – this may be included in your project budget.

Buy America Requirements

- Equipment purchased with LWCF funds must meet Buy America standards:
- All steel and iron must be domestically manufactured and assembled in the U.S.
- Vendors must provide written certification.
- Waiver applies if total federal assistance is below \$250,000 (effective August 16, 2023).

Project Narrative Tips

- The narrative you provide by answering the survey questions is critical—funding decisions rely heavily on it. Be clear, concise, and accurate—avoid unnecessary information.

GETTING STARTED WITH SURVEY 123: How to complete the application

Accessing the Application

- The LWCF application will be completed online using Survey123.
- A link to the application can be found on the SDGFP Partnerships webpage:
(<https://gfp.sd.gov/partnerships/>)

Saving Progress

Survey123 saves your progress if you need to return to the application later. To save:

- Do not clear your browser history or cookies
- Reopen the application using the same browser and device
- Your previous responses will remain available for editing until submission

Browser Recommendations

- Use a modern browser such as Google Chrome, Microsoft Edge, or Firefox
- Avoid using private/incognito mode, as it will prevent saving progress.

DOCUMENTS TO PREPARE BEFORE STARTING

To make the process smoother, gather the following documents before beginning your application

- **Proof of Ownership or Legal Control**
 - Deeds, long-term leases or other agreements in PDF format.
 - Include copy of any easements that affect the property.
- **Color Map of the Project Area**

Showing

 - Vicinity Map (where is the project located within the city/county)
 - Proposed project site
 - Contractor Staging areas

The required information may be shown on a single map or on multiple map pages, however, all maps should be compiled into one PDF that is formatted to print on an 8.5” x 11” paper.
- **Park Boundary Map**

This should be separate from the other maps and should show:

 - Clear park boundary lines
 - All known easements, deed/lease restrictions
 - North arrow
- **Detailed Project Budget**
 - Itemized costs, total project cost and LWCF funds requested.
- **Project Plans**
 - Images, concept drawings or manufacturer brochures for proposed structures.
- **Contractor Quotes / Engineer Estimates**
 - Upload written cost estimates or quotes for the proposed project to demonstrate the accuracy and reasonableness of the budget.
- **Resolution of Support**
 - Verifying funding commitment, operation, maintenance, and land dedication
- **Letters of Support**
 - Combined into a single PDF from partners, stakeholders, or organization
- **Additional Supporting Documentation**
 - Maintenance agreements, intergovernmental agreements, MOU’s, etc.

Other Information to Gather Before Starting

It would be beneficial to read through the narrative-type questions associated with your project in advance to understand the type of responses that will be required. You will need the following details:

- **Project Name and Location**
 - Including legal property description: section, township, range
- **Applicant Information**
 - Organization name, address, UEI, census population, contact details
- **Park Information**
 - Park Name, address, size in acres, prior LWCF funding
- **Project Details**
 - Timeline (start and end)
 - Description of Scope and proposed actions
 - Accessibility compliance plans
 - Environmental considerations
 - Community impact and beneficiaries
 - Budget and funding sources (including non-LWCF funding)
- **Attachments**
 - Maps, plans, budgets, letters, certifications

IMPORTANT NOTES

- Review the LWCF Application Manual for Guidance
- Ensure all required attachments are in PDF format and combined where requested
- Double check that your project aligns with SCORP Priorities and/or Local Needs assessment.

Applicant Checklist

Before starting your application, confirm you have:

- Access to Survey123 link and a compatible browser. Confirm its NOT a private/incognito browser.
- Proof of ownership or legal control document
- Vicinity and planning maps (PDF)
- Park Boundary Map (PDF)
- Project Plans (PDF)
- Detailed Project Budget (PDF)
- Contractor Quotes / Engineer Estimates (PDF)
- Letters of Support (PDF)
- Resolution of Support (PDF)
- Additional Supporting Documentation (PDF)
- Applicant and project information (names, addresses, UEI, contact details)
- Project Details
- Budget Details and Funding Sources
- Project Timeline and Environmental considerations.

Land and Water Conservation Fund 2026 Application Questions

This application is used to apply for Land and Water Conservation Fund (LWCF) funding administered by South Dakota Game, Fish and Parks (SD GFP). Applicants will be asked to provide detailed information about the proposed project, including:

- Project type and location
- Scope and design
- Budget and cost estimates
- Environmental considerations
- Anticipated benefits and alignment with statewide and local priorities

The application is structured so that certain sections will display based on the project type selected. Applicants are only required to complete the sections that apply to their proposed project.

For additional guidance, definitions, and detailed instructions, applicants are encouraged to review the LWCF Application Manual available on the SD GFP Partnerships Page. The manual includes a summary of application questions and helpful guidance for preparing supporting materials. Applicants may find it useful to gather required information and documentation before beginning the application.

Application Organization

Project Name:

Application Name:

Name of Political Unit or Organization

Example, Miller, Belle Fource, Hughes County,

Type of Applicant

- *City/Municipality*
- *Township*
- *County*
- *Tribal*
- *Other*

Address:

Grantee UEI:

Census Population:

Application Organization

First Name:

Last Name:

Title:

Office Phone:

Cell Phone:

Email Address:

Mayor Contact Information

Mayor First Name:

Mayor Last Name:

Mayor Phone:

Mayor Email:

Finance Officer Contact Information

Finance Officer First Name:

Finance Officer Last Name:

Finance Officer Phone:

Finance Officer Email:

Park Information

Park Name:

Park Street Address:

+4 Zip Code:

Legal Property Location

Section:

Township:

Range:

Project Location:

Property is controlled by:

- Fee Simple* → *Estimate Acquisition Date*
- Lease* → *Lease Begin / End*
- Other*

Proof of Ownership – attach document

Applicants must submit documentation verifying ownership of, or adequate legal control over, the project site.

Documentation may include deeds, long-term leases, easements or other legally binding agreements sufficient to ensure the applicant's ability to implement, operate, and maintain the property.

Document must be a PDF

Size of Park (in acres)

Prior LWCF Funding

Has the park or project area previously received LWCF Funding (either state or federal)

- Yes*
- No*

Utilities and Easements

Are all utility lines on the proposed project site buried?

- Yes* → Will utility lines be buried as part of this project?
 - Yes* → If you selected “Yes,” describe which utilities will be buried, the method of installation, and how this will improve safety, site aesthetics, or functionality.
 - No* → If you selected “No,” describe the type and location of the existing utility lines and how they may impact the project design, safety or aesthetics
- No* → If you selected “No,” describe the type and location of the existing utility lines and how they may impact the project design, safety or aesthetics
- No Utilities*

Are there any easements within the boundaries of this park?

- Yes* → Please list and describe each easement, including the location within the park, holder of the easement and purpose. Please show easements on the park boundary map.
- No*

Project Timeline

Provided successful applications will have access to grant funds by spring 2027, what is the anticipated timeline for the project.

Project Begin:

Project End:

Culture and History

CCC/WPA Resources - Are there any type of Civilian Conservation Corps (CCC) or Works Progress Administration (WPA) structures or landscapes located in the park or project area?

- Yes → Identify quantity and type of Civilian Conservation Corps (CCC) or Works Progress Administration (WPA) structures or Landscapes located in the park.
- No

Facilities older than 50 Years - Are there any facilities and buildings older than 50 years that are located on or adjacent to your project?

- Yes → Please identify any Facilities older than 50 years that are located on or adjacent to your park or project.
- No

Who?

Who will benefit from this project?

Describe the individuals and groups that will benefit from this project, as well as the age ranges served. Your response should help us understand who the project is designed for and how it meets community needs.

You may want to address:

- Primary users and participants (e.g., local families, sports teams, school groups, community organizations, tourists)
- Age groups served (e.g., children, youth, adults, seniors, all ages)
- Any specific populations or underserved groups that will gain improved access.

Community Impact and Geographic Reach

Describe who will benefit from this project and the area it will serve. Your response should help us understand who will be impacted and the scale of that impact.

You may want to address:

- Communities or demographic groups (e.g., local residents, underserved populations)
- Any focus on equity or improved access
- Geographic reach (neighborhood, city, region, statewide)

What?

Describe the Project Scope and Proposed Action

Describe the overall scope of the project and the specific actions that will be taken. Your response should provide a clear picture of what will be built or improved and any alternatives considered.

You may want to address:

- Existing facilities that will be renovated or replaced
- New facilities or features that will be constructed
- General site improvements (e.g., demolition, site preparation, landscaping, habitat enhancements).
- Any alternatives considered during planning.

Public Access and Recreation

Explain how the site will be open and accessible for public outdoor recreation use. Your response should describe the key features that make the site welcoming and functional for visitors.

You may want to address:

- Signage and wayfinding
- Entry points and parking
- Site improvements for usability
- Allowable activities and amenities

Accessibility Compliance

Describe how the project will meet accessibility requirements under the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA). Your response should show how the site will be inclusive for all users.

You may want to address:

- Accessible routes and paths
- ADA-compliant facilities, (e.g., restrooms, picnic areas, playgrounds)
- Any additional features that improve accessibility

Environmental Sustainability and Longevity

Explain how the project will ensure long-term durability and environmental stewardship. Your response should highlight design elements that protect resources and extend the life of facilities.

You may want to address:

- Features that improve site resiliency (e.g., erosion control, stormwater management)
- Sustainable materials or practices
- Anticipated lifespan of funded facilities
- Design elements that preserve natural resources and enhance recreation quality.

Where?**Site Characteristics and Desirability**

Describe what makes the site suitable and appealing for public outdoor recreation. Your response should highlight positive features and note any concerns.

You may want to address:

- Existing resources and natural features that enhance recreation.
- Current site conditions that support project goals
- Any elements that detract from the experience (e.g., visual issues, safety hazards)

Relationships to other projects and community planning

Explain how this project fits into broader plans for the park or community. Your response should show how the project aligns with long-term strategies.

You may want to address:

- Connection to phased development or other planned improvements.
- Alignment with city or regional master plans
- Contribution to long-term community recreation goals.

Existing and Planned Uses

Describe any non-recreation or non-public uses that will continue or are planned within the park boundary. Your response should identify potential conflicts with LWCF requirements.

You may want to address:

- Existing non-recreational uses on the site
- Planned uses that may affect public access or recreation quality
- Any uses that should be excluded from LWCF boundary.

Why?**Project Need and Goals**

Describe why this project is needed and what goals it aims to achieve. Your response should explain its importance to the community.

You may want to address:

- The specific problem or gap in the project addresses.
- Key objectives and intended outcomes
- Why this project is a priority for the community

Outdoor Recreation Benefits

Explain the short-term and long-term benefits this project will provide for outdoor recreation. Your response should show how it improves access and enhances recreation opportunities.

You may want to address:

- How the project will create new or expand existing recreation opportunities.
- Benefits for public access and quality of experience
- Why are these opportunities significant for the community.

SCORP Priorities and Local Planning Alignment

Identify strategies from the 2023 Statewide Comprehensive Outdoor Recreation Plan (SCORP) that support your project and demonstrate how your project aligns with both statewide priorities and local planning efforts. Your responses should show clear connections between SCORP strategies and community needs.

You may want to address:

- Specific SCORP strategies that apply
- How each strategy connects to your project's goals
- Examples of how your project advances these priorities
- References to your Local Needs Assessment or Community Master Plan, explaining how these local plans informed your project and complement SCORP priorities.

Public Involvement and Planning

Describe how the project was developed and how the public was involved in the process. Your response should demonstrate community engagement and planning alignment.

You may want to address:

- Public involvement methods (meetings, surveys, workshops)
- How feedback influenced the project design
- Alignment with local or regional plans (e.g., city master plan, park system plan)
- How planning processes prioritized this project

How?

Describe the planning process that led to the development of this proposal.

Explain how the project was identified, prioritized, and prioritized, and shaped through planning efforts. Your response should demonstrate community engagement and planning alignment.

You may want to address:

- Public involvement methods (meetings, surveys, workshops)
- How feedback influenced the project design
- Alignment with local or regional plans (e.g., city master plan, park system plan)
- How planning processes prioritized this project

Cost Estimates

Explain how the cost estimate and budget were developed. Your response should show that the budget is reasonable, well-supported, and based on accurate information.

You may want to address:

- Basis for cost estimates (engineer's estimate, vendor quotes, historical data)
- Breakdown of major cost categories
- Contingency considerations
- Assumptions or constraints used in budgeting

Management and Operations

Describe who will manage and operate the site following project completion and their responsibilities. Your response should demonstrate the managing entity's capacity and the commitment to long-term operations.

You may want to address:

- Naming of managing entity
- Roles and responsibilities for operations and maintenance
- Staffing and resource capacity
- Funding Sources for ongoing management
- Partnerships or agreements supporting operations.

Budget and Funding

Total Project Cost

LWCF Funds Requested

Project Budget

Budget Description Item	Amount
TOTAL:	

Non-LWCF Funds Committed to Date:

Source(s) of Funds

Repeat as Necessary	<p>Amount of Funding</p> <p>Funding Source</p> <ul style="list-style-type: none"> <input type="radio"/> Applicant general funds <input type="radio"/> Local government funds <input type="radio"/> Fundraising <input type="radio"/> Donations <input type="radio"/> Private foundation or grant <input type="radio"/> Other State or Federal Grant Funds <p>Status of Non-LWCF Funds</p> <ul style="list-style-type: none"> <input type="radio"/> Fully Secured <input type="radio"/> Partially Secured <input type="radio"/> Anticipated, but not yet secured. Describe:
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Budget Readiness

Are sufficient funds available to begin the project if awarded?

- Yes
- No
- Partially

→

Explain the details of the remaining amount of Non-LWCF funding to be secured.

Need for Grant Funding

Describe the applicants need for grant funding and explain what would happen to the project if an award is not made.

Social, Economic and Environmental Assessment Checklist

How will the project affect the following resources?

For each resource, indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

	Amount of Impact				
	Positive	Negative	None	Not Present	Unknown
Air quality					
Circulation and transportation					
Climate					
Contamination or hazardous materials even if remediated					
Endangered species: (Listed or proposed threatened or endangered) including associate habitat					
Environmental justice: minority and low-income populations					
Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.					
Historic or cultural resources					
Invasive species					
Land use plans or policies from other agencies including tribes					
Lightscares, especially night sky					
Migratory birds					
Recreation resources					
Socioeconomics: changes to tax base or competition with private sector					
Sound (noise impacts)					
Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.					
Water: coastal barrier resources or coastal zones.					
Water: Marine and/or estuarine					
Water: Stream flow characteristics					
Water: Wetlands and Floodplains					
Other important resources					

How will the project affect the following resources

Complete the checklist below to help determine whether an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required for your project. At this stage of the application, you are not required to develop an EA or EIS, this checklist is intended to assess potential impacts and determine if further environmental review will be necessary.

	Amount of Impact		
	Yes	No	Unkn own
How will the project affect the following resources?			
Have significant negative impacts on public health or safety?			
Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?			
Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?			
Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?			
Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?			
Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species?			
Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?			
Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?			
Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?			
Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species?			

Environmental Constraints

Will the park or project be adjacent to, or impact any of the following? (select all that apply)

- Wetlands
- Floodplain
- Woodland habitats
- Steep Slopes
- Waterways
- Bridges / Culverts
- Sensitive habitat
- None of the above

Additional Attachments

Color Maps

Please Upload a color map of the project area that clearly shows the following:

- The general vicinity of the park, helpful if this shows the area of the city/town the park is located.
- The Site location of the proposed project and other areas of potential affect
- Location of proposed facilities, utilities, roads, etc.
- Contractor Staging areas

The required information may be shown on a single map or on multiple map pages. All maps must be compiled into one PDF that is formatted to print on an 8.5" x 11" paper.

Park Boundary Map

Please Upload a color map showing the entire Park Boundary. The map should include:

- Clear park boundary lines
- All known easements, deed/lease restrictions
- North Arrow

The required information may be shown on a single map and saved as a PDF that is formatted to print on an 8.5" x 11" paper. Example included at the end of this manual.

Detailed Budget

In addition to the information provided in the application, you **may** upload a detailed project budget that itemizes all anticipated project costs. It should include:

- Individual cost items (e.g., materials, labor, equipment, professional services)
- Estimated cost for each item
- Total project cost and total LWCF funds requested

Project Plans

Upload images or basic plans that show what the proposed structures or amenities will look like.

Your response should provide a clear idea of the design and type of improvements being proposed.

You may want to include:

- Manufacturer images or brochures for playground equipment, shelters, or other structures
- Concept drawings or sketches of proposed features

The required information may be shown on a single map and saved as a PDF that is formatted to print on an 8.5" x 11" paper

Cost Estimates

Upload written cost estimates or quotes for the proposed project. Your response should provide

documentation that supports the accuracy and reasonableness of your budget. You may want to include:

- Contractor or vendor quotes for materials, labor, or equipment
- Engineer's estimates for construction or site work
- Manufacturer pricing sheets for playground equipment or structures
- Any supporting documentation used to develop your budget

Resolution of Support

The resolution should verify the fact that the project sponsor will make available at least one-half of the total project cost and that the sponsor will operate and maintain the completed facility for the reasonable life expectancy of the facility. The resolution must also verify that the sponsor will dedicate the land where this project is located for park and outdoor recreation purposes in perpetuity. Example included at end of manual document.

Letters of Support

Please upload letters of support for the proposed project from partners, stakeholders, or organizations that demonstrate community support, coordination, or involvement in the project.

Letters may be from, but are not limited to:

- local governments
- schools
- trail groups
- nonprofit organizations
- landowners
- other community partners.

All letters should be combined into a single PDF for upload.

Build America, Buy America Certification

Upload a signed Build America, Buy America (BABA) certification, if applicable to your project.

Additional Supporting Documentation

Please upload any additional documentation that may strengthen the application, such as: contractor quotes

- Engineer Estimates
- maintenance agreements
- resolutions of support
- intergovernmental agreements
- memoranda of understanding
- or similar materials.

All documents should be combined into a single PDF for upload.

Certification and Acknowledgement

By checking the box below, the applicant certifies that all information provided in this application, including all statements, responses, and attachments, is true accurate, and complete to the best of their knowledge.



Yankton Westside Park Pickleball Court Conversion
S13 T093N R56W



Resolution of Governing Body _____

WHEREAS, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/ or construction of specific public outdoor recreation projects;

NOW, THEREFORE BE IT RESOLVED:

1. That (name of individual) is hereby authorized to execute and file an application on behalf of the (select) of _____ with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing (name of project) for the (select) of South Dakota and its Environs.
2. That (name of appropriate official), (title of appropriate official), is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the (select) of _____ shall provide a minimum of 50% of the total cost of the project; and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

Certification of Recording Officer _____

The undersigned duly qualified and acting (title of appropriate recording official) of the (select) of _____ does hereby certify: That the attached Resolutions is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the (select) of _____ duly held on the _____ day of _____, 2024, and further that such Resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2024.

Recording Officer Signature: _____

Title: _____

Seal (notary or city)