



**Land and Water Conservation Fund State Assistance Program
National Training Program
Denver, Colorado
Sunday, April 7 – Thursday, April 11, 2013**

All sessions are located at the Warwick Hotel in downtown Denver

Sunday, April 7, 2013

Location: Capitol Ballroom

3:00 – 5:00 p.m.

Registration

Check-in and pick up your training materials.

5:00 – 6:00 p.m.

Session #1: General Welcome, Opening Remarks, & Program Overview

- Joel Lynch, Chief, State and Local Assistance Programs, NPS, Washington, D. C.
- Tim Hogsett, Past President, National Association of State Outdoor Recreation Liaison Officers and Texas Alternate State Liaison Officer (invited)

Session Description: The purpose of this opening session is to welcome and introduce the attendees, provide the opening remarks, and provide an overview of the 3½ day training.

Session #1 is not a reception. No refreshments will be provided.

Dinner on your own

Although time for questions and answers has been incorporated into each session, we envision plentiful carry-over questions. Everyone is encouraged to visit the Q&A wall and post questions which will then be addressed to the greatest extent practicable during sessions #8 on Monday and #23 on Thursday.

During session #15 on Tuesday evening between 6:30 to 7:30 p.m., state participants are offered an opportunity for a one-on-one meeting with an NPS representative. Instructions for reserving a 10-15 minute time block will be provided on-site in Denver.



Monday, April 8, 2013

Location: Capitol Ballroom

Breakfast is on your own.

7:30 a.m. Pick up your training packet at this time if you haven't yet done so.

8:00 a.m. Session #2: LWCF Foundations

The Outdoor Recreation Resources Review Commission's (ORRRC) Greatest Idea

- Joel Lynch, NPS, Washington, D. C.
- Wayne Strum, State and Local Assistance Programs, NPS, Washington, D. C.

Session Description: The purpose of this session is to provide a foundation to the origin and evolution of this nearly 50-year program as well as outline the operational framework of the partnership between NPS and the responsible State/Territory agencies. The basic program requirements and function will be covered as well as a clear articulation of the different roles and responsibilities of program operation.

Training participants will

1. Comprehend the genesis of the LWCF Act of 1964 and fundamental aspects of the State Assistance Program.
2. Gain familiarity with the organizational and operation structure of the program and be able to identify roles and responsibilities.

9:00 a.m. Session #3: Appropriation, Apportionment, Obligation, Expenditure, and SRA

Pulling Back the Curtain on the LWCF Appropriations, Allocation and Fund

- Joel Lynch, NPS, Washington, D. C.
- Elisabeth Fondriest, State and Local Assistance Programs, NPS, Washington, D.C.

Session Description: The purpose of this session is to outline and show the relationship of how monies appropriated for this program by Congress are allocated as well as to comprehensively cover the fiscal requirements of the program. Session topics will cover details about the different fund sources and the responsibilities of fund obligation and expenditures. Training participants will

1. Gain a basic understanding of the federal appropriation process as it relates to LWCF State Assistance Program.
2. Gain knowledge of the apportionment process, types of funds, and understand the fiscal requirements related to obligations and expenditures.

10:00a.m. Break

10:15 a.m. Session #4: NPS' Transition to FBMS, PRISM, ASAP, and Grants.gov

FBMS: What does this 4-letter word mean for State partners?

- Elisabeth Fondriest, NPS, Washington, D.C.

Session Description: The transition to fiscal year 2013 brought about a major change in the business operations of the NPS, including grants management – integration into DOI's Financial and Business Management System. Although State LWCF Programs will not interact with FBMS directly, they will be directly affected in several ways, especially in the application, reporting, and funds draw processes. The purpose of this session is to help LWCF State staff further understand some of these changes and new responsibilities. Basic overviews of Grants.gov, PRISM, and ASAP will be provided.

Training participants will

1. Understand changes to the LWCF business process that have resulted from the transition to FBMS.
2. Understand where NPS is in the transition process and implications for States.



Monday, April 8, 2013 – continued

Noon **Lunch is on your own**

1:30 p.m. **Session #5: Statewide Comprehensive Outdoor Recreation Plan, Open Project Selection Process and Planning Grants**

Give a “shout out” for your outdoor recreation resource opportunities!

- Pat Gillespie, State and Local Assistance Programs, NPS, Washington, D.C.
- Martha Droge, Outdoor Recreation Planner, NPS, Pacific West Region
- Dana Lagarde, Texas Parks and Wildlife Department
- Scott Babcock, SCORP Planner, State of Colorado
- Glenn Haas, Society of Outdoor Recreation Professionals

Session Description: The purpose of this session is to explain the purpose of the SCORP requirement; review the basic requirements for the SCORP planning process; explain State and NPS roles; know how to use an LWCF planning grant to support certain types of SCORP planning projects; how to link the SCORP to OPSP project selection criteria; and where to find resources and assistance to sustain your SCORP efforts. Training participants will

1. Understand the basic requirements for SCORP and how States apply them to state needs and how SCORPs are used for LWCF program purposes.
2. Understand the requirements for SCORP Planning Grants.
3. Understand how to use the SCORP in the development of project selection criteria for the LWCF-required open project selection process.
4. Know where to find technical assistance and resources to support SCORP efforts.

2:30 p.m. **Session #6: Financial Assistance and Match**

Let’s have a bake sale!

- Bob Anderson, Chief, Recreation Grants Division, NPS, Midwest Region

Session Description: LWCF grants are provided to the States, and through the States to local governmental jurisdictions, on a matching basis of up to fifty percent (50%) of the total project-related allowable costs for the acquisition of land and the development of facilities for public outdoor recreation and for fulfilling the program’s planning requirements. The purpose of this session is to demonstrate how the original grant match is created as well as to define what constitutes a legal match and the limitations that apply. Training participants will

1. Understand the principles of the matching requirement and basis for assistance.
2. Understand the basis for assistance from other Federal agencies.
3. Understand the sponsor’s financial obligations and limitations.

3:00 p.m. **Break**



Monday, April 8, 2013 – continued

3:15 p.m. **Session #7: Financial Systems, Project Performance, & Grant Close Out**

Will they understand the LWCF project 50 years from now?

- Elisabeth Fondriest, NPS, Washington, D.C.
- David Siegenthaler, Outdoor Recreation Planner, NPS, Pacific West Region
- Andrea Messam, Outdoor Recreation Planner, NPS, Midwest Region

Session Description: Before NPS can approve final payments and administratively and financially close out an LWCF grant, States must complete a number of steps. It is important for NPS and States to have a good understanding of and mutually agree on what the grant accomplished, both for reporting and long-term compliance purposes. This session will review the required documentation, especially the final section 6(f)(3) map, timing for close-out, and final billing. Training participants will learn

1. What documents are required, including updates/corrections to previously submitted documents.
2. The importance of the final Section 6(f)(3) map.
3. The final billing protocols.

4:15 p.m. **Session #8: Open Discussion**

Blame it on the dog!

Session Description: The purpose for this session is to allow everyone to decompress, ask questions, and follow up on any hanging questions from earlier today.

5:00 p.m. **End of official business for the day**

6:00 p.m. **Session #9: Reception – Millennium Ballroom**

- John Wessels, Regional Director, NPS, Intermountain Region

After general introductions and welcoming remarks from Regional Director Wessels, casually socialize with your colleagues while enjoying light beverages and appetizers.

Dinner is on your own



Tuesday, April 9, 2013

Location: Capitol Ballroom

Breakfast is on your own.

8:00 a.m. Session #10: Developing Applications/Requests for Federal Action/PD-ESF Overview
Go slow to go fast!

- Pat Gillespie, NPS, Washington, D.C.
- Lydia Williams, Outdoor Recreation Planner, NPS, Southeast Region

Session Description: The purpose of this session is to provide an overview of information required by NPS for LWCF proposals requiring a federal decision such as making an LWCF grant award, Section 6(f) conversion, and public facility requests. Using the Proposal Description and Environmental Screening Form (PD/ESF) the State must ensure the proposal is fully described and screened for the degree of potential impacts to the human environment, and how the States and NPS use the environmental information from the screening form in the NEPA and NHPA Section 106 process. As a result of the session, participants will be able to

1. Understand the variety of PD/ESF purposes for States (applicant) and NPS.
2. Improve their ability to accurately complete the PD/ESF.

8:45 a.m. Session #11: Section 6(f)(3) Boundary Maps
Leaving behind the perfect 6(f) map (so your retirement isn't marred by pesky subpoenas)

- Heather Ramsay, Outdoor Recreation Planner, NPS, Pacific West Region
- Jack Howard, Manager, State and Local Assistance Programs, NPS, Northeast Region

Session Description: The purpose of this session is to give participants the tools needed to ensure newly prepared 6(f)(3) boundary maps are clear and adequately define a legally defensible boundary for project compliance, to be able to recognize poorly done boundary maps and recommend remedies, and to interpret defensible 6(f)(3) boundaries from old project files. Training participants will

1. Understand the basics of preparing a new 6(f) map.
2. Learn to develop a defensible 6(f) boundary map from historic records.

10:00 a.m. Break

10:15 a.m. Session #12: Section 6(f)(3) Conversions
Why can't we just pay back the money?

- Pat Gillespie, NPS, Washington, D.C.
- Wayne Strum, NPS, Washington, D.C.
- Heather Ramsay, NPS, Pacific West Region

Session Description: The purpose of this session is to fully address the statutory language and program requirements for ensuring that lands acquired or development through each LWCF grant remain available for public recreation use in perpetuity unless a conversion to non-outdoor recreation use is approved; to describe exactly what actions constitute a conversion; and what the procedures are for a successful resolution and steps the State can take to minimize processing time. Training participants will

1. Comprehend why conversions are a "big deal."
2. Know what a conversion is, how it differs from a conversion "exception."
3. Be able to navigate the conversion process.
4. Can conversions be prevented?



Tuesday, April 9, 2013 – continued

Noon **Lunch is on your own**

1:30 p.m. **Session #13: Appraisals**

Nail the appraisal (without hitting your thumb).

- Pat Gillespie, NPS, Washington, D.C.
- Jay Vance, Office of Valuation Services, U.S. Department of Interior
- Ed Stehouwer, Office of Valuation Services, U.S. Department of Interior

Session Description: This session is designed to provide guidance on the State and NPS roles and responsibilities in appraising properties for LWCF-assisted acquisitions and conversions pursuant to the Uniform Act (P.L. 91-646) and the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA/Yellow Book). The session will focus on tools to assist the States in developing appraisal “statements of work,” to develop State competency for LWCF appraisal review, and where to find applicable appraisal guidance and expertise. As a result of this session, participants will

1. Understand the LWCF requirements for ensuring LWCF appraisals conform to UASFLA.
2. Understand the State/local sponsor and NPS/DOI role in the certification of UASFLA compliant appraisals for LWCF purposes.
3. Know where to find UASFLA guidance and expertise for addressing appraisal problems.

3:00 p.m. **Break**

3:15 p.m. **Session #14: Small Group Discussions About 6(f) Maps, Conversions and Appraisals**
Getting into the weeds...

Session Description: Each participant will have a chance to rotate to three small group discussions for 30 minute drill-downs on 6(f) maps, Conversions, and Appraisals.

5:00 p.m. **End of official business for the day**

6:30-7:30 p.m. **Session #15: One-on-One Meetings (Optional)**

Session Description: This is an opportunity for state participants to meet with an NPS representative in 10-15 minute time blocks for a discussion of your choosing. Instructions for scheduling a meeting through Michael Linde, NPS, Pacific West Regional Office, will be provided on Sunday and Monday.

Dinner is on your own



Wednesday, April 10, 2013

Location: Capitol Ballroom

Breakfast is on your own.

8:00 a.m. Session #16: Conversion Exceptions

To convert or not to convert—that is the question.

- Pat Gillespie, NPS, Washington, D.C.
- Wayne Strum, NPS, Washington, D.C.
- Gwen Smith, Chief, Recreation Programs Branch, NPS, Southeast Region
- Roger Knowlton, Outdoor Recreation Planner, NPS, Midwest Region

Session Description: The purpose of this session is to provide guidance on those non-outdoor recreation proposals that may not trigger a conversion if NPS determines that certain criteria are met (1. public facility proposals; 2. proposals for sheltered facilities; 3. temporary non-conforming uses; and, 4. proposals to significantly change the use as originally proposed in the project application). Underground utilities are also addressed. The basic program requirements for each exception will be articulated as well as the process and procedure for obtaining NPS approval when warranted. Training participants will

1. Comprehend both the similarities and differences between a “conversion” and the various conversion exceptions.
2. Gain familiarity with the roles and processes for processing one of the conversion exceptions.
3. Understand why States need to coordinate with NPS on some proposals for underground utilities .

9:00 a.m. Session #17: NEPA for LWCF Federal Actions

Transparency is the name of the game.

- Pat Gillespie, NPS, Washington, D.C.
- David Siegenthaler, NPS, Pacific West Region
- Megan Lang, Outdoor Recreation Planner, NPS, Northeast Region

Session Description: This session is designed to provide a basic explanation of the purposes and processes involved in conducting environmental reviews for certain LWCF proposals to meet the requirements of the National Environmental Policy Act. The session will include how to know when an environmental review is required; defining the scope of the LWCF federal action to be considered; practice doing NEPA related analysis; and to tackle some challenging NEPA issues. The session will include presentations, case study examples, small group work, and general discussion on issues relevant to participants. As a result of this session, participants will

1. Understand the history, purpose, and basic requirements of the NEPA.
2. Know how to determine the proper NEPA pathway and to prepare the required documentation.
3. Understand how to prepare the required State NEPA documentation for the range of LWCF federal decisions.

10:00 a.m. Break



Wednesday, April 9, 2013 – continued

10:15 a.m. **Session #18: National Historic Preservation Act, Section 106**
Skipping & Tripping along the Process Path of Section 106

- Heather Ramsay, NPS, Pacific West Region
- Roger Knowlton, NPS, Midwest Region

Session Description: The purpose of this session is to provide participants with a basic understanding of the requirements of Section 106 for LWCF purposes and how to successfully navigate the process despite lacking technical expertise in the cultural resource arena. Training participants will

1. Understand the basics of Section 106.
2. Understand agreement documents.
3. Learn where to go for additional resources.

11:15 a.m. **Session #19: Small Group Discussions on Conversion Exceptions, NEPA, and NHPA Section 106**

Let's get into the juicy details...

Session Description: Each participant will have a chance to rotate to three small group discussions for 25 minute drill-downs on conversion exceptions, NEPA for LWCF, and the NHPA Section 106 process.

12:30 p.m. **Lunch is on your own**

2:00 p.m. **Session #20: Administrative Records**
Let's be clear, this is not your collection of vinyl 45s.

- Bob Anderson, NPS, Midwest Region
- Gwen Smith, NPS, Southeast Region
- Jack Howard, NPS, Northeast Region
- Jeannie Sokolowski, Outdoor Recreation Planner, NPS, Northeast Region

Session Description: It is vitally important that the National Park Service and States provide ready access to information concerning the thousands of LWCF projects that have been funded over the life of the program. The purpose of this session is to provide a foundation to the basic grants processes and the records that are generated for each, how to maintain these records, and defend agency decision making. Training participants will

1. Understand the principles of records management.
2. Understand the scope of record retention.
3. Understand how to prepare a defense for your decision making.

3:00 p.m. **Break**



Wednesday, April 9, 2013 – continued

3:15 p.m. Session #21: State/Federal Accountability

We are all being watched!

- Elisabeth Fondriest, NPS, Washington, D.C.
- Bob Anderson, NPS, Midwest Region

Session Description: As administrators of the LWCF program, NPS and its State partners must acknowledge and assume responsibility for our actions, decisions and program results. The purpose of this session is to provide a foundation to the management controls (organization, policies, and procedures) established to ensure the LWCF program achieves its intended results; federal funds are properly used and protected from waste, fraud, and mismanagement; and laws and regulations are followed. Training participants will

1. Understand the purpose for accountability.
2. Understand the principles of accountability.
3. Understand the management controls used to achieve accountability and the roles of program partners in implementing the controls.

4:15 p.m. Session #22: State LWCF Trends, Challenges, New Approaches

Where the rubber meets the road...

Session Description: The purpose for this session is for attendees to share ideas of potential value to other States about current LWCF program trends, challenges and new approaches for more effective and efficient program administration and oversight of LWCF sites.

5:00 p.m. End of official business for the day

Dinner is on your own

