

Meeting Started @ 5:00pm - 5:45



Engineering • Architecture • Land Surveying

## MEMORANDUM

Present: T. Reynnells; A. Lorenzo;  
D. VanZoran; M. Carppi;  
T. Griffin

DATE: October 3, 2024

TO: Village of Lawrence

FROM: Joelle Regovich

RE: **Land and Water Conservation Fund Grant Application Process**

1. Project Budget
  - a. LWCF grant requires a 1:1 match with a maximum grant request of \$500,000
  - b. Establish Village budget
2. Site plan
  - a. Once a budget is identified, Abonmarche staff will prepare a development plan that aligns with the budget.
  - b. An updated estimate will be provided to the Parks board.
3. SHPO Archaeologist
  - a. Due to federal funds, the project will require a Section 106 consultation with SHPO. Once the project elements and scope are identified, Abonmarche will reach out to approved archaeologists for quotes to provide the required Section 106 information. The consultation typically costs \$1000 - \$1500. This is a Village paid cost.
  - b. Once the Village selects an archaeologist, Abonmarche will coordinate the SHPO submittal process. Proof that the SHPO application was submitted must be shown with the LWCF application submittal. A SHPO response must be received by Oct. 1, 2025.
4. Also due to federal funding, a Proposal Description and Environmental Screening Form (PDESf) and Application and Revision (A&R) form must be submitted with the application. This allows the National Park Service to complete environmental review steps.
  - a. Abonmarche will prepare these forms.
5. The DNR portals to submit applications opens in January each year
  - a. Applications are due no later than April 1. They can be submitted any time prior to then.
  - b. Abonmarche will prepare the required content for the application, including reaching out to parties that can provide letters of support for the project.

- c. Abonmarche will reach out to the Disability Network for a letter of support to receive valuable Universal Design scoring points.
    - i. The Disability Network charges a \$100 fee for their review. This is a Village paid cost.
  - d. Abonmarche will assist with coordinating the required public comment meeting and match resolution meeting.
6. Once the April 1 application deadline has passed, the DNR will review applications for completion. Abonmarche will supply any missing content, should any be noted.
  7. As part of the application review, the DNR will make a site visit to the project. They reach out to the applicant to set a time and date if the applicant would like to be present during the visit. It is a good idea to be present, since it gives you the opportunity to highlight all the great features of the project.
    - a. Abonmarche can join you for this visit if you desire.
  8. Supplemental period – Initial scores for the application will be provided approximately two weeks before October 1st.
    - a. Abonmarche will review the scores to see if any additional points can be gained for the application and supply additional content if needed.
  9. Funding decisions are typically made in the first two weeks of December.
    - a. Abonmarche will assist with follow up documents necessary to issue project agreements.
    - b. Project agreements are generally issued in the following summer.

### **Timeline**

Meeting to review grant process	October 3, 2024
Initiate grant content, site plan, updated estimate	October 2024
Seek archaeologist quotes to prepare SHPO app	Oct - November 2024
Submit SHPO application	December 2024
Initiate grant application in DNR portal	January 2025
Hold public comment meeting and pass resolution	January – March 2025
Submit application	No later than April 1, 2025
Attend site visit	Summer 2025
Submit supplemental information	October 1, 2025
Assist with grant execution documents	Dec 2025 – January 2026

