

Commonwealth of Virginia
Department of Conservation and Recreation
Land and Water Conservation Fund (LWCF)
Drawdown Request and Closeout Procedures Guide

Drawdown Procedures

The Land and Water Conservation Fund (LWCF) is a reimbursement program; therefore, the LWCF sponsor/ subrecipient must pay 100% of the cost of any eligible item before submitting a request for reimbursement of 50% of the eligible cost, up to the grant award amount. Drawdown requests can be submitted as soon as documentation of the payment (cleared check, ACH statement, bank statement, or similar) is available.

For projects including development, regular drawdown requests should be submitted throughout the grant period to maintain the project in active status. However, the final drawdown cannot be completed until the project is administratively closed out by the National Park Service, as discussed later in this document. Please discuss any project or billing delays that would result in a longer request period with DCR Recreation Grants staff. For acquisition-only projects, drawdown should be requested after the acquisition and recordation is complete and in conjunction with grant closeout.

Submit all drawdown requests via email to kristal.mckelvey@dcr.virginia.gov and tarik.mansouri@dcr.virginia.gov with subject line **LWCF - Project Number -Sponsor- Drawdown Request #**. For example, *LWCF – 51-00465 – Town/City - Drawdown Request 2*.

Templates and Resources

- **Drawdown Certification Form** (fillable PDF and Excel versions)
- **Data Sheet Summarizing Invoices** (Word)
- **Data Sheet Summarizing Employee Labor** (Word)
- **Data Sheet Summarizing Volunteer Labor** (Word)
- **Volunteer Daily Timesheet** (Word)
- **VA W-9 Form** (fillable PDF)
- **Buy America Compliance Form** (Word)
- **Daily Equipment Record Template** (Word)
- **Example Drawdown Package** (PDF)

Required Documents for All Drawdown Requests

- Signed **Drawdown Certification Form**
- Documentation of each expense (invoice, billing statement, order confirmation, signed timesheets, signed daily volunteer work log, documentation of value determination for volunteer labor, donated materials, etc.)
 - Please use **Data Sheet Summarizing Invoices** for requests with multiple invoices
- Proof of payment for each expense (cleared check – front and back, ACH statement, bank statement, credit card statement, sales receipt, or payroll ledger);
- **VA W-9**, with first drawdown request, or if updated

Required Documents for Specific Expense Types*

Force Account or In-House Labor

- Daily timesheet or work log outlining LWCF project work completed each day and number of hours, signed by the employee and supervisor
- **Data Sheet Summarizing Employee Labor**
- Documentation of labor rate (pay stub)
- Proof of payment, as discussed for all requests

Volunteer Time

- **Volunteer Daily Timesheet** or daily work log including the date, volunteer name, LWCF work completed, and number of hours worked. Each entry must be signed by the volunteer.
- **Data Sheet Summarizing Volunteer Labor**, completed and signed by the subgrantee.
- Value determination (independentsector.org rate for Virginia for general volunteer hours, or other documentation for in-kind professional services).

Donated Materials

- Value determination (receipt from purchaser, estimate for vendor donation)

Land Acquisition (further outlined in the DCR LWCF Manual)

- Copy of the recorded deed that includes required LWCF Act language
- Final signed boundary area map of property that is permanently protected for public outdoor recreation use
- Photo of the installed LWCF acknowledgement sign
- Proof of payment, as discussed for all requests

Other – Required as applicable, and with prior authorization:

- **Buy America Compliance Form** if iron, steel, construction materials, and/or manufactured product components are included in the request and the grant project is subject to Buy America sourcing requirements.
- Signed mileage log listing date, driver, starting address, ending address, and miles traveled for mileage submitted for reimbursement or as match. The annual federal mileage rate should be used unless entity has own documented rate.
- **Daily Equipment Record** logs for equipment run time submitted as part of subgrantee matching share. Must also submit proof of equipment rate or documentation of FEMA rate for fiscal year.
- If other grant awards are used as match, copy of grant agreement is required.

***Additional documentation may be required as requested by DCR or the National Park Service.**

Drawdown Processing Sequence

This following process usually takes between 4-6 weeks.

1. Sponsor submits drawdown request and supporting documentation to DCR Recreation Grants staff.
2. DCR Recreation Grants staff review drawdown request submission to ensure all supporting documentation is provided and all expenses are eligible for reimbursement. Additional documentation or clarifying information may be requested from the sponsor at this time. Recreation Grants staff then prepare the necessary forms to submit to the National Park Service.
3. The National Park Service reviews the request. If approved, NPS then releases the funds to be drawn by DCR.
4. Once the funds are drawn, DCR disburses the funds to the sponsor.

Project Closeout Procedures

No later than 90 days prior to the Project End Date (PED), please ensure that the project is on track to be completed and enough time remains for submission of all closeout documents, completion of all closeout procedures, and processing of the final reimbursement. If the PED needs to be extended, an amendment must be filed with NPS which can take one to two months to process. The grant closeout process can take one to two months depending on the timing of DCR receiving the documents listed below from the project sponsor. These closeout documents must be submitted **prior to** the final reimbursement being processed.

Required Closeout Steps

- **Schedule a site inspection with Chief Recreation Grants Manager – Kristal McKelvey**, Kristal.McKelvey@dcr.virginia.gov, 804-508-8896
- **Post an LWCF Acknowledgement Sign on the property** – see <https://www.nps.gov/subjects/lwcf/lwcf-manual.htm> for the official LWCF logo and requirements. This must be installed prior to the site inspection, as it will be documented with a photograph during the inspection.
- **Submit a final LWCF Boundary Area Map** - If there were any changes to the property boundaries from the Boundary Area Map submitted with the application, please submit an updated signed map. Surveyor maps are preferred if available.
- **Provide copy of the property deed that includes LWCF language protecting property in perpetuity for public outdoor recreation (required for both acquisition and development projects)** - The following language is to be incorporated into the property deed of all LWCF-assisted areas and recorded in the city, town, or county court house of the project area. The deed with Tax ID Parcel information as well as attached plats or maps must be submitted to DCR:

The property identified below has been acquired or developed with federal assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (170 ed.). Pursuant

to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Virginia Department of Conservation & Recreation and the Secretary of the Department of the Interior, or their designee. By law, the Secretary shall approve such conversion only if it is in accord with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP) and only upon such condition as the substitution of other recreation properties that are of at least equal fair market value and of reasonably equivalent usefulness and location.