

# Outdoor Recreation Legacy Partnership (ORLP) Program Application Checklist

## Rounds 6A and 6B

### Required Application Elements

- SF424, Application for Federal Assistance - DNR
- SF424C, Budget Information - Construction - DNR
- SF424D, Assurances for Construction Programs - DNR
- SF 4298B, Real Property Status Report, Request to Acquire, Improve, or Furnish (for acquisition or acquisition with development projects only) - DNR
- SF - [Project Abstract Summary](#)
- SF-LLL - Disclosure of Lobbying Activities - DNR
- Letter of Recommendation from State Liaison Officer - DNR
- Pre-award Onsite Inspection Report - DNR
- Project Narrative (10-page max)
- Budget Narrative (5-page max)
- Project Timeline (1-page max)
- Photos
- Recreation Area Map
- Map Delineating Project Area and Proposed Boundary
- Plan or Sketch of Planned Site Features/Improvements
- Letter(s) of Support - Confirming Matching Contributions or Cosponsor Ownership Arrangements
- General Letters of Support - all letters, including those from Congress, must be addressed to the Project Sponsor and included with the application on Grants.gov
- Letter of Intent to Sell, Purchase, or Donate Property (if applicable)
- Application and Revision (A&R) Form - DNR
- Description and Notification (DNF) Form - DNR
- Copy of an Approved Waiver of Retroactivity (if applicable)
- Conflict of Interest Disclosure
- Overlap or Duplication of Effort Statement
- Minority Impact Statement
- Copy of the Negotiated Indirect Cost Rate Agreement (if applicable)

Iowa Department of Natural Resources  
 Land and Water Conservation Fund, Round 6 Outdoor Recreation Legacy Partnership Program  
**Round 6A Pre-Applications are due by 4:30pm, December 30, 2022**  
**Round 6B Pre-Applications are due by 4:30pm, April 28, 2023**  
 Send Pre-Application and Attachments electronically to: [Jessica.Flatt@dnr.iowa.gov](mailto:Jessica.Flatt@dnr.iowa.gov)

**Project Data Page / Applicant Information**

**1. PROJECT**

Project Title and Park Name: \_\_\_\_\_  
 Project 911 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

**2. TYPE OF PROJECT (one selection per line)**

- Acquisition       Development       Renovation       Combination (Acquisition & Development)  
 Creates New Park       Expands Existing Park       Neither

**3. APPLICANT CONTACT INFORMATION**

Agency/Sponsor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Email: \_\_\_\_\_ Title: \_\_\_\_\_  
 Applicant Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 City & Zip Code: \_\_\_\_\_ DUNS #: \_\_\_\_\_  
 County: \_\_\_\_\_ Census Population (2020) \_\_\_\_\_

**4. DESCRIPTION & COSTS**

Project Costs (Including minimum Required 1:1 Cash Match):

Federal ORLP Funds Requested:                    \$ \_\_\_\_\_  
 Local Match:  
     Source: \_\_\_\_\_ \$ \_\_\_\_\_  
     Source: \_\_\_\_\_ \$ \_\_\_\_\_  
     Source: \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Project Cost:                                    \$ \_\_\_\_\_

**5. OWNERSHIP OF PROJECT SITE & PREVIOUS LWCF GRANTS AT SITE**

- ORLP       LWCF       UPARR  
 FLP       Park has not been assisted with any of these funds/programs.

List date of assistance, amount of work funded/land purchased if assistance received: \_\_\_\_\_

**6. SIGNATURE**

The Applicant agrees to conform with the Americans with Disabilities and Civil Rights Acts, as well as keeping the Project Site open to the public for outdoor recreation in perpetuity and completing the 5 Year Post Completion Inspections.

\_\_\_\_\_  
 Applicant Signature and Date

\_\_\_\_\_  
 Applicant Name and Title

**A complete proposal must include** the following elements and must be a maximum of 40 pages using 12-point font, and fewer than 30 pages is preferred:

1. Project Narrative - maximum of ten (10) pages; 12 point font
2. Budget Narrative – maximum of five (5) pages, including tables
3. Project Timeline – maximum one (1) page
4. Photos
5. Maps and Plans
6. Letters of Support
7. [Project Abstract Summary Form](#)

Funding Opportunity Number: P22AS00645

CFDA Number: 15.916

#### **Optional Proposal Elements**

1. General Letters of Support
  - a. To ensure such letters are considered by the review panel, letters must be submitted with the pre-application
  - b. Letters of Support from Congress must be addressed to the Project Sponsor
2. Letter of intent to Sell, Purchase of Donate Property for projects requiring acquisition

Please refer to instructions for this grant for more detailed information on scoring and requirements for submissions.

**THE PROJECT NARRATIVE** is a maximum of 10 pages, and includes the Project Data Page (page 2), the Project Overview, and Responses to the Project Criteria.

**Project Summary Statement** explaining project specific work and a second statement explaining overall project (if larger than proposed work) (250 word maximum).

**Project Overview (2-page limit):** Provide the following information:

*All Projects:*

- Describe and quantify the types of resources and features of or on the property (e.g., 50 acres of forested area, 2,000 feet of waterfront, scenic views, unique or special features, recreation amenities, historic/cultural resources)
- Describe the current uses (if any) or disposition of the property to be acquired or developed, if uses will need to be discontinued, or the site rehabilitated. If there are any existing non-outdoor recreation or other non-public uses that are intended to continue on the property on an interim or permanent basis and/or proposed in the future, these should be explained.
- Describe constraints of the property (e.g., existing development; hazardous materials/contamination history; and restrictions such as institutional controls, easements, rights-of-way, reversionary interests, above ground/underground utilities; etc.).

*Development Only:*

- Describe the planned physical improvements and/or facilities, and the reason(s) such development is needed. Explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities.

*Acquisition Only:*

- Provide a description of the property (including the current ownership) and an explanation of the need for its acquisition.
- State whether the acquisition would create a new public park/recreation area or if it will expand an existing site,

and if so, by how much.

- Describe the plans for developing the property for recreation purposes after acquisition and the timeframe for the start and completion of development and when it will be open for public use.
- Describe the status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.

*Combination Projects:*

- Provide information requested under all “All Projects”, “Development Only” and “Acquisition Only”.

## PROJECT EVALUATION CRITERIA

### 1. Extent of Outdoor Recreation and Economic Needs - Maximum Points: 20

This criterion assesses the extent of deficiency (based on quantity or quality) of close-to-home outdoor recreation areas/resources within walking distance of the economically disadvantaged community(ies), and the degree to which the project will serve this community(ies).

**Priority** will go to projects located in neighborhoods: 1) with the least amount of existing, usable, public-accessible outdoor recreation within a .5-mile radius of the economically disadvantaged community targeted by the project, or 1-mile if serving multiple communities, and 2) that have the largest number of residents above the minimum poverty level.

- Describe the amount of, and types of, existing recreation resources within a .5 and 1-mile radius of the proposed economically disadvantaged community(ies).
- Describe the specific deficiencies as they relate to the lack of, or inadequacy of, local outdoor recreation areas/uses.
- Describe how the deficiencies were identified.
- State the estimated number of people who live within .5 and 1 mile and the percentage of those who are above the 20% poverty level.
- State the census tract number and poverty level of the economically-disadvantaged community targeted by the project (using <http://censusreporter.org/locate>) and poverty level of the city, county and state. Other relevant economic and demographic information about the target community can be provided as well but *projects not providing a poverty rate, or meeting the minimum poverty level, will be eliminated.*

## **2. Appropriateness of Project to Meet Identified Community Outdoor Recreation Needs and Increase Access to Nature's Benefits - Maximum Points: 20**

This criterion assesses how well the proposed project meets the need(s) for newly created or significantly enhanced outdoor recreation resources within the target community/population, particularly projects that increase access to nature and other green spaces.

**Priority** will be given to projects: 1) creating the largest impact on the target community by significantly increasing the number of people or user groups who could be served, and 2) providing recreation areas with an emphasis on green spaces, natural landscapes, and tree cover.

- Describe how the proposed project will create or significantly improve access to close- to-home park and recreation opportunities for the project's target community(ies).
- Describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a result of the project.
- Estimate the anticipated increase in the number of people and/or types of user groups that will newly be able to recreate as a result of the project and how this impact was determined.
- Describe the natural benefits that will be produced by the recreation area such as cooling effects, improved mental and/or physical health, cleaner air, etc.

### 3. Community Involvement in, and Support of, Proposed Project - Maximum Points: 20

This criterion assesses the level of supportive partnership-building involved in the development and implementation of the project among the project sponsor, residents of the target community to be served by the park, government agencies, the private sector, and community and/or conservation organizations.

**Priority** will be given to projects that 1) demonstrate the highest degree of effort or initiative to engage residents of the target neighborhood(s) in the project's development, and 2) demonstrate the most significant amount of collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups, and 3) demonstrate support for the project through contributions of cash, land, equipment or other resources to the project, allowing for the matching share to be derived from *multiple* resources, particularly non-public resources.

- Describe the process that led to the development of this proposal. Focus on the efforts made to engage the public, especially the target community, and their participation in the project's design as well as that of other interested/affected entities. Include details such as number of meetings held and number of attendees, number of community members contacted, number of responses received.
- Describe the partnerships or other collaborative efforts that have helped, or will help to, facilitate the project.
- Describe or provide evidence of local support for the project, particularly from the local community. (*Reference letters of support included with the pre-application.*)
- Describe the how project is/will be supported through contributions of matching share in the form of money, land, supplies, services, etc. (*Reference letters confirming match.*)

#### **4. Embracing New Parks and Innovative Project Attributes - Maximum Points: 10**

Assesses the degree to which ORLP funds will assist new outdoor recreation resources and the degree to which the project incorporates innovative ideas.

**Priority** will be given to parks and projects that 1) have not received any previous LWCF, Urban Park and Recreation Recovery (UPARR), or ORLP assistance, and 2) encompass innovative characteristics.

- On the Project Narrative Data Sheet, provide information about any previous LWCF, UPARR and ORLP assistance.
- Describe the ways in which this project incorporates innovative characteristics. These qualities could be related to aspects such as: eco-friendly design; creation of short and/or long-term jobs or stimulation of business in the local community; site features that considers the needs of all demographics; redevelopment of a blighted or distressed properties; involvement of new or non-traditional partners; unusual features in the project design; employment of novel solutions to issues in/challenges to addressing the community's recreation needs; the ability to affect or advance other complementary and intrinsic benefits beyond providing new or enhancing park or other outdoor recreation spaces; and other similar characteristics.



## 5. Project Alignment with SCORP and other Applicable Plans - Maximum Points: 10

This criterion assesses the degree to which the project advances or is otherwise tied to the priority recreation needs and/or goals of the applicable State Comprehensive Outdoor Recreation Plan (SCORP) and other relevant park and recreation plans. Projects can also receive credit for aligning with or advancing priorities of other comprehensive or master plans at the city, regional, and/or state level (such as community revitalization, economic development, or open space plans).

**Priority** will be given to projects that best meet 1) at least 1 goal or need that is clearly identified in the SCORP, *particularly any that are specific to communities that are economically disadvantaged, lacking access to outdoor recreation or that focus on the area in which the project is located*, and 2) at least 4+ additional, applicable, planning documents at different levels of government and/or private sector initiatives.

- State the specific SCORP goals or needs that the proposed project will advance or implement, and support how this project addresses each goal/need.
- Describe any other park or outdoor recreation plan (provide date of plan) that the project advances or supports, and state precisely how the proposed project aligns with it/each.
- Describe any other relevant city, regional, or state plans or initiatives (provide date of plan) that the project advances or supports, and state precisely how the proposed project aligns with each.

## 6. Project Feasibility and Likelihood of Success - Maximum Points: 20

This criterion assesses the probability that the project will be successfully completed within the proposed timeline and budget, the viability of the proposed budget, and the ability of the project sponsor and partners to manage the project and maintain the park/resource in the future.

**Priority** will be given to projects that 1) show support from non-public sources by leveraging some or all of the required matching share (e.g. money or donations), 2) can break ground within one year and will be complete and open to the public within 2 to 3 years, 2) are managed by project sponsors and partners with proven experience in successfully managing similar projects with no problems, and 3) can demonstrate a clear capacity, and a plan, for successful long-term park management and protection.

Budget costs must be clearly linked to the scope of work and are necessary, reasonable, allowable, and allocable. The matching share must be fully secured or firmly committed and supported by a letter of commitment from the donor. *(The budget will not be scored by the panels; however, it will be considered as a deciding factor in selection if the budget is insufficiently detailed, contains unreasonable, unnecessary, or unallowable costs, and/or does not align with the technical scope of the proposal.)*

- Describe contributions of match (cash or in-kind donations) from sources other than the sponsor, particularly any non-public sources.
- Describe the status of planning for the grant project, its readiness to be implemented and support the accuracy of the established deadlines and milestones within the attached timeline.
- Describe any issues with the site that would prevent it from being open and available to the public within 2-3 years.
- Describe the relevant experience of those managing the various aspects of this project. If partners are involved, their role(s) should also be described.
- Describe how the park or recreation area will be managed and maintained, physically and financially, to assure permanent use for public outdoor recreation.
- Ensure the LWCF boundary map clearly indicates the project area and the proposed protected boundary separately or indicates that they are the same.
- Within the Budget Narrative:
  - Break down, describe, and justify the proposed project costs.
  - Clearly indicate which costs (or the amount of each cost) that will be covered by LWCF funds versus matching share.
  - List all agencies, organizations or other entities providing matching share under this project.
  - State the value and type (cash, donation of equipment etc.) of each matching share contribution.
  - Document that the 1:1 required matching share contribution is secure or firmly committed at the time of application. If overmatch is included, state if it has been secured, or when and how it is expended to be secured. *(A letter from each secured matching-share contributor should be included as a letter of support, clearly stating the commitment of match.)*

**Budget Narrative - Maximum 5 pages including tables**

The Project Budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included.

Budget information should reflect only costs related to work/acquisition that will be completed under an ORLP 5 grant if selected. A total budget for the entire projects (including work beyond what would be funded under a grant) may be provided separately. If the LWCF ORLP grant-funded project is part of a larger project, please be sure the LWCF-related components of the budget can be clearly discerned.

ORLP projects are limited to using a maximum of 25% of the total budget for costs not directly attributable to physical development/rehabilitation, activities, supplies, equipment, or cost of land.

Applicants must provide a budget breakdown that includes the following information:

- Detailed breakdown of each cost item included under each of the SF424C, Construction Budget Categories and for indirect costs if being charged.
- Clearly indicate which costs are covered by federal funds and which are covered by matching funds.
- Clearly indicate any proposed pre-agreement costs and the timeframe during which the associated work cost was performed.

Applicants must also provide information required in Criteria 6 as detailed above.

**BUDGET SHEET**

Budget Category	ORLP Funding	Match Funding	Total Cost	Match Type (Cash, Donation, In-kind)	Source of Match Funds
<b>Total Grant Project Cost:</b>				ORLP total request can be no more than 50% of total cost	

**GRANT PROJECT TIMELINE**

Please reference the ORLP grant application and funding timeline in the grant guidelines section when considering project timelines and completing this form.

Provide a timeline estimate using the following form. Remember that the project is to be completed within three years of the grant award date and project work (including match funded items) cannot begin until the grant agreement is in place. Any proposed changes, including extensions or modifications in the project timeline, must be requested in writing and approved in advance by the DNR.

**PRELIMINARY TIMELINE ESTIMATE**

TASK	Year 1 - First Half	Year 1 - Second Half	Year 2 - First Half	Year 2 - Second Half	Year 3 - First Half	Year 3 - Second Half
Project Initiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Close-Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grand Opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **REQUIRED PROJECT MAPS**

Project maps are one of the most important components of the Project Proposal. The maps will be used for inspection years after the project has been completed. For this reason, accuracy is crucial. Send a legal description of the boundary with your maps. The State will submit the signed and dated project boundary map to the National Park Service for approval.

### **Required Maps**

1. Dated Project Boundary Map with Legal Description: clearly indicate area to be acquired and/or developed, as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protections of the LWCF Act
2. Tract Map (acquisition projects only)
3. Site Development Map/Plan (development projects only)
4. City/County Map with project location
5. Recreation Area Map: shows location of the project and identifies all existing recreation resources (if any) within a .5-mile vicinity of the economically disadvantaged communities that will be served by the project

### **The following information is required to be included on the Dated Project Boundary Map, Tract Map and Site Development Map:**

1. title of the project;
2. date of map preparation, certified by the grantee signature;
3. maps must be to scale, project boundary outlined, showing feet, acres, and directional arrow;
4. show planned development for project site, color code existing and planned development;
5. show all tracts to be purchased (acquisition projects only);
6. show existing roads (include names), overhead utility lines or other environmental intrusions;
7. show existing land use of land adjoining project site;
8. show area(s) under lease(s) and term remaining on the lease(s);
9. show known outstanding rights and interests in the area held by others such as easements deed/lease restrictions, reversionary interest, etc.;
10. show and identify adjoining bodies of water or other natural landmarks.

**At a minimum, the project area must be a viable public outdoor recreation area which is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project. This area will be the park, open space or recreation area being developed, acquired, or added to. In no case would the areas covered by Section 6(f)(3) be less than that acquired with the funding assistance.**

## Example Dated Project Boundary Map and Site Development Map

If not included with application, project will not eligible for consideration of a grant.

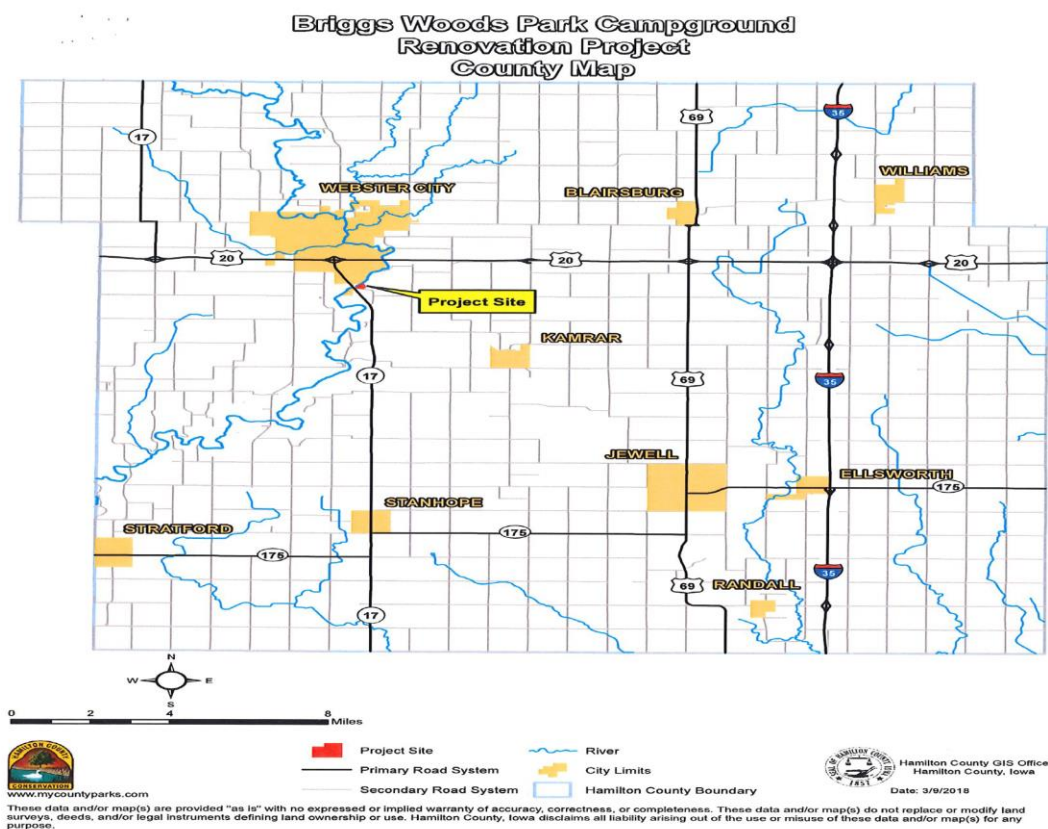
### Project Boundary Map



### Site Development Map



### Project Location Map



**RESOLUTION ON ACQUISITION OR DEVELOPMENT FOR OUTDOOR RECREATION**

County: \_\_\_\_\_

WHEREAS, the \_\_\_\_\_ (City/County) is interested in acquiring lands or developing outdoor recreational facilities on the following described project for the enjoyment of the citizenry of

Site Name: \_\_\_\_\_ and the State Iowa.

Site Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_

Brief Description of Project:

AND, Land and Water Conservation Fund financial assistance is being sought for the acquisition or development of said outdoor recreational facilities,

NOW THEREFORE, be it resolved by the \_\_\_\_\_ that the project described above be authorized,

AND, be it further resolved that said \_\_\_\_\_ make application to the Iowa Department of Natural Resources to seek Land and Water Conservation Fund financial assistance from the National Park Service in the amount of \_\_\_\_\_ % of the actual cost of the project,

AND, be it further resolved that said \_\_\_\_\_ certifies to the following:

1. That it will accept the terms and conditions set forth in the NPS Grants-in-Aid Manual and which will be a part of the Project Agreement for any grant awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the acquisition and/or development in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the Iowa Department of Natural Resources.
3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said \_\_\_\_\_ for public outdoor recreational use.
4. That no financial assistance has been given or promised under any other federal program or activity with regard to the proposed project.
5. That it will not discriminate against any person on the basis of race, color, or natural origin in the use of any property or failure acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P.L. 88-352 (1964), and of the regulations promulgated pursuant to such Act by the Secretary of the Interior and contained in 43 CFR 17.
6. That it will maintain adequate financial records on the proposed project to substantiate claims for cost-sharing.

THIS IS TO CERTIFY that the foregoing is a true and correct copy of a resolution duly and legally adopted by the

\_\_\_\_\_ at a legal meeting held on this \_\_\_\_\_ Day

of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)



### Applicant Risk Assessment Questionnaire

2 CFR 200.331 of the Federal Code requires pass-through entities to conduct a risk assessment of each sub-recipient. Please complete and return this section as part of your grant application. If questions arise while completing the questionnaire please contact the DNR Department Auditor at 515-204-5902.

- A. Was an audit performed in the prior fiscal year? If so, please provide your information and signature at the bottom of this form provide a copy of your audit report with your application. No further information needed.
- B. If not, please answer the following questions. If the answer to any question is not yes, please provide a brief explanation of your entity's process.
1. Are the accounting records maintained on a current basis?
  2. Are bank accounts reconciled by an employee who does not sign checks, handle or record cash?
  3. Are reconciliations reviewed and approved by a person who is not responsible for receipts and disbursements?
  4. Are inventory counts verified by persons independent of those in charge of the inventory records?
  5. Are capital assets tested periodically by an individual having no responsibility for the assets?
  6. Are capital expenditures authorized by appropriate officials and the governing body?
  7. Is a physical inventory taken periodically (at least annually) and reconciled to detailed capital asset records?
  8. Is a list of receipts prepared by the mail opener?
  9. Is an independent reconciliation of recorded receipts to the initial listing performed?
  10. Is a restrictive endorsement placed on each incoming check upon receipt?
  11. Are responsibilities for the disbursement/expenditure approval function segregated from those for the voucher preparation and purchasing functions?
  12. Are responsibilities for reconciling disbursements/ expenditures with the check/warrant register segregated from those preparing the vouchers?
  13. Is final approval for payment made by a different individual than the check/warrant signer?

14. Are all disbursements/expenditures required to be supported by invoices or other documentation?
15. Does the person reviewing the claims have sufficient knowledge of federal and state grant requirements, laws and regulations to determine cost allowability?
16. Are supporting documents for claims effectively canceled at the time of approving the payment to prevent their reuse?
17. Are controls maintained over the supply of unused and voided checks/warrants?
18. Are salaries approved by the governing body for full-time and part-time employees?
19. Are time sheets used and approved by appropriate personnel?
20. Are financial reports reviewed and approved at appropriate levels of management?
21. Is management committed to providing proper stewardship for property acquired with federal awards?
22. Are accurate records maintained for all acquisitions and dispositions of property acquired with federal awards?
23. Is a physical inventory of equipment periodically taken and compared to property records?
24. Are procedures established to ensure the federal awarding agency is appropriately reimbursed for dispositions of property acquired with federal awards?
25. If requested, could a certification from the donor be obtained or other procedures be performed to identify whether matching contributions are from non-federal sources?
26. Have procedures been established to verify vendors providing goods and services under the award have not been suspended or debarred by the federal government?

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. **Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons. Describe the positive impact expected from this project

Indicate which group is impacted:

- |  |   |
|--|---|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Pacific Islanders        |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Blacks                    | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos                   | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Asians                    |   |

The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons. Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- |  |   |
|--|---|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Pacific Islanders        |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Blacks                    | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos                   | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Asians                    |   |

The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

#### Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection:

(1) "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.