



62 - 10/21/26
State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF PARKS & RECREATION

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-3556 Fax: 603-271-3553
TDD Access: Relay NH 1-800-735-2964
nhstateparks.org



September 9, 2026

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court and

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Natural and Cultural Resources (DNCR), Division of Parks and Recreation, Community Recreation Bureau to accept and expend \$242,444 in federal funds from Land and Water Conservation Fund (LWCF) program for the purpose of supporting the administrative management of the LWCF program within the Community Recreation Bureau, effective upon Fiscal Committee and Governor and Council approval through June 30, 2027. 100% Federal Funds.

Funds are to be budgeted as follows:

03-035-035-351510-77290000, LWCF ADMINISTRATION GRANT

Class-Account	Class Description	FY 27 Current Adjusted Authorized	Requested Action	FY 27 Revised Adjusted Authorized
000-404951-16	Federal Funds	262,441	242,444	504,885
	Total Revenue	262,441	242,444	504,885
020-500200	Current Expenses	926	5,673	6,599
030-500311	Equipment New Replacement	13,220	3,000	16,220
038-500175	Technology-Software	2,300	2,000	4,300
039-500179	Telecommunications	3,299	1,002	4,301
040-501587	Indirect Costs	15,250	35,507	50,757
041-500801	Audit Fund Set Aside	280	449	729
042-500620	Additional Fringe Benefits	8,990	5200	14,190
059-500117	Temp Full Time	94,943	66,573	161,516
060-500601	Benefits	77,808	33,540	111,348
070-500704	In State Travel Reimbursement	3,811	0	3,811
080-500710	Out Of State Travel Reimb	8,264	4,000	12,264
102-500731	Contracts For Program Servi	33,350	85,500	118,850
	Total Expenses	262,441	242,444	504,885

EXPLANATION

The Department of Natural and Cultural Resources (DNCR), Division of Parks and Recreation, Community Recreation Bureau, provides support, management, and funding through the Land and Water Conservation Fund (LWCF) program for the acquisition and development of outdoor recreation resources statewide. For the first time in the program's history (since 1965), states were granted administrative funds for their annual federal fiscal apportionment to be used in helping bolster the overall capacity and efficiency of the program's management as passed under the Federal FY27 budget. The increase of capacity encompasses a multifaceted approach, focusing on two critical areas of paramount importance: the addition of personnel resources and the development of a Geographic Information System (GIS) based project site database.

The funds will continue to support one existing full-time temporary position, 9T3397 13-1190 MISC BUS OPS SPECS-4, continuing to significantly enhance the State's capability to effectively address various stewardship and compliance-related concerns. This enhanced capacity will extend to encompass various crucial tasks, including, but certainly not limited to, the rigorous 5-year inspections that are integral to the LWCF State Assistance Program's stewardship.

In conjunction with the personnel, a pivotal aspect of this project involves the continued phased development of a GIS-based project site database. This database will serve as a central repository, consolidating all pertinent project-related documents and meticulously mapping out project sites. Furthermore, it will facilitate seamless public access to information regarding the grants awarded through the LWCF State Assistance Program. In essence, this database will serve as a centralized hub, fostering transparency and accessibility to benefit all stakeholders.

The following appropriation authorities are requested for 03-035-035-351510-7729, LWCF ADMINISTRATION GRANT:

Class 020 – Current Expenses – Appropriations needed to pay for program supplies.

Class 030 – Equipment – Appropriations needed to supply cell phones and iPads.

Class 038 – Software – Appropriations needed for the annual ESRI GIS licensing.

Class 039 – Telecommunications – Appropriations needed for cell phone and iPads cell service costs.

Class 040 – Indirect Costs – Additional appropriations needed for Indirect Cost recovery.

Class 041 – Audit Fund Set Aside – Additional appropriations as required by state of 0.1%

Class 042 – Fringe Benefits – Appropriations needed to contribute to post-retirement benefits.

Class 059 – Temp Full Time – Additional appropriations needed to fund existing FT Temp position.

Class 060 – Benefits – Additional appropriations needed to fund existing FT Temp position.

Class 080 – Out of State Travel – Additional appropriations needed for travel to the National Associations of State Outdoor Recreation Liaisons Officers (NASORLO) annual conference and National Park Service trainings.

Class 102 – Contracts for Program Services – Appropriation needed to support ongoing Database Mapping contract

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read "Adam J. Crepeau".

Adam J. Crepeau
Commissioner

1. DATE ISSUED MM/DD/YYYY 08/10/2026		1a. SUPERSEDES AWARD NOTICE dated 06/26/2025 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. ASSISTANCE LISTING NUMBER 15.916 - Outdoor Recreation Acquisition, Development and Planning			
3. ASSISTANCE TYPE Project Grant			
4. GRANT NO. P23AP02331-04 Originating MCA #		5. TYPE OF AWARD Other	
4a. FAIN P23AP02331		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 10/01/2023		Through 09/30/2027	
7. BUDGET PERIOD MM/DD/YYYY From 10/01/2023		Through 09/30/2027	

8. TITLE OF PROJECT (OR PROGRAM) 33-00762 Administrative Grant I

9a. GRANTEE NAME AND ADDRESS Natural & Cultural Resources, New Hampshire Department of 172 PEMBROKE RD CONCORD, NH, 03301-5791

10a. GRANTEE AUTHORIZING OFFICIAL ERIC FELDBAUM 172 Pembroke Road Concord, NH, 03301-5767
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9b. GRANTEE PROJECT DIRECTOR ERIC FELDBAUM 172 Pembroke Road Concord, NH, 03301-5765 Phone: 6032713556
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10b. FEDERAL PROJECT OFFICER Mr. Luke Smith 1 Denver Federal Ctr BLDG 50 Denver, CO, 80225-0001 Phone: 415-370-3736

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)			
I Financial Assistance from the Federal Awarding Agency Only			II
II Total project costs including grant funds and all other financial participation			
a.	Salaries and Wages	\$	677,398.10
b.	Fringe Benefits	\$	419,162.23
c.	Total Personnel Costs	\$	1,096,560.33
d.	Equipment	\$	156,637.63
e.	Supplies	\$	24,512.16
f.	Travel	\$	41,900.00
g.	Construction	\$	0.00
h.	Other	\$	58,204.67
i.	Contractual	\$	181,589.00
j.	TOTAL DIRECT COSTS	\$	1,559,403.79
k.	INDIRECT COSTS	\$	58,938.37
l.	TOTAL APPROVED BUDGET	\$	1,618,342.16
m.	Federal Share	\$	808,909.89
n.	Non-Federal Share	\$	809,432.27

12. AWARD COMPUTATION			
a. Amount of Federal Financial Assistance (from item 11m)	\$	808,909.89	
b. Less Unobligated Balance From Prior Budget Periods	\$	0.00	
c. Less Cumulative Prior Award(s) This Budget Period	\$	566,465.92	
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$	242,443.97	
13. Total Federal Funds Awarded to Date for Project Period		\$	808,909.89
14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project)			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2	\$	d. 5	\$
b. 3	\$	e. 6	\$
c. 4	\$	f. 7	\$
15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)			
e			
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
a. The grant program legislation b. The grant program regulations c. This award notice including terms and conditions, if any, noted below under REMARKS d. Federal administrative requirements, cost principles and audit requirements applicable to this grant			
In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system			

REMARKS (Other Terms and Conditions Attached - ☒ Yes ☐ No)
The purpose of this modification is to add funding and extend the Period of Performance as requested by the grantee.
All other terms and conditions remain unchanged.

GRANTS MANAGEMENT OFFICIAL:

Joseph D Yonce, N/A
1849 C St NW
Main Interior Building National Park Service
Washington, DC, 20240-0001
Phone: 0000000000

17. VENDOR CODE			0071394113		18a. UEI QEJNZ1E5YJX9		18b. DUNS 962583860		19. CONG. DIST.		02	
LINE#	FINANCIAL ACCT		AMT OF FIN ASST		START DATE		END DATE		TAS ACCT		PO LINE DESCRIPTION	
1	0051042366-00010		\$0.00		10/01/2023		09/30/2027		5035		23GW LWCF ADMIN GRANT (NH)	
2	0051054715-00010		\$0.00		10/01/2023		09/30/2027		5035		23GW ADMIN ADMIN GRANT	
4	0054003673-00010		\$0.00		10/01/2023		09/30/2027		5035		23GW ADMIN NEW HAMPSHIRE GRANT	

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

54 U.S.C. § 200305 Land and Water Conservation Fund, Assistance to States

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 08/10/2026
GRANT NO. P23AP02331-04	

LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PR LINE DESCRIPTION
5	0054020068-00010	\$242,443.97	10/01/2023	09/30/2027	5536	23GM ADMIN GRANT NEW HAMPSHIRE

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3

DATE ISSUED

08/10/2026

GRANT NO. P23AP02331-04

Federal Financial Report Cycle

Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
10/01/2023	12/31/2023	Semi-Annual	03/30/2024
01/01/2024	06/30/2024	Semi-Annual	09/28/2024
07/01/2024	12/31/2024	Semi-Annual	03/31/2025
01/01/2025	06/30/2025	Semi-Annual	09/28/2025
07/01/2025	12/31/2025	Semi-Annual	03/31/2026
01/01/2026	06/30/2026	Semi-Annual	09/28/2026
07/01/2026	12/31/2026	Semi-Annual	03/31/2027
01/01/2027	06/30/2027	Semi-Annual	09/28/2027
10/01/2023	09/30/2027	Project Final	01/28/2028

Performance Progress Report Cycle

Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
10/01/2023	12/31/2023	Semi-Annual	03/30/2024
01/01/2024	06/30/2024	Semi-Annual	09/28/2024
07/01/2024	12/31/2024	Semi-Annual	03/31/2025
01/01/2025	06/30/2025	Semi-Annual	09/28/2025
07/01/2025	12/31/2025	Semi-Annual	03/31/2026
01/01/2026	06/30/2026	Semi-Annual	09/28/2026
07/01/2026	12/31/2026	Semi-Annual	03/31/2027
01/01/2027	06/30/2027	Semi-Annual	09/28/2027
10/01/2023	09/30/2027	Project Final	01/28/2028

AWARD ATTACHMENTS

Natural & Cultural Resources, New Hampshire Department of

P23AP02331-04

-
1. Grant Modification
 2. Detailed Budget
 3. Recip Concur
 4. NEPA Decision

Modification Number 04 to

Grant Agreement P23AP02331

Between

THE UNITED STATES DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE

AND

NATURAL AND CULTURAL RESOURCES, NEW HAMPSHIRE DEPARTMENT OF

GENERAL

The purpose of this modification is to add \$242,443.97 to the existing federal share of \$566,465.92 for a total federal share of \$808,909.89. It will also extend the Period of Performance end date from 9/30/26 to 9/30/27.

This modification will cover the State's FY 2027 administrative costs (July 1, 2026–June 30, 2027). Additional funds will also support FY27 administrative costs including an expansion of the ESRI GIS contract to complete Phase 3 development of the Survey123 forms.

MODIFICATION

1. ARTICLE IX, Section A-AWARD AND PAYMENT.

The following is modified:

NPS will provide funding to the Recipient in an amount not to exceed \$214,294.17 for the cost increase in accordance with the Applicant's submitted SF-424C and Budget Narrative, which the NPS has approved and is incorporating by reference.

The above statement is revised as follows:

NPS will provide funding to the Recipient in an amount not to exceed \$808,909.89 in accordance with the NPS approved budget.

2. All other terms and conditions remain unchanged.

Detailed Budget for LWCF Grants



Note to Recipients: This is a sample budget template - it is not a required form. You may use this format, modify it, or use a different format. However, the same level of detail and justification is required regardless of format.

Getting Started

How to complete this detailed budget

1. Select the appropriate worksheet for your project. For projects that acquire land and/or develop park facilities, complete the "Park Development & Acquisition" worksheet. For planning or administrative grants, use the "Planning or Admin" worksheet.
2. Complete the worksheet by filling in the cells shaded in light blue. Don't edit cells with a white background - these contain instructions, examples, and automatic calculations. Insert additional shaded rows in any section as needed.
3. Add your costs to the appropriate section of the budget. For further guidance, see the instructions below and on the budget worksheet.
4. The SF-424C and SF-424A sheets will automatically populate based on your entries. You can print or export these forms for your reference.
5. This budget should reflect your best estimate of project costs. If the project's actual costs will exceed or differ significantly from your estimate, please contact your Program Officer. Budget changes may require LWCF Program approval.

How your budget will be evaluated

The LWCF Program will evaluate your budget to ensure the proposed scope of work elements conform to federal requirements, as defined in 2 CFR 200 and the LWCF Manual. In particular, NPS staff will ensure that costs are:

- **Allowable** - necessary and reasonable for the performance of the federal award, and consistent with regulation/policy.
- **Allocable** - incurred specifically for the federal award and not for items that do not directly support the approved scope of work.
- **Reasonable** - meets the "prudent person" standard for estimated costs at a market rate.
- **Eligible** for funding per the LWCF Manual.
- **Correctly Calculated** - the numbers add up.

Your budget must provide enough detail to show that the proposed elements meet these requirements. In some cases, the LWCF Program may require additional information and justification for proposed costs.

Column Definitions

- **Scope of Work Elements:** Include the work items, deliverables, and actions to be performed in this grant project.
- **Number of Units:** Include the quantity for each scope of work element. For elements that have no quantity, enter "1."
- **Unit type:** Specify the type of unit. For example, "square feet" or "hours."
- **Cost Per Unit:** Indicate the cost of each individual unit.
- **Total Line Cost:** this column calculates automatically (it equals the number of units multiplied by cost per unit).
- **Federal Share:** amount of federal funding requested for this line.
- **Non-Federal Share:** amount of non-federal funding to be spent on this line. Note: the sum of the Federal Share and Non-Federal Share must equal the total line cost.
- **Pre-Award Cost:** enter the portion of costs for this line that will be incurred prior to the grant start date, if any. See information on pre-award costs below.
- **Item will be performed by:** Indicate if the Recipient, Subrecipient, or a contractor/vendor will be responsible for carrying out the scope of work element.
- **Basis of cost:** briefly explain how each cost was estimated.
- **Purpose:** explain how this element will advance the objectives of the grant.
- **As needed, provide additional details and justification:** briefly explain how the scope of work element supports the goals and objectives of the grant project, if necessary.

Frequently Asked Questions

How much detail do I need to include on my budget?

Include enough detail to show that your proposed scope of work elements meet federal requirements (see "How your budget will be evaluated" above). List specific work items and deliverables. It isn't necessary to include details on construction supplies or raw materials, like lumber, fasteners, or concrete.

What are pre-award costs?

Pre-award costs are incurred before the start date of the Federal Award. To be allowable, pre-award costs must be made in anticipation of the federal award, be necessary for efficient and timely performance of the grant project, and meet all other federal requirements. For the LWCF Program, pre-award costs are often related to engineering and design, environmental compliance, and planning. Construction and other ground-disturbing activities cannot occur until the NPS has completed environmental reviews.

On this budget, please indicate what amount of each line item is requested as a pre-award cost.

What is the Non-Federal Share?

The Non-Federal Share is the portion of project costs not funded by the NPS. It encompasses all contributions to the project incurred and paid for during the project. This includes **Cost Share** payments for personnel, supplies, equipment, activities and items necessary for the project. **In-kind Cost Share** is donated items or services that are necessary to the performance of the project and do not involve a payment/reimbursement. This includes volunteer personnel hours, donated existing equipment, donated existing supplies, etc. The market value and calculations for all in-kind cost share items must be justified and explained.

Generally, other federal funds cannot be used for the non-federal share. There are some exceptions - you must provide documentation.

What are contingency costs?

Contingency costs are an estimate included in a budget to cover unexpected costs that may arise during large projects. These costs are based on events or conditions that can't be predicted exactly when the budget is made, but are likely to happen and increase the project cost.

Contingency costs may be included in the detailed budget. The contingency amounts must be estimated using broadly-accepted cost estimating methodologies. Estimates cannot be based on unforeseen risks, extraordinary events, or major project scope changes that may occur in the future. For more information on contingency costs, please refer to 2 CFR 200.433.

What are the definitions of recipient, subrecipient, and contractor/vendor?

- A **Recipient** receives a Federal award directly from a Federal agency to carry out an activity under a Federal program.
- A **Subrecipient** receives a subaward from a Recipient to carry out part of a Federal award.
- A **Contractor (or Vendor)** has a contract to provide goods and/or services to a Recipient or Subrecipient.

See 2 CFR 200.331 for regulations regarding subrecipient and contractor determinations.

Detailed Budget for Planning and Admin Grants

Project Details	
Project Title	Administrative Grant -
LWCF Legacy Number	33-00782.4
Recipient Name	Department of Natural and Cultural Resources
Start Date of Pre-Award Costs	N/A
If this project includes pre-award costs, enter the first date that these costs were incurred.	
Source of Non-Federal Share	NH State Park Fund, State Fiscal year 2027
Please describe the source of matching funds.	
Example: City general fund, state bond, private donation	

Personnel

Personnel are staff employed by the Recipient. Enter all personnel by position title. Include the basis of rate (e.g. actual salary, state civil service rates, etc.). Personnel costs may only include time spent working directly on the project.

Position Title	Time (Hrs or %)	Rate (Hr or Salary)	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Rate Basis	Number of Employees
Grant Coordinator (Janet Horvath)	100%	\$66,573.00	\$66,573.00	\$66,573.00			Actual Salary	1.00
Grant Coordinator (Bill Gages)	100%	\$73,629.00	\$73,629.00		\$73,629.00		Actual Salary	1.00
Administrator/ASLO (Eric Feldbaum)	60%	\$87,164.00	\$52,298.40		\$52,298.40		Actual Salary	1.00
			\$0.00					

Fringe Benefits

Complete the table below by position title. Fringe rates may not exceed what is currently provided by the organization. If a federally approved fringe rate exists, provide the rate agreement with the application. See 2 CFR 200.431 for full requirements.

Position Title	Personnel Cost	Rate	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	As needed: provide additional details and justification
Grant Coordinator (Janet Horvath)	\$39,405.00	100%	\$39,405.00	\$39,405.00			
Grant Coordinator (Bill Gages)	\$43,581.01	100%	\$43,581.01		\$43,581.01		
Administrator/ASLO (Eric Feldbaum)	\$51,592.37	60%	\$30,955.42		\$30,955.42		
			\$0.00				

Travel

All travel must be necessary for performance of project objectives. Travel costs must be consistent with the Recipient's written travel policy. In absence of a written travel policy, Recipients must follow General Services Administration (GSA) regulations.

Trip To/From, Purpose	Item	Number of Units	Unit Type	Cost Per Unit	Travelers Claiming Expense	Total Line Cost	Federal Share	Non-Federal Share
NASORLO Annual Conference/NPS Training		1.00		4000	3	\$12,000.00		\$4,000.00
						\$0.00		\$8,000.00
						\$0.00		
						\$0.00		

Equipment

Equipment is generally defined as a portable item with an acquisition cost greater than \$10,000 and a useful life of more than one year. Refer to the Supplies section for items of lesser value or useful life.

Explain the purpose of each equipment item and the basis of cost (e.g. vendor quotes, catalog prices, prior purchases, etc.). Note that equipment is subject to reporting and disposition regulations in 2 CFR 200.313.

Equipment Item	Number of Units	Cost Per Unit	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Purpose	Basis of Cost
Example: Drone system	1	\$10,636.00	\$10,636.00	\$5,318.00	\$5,318.00	\$0.00	For aerial stewardship inspections	Vendor quote
			\$0.00					
			\$0.00					
			\$0.00					
			\$0.00					

Supplies

Supplies are generally items with an acquisition cost of \$10,000 or less and a useful life of less than one year. Refer to the Equipment section for items of greater value or useful life.

Explain the purpose of each supply item and the basis of cost (e.g. vendor quotes, catalog prices, prior purchases, etc.). See 2 CFR 200.314 for requirements for supplies.

Supplies Item	Number of Units	Cost Per Unit	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Purpose	Basis of Cost
Example: SCORP Copies, Printed & Bound	100	\$9.00	\$900.00	\$450.00	\$450.00	\$0.00	Print SCORP document	Vendor quote
Office Supplies	2	\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00		Office Supplies	Statewide Contract-Vendor quote
LWCF Print Signs	334	\$12.00	\$4,008.00	\$4,008.00			LWCF Project Signs	Vendor quote
Telecommunications (cell phones)	3	\$500.88	\$1,502.64	\$500.88	\$1,001.76		Cell phone Plan	Current billing
Telecommunications (iPad Data Plan)	2	\$500.76	\$1,001.52	\$500.76	\$500.76		iPad Data Plan (ArcGIS Online)	Current billing
Cell Phones	3	\$1,000.00	\$3,000.00	\$3,000.00			Replacement cell phones	Statewide Contract-Vendor quote

ESRI Licenses	4	\$1,000.00	\$4,000.00	\$2,000.00	\$2,000.00	FY27 Licenses for ESRI ArcGIS Online	Statewide Contract-Vendor quote
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Subrecipients

A sub-recipient (partner, sub-awardee) is an entity to which a subaward is made. See 2 CFR 200.331 for the full definition. Subrecipients have performance measured against whether the objectives of the grant project are met, are responsible for project-related decision-making, must adhere to the applicable grant program compliance requirements, and implement programs for a public purpose.

Subrecipient Name	Total Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Purpose	Basis of Cost
Example: University of Oregon	\$18,000.00	\$9,000.00	\$9,000.00	\$0.00	Partner to conduct research study on available recreation sites	Personnel and supply costs

Contractors

A contractor (or vendor) is an entity contracted to provide goods and services. See 2 CFR 200.331 for the full definition. Contractors provide goods and services within normal business operations, and provide similar goods and services to many different purchasers. Contractors normally operate in a competitive environment.

Contractor Name	Total Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Purpose	Basis of Cost
Example: Geographic Services Inc.	\$22,000.00	\$11,000.00	\$11,000.00	\$0.00	Create a database of existing recreation sites	Contractor bid
ESRI Contract	\$85,500.00	\$85,500.00			Continuous contracting in development of GIS Database and Inspector	Statewide Contract
Euna Grants (Formerly AmpFund)	\$30,000.00		\$30,000.00		FY27 Euna Grants Online Portal (LWCF Application Platform)	Statewide Contract

Construction

Not typically part of LWCF Planning or Admin grants

Scope of Work Element	Number of Units	Cost Per Unit	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Basis of Cost
			\$0.00				
			\$0.00				

Other Direct Costs

Work items that do not fall within any other category

Scope of Work Element	Number of Units	Cost Per Unit	Total Line Cost	Federal Share	Non-Federal Share	Pre-Award Costs	Basis of Cost
			\$0.00				
			\$0.00				
			\$0.00				

Indirect Costs

Indirect Costs charged in accordance with a Negotiated Indirect Cost Rate Agreement (NICRA). Please provide a copy of your current NICRA if requesting indirect costs.

Base Description	Base Total	Rate Type	Rate	Total Line Cost	Federal Share	Non-Federal Share	Charged by
Example: Total Direct Costs	\$110,000.00	Indirect Rate	9.45%	\$10,395.00	\$5,197.50	\$5,197.50	Recipient
NICRA (Total Direct Cost, minus Capital Expenditures)	\$449,453.99	Indirect Cost	7.90%	\$35,506.87	\$35,506.87		Recipient
AFSA (Total Direct Cost Base)	\$449,453.99	Indirect Cost	0.10%	\$449.46	\$449.46		Recipient

Summary

Cost Classification	Total Cost	Federal Share	Non-Federal Share
Personnel	\$192,500.40	\$66,573.00	\$125,927.40
Fringe Benefits	\$113,941.43	\$39,405.00	\$74,536.43
Travel	\$12,000.00	\$4,000.00	\$8,000.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$15,512.16	\$11,009.64	\$4,502.52
Subrecipients	\$0.00	\$0.00	\$0.00
Contractors	\$115,500.00	\$85,500.00	\$30,000.00
Construction	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00
Indirect Costs	\$35,956.33	\$35,956.33	\$0.00
Total Project Cost	\$485,410.32	\$242,443.97	\$242,966.35
Percent of Total Cost	100%	50%	50%
Pre-Award Costs Amount	\$0.00		
Start Date	N/A		

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	Federal Share	Non-Federal Share			
a. Personnel	\$66,573.00	\$125,927.40			\$192,500.40
b. Fringe Benefits	\$39,405.00	\$74,536.43			\$113,941.43
c. Travel	\$4,000.00	\$8,000.00			\$12,000.00
d. Equipment	\$0.00	\$0.00			\$0.00
e. Supplies	\$11,009.64	\$4,502.52			\$15,512.16
f. Contractual	\$85,500.00	\$30,000.00			\$115,500.00
g. Construction	\$0.00	\$0.00			\$0.00
h. Other	\$0.00	\$0.00			\$0.00
i. Total Direct Charges (sum of 6a-6h)	\$206,487.64	\$242,966.35			\$449,453.99
j. Indirect Charges	\$35,956.33	\$0.00			\$35,956.33
k. TOTALS (sum of 6i and 6j)	\$242,443.97	\$242,966.35			\$485,410.32
7. Program Income					

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The objective of this grant amendment, is to increase the budget categories associated with the States 2027 Fiscal Year (July 1, 2026 to June 30, 2027) administrative allocation to the State of New Hampshire's Division of Parks and Recreations. Through these funds the State is to provide invaluable support aimed at bolstering the overall capacity and efficacy of the Land and Water Conservation Fund (LWCF) State Assistance Program.

With a projected total expenditure increase of **\$485,410.32**, it is important to note that the matching funds essential for this endeavor will be sourced from the existing allocations within the agency. This funding will be allocated as follows: a dedicated Full-Time Equivalent (FTE) Grant Coordinator position of 100% and the contribution of 60% of the time commitment from the Administrative Services Liaison Officer (ASLO), supplemented by the requisite associated expenses.

The continuation of the FTE Compliance Specialist has enabled us to enhance the State's ability to effectively manage various stewardship and compliance-related issues. This improved capacity has and will continue to cover a range of essential tasks, including the critical 5-year inspections that are fundamental to the LWCF State Assistance Program's stewardship.

Along with continuing our current personnel, we request continuing funds to aid in office operations including office equipment and computer resources. We have also successfully completed two phases under our new GIS database initiative and are now preparing to expand into Phase Three. This next phase will significantly increase our capacity to manage pre-construction, in-progress, and close-out inspections, as well as support the ongoing maintenance and enhancement of the existing database

Task 1- Program Specialist III, LWCF Compliance Coordinator

Time Frame- July 1, 2026, to June 30, 2027 (State FY27)

The full-time temporary staff member will take on a pivotal role within the organization, one that encompasses a comprehensive array of responsibilities. This individual is tasked with the management, coordination, and provision of guidance and support in the intricate realm of post-completion activities for projects funded under the LWCF program. Specifically, their purview only extends to projects situated within the purview of the Bureau of Community Recreation.

One of the primary objectives of this dedicated staff is to meticulously ensure compliance with a trifecta of regulatory frameworks. First and foremost, they are responsible for upholding the stringent stipulations of the LWCF Post Completion requirements.

Within the ambit of their multifaceted role, this position assumes the critical mantle of orchestrating all post-completion inspections. These inspections serve as the cornerstone for evaluating the ongoing compliance status of LWCF projects.

Furthermore, the individual in this role also shoulders the responsibility of overseeing the reception and review of post-completion and stewardship requests including such items as conversion, public facilities requests and sponsorship changes just to name a few.

In addition to their coordination and compliance duties, this position also takes on the mantle of a technical and programmatic guide. Their role extends beyond mere oversight, as they actively engage in

providing valuable guidance to stakeholders and project participants around post completions requirements.

Another key facet of their role centers on the management and active involvement the comprehensive archival of project files into digital form. This initiative aims to usher in an era of streamlined record-keeping and accessibility. An integral component of this endeavor is the creation of a Geographic Information System (GIS) database. This database serves as a repository for all LWCF-related attributes. It encompasses a wealth of information, ranging from historical inspections to grant agreements and application documents, providing a comprehensive overview of the program's evolution and achievements.

In conclusion, the continuation of the appointed full-time temporary staff member stands to effectively manage and oversee LWCF projects post-completion. Their multifaceted role spans the spectrum of compliance, coordination, guidance, and database management. With their dedicated efforts, the organization is poised to not only meet its obligations but also pave the way for a digitized legacy that encapsulates the rich tapestry of LWCF projects and their enduring impact on conservation and recreation.

Outcomes:

- Hired new FTE compliance coordinator in Fy23
- Continue toward completing all outstanding 5-year site inspections
- Oversight for all compliance issues for both state and local funded projects
- Assist in the contract management of our new GIS Project Database development

Costs include in this task:

- Salary, benefits and fringe benefits.
- Cellphone & iPad/Desktop Phone Annual Service
- Upgraded Cellphone)
- Misc. Office Supplies related to the position
- LWCF Vehicle Operation/Maintenance
- NASORLO Annual Conference; Travel including hotel, flights, and conference registration
- NPS Training; Travel including hotel, flights, and conference registration

Task 2- Expansion of GIS- Based Reporting & Inspection Tools Phase 3

Time Frame- July 1, 2026, to June 30, 2027 (State FY27)

Building on the foundation established under the original Environmental Systems Research Institute (ESRI) contract, this task involves further development of the GIS-based project database to enhance reporting capabilities and inspection processes. This expansion will integrate new tools for conducting pre-award and in progress grant inspections, streamlining compliance tracking and project management including automation of email reporting to subrecipients. This project is being led by the ASLO, leading to an increase in time spent on LWCF matters and subsequent match allowance.

Outcomes:

- Enhance Inspection Reporting: Develop template forms in Survey 123 for pre-project inspections, in progress inspection,
- Reporting: Implement tools for generating comprehensive inspection summaries and compliance reports.
- Automation of email reporting to subrecipients of post completion inspections,
- Training: Provide staff with training on the expanded system.

Costs include in this task:

- Contracting costs with ESRI

Total Grant Amendment Costs

Federal Funds requested: \$242,443.97

Non Federal Match: \$242,966.35

Milestones and Measures (used as basis for progress reporting)

Task	Milestone	Target Completion Date
1	Fulltime Temp Program Specialist III position hired	Complete, April 2024, Ongoing
1	Staff attend LWCF Training and NASORLO Conference	Complete, October 2025, Ongoing
2	Extent Contract with ESRI	Phase 1 completed 2025 Phase 2 completed 2026, Phase 3 Ongoing
2	Develop new Survey 123 inspection reporting	Post completion inspections completed 2025, pre and closeout Inspection Ongoing

Task	Outcome Measures	Baseline	Target
1	Hire and train new program staff	100%	100%
1	Begin to clear backlog compliance/stewardship issues	50%	75%
1	Complete 5 Year Post Competition Inspections	15%	45%
2	Contract Extension with ESRI (Phase 1)	100%	100%

2	Contract Extension with ESRI (Phase 2)	100%	100%
2	Contract Extension with ESRI (Phase 3)	0%	100%
2	Develop new Survey 123 Post Completion inspection reporting (Phase 1)	100%	100%
2	Develop new Survey 123 Closeout Inspection (Phase 2)	5%	100%
2	Develop new Survey 123 Closeout Inspection (Phase 3)	0%	100%



Categorical Exclusion Documentation Form (CE Form)

Project: LWCF CE for Routine Administrative Actions

Description of Action (Project Description):

The purpose of this Categorical Exclusion is to provide a streamlined environmental compliance review process for routine, recurring administrative NPS LWCF NEPA actions. The actions covered under this CE include approving grant agreement modifications or amendments that are administrative in nature.

Such actions require the NPS LWCF Program to formally approve and modify and executed grant agreements between the NPS LWCF Program and a State Partner agency. The actions that this CE may be used for are:

- Amendments to a grant agreement which are administrative in nature and do not involve additional ground disturbance.
- Sponsorship change
- Park name change
- Expiring lease
- Significant change in use

Such amendments must also be consistent with LWCF laws, regulations and policies.

Actions that fall within this CE are consistent with DOI Handbook of NEPA Implementing Procedures, Appendix II, Section 12.5.A(1).

This CE applies to the actions stated above and only those actions. Significant changes in the scope of work that require new and additional ground disturbance not initially reviewed under NEPA or S106 and other applicable laws and regulations would trigger consultation and supplemental environmental compliance reviews. This CE and its conditions apply to approving grant agreement modifications or amendments that are administrative in nature. The PCE is not intended to cover actions involving extensive additional ground disturbance.

The application of this CE will be reviewed bi-annually. The projects covered under this programmatic CE will be implemented in FY2025 through FY2027.

Project Locations: USA

There are no required mitigations identified

CE Citation: DOI NEPA Handbook, Appendix 2, 12.5 Categorical Exclusions A.(1). *Actions Related to General Administration. 1. Changes or amendments to an approved action when such changes would cause no or only minimal environmental impact.*

CE Justification:

Decision: I find that the action fits within the categorical exclusion above. Therefore, I am categorically exclude the described project from further NEPA analysis. No extraordinary circumstances apply.

Executive Order 14154, Unleashing American Energy (Jan. 20, 2025), and a Presidential Memorandum, Ending Illegal Discrimination and Restoring Merit-Based Opportunity (Jan. 21, 2025), require the Department to strictly adhere to the National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et seq. Further, such Order and Memorandum repeal Executive Orders 12898 (Feb. 11, 1994) and 14096 (Apr. 21, 2023). Because Executive Orders 12898 and 14096 have been repealed, complying with such Orders is a legal impossibility. The NPS verifies that it has complied with the requirements of NEPA, including the Department's regulations and procedures implementing NEPA at 43 C.F.R. Part 46 and Part 516 of the Departmental Manual, consistent with the President's January 2025 Order and Memorandum

Signature

Program Manager

**MARY
MORRISON**

Digitally signed by

MARY MORRISON

Date: 2026.04.15

18:17:03 -04'00'

Date: 04/15/2026

Extraordinary Circumstances:

If implemented, would the proposal...	Yes/No	Explanation
No Extraordinary Circumstances Found		