

**U.S. Department of the Interior
National Park Service**

**Financial Assistance
Notice of Funding Opportunity (NOFO)**



Program Title	<u>Land and Water Conservation Fund - Outdoor Recreation Legacy Partnership Program</u>
Notice of Funding Opportunity Number:	<u>P20AS00029</u>
Announcement Type:	<u>Initial</u>
CFDA Number:	<u>15.916</u>

Issue Date:	<u>1/31/2020</u>	Time AM/PM Zone	<u>10:00PM ET</u>
Application Due Date:	<u>7/10/2020</u>		

Agency Contact Information

Questions and Requests

Name	<u>Elisabeth Fondriest</u>
Address	<u>1849 C Street NW (RM-1353) Washington, DC 20240</u>
Phone	<u>202-354-6916</u>
Email	<u>Elisabeth_Fondriest@nps.gov</u>

Name	<u>Lacy Alison</u>
Address	<u>1849 C Street NW (RM-1353) Washington, DC 20240</u>
Phone	<u>202-354-6467</u>
Email	<u>Lacy_Alison@nps.gov</u>

Table of Contents

Section A. Program Description	3
<i>Program Background and Objectives</i>	<i>3</i>
<i>In Perpetuity Requirement.....</i>	<i>5</i>
<i>Secretary of the Interior Priorities</i>	<i>5</i>
Section B. Federal Award Information.....	6
Section C. Eligibility Information.....	8
<i>Eligible Applicants</i>	<i>8</i>
<i>Cost Sharing or Matching</i>	<i>8</i>
<i>Eligibility and Process.....</i>	<i>9</i>
Section D. Application and Submission Information.....	11
<i>How to Request an Application Package.....</i>	<i>11</i>
<i>Content and Form of Application Submission.....</i>	<i>11</i>
<i>Required Proposal Elements</i>	<i>11</i>
<i>Supplemental Proposal Elements</i>	<i>16</i>
<i>Unique Entity Identifier and System for Award Management (SAM).....</i>	<i>17</i>
<i>Submission Date and Time</i>	<i>17</i>
<i>Intergovernmental Review.....</i>	<i>18</i>
<i>Funding Restrictions.....</i>	<i>18</i>
<i>Other Submission Requirements.....</i>	<i>18</i>
Section E. Application Review Information	20
<i>Review and Selection Process</i>	<i>22</i>
<i>Evaluation of Recipient Risk.....</i>	<i>23</i>
<i>Anticipated Announcement and Federal Award Dates.....</i>	<i>23</i>
Section F. Federal Award Administration Information.....	25
<i>Federal Award Notices.....</i>	<i>25</i>
<i>Administrative and National Policy Requirements.....</i>	<i>25</i>
<i>Reporting</i>	<i>27</i>
Section G. Agency Contacts	30
Section H. Other Information	31

Section A. Program Description

Federal Awarding Agency Name: U.S. Department of the Interior, National Park Service

Funding Opportunity Title: Outdoor Recreation Legacy Partnership Program – 4th Round

Funding Opportunity Number: P20AS00029

Catalog of Federal Domestic Assistance Number: 15.916, Outdoor Recreation--Acquisition, Development, and Planning

Legislative Authority: Land and Water Conservation Fund Act, as amended (P.L. 88-578, codified at 54 U.S.C. 2003 et. seq.); Consolidated Appropriations Act, 2014 (P.L. 113-76)

Federal Regulations: 2 C.F.R. Part 200, 2 C.F.R. Part 1402, 36 C.F.R. Part 59

Program Background and Objectives

This Notice of Funding Opportunity (NOFO) is to advise states, local units of government, and federally-recognized Indian Tribes of the availability of funds for grants from the Land and Water Conservation Fund's (LWCF) Outdoor Recreation Legacy Partnership (ORLP) Program. The purpose of the LWCF ORLP is to provide grants to acquire and/or develop public lands for outdoor recreation purposes consistent with the purposes of the LWCF, but with the further specific goals of funding projects that:

- Are located within or serve jurisdictions of 50,000 people or more and designated as "Urbanized Areas" by the Census Bureau from the 2010 Census
- Are located in or are directly accessible to neighborhoods or communities that are underserved* in terms of parks and recreation resources and where there are significant populations of people who are economically disadvantaged.

* For the purposes of this competition, "underserved communities" are those with: (1) no existing parks; (2) some existing parks but not enough to support the size of the population of the service area or otherwise able to satisfy existing recreational demand; or (3) some existing parks (potentially even an adequate number of parks) that are so deteriorated/obsolete or underdeveloped that a major redevelopment or rehabilitation would significantly increase the number of people who could be served and/or significantly increase the types of recreational opportunities that would be provided (in a way that could be equated to the impact of a new park).

Background on LWCF: The LWCF State and Local Assistance Program was created by the Congress in 1964 to assist in preserving, developing and assuring accessibility to present and future generations of U.S. citizens and visitors "such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation in such recreation and to strengthen the health and vitality of the citizens of the United States...." This is accomplished in part by authorizing and providing grants to states, and through states to local units of government and federally-recognized Indian tribes, for projects that will provide outdoor recreation opportunities to the public through the acquisition of lands and waters for parks and other outdoor recreation areas, as well as through the development of new or renovation of existing outdoor recreation facilities.

Acquisition of land may be in fee simple or a lesser interest (e.g., a perpetual easement) if sufficient rights, including the right for the public to access and recreate on the site, would be provided. On the development side, LWCF assistance is available for a wide range of outdoor recreation uses and the facilities needed to support the use and enjoyment of these areas. These include community parks, sports fields, picnic areas, water-based recreation facilities such as swimming pools, trails, campgrounds, etc. Certain kinds of support facilities, such as restrooms, may also be eligible. To be eligible for either an acquisition or a development grant, the project must involve publicly-owned land and the project sponsor must possess sufficient legal title and control of the property to ensure that it can be managed and maintained for outdoor recreation in perpetuity and otherwise remain compliant with the conversion provisions of the LWCF Act (see [54 U.S.C. 200305\(f\)\(3\)](#)). Outdoor recreation areas and facilities assisted by the LWCF must be open to the general public and not limited to special groups. Chapter 3 of the [LWCF Manual](#) describes project eligibility requirements in detail.

The LWCF State and Local Assistance program is operated by the National Park Service (NPS) in partnership with designated lead agencies in each of the 50 states as well as American Samoa, the District of Columbia, Guam, Northern Marianas Islands, Puerto Rico, and the Virgin Islands. Each fiscal year Congress appropriates money from the LWCF for this program, which is then allocated to the states based on a legislative formula.

To be eligible for LWCF grants, states must maintain an approved Statewide Comprehensive Outdoor Recreation Plan (SCORP), which must be updated at least once every five years. Among other things, SCORPs are used to assess the supply and demand for outdoor recreation resources and set priorities for the use of LWCF funds.

Background on the LWCF ORLP Program: In [P.L. 113-76](#), Consolidated Appropriations Act, 2014, Congress appropriated a supplemental amount from the LWCF (\$3 million) designated for a new nationally competitive grant program to be developed by the NPS. The NPS created the LWCF ORLP in response. The Program operates within the context of the traditional LWCF Program but focuses on projects that will benefit *urban areas*. Congress has continued to provide funding for the ORLP in subsequent fiscal years.

Similar to previous ORLP competitions, this competition is targeting projects that will create or reinvigorate parks and other outdoor recreation spaces located in Census-delineated Urbanized Areas. (Note that American Samoa, Guam, the Northern Marianas Islands, and the U.S. Virgin Islands do not have any such areas.) Further, the competition will prioritize the selection of projects that will directly connect people to outdoor places, particularly in communities that are underserved* in terms of parks and other outdoor recreation areas and have significant numbers of individuals who are economically disadvantaged; create short-term and/or permanent jobs; help stimulate local economic development; engage and empower members of the affected community in the development of the project; create or expand public-private partnerships, particularly to provide for the leveraging of resources; and rely on a high degree of coordination among the public, multiple levels of government, and the private sector, to improve recreation opportunities for all. In addition to the competition objectives, selected projects must advance goals of or otherwise meet priority recreation needs identified in their state's SCORP.

In Perpetuity Requirement

All prospective LWCF ORLP grant applicants should be aware that the LWCF Act requires that the any park or other outdoor recreation area that has benefitted from assistance from the LWCF, whether for acquisition or development purposes, and regardless of the amount or extent of assistance, may not be converted to other than public outdoor recreation uses (*see* Section 5(f) of P.L. 88-578 or 54 U.S.C. 200305(f)(3)). As a condition of the grant, the NPS requires that language be recorded against the deed of the assisted park/recreation property advising that the property was acquired and/or developed with Federal funds from the LWCF. Further, that the property must be preserved for outdoor recreation uses in perpetuity and cannot be converted to other than public outdoor recreation use without the written approval of the Secretary of the Interior. This approval is contingent upon the conversion being found consistent with the state's SCORP and the project sponsor replacing the area to be converted with a *new* recreation area involving land of at least equal fair market value and reasonably equivalent recreational utility. Before seeking an LWCF grant, project sponsors should carefully consider their ability and willingness to comply with this provision of the law.

The requirement is applied to the assisted park or other recreation area *as a whole*. Exceptions for boundaries that would apply to a lesser unit of a park will be considered only if the unit is a stand-alone (i.e., its borders do not include other areas of the park), self-sustaining (i.e., it does not rely on adjoining park area for access, utilities, support facilities, etc.) recreation area. The state and the NPS must agree to any boundary that does not comprise the whole park, and the NPS may eliminate from consideration proposals that are not consistent with this policy. We recommend that prospective applicants who wish to propose a project with a boundary that would not include the whole park contact the national program office for a determination on whether the boundary would be accepted, so as not to waste time preparing an application that will not be considered or prevent a more viable application from being put forward by the state.

The LWCF Grant Assistance Manual, v. 69 (October 1, 2008) currently establishes the eligibility, procedural, and programmatic requirements for LWCF grants, including ORLP grants. The Manual can be found at https://www.nps.gov/subjects/lwcf/upload/lwcf_manual.pdf. It outlines the criteria and process for eligible states and territories to develop a SCORP, nominate projects to the NPS, and implement grants for selected projects. ORLP projects must be implemented in accordance with the Manual, as well as the NPS Grant Agreement terms and conditions, and OMB requirements at 2 C.F.R. 200.

Secretary of the Interior Priorities

This program supports key initiatives of the Secretary of the Interior, principally “providing access to outdoor recreation opportunities.” This is the entire purpose of this program. The program also supports the “creating jobs in the American economy” initiative, and, although referring to state and locally-owned lands versus Federal, the Secretary's Top 10 priority, “Shift the balance towards providing greater public access to public lands over restrictions to access.”

Section B. Federal Award Information

Anticipated Federal Funding: This fourth round of the ORLP will make available up to \$40 million appropriated by Congress in FY18 and FY19, plus unused funds from prior years, if any.

Estimated Number of Agreements to be Awarded: The NPS estimates that at least 40 proposals will be preliminarily selected and invited to develop and submit a final application for funding.

Estimated Amount of Funding Available per Award: Project sponsors must request a minimum of \$300,000 and may request up to a maximum of \$1,000,000.

Anticipated Start Date: The NPS is targeting December 31, 2020, for the initial selection of projects based on the proposals. Following this selection, project sponsors will work with their state's lead agency to prepare a complete and final application. There is not a fixed window for this to happen, but ideally would be within a few months to a year. For the purposes of the competition, sponsors should use a grant start date of March 1, 2021.

Anticipated Term of the Agreement: The period of performance for LWCF grants is typically two to three years, so for example, the initial term might be March 1, 2021 to March 30, 2024. Projects will be evaluated in part for their readiness (i.e., can break ground within one year of grant award) and likelihood of completion within the stipulated period of performance. Agreements are not effective until executed with signature from an NPS Financial Assistance Awarding Officer (FAAO). Project proposals should include a timeline with discrete benchmarks for completing the project within the initial period of performance. The NPS has the authority to extend awards (for a maximum of five years) if circumstances warrant, such as unforeseen problems that would prevent the project from being completed within the original award period. In order to qualify for an extension, grant recipients must be in good standing (i.e., up-to-date on all progress and financial reports), have demonstrated progress during the initial award period, and have a revised program plan that supports the claim that additional time is likely to result in successful completion of the project.

Type of Agreement: LWCF awards are given as grants. A Grant is a legal instrument of financial assistance between the National Park Service and a non-Federal entity that, consistent with 31 U.S.C. [6302](#), [6304](#):

- (1) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see [31 U.S.C. 6101\(3\)](#)); and not to acquire property or services for the Federal awarding agency's direct benefit or use; and
- (2) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

No substantial involvement on the part of the National Park Service is anticipated for LWCF grants.

Other Information: Recipients of an existing ORLP grant may apply for one additional grant to supplement the existing ORLP project or another project at the same park. A recipient who has been awarded an ORLP grant for a project may also be allowed to submit an application for a new ORLP project at a different park. However, either scenario is contingent on each state's open project selection process. For example, some states do not permit a sponsor to apply for additional funding when they have a currently active grant. You should contact your state's lead agency for information about that (<https://www.nps.gov/subjects/lwcf/contact-list.htm>). Finally, in the interest of ensuring a wide distribution of LWCF-ORLP funds and addressing the needs of communities that are under-served due in part to financial constraints, parks that are currently receiving or have recently received LWCF formula grant funds may not apply for an ORLP grant at the same park, even if the scope of the project is different.

Section C. Eligibility Information

Eligible Applicants

In accordance with 54 U.S.C. 200305(a), each state has a lead agency designated by the State's Governor or by state legislation for the purposes of implementing LWCF in that state, and only the lead agencies can be applicants for LWCF grants. Therefore, only the state lead agencies are eligible to submit applications for LWCF ORLP grants, although they may do so on behalf of themselves or another entity via a sub-grant. For the purposes of this competition, reference to "states" includes only the 50 U.S. States plus the District of Columbia and Puerto Rico (American Samoa, Guam, Northern Marianas, and the U.S. Virgin Islands, although eligible for LWCF grants generally, do not have any Census-designated Urbanized Areas). Eligible sub-recipients include other state agencies, local units of government (state political subdivisions such as cities, counties, and special purpose districts such as park districts), and federally-recognized Indian Tribes. Further, for a project to be eligible the sub-recipient (project sponsor) must:

- Represent a jurisdiction of at least 50,000 people*, AND
- Be situated within the geographic boundary of one of the 497 urbanized areas delineated by the Census Bureau.
- If the project sponsor is a state agency or a county, the project must serve an urbanized area jurisdiction as described above.

* There is a limited exception to the population threshold for a couple of states whose only designated urbanized area is mainly comprised of a jurisdiction that does not have 50,000 people by itself. Prospective applicants should consult with their state lead agency and/or the NPS contacts to determine whether they fall in this excepted group or if they are otherwise not sure of their eligibility. Further, the project itself should also be physically located within or contiguous to the boundaries of one of the 497 urbanized areas. If the project site does not lie within an urbanized area boundary, the proposal must address this and explain how the project will still serve the target populations, recognizing that access and proximity factor in the scoring criteria.

A list of the 497 urbanized areas was published in the Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669). The Census Bureau has published maps delineating each urbanized area, which can be found at <https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>.

Applications submitted directly to the NPS by entities other than the state lead agency will automatically be rejected without consideration. Individuals, nonprofit organizations, and other private entities are not eligible as applicants or sub-recipients.

Cost Sharing or Matching

In accordance with the LWCF Act (54 U.S.C. 200305(c)), ORLP grant projects must be cost-shared with non-federal funds at a minimum ratio of 1:1. Matching funds may be derived from state, local, non-governmental, or private sources in the form of cash or in-kind contributions of land, services, materials, etc. Projects with contributions of cash or land from non-public sources will score more highly than other match types and sources. Further information about eligible

costs, sources of match, and other cost-sharing requirements can be found in Chapter 5 of the [LWCF Manual](#) as well as at [2 C.F.R. 200.306](#). The scoring criteria also favor projects that involve partnerships among the public, private, and non-profit sectors that result in the leveraging of resources (e.g., money, donations of land, supplies, services, etc.) and the extent of that leverage that allows the *LWCF-eligible* costs included in the project budget to exceed the 1:1 match required by the LWCF Act. In other words, projects whose budgets involve matching the LWCF funds at the 1:1 level, where 100% of the match is provided by the sponsor, although eligible, will receive no points in the budget category, which will make the proposal less competitive and possibly less likely to score high enough to be funded.

The following costs may not be counted toward the non-Federal matching share (not inclusive):

- Any project costs incurred before the grant start date, unless they are an eligible pre-award cost as defined in the [LWCF Manual](#) or unless the sponsor gets prior approval from the state lead agency and the NPS (i.e., waiver of retroactivity).
- Any funds or in-kind contributions such as land or services that have been used previously or will be used in the future to satisfy the matching requirements of another LWCF grant or other Federal grant.
- Any funds or in-kind contributions such as lands or services that were or will be acquired with other Federal funds, unless otherwise provided by Federal law.

Funding that originated from Federal sources or the value of land or services acquired with Federal funds may not be used as non-Federal match unless their enabling legislation authorizes that treatment. The best-known examples are HUD's Community Development Block Grants and DOT-FHWA's Recreation Trails Program, but there may be others (project sponsors should be prepared to show supporting documentation if seeking to use Federal funds from other sources as match). Other than this exception, in accordance with [54 U.S.C. 200305\(f\)\(1\)](#) projects seeking LWCF ORLP grants may not include funds from other Federal sources, including LWCF formula funds, in the project's budget, even if all programs' match requirements are met. *Projects whose budgets contain other federal funds aside from as described above will be eliminated from the competition without consideration.*

Prospective applicants should note limitations on certain kinds of costs, whether proposed for the grant, as match, or as overmatch, including those related to project management/administration, contingencies, and design/engineering fees. This is described further in the Budget Narrative component of Section of D.2 of this NOFO. Further, project sponsors should be aware that the LWCF Act specifically excludes acquisition support costs from eligibility (see [54 U.S.C. 200305\(e\)\(2\)\(A\)](#)) so such costs should not be proposed to be part of the ORLP grant share or to meet the match share within the 1:1 level. *Such ineligible costs will be removed from the proposal and the award reduced if selected for funding.*

Eligibility and Process

The process for a project sponsor to seek an LWCF ORLP grant will begin at the state level. Each state's lead agency for LWCF will be allowed to nominate up to four projects to the NPS for consideration in the national competition. The lead agency will be responsible for: further soliciting project proposals from other state agencies, local units of government, and federally-

recognized Indian Tribes; conducting the initial review of proposals for completeness and eligibility requirements; evaluating and prioritizing proposals according to the criteria used for this competition criteria as well as criteria from the State's Open Project Selection Process (OPSP), if applicable; ensuring that proposals are consistent with outdoor recreation priorities outlined in the state's SCORP; and selecting the proposal(s) to be nominated. If a proposal is selected for funding in the national competition, the lead agency will also be responsible for submitting the final application to the NPS. Grants will be awarded to the lead agency, which will be responsible for ensuring that allocated funds are used for the purposes of and in a manner consistent with the LWCF. The lead agency will in turn make a sub-award to the project's sponsor, which must be the public entity that submitted the proposal. Project sponsors interested in seeking a grant must contact the lead agency to get specific details about the state's process for identifying projects for this competition. A list of agency contacts can be found at: <https://www.nps.gov/subjects/lwcf/contact-list.htm>.

If a project is selected, the project cost estimate generally defines the maximum federal share that can be requested, unless the additional amount is nominal, up to the overall ceiling of \$1,000,000. (Note this is a departure in policy from grants awarded under the LWCF formula program, which under some circumstances permit amendments to increase the federal share.) In general, significant changes to the project proposal after the initial selection, whether in terms of the scope of work (such as eliminating or changing proposed scope items) or the budget (such as introducing new costs or revising costs that such that they impact other costs in the budget or scope components), are discouraged as they may materially alter the circumstances under which the project was evaluated and selected. Such changes can lead to the federal share of the grant offer being reduced or the grant offer being withdrawn entirely.

Section D. Application and Submission Information

How to Request an Application Package

The full NOFO and pre-application materials are available to be accessed and downloaded from the Synopsis page of the announcement in Grants.gov. Copies of individual forms and other application documents can also be found at <https://www.nps.gov/subjects/lwcf/lwcf-forms.htm>. Project sponsors should check with their state's lead agency to determine if the state has any other requirements for submitting proposals at the state level. You may also contact the NPS LWCF-ORLP leads for assistance (see Section G).

Content and Form of Application Submission

For the purposes of the competition, project proposals will be reviewed and evaluated based on a pre-application. The pre-application **must** include all five **Required Elements**, listed in a. to e. below. *Pre-applications submitted without all of the required elements will be eliminated from the competition without consideration.* Project proposals will be scored and ranked on a national basis based on an evaluation of how well the project meets the review and selection criteria for the competition and the general requirements of the LWCF Act. Therefore, it is critical that applicants follow the outline provided below for the narratives to ensure each criterion is addressed. Supplemental Elements, also described below, are not required at this time but will be required with the final application if the project is selected. However, submitting one or more Supplemental Elements with the pre-application may help substantiate the project's "readiness."

Project sponsors should understand that they are submitting pre-applications that are not considered a complete and final application, and that if your project is selected, you will need to update/complete and resubmit the proposal as a final application. Notably, the pre-application does not include important documentation needed to substantiate the project's compliance with environmental and historic/cultural resources laws (i.e., NEPA, NHPA), and such documentation will be required if the project is selected. Further, an offer of grant funding could be withdrawn if development of these documents reveals a previously unknown issue that materially affects the project's eligibility or feasibility of completion. If this occurs, the NPS will move to the next project on the ranked list.

Please also note that the electronic application system (grants.gov) has an overall application size limit of 25mg, above which the application will not be sent to the NPS. Check the file sizes of individual attachments and do not submit extraneous material. Overall, the pre-application should not exceed 40 pages total in length and fewer than 25 is preferred.

Required Proposal Elements

1) Letter of recommendation from the state

The state lead agency should highlight why and how the project was selected, including concurring with or supplementing the sub-applicant's explanation for how the project helps to advance the priorities of the state's SCORP.

- 2) **Standard forms** for federal grant applications, including the Application for Federal Assistance (SF-424) and Budget Information for Construction Programs (SF-424C)
- 3) **Project narrative** (maximum length: 10 pages) – see format below

The narrative provides the sponsor the opportunity to describe the purpose of their project and how it meets the objectives of the competition; intended outcomes of the project; and expected benefits (short and long term) and other impacts in terms of improving recreation opportunities that meet an identified recreational deficiency or need for a neighborhood or community. Project sponsors are encouraged to review the descriptions of the 9 (nine) evaluation criteria outlined in Section E to understand how projects will be evaluated and scored. We recommend that the narrative be generally outlined in the order of the criteria (headers are provided below) to ensure that the project (and budget) narratives directly address each criterion.

- 4) **Budget narrative** (maximum length: 5 pages, including tables)
- 5) **Site maps/plans and exact project location(s)**

The pre-application should include: 1) a neighborhood/community map showing the location of the project and any other existing recreation resources in the vicinity of the project site; 2) a map or aerial photo delineating the project 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 protection provisions of 54 U.S.C. 200305(f)(3), and 3) a plan or sketch of the site that depicts the likely location of planned recreational improvements and other features such as where the public will access the site, parking, etc.

Project narrative (maximum length: 10 pages)

Project Overview: Provide a brief overview of the project proposal describing the general location and communities to benefit from project activities, type of project (acquisition, development, and/or renovation), overall scope of work, and any other useful information to summarize the proposal.

For acquisition projects: provide a street address sufficient to provide at least a general location for the property, a description of the property, and an explanation of the need for its acquisition. Explain whether the acquisition would create a new public park or recreation area or is to expand an existing site. Describe and quantify the types of resources and features 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) as well as any constraints (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.). Describe the plans for developing the property for recreation purposes after acquisition and the timeframe, including when the site is expected to be open and accessible for public use. Describe the current status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.

For development projects: provide a street address sufficient to provide at least a general location for the property, a description of 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. Describe and quantify the types of resources and features available on the site as well as any constraints. Describe the current status of planning for the development and the timeframe for completing the project, including when the site will be open (or reopened) and accessible for public use.

For “combination” projects (comprising both acquisition and development (including projects where the land acquisition is being used as in-kind match)): provide an overview that combines the acquisition and development elements above.

1) Improving physical and recreational access and addressing recreational deficiencies:

Describe how the proposed project will create or significantly improve access to close-to-home park and recreation opportunities by expanding the quantity or quality of parks or other outdoor recreation areas. This can be through either: creating a new park/outdoor recreational area or significantly enhancing the quality of an existing park/outdoor recreation area by replacing or upgrading infrastructure to be able to provide high priority recreation services. Describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a result of the acquisition and/or development. Describe how the project meets an identified recreational need or deficiency. Describe the activities and uses planned for the project site after acquisition and/or development. Last, describe the anticipated increase in the number of people recreating as a result of the project and how this impact was determined.

2) Improving recreation service to economically-disadvantaged neighborhoods/communities and creating jobs and/or spurring economic development:

Describe how the group targeted by this competition (low to moderate-income individuals or families for whom serious recreation deficiencies exist), will directly benefit from this project. Sponsors are encouraged to include available data/statistics about the local population to be served by the park/recreation area.

Describe the anticipated economic benefits that could be produced by the project, such as short- and long-term employment opportunities, or how the new or revitalized park could stimulate other improvements in the target neighborhood. For example, development projects would be expected to support short-term construction jobs, as well as potentially permanent additional recreation-based jobs due to new or expanded programming that can be supported as a result of the project. Outside of the park, local businesses could benefit due to new or increased numbers of users.

3) Project Engagement and Participation:

Describe the process that led to the development of this proposal. In particular, focus on efforts to engage the public, especially the local community that will be served by the park, and their participation in the project as well as that of other interested/affected entities. Describe any

partnerships or other collaborative efforts, such as with neighborhood groups, community organizations, or private entities that have helped or will help facilitate the project. Also, describe or provide evidence of local support for the project, particularly from local residents.

Supporting details could include how the public was notified of and provided opportunity to be involved in planning for and development of the project; who has been involved (including local, state, and federal agency professionals; subject matter experts; and private organizations) and how were they able to help develop or review the proposal; and formal public participation processes such as meetings, hearings, and comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments.

4) Innovation and Transformative Attributes:

Describe the extent to which the project encompasses or exhibits innovation, especially in ways that can be transformative for the neighborhood(s) and community in terms of revitalization. These qualities could be related to aspects such as: 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's Alignment with SCORP and other applicable plans:

Describe how the project will advance, implement, or meet a priority recreation need and/or goal of the state's SCORP and if applicable, other relevant park and recreation planning documents. 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 plans, economic development plans, open space plans, etc.; and/or benefitting other initiatives and programs.

6) Project Readiness:

Describe the status of the planning for the grant project and its readiness to be implemented, including any site assessment or reviews and clearances initiated or completed. Provide a narrative description of the timeline for the planned scope of work and a proposed period of performance, including providing dates for discrete benchmarks of significant work elements that will support the grant project's implementation to completion. Describe the current use (if any) or disposition of the property targeted for the project 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.

7) Applicant and Partner Capacity:

Describe the project sponsor's experience in completing other similar park and recreation projects. If partners are or will be involved in the grant project's implementation, their role(s)

should also be described. Describe who holds or will hold title to the property and how the park or recreation area will be managed and maintained to assure permanent use for public outdoor recreation. Describe the funding resources available to support the operation and maintenance. If partners will be involved with long-term management of the property, this should be described. If applicable, the project sponsor's past experience with managing grant funds, particularly from the LWCF or other federal awards, should be characterized.

8) Viability and reasonableness of the project's budget:

This section should explain how the requested LWCF assistance will be used and how the match requirement will be met, including any costs proposed for overmatch. Break down, describe, and justify the proposed costs, which should clearly correspond to the details of the work activities outlined in the project narrative. Project sponsors are encouraged to provide budget information in both narrative and tabular forms to ensure sufficient detail so the budget can be clearly understood, particularly in terms of what costs are proposed for reimbursement by the LWCF ORLP grant and what costs will be used to satisfy the 1:1 match.

Project sponsors are encouraged to review Chapters 3 and 5 of the [LWCF Manual](#) to ensure understanding about eligible costs. Of note: Land acquisition costs should be based on appraised value or other estimate of fair market value. Be sure to explain the basis for the value estimate. Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses or as match. On the development side, for this competition, project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 5% (administration) and 10% (each, design/engineering and contingencies) of the total budget, respectively. These must be included in the proposed budget and may not be introduced at the final application stage (if applicable). If indirect costs are planned (by the state lead agency) this should be reflected in the budget.

Match contributions can consist of cash, land donation, and in-kind contributions of supplies or services needed to implement the project. Describe the availability or firmness of commitments for funds to meet the 1:1 match and for the full amount of funds needed to complete the project, including any match commitment(s) that exceed the 1:1 requirement. Note that, at a minimum, sufficient funding to meet the 1:1 match requirement must be in hand or firmly committed at the time of application. If the project match exceeds the 1:1 requirement, indicate how the additional funds/in-kind contributions will be used. Overmatch costs needn't necessarily be eligible for LWCF, but more weight will be given for leveraging if they are. Project sponsors should also ensure costs are reasonable and that it's clear why they are being included in the project budget.

As noted in Section C.2, other federal resources may not be used as a match for the LWCF grant unless such treatment is specifically authorized the source's enabling legislation. Project sponsors should be prepared to show supporting documentation if requested. Project sponsors are not permitted to also seek LWCF formula funding to support the project (except as an alternate grant source if not selected for an ORLP grant).