

ORLP Project Narrative Guide

The project narrative specifically addresses each of the Merit Review Criteria (see Merit Review Criteria below). The project narrative must be no longer than 10 pages, no smaller than font size 10, and have 1-inch margins. The 10-page limit includes all text and figures. Only information that is pertinent should be included.

The Project Narrative consists of three sections, each detailed below:

Section 1 : Project Data Page

- Sub-recipient Name
- Main Contact Information (Phone Number & Email)
- Project Title
- Name of Park/Property
- Name of Property Title Holder
- Project Property Address/Location
- Acreage of the project site and proposed boundary
- Population of community served
- Documentation of project community's underserved status
- Brief statement/description of the project and its proposed impact and improvements (250-words or less.)

Section 2 : Project Overview

Site Description

- Describe the property's physical features (e.g., terrain, water features, built structures, existing amenities) and quantify where possible (e.g. 50 acres of forested land).
- Describe current uses of the property and note any uses that will be discontinued or remain in place once the project is completed.
- Identify any known site constraints, such as utilities, easements, rights-of-way, contamination history, or other physical or legal limitations.

Acquisition Description (only complete if acquisition is proposed)

- Describe the property's current ownership.
- 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 many acres.
- *Optional:* Describe the current acquisition status, including negotiations, due-diligence steps completed or in progress (title work, appraisal status, basis of value if no appraisal yet completed).

Development Description (only complete if development is proposed)

- Describe the planned physical improvements and facilities, and whether they are new construction, rehabilitation, areas for conservation, or replacement.
- Explain any expected impacts on the natural landscape (e.g., temporary disturbance, permanent changes).

Population Description

- Describe the community's low-income status. Demonstrate low-income status through documentation describing the demographic factors that indicate the community's status of need.

Section 3 : Merit Review Criteria

- Criterion 1 – Increasing Access to Outdoor Recreation Opportunities

To what extent does the project support the following priorities:

- Create or significantly enhance access to park and recreational opportunities in a qualifying area;
 - Provide recreation opportunities in low income communities in which access to parks is not adequate to meet local needs;
 - Develop Native American event sites and cultural gathering spaces;
 - Increase safety in parks, including facility related security installations within or adjacent to public parks and recreation areas; or develop recreational sites such as shooting sports facilities (archery ranges, skeet fields, safe shooting areas) that promote firearm safety and hunter education.
- Criterion 2 – Alignment with Community Needs
- To what extent does the project:*
- Provide opportunities for outdoor recreation and public land volunteerism;
 - Engage and empower low-income communities and youth; provide employment or job training opportunities for youth or low-income communities;
 - Support park and recreation programming provided by local governments, including cooperative agreements with community-based eligible nonprofit organizations.
- Criterion 3 – Leveraging Resources in Support of Recreation
- To what extent does this project:*
- Take advantage of coordination among various levels of government;
 - Establish or expand public-private partnerships, with a focus on leveraging resources;
 - Support innovative or cost-effective ways to enhance parks and other recreation opportunities or the delivery of services.
- Criterion 4 – Promoting Conversation and Ecological Benefits
- To what extent does this project:*
- Acquire land / water or interests that provide recreation and also:
 - Support ESA-listed species recovery;
 - Reduce or eliminate habitat threats (ESA or candidate species);
 - Address threats identified in a 12-month petition finding; or
 - Fulfill conservation strategies in a State Wildlife Action Plan;
 - Create wetlands (subject to Safe Harbor Agreements) providing habitat, water quality improvements, flood mitigation, and outdoor recreation opportunities;
 - Improve big-game winter range and migration corridor habitat;

- Invest in natural infrastructure for shoreline stabilization and habitat restoration; or
- Provide benefits such as community resilience, reduced heat islands, improved air/water quality, or wildlife habitat.
- **Criterion 5 – Project Feasibility**
 - To what extent does the project:*
 - Have a sound and reasonable project plan?
 - Have a clear, well-detailed budget, including a plan to meet the 1:1 match requirement and minimize administrative costs?
 - Demonstrate the ability to complete the proposed scope of work and maintain the project in the long term.