# OUTOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM APPLICATION CHECKLIST

## Required Application Elements: Overall application must not exceed 40 pages in total.

[ ]  SF424, Application for Federal Assistance

[ ]  SF424C, Budget Information – Construction

[ ]  Copy of the Negotiated Indirect Cost Rate Agreement (DNR will address)

[ ]  Letter of Recommendation from State Liaison Officer (DNR will address)

[ ]  Cover Letter

[ ]  Project Narrative (10-page max)

[ ]  Budget Narrative (5-page max)

[ ]  Project Timeline (1-page max)

[ ]  Photos

[ ]  Recreation Area Map

[ ]  Map (or Aerial Photo) Delineating Project Area and Proposed Boundary

[ ]  Plan or Sketch of Planned Site Features/Improvements

[ ]  Letter(s) of Support – Confirming Matching Contributions or Co-sponsor Ownership Arrangements

## Optional Attachments:

[ ]  General Letter(s) of Support - *Letters from Congress must be* ***addressed to*** *and submitted by the State Liaison Officer and submitted with the application.*

[ ]  Letter of Intent to Sell/Purchase/Donate (Acquisition)

The following Supplemental Elements are not required with the pre-application, but if the proposal is selected for funding, they ***will be required*** ***for review with the final application*** before grant funds could be awarded. Submitting one or more Supplemental Elements with the pre-application may help substantiate the project’s “readiness.”

[ ]  Assurances for Construction Programs (SF-424D)

[ ]  Application & Revision Form (A&R Form)

[ ]  Description and Notification Form (DNF)

[ ]  Pre-award Onsite Inspection Report (State form)

[ ]  Real Property Status Report (SF-429A series as applicable)

[ ]  Current Approved Indirect Cost Rate Agreement (if applicable)

[ ]  Copy of an Approved Waiver of Retroactivity (if applicable)

[ ]  Overlap or Duplication of Effort Statement (see Notice of Funding Opportunity for required language)