



FY22 Outdoor Recreation Legacy Partnership Program

Grant Application Toolkit

The Outdoor Recreation Legacy Partnership (ORLP) Program is a nationally competitive federal grant program that provides new or significantly improved recreation opportunities in economically disadvantaged communities located in park deserts. The ORLP Program is administered by the National Park Service through the Land and Water Conservation Fund State and Local Assistance Program.

This document provides tools and resources for potential “project sponsors” to participate effectively with the Outdoor Recreation Legacy Partnership (ORLP) program in the current, sixth grant round with \$192 million available. This “Toolkit” is intended to complement the Notice of Funding Opportunity (NOFO) for ORLP; however, applicants *must read the NOFO in its entirety* to ensure their application is in alignment with the program rules and regulations. **Successful participation is multi-faceted and will require strong ongoing coordination with LWCF State Lead Agency and National Park Service (NPS) personnel beyond the pages of this document.**

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Definitions and Acronyms

- CDBG = Community Development Block Grants
- CFDA = Catalogue of Federal Domestic Assistance (located on sam.gov)
- DOT = Department of Transportation
- HUD = Department of Housing and Urban Development
- LWCF = Land and Water Conservation Fund
- NOFO = Notice of Funding Opportunity (located on grants.gov)
- NPS = National Park Service
- ORLP = Outdoor Recreation Legacy Partnership Program
- Project Sponsor = State agencies, local units of government (state political subdivisions such as incorporated cities or towns, counties, and special purpose districts such as park districts), and federally-recognized Tribes that would be the sub-recipient of an ORLP grant
- SCORP = Statewide Comprehensive Outdoor Recreation Plan
- SF = Standard Form
- State LWCF Lead Agency = eligible entity that will be the applicant, and directly apply for the ORLP grant in coordination with the Project Sponsor

1. ORLP PROGRAM GRANT BASICS

This section summarizes basic information from the NOFO to introduce and create a basic understanding of the ORLP program. This document does not cover all important information from the NOFO. Project Sponsors *must read the NOFO in its entirety* to fully understand ORLP requirements and ensure their application is in alignment with program rules and regulations.

Administrating Agency: U.S. Department of the Interior, National Park Service (NPS), State and Local Assistance Division

Application and Notice of Funding Opportunity: [Grants.gov](https://www.grants.gov)

Funding Award: A total of **\$192 million** is available. Grants will range from **\$300,000 to \$10,000,000**. Grants require a **minimum of 1:1 non-federal match**, which may be derived from state, local, non-governmental, or private sources in the form of cash or in-kind contributions (lands, services, materials, etc.).

Key Dates:

	Round 6A	Round 6B
Applications from Project Sponsor due to State LWCF Lead Agency:	TBD by State Lead Agency	TBD by State Lead Agency
Applications from State LWCF Lead Agency due to the NPS:	Tuesday, January 31, 2023 at 11:59PM EDT	Wednesday, May 31, 2023 at 11:59PM EDT
Project Selection and ORLP Award Announcement:	September 1, 2023	January 1, 2024
Projects should be open to the public and completed by:	Spring 2026	Fall 2026

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Program Purpose: The purpose of the LWCF ORLP program is to provide new or significantly improved recreation opportunities in economically disadvantaged communities, consistent with the purposes and requirements of the LWCF Act and [LWCF Manual](#), and that:

- Are located within or abutting [incorporated cities or towns](#) with a population of **30,000 or more** people as delineated by the 2020 Census Bureau;
- Serve the specific needs of a community that is severely lacking in walkable, publicly accessible, outdoor recreation (“park deserts”), and that has a poverty rate of at least 20%, or that is at least 10% higher than that of the project city, county, and state rates (found [HERE](#)– enter address and select “census tract” in left-hand column).
- Meet recreation goals as identified in, and align with, at least one priority of, the State’s Comprehensive Outdoor Recreation Plan (SCORP);

LWCF assistance is available for land acquisition and/or development of a wide range of outdoor recreation uses and the facilities needed to support the use and enjoyment of these areas. This includes **community parks, sports fields and courts, picnic areas, water-based recreation facilities such as swimming pools, trails, campgrounds, etc.** Indoor recreation and other buildings are not eligible, but recreation-supporting facilities, such as restrooms or changing areas, can be eligible.

Program Requirements: Outdoor recreation areas and facilities assisted by the LWCF must be open to the general public and not limited to special groups. Any park or other outdoor recreation area that benefits from assistance from the LWCF, whether for acquisition or development activities, **must be maintained for outdoor recreation purposes forever.**

Program Priorities: NPS will prioritize the selection of projects that:

- Provide new recreational opportunities, particularly those that will increase access to nature’s benefits, such as green spaces, shady areas (via tree cover), and natural landscapes that help cool the air and reduce urban heat island effects, reduce pollution, and have positive effects on mental and physical health.
- Empowered and engaged members of the target community in the project development and design of the plans for the park.
- Create or expand public-private partnerships that leverage matching share resources (e.g., money or donations of land, supplies, or services, etc.).
- Benefit from a high degree of coordination among the public, multiple levels of government, and the private sector.
- Advance goals of, or meet, priority recreation needs identified in numerous local, regional, State plans and/or initiatives.

Eligible Applicants: Eligible applicants are limited to the State’s Lead Agency for LWCF (designated by the Governor or state legislation, typically the State Natural Resources Agency, State Parks, etc.). States must have an NPS-approved SCORP to be eligible to apply.

“Project sponsors” submit proposals to their State Lead Agency for consideration for submission to the national competition. These include state and local government agencies (e.g., incorporated cities and towns, counties, legal subdivisions such as park districts, etc.) and federally recognized Tribes. For a project to be eligible the sub-recipient must be an [incorporated city \(or town\)](#) of at least 30,000 people. If the sub-recipient is a county or special

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purpose district, the project must be serving a city or town of 30,000 or more people. The park or recreation area must be within, or abutting, the city or town.

The project must also involve publicly owned land or the transfer of ownership to a public entity; and the project sponsor must possess sufficient legal title and control of the property to assure the property will be maintained for outdoor recreation purposes forever.

2. PAST ORLP AWARD SELECTIONS

Provided below is a link to a document outlining previous ORLP award selections between FY2014-FY2021. Note that in prior ORLP grant rounds selected projects were only invited to submit a full application for review and determination of funding award by NPS, so not all projects listed are/have/will be awarded grants. This document will help potential Project Sponsors to understand the scope of previously selected applications for each of the three project types – acquisition, construction, and combination projects.

Link to “All Past ORLP Awards FY14-FY21” document:

<https://drive.google.com/file/d/1SdhQjSrDynyxwUV59k7EOmng9NnvJTj/view?usp=sharing>

3. PROJECT ELIGIBILITY CHECKLIST

This section lists all requirements that individual projects must meet to consider applying for an ORLP grant. This includes project milestones that must already be completed prior to application submission, program eligibility requirements, and requirements that each level of government might require in addition to what is listed in the NOFO.

ORLP Project Eligibility and Pre-Submission Requirements Checklist

1. ORLP PRE-SUBMISSION ELIGIBILITY REQUIREMENTS:

- Has there been public engagement with the target community for this project to get input on this specific community’s priorities for the use, amenities and design of this future park site? (e.g. Public notification of planning, formal public meetings, hearings, participation processes, community surveys, etc.)
- For development projects: Do you have a complete design that shows what the site will look like with the intended amenities upon completion? In general, project plans may not have any significant changes once awarded.
- Does your State have a currently approved SCORP?
- Is this park site currently receiving or has received an LWCF “stateside” formula grant that closed within the last seven years? If yes, then the project is not eligible to apply for an ORLP grant.
- Is this park site currently receiving or has it received a previous ORLP grant? A site may only be awarded a maximum of two ORLP grants ever.

2. ORLP PROGRAM ELIGIBILITY REQUIREMENTS:

- Is the project located in, or abutting, an incorporated city or town with a population of at least 30,000 people?

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- You can check whether your city/town meets this criterion at <https://www.census.gov/data/tables/time-series/demo/popest/2020s-total-cities-and-towns.html>
- Have you secured the required 1:1 non-federal match for your project? OR do you have clear commitments for match that will be secure by the award date?
- Does the project serve communities that are underserved in terms of park and recreation resources? For a community to be considered a “park desert,” there must be:
 - no existing parks within a .5-mile radius of the community(ies) to be served by the park (not the radius of the proposed park); or
 - one or two small parks within a .5-mile radius of the community(ies) that is/are not large enough to support the size of the population of the service area, or otherwise unable to provide a variety of recreational opportunities; or
 - one or two existing parks (potentially of adequate size), including the park that is being addressed in this project, that is/are so obsolete or underdeveloped that a major redevelopment or rehabilitation is necessary to be able to significantly increase the number of people or user groups who could be served in a way that would be equivalent to a new park; or
 - existing parks that are inaccessible to the target community due to physical barriers such as transportation infrastructure, rivers, etc. The site should also be accessible by foot (it should not require the target community to have a vehicle or use public transit) etc.
 1. You can explore community-level park data through TPL’s ParkServe database of over 14,000 cities and towns: <https://www.tpl.org/parkserve>
- Does the project serve a population (based on census-tract data) that has:
 - a poverty rate of *at least* 20%; OR
 - a poverty rate that is at least 10% higher than that of the project city, county, *and* state rates (must be 10% above all three, not just one)?
 1. This information can be found at <https://censusreporter.org/locate>:
 - a. Type in & select the address of the site
 - b. Select the “Census Tract” option that appears in a left-hand column
 - c. Scroll down to find the tract number and poverty level displayed below
 2. For further guidance on this requirement, TPL recommends [viewing the recording of the CA State round 6 ORLP workshop](#), between minutes 37:00-41:00.
- Is the Project Sponsor ready and able to commit to maintaining this site for outdoor recreation purposes *in perpetuity*, per the requirements of the [LWCF State Assistance Program Manual](#)? This should include dedicating the necessary resources to maintain the site.
- Can work on the project wait to begin until the NPS completes project selection and awards a grant?

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- Round 6A expected award date is September 1, 2023
- Round 6B expected award date is January 1, 2024
- Can the project be completed within the 1-3 year grant timeline?
 - Projects should be able to break ground within 1 year and will be complete and open to the public within 2 to 3 years.

3. ORLP COMPETITION AND NPS PRIORITIES:

- Does this project provide new recreational opportunities, particularly those that will increase access to nature's benefits, such as green spaces, shady areas (via tree cover), and natural landscapes that help cool the air and reduce urban heat island effects, reduce pollution, and have positive effects on mental and physical health?
- Has this project empowered and engaged members of the target community in the project development and design of the plans for the park?
- Does this project create or expand public-private partnerships that leverage matching share resources (e.g., money or donations of land, supplies, or services, etc.)?
- Does this project benefit from a high degree of coordination among the public, multiple levels of government, and the private sector (e.g. City, County, Regional/Municipal Planning Organizations/Council of Governments, non-profits and community-based organizations)?
- Does this project advance goals of, or meet, priority recreation needs identified in numerous local, regional, state plans and/or initiatives, including the SCORP?

4. OTHER ORLP PROJECT CONSIDERATIONS

- If the proposed boundary of the recreation area is a lesser unit of a larger park, is it a stand-alone site (i.e. its borders don't include other areas of the park) and self-sustaining (i.e., it does not rely on adjoining park area for access, utilities, support facilities, etc.) recreation area? Refer to section A of the NOFO, pages 4-5 for more details on LWCF site boundary rules.
- If the project is a trail, is its purpose outdoor recreation (trails serving mainly as transportation corridors do not meet the purposes of ORLP) and does the proposed protected boundary include all recreation areas, and supporting areas, that trail transects or attaches? See Chapter 3, Section C.4.C. of the [LWCF Manual](#) for more details.
- Is the site going to be used by public schools? If so, the recreation area may only have limited schools use, with hours posted, and the application must include documentation of the school's agreement to the LWCF Act requirements. See Chapter 3, section C.6.A. of the [LWCF Manual](#) for more details.

5. CITY-LEVEL REQUIREMENTS & CONSIDERATIONS:

- Does the City or State require a legislative resolution to pass to allow for application submission? If so, how does that fit into the application timeline?
- If the proposed project is intended to develop a new park on existing publicly-owned land, is the parcel properly zoned for park usage in perpetuity?

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- If the project is an acquisition project, is a government entity committed to (upon project completion) holding the title to the property, and maintaining it for outdoor recreation purposes *in perpetuity*?
- Is there a plan and funding resources available to support the continued operation and maintenance of the site upon project completion?

6. STATE-LEVEL REQUIREMENTS & CONSIDERATIONS:

- What is the State deadline for preliminary submission of your application?
- Do you know who your state-level contact is for the ORLP program?
- Please check the State website, and/or with your State's program contact whether there are any additional requirements for the preliminary application submission to the State. Some examples of additional requirements include:
 - City/legislative body resolution
 - 5-year inspection forms for LWCF assisted sites
 - State historic preservation review
 - State environmental impact review

7. NPS/LWCF REQUIREMENTS & CONSIDERATIONS:

- For an acquisition project: Are you able to obtain a Uniform Appraisal Standard for Federal Land Acquisition (aka yellow book) estimate of fair market value by the application deadline?
- Can the Project Sponsor commit to not convert the site, at any point, to any use other than public outdoor recreation without written approval of the Secretary of the Interior? (This approval would be contingent upon 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, and the conversion and its replacement being found consistent with the state's SCORP). See the [LWCF Manual](#), Chapter 8, section F for more information.

4. ORLP APPLICATION CHECKLIST

The following checklist is a project management tool to help keep Project Sponsors on track for a timely and complete ORLP grant application. Please refer to the NOFO with any questions regarding each component of the application.

Instructions: As Project Sponsors are developing a grant application, they should insert individuals' names in the "Person Responsible" sections for each proposal component, and insert the deadlines for each component. Though this checklist intends to provide guidance for which entity is responsible for proposal components, each state application process is different. Project Sponsors should refer directly to their State Lead Agency to determine which application elements the Project Sponsor needs to submit to the state, including any additional proposal components not listed here, and update this checklist to reflect that. Project Sponsors will only use the NPS deadline columns if their project is selected by the State Lead Agency to move the application forward.

Note: Grants.gov has an overall application size limit of 200mb.

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Project Title					
ORLP Grant Release Date	7/29/2022	State Due Date	TBD	NPS Due Date	1/31/2023 OR 5/31/2023

ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
Registrations						
<u>SAM Registration</u>	State					
<u>Grants.gov Registration</u>	State					
Forms						
1. SF424, Application for Federal Assistance	State					
2. SF424C, Budget Information - Construction	State					
3. SF424D, Assurances for Construction Programs	Project Sponsor and State					
4. SF429B, Real Property Status Report, Request to Acquire, Improve, or Furnish (for acquisition or acquisition with development projects only)	Project Sponsor and State					
5. SF - Project Abstract Summary	Project Sponsor					
6. SF-LLL - Disclosure of Lobby Activities (see page 15 of NOFO)	State					
7. Letter of Recommendation from State Liaison Officer	State					
8. Pre-award Onsite Inspection Report (State's Form)	Project Sponsor and State					

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ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
Narratives						
9. Project Narrative template under "Related Documents" Tab on grants.gov (10 pg. max, 12pt font)	Project Sponsor					
Data Sheet (1 pg. max)						
Data Sheet: Project Summary (250 words max)						
Project Overview (2 pg. max)						
Criterion 1						
Criterion 2						
Criterion 3						
Criterion 4						
Criterion 5						
10. Budget Narrative template under "Related Documents" Tab on grants.gov (5 pg. max, incl. tables)	Project Sponsor					
Criterion 6						
11. Project Timeline (1 pg. max)	Project Sponsor					
Attachments						
12. Images Form template under "Related Documents" Tab on grants.gov	Project Sponsor					
13. Map of Recreation Area	Project Sponsor					
14. Map Delineating Project Area and Proposed Boundary	Project Sponsor					
15. Plan or Sketch of Planned Site Features/Improvements	Project Sponsor					

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ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
16. <u>Letters of Support - Confirming Matching Contributions or Co-sponsor Ownership Agreements</u>	Project Sponsor					
17. <u>General Letters of Support</u> – all letters, including those from Congress, must be addressed to the Project Sponsor	Project Sponsor					
18. <u>Letter of Intent to Sell, Purchase, or Donate Property</u> (if applicable)	Project Sponsor (or entity managing transaction)					
19. <u>Application and Revision (A&R) Form</u> template under “Related Documents” tab	Project Sponsor submits to State; State helps fine-tune before NPS deadline.					
20. <u>Description and Notification (DNF) Form</u> template under “Related Documents” tab	State					
21. <u>Copy of an Approved Waiver of Retroactivity</u> (if applicable)	Project Sponsor and State					
22. <u>Conflict of Interest Disclosure</u>	State					
23. <u>Overlap or Duplication of Effort Statement</u>	Project Sponsor and State					
24. <u>Copy of the Negotiated Indirect Cost Rate Agreement</u>	State and/or Project Sponsor					

**** All templates and forms linked above are available from the following sources:**

- <https://www.grants.gov/web/grants/view-opportunity.html?oppld=342812>
- <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

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5. KEY ORLP APPLICATION ELEMENTS

5.A. PROJECT NARRATIVE CHECKLIST

The Project Narrative is the most important component of the ORLP application, as it must provide information responding to each of the review criteria and must support, and tie together, the information provided in all the other application documents. The Project Narrative will cover Criteria 1-6 as detailed in the NOFO in Sections D2 (pg. 9-15) and E1 (pg. 21-24). Please refer to the NOFO for more detailed instructions – this section of the ORLP Grant Application Toolkit is intended to be a checklist tool, and does not cover all the details of the NOFO.

Project Narrative Contents – *(Max 10 pages, 12-point font)*

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

- Project Data Page *(1-page limit)*
- Project Overview *(2-page limit)*
- Responses to the Project Criteria 1-5

PROJECT DATA SHEET *(1-page limit)*

- Project Sponsor Name
- Name of Park/Property
- Project Title
- Name of Property Title Holder
- Project Property Address/Location
- 2020 Census City Population (must be over 30,000)
- Poverty rate of target community(ies) listed by Census Tract Numbers and must be at least 20% *or* at least 10% greater than the city, county, *and* state.
- Statement of Project Type: Acquisition, New Development, Renovation, or Combination (acquisition with development).
- Statement that project Creates a New Park, Expands an Existing Park or Neither.
- Statement clarifying if this park/resource previously benefitted from LWCF or Urban Park and Recreation Recovery (UPARR) funding and/or if the park/resource was obtained through the Federal Lands to Parks Program. If yes, state which program and the date the grant was awarded, or lands were transferred. (Applications misrepresenting this information may be eliminated from further competition.)
- Brief statement (aka Project Summary) explaining project specific work, and a second statement explaining overall project (if larger than proposed work). (250-word max.)

PROJECT NARRATIVE - PROJECT OVERVIEW *(2-page limit)*

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

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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 NARRATIVE - PROJECT CRITERIA INFORMATION *(remaining of total 10-pages)*

Provide information required by Criteria 1-6 as detailed in Section E1-Application Review Criteria on page 21 of the NOFO. Please refer to the NOFO for more detailed instructions on each criteria – this is only intended to be a checklist, and does not cover all the details of the NOFO.

CRITERION 1: Extent of Outdoor Recreation and Economic needs (20/100 points)

- 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 the poverty level of the economically disadvantaged community targeted by the project (using <http://censusreporter.org/locate>) and the

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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.*

CRITERION 2: Appropriateness of Project to Meet Identified Community Outdoor Recreation Needs and Increase Access to Nature's Benefits (20/100 points)

- 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.

CRITERION 3: Community Involvement In, and Support of, Proposed Project (20/100 points)

- 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 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.)

CRITERION 4: Embracing New Parks and Innovative Project Attributes (10/100 points)

- 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.

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CRITERION 5: Project Alignment with SCORP and Other Applicable Plans (10/100 points)

- 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.

CRITERION 6: Project Feasibility and Likelihood of Success (20/100 points)

Though Criterion 6 will primarily be evaluated in the Budget Narrative, elements of Criterion 6 should be addressed throughout the Project Narrative, as well, where appropriate. Please see [Criterion 6: Project Feasibility and Likelihood of Success](#) below for more details.

5.B. PROJECT TIMELINE

The Project Timeline is one of the core components of the ORLP application. The one-page Timeline document will show how the proposed project will fit into the 2–3-year timeline required of the ORLP grant. It should clearly integrate required ORLP program dates and deadlines into the proposed plan.

Project Timeline Format:

- *1-page limit*

Provide the following information:

- The timeline must clearly show all tasks necessary to complete the proposed work including dates for discrete benchmarks of significant work elements/milestones. The timeline must include the date that park/resource will be open to the public.

CRITERION 6: Project Feasibility and Likelihood of Success (20/100 points)

Though Criterion 6 will primarily be evaluated in the Budget Narrative, elements of Criterion 6 should be addressed throughout the Project Timeline document, as well. Please see [Criterion 6: Project Feasibility and Likelihood of Success](#) below for more details.

5.C. BUDGET NARRATIVE CHECKLIST

The Budget Narrative is one of the core components of the ORLP application. This document has a 5-page maximum, including necessary charts, and will address the sixth criterion directly. Please refer to [Section 6 of the ORLP Toolkit, “Budget Information.”](#) below and the NOFO for further budget questions. Please refer to the NOFO for more detailed instructions in Sections D2 (pg. 9-15) and E1 (pg. 21-24) – this section of the ORLP Grant Application Toolkit is intended to be a checklist tool, and does not cover all the details of the NOFO.

Budget Narrative Content (5-page limit)

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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 Project Sponsors. 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 (reference section C of the NOFO). Cost categories can include, but are not limited to, those cost items included on the SF424A or SF424C.

Detailed Budget Narrative

Budget information should reflect only costs related to work/acquisition that will be completed under an ORLP grant if selected. A total budget for the entire project (including work beyond what would be funded under a grant) may be provided separately.

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.
 - If a total budget cost is over \$25,000, see if it can be broken down further into components. Do no lump budget costs by area, such as “playground”, or by type, such as “park furnishings”. Each piece of the playground and/or each type of park furnishing should be its own budget line.
- 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. Allowable pre-agreement costs must have been incurred within 3 years of the date of award.
- Provide information required by Criterion 6 as detailed in Section E of the NOFO- Application Review Criteria (see below under Criterion 6).
- Budget must adhere to guidance on restricted and ineligible costs in Section D6 of the funding opportunity.

CRITERION 6: Project Feasibility and Likelihood of Success (20/100 points)

- 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.

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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. (A letter from each secured matching-share contributor should be included as a letter of support, clearly stating the commitment of match - *including* match coming directly from the project sponsor)
- 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, it must also be firmly committed at the time of application and secured at the time of award. (A letter from each secured matching-share contributor should be included as a letter of support, clearly stating the commitment of match – *including* match coming directly from the project sponsor.)

6. ORLP BUDGET INFORMATION

The ORLP Budget Information section includes all important information regarding the budget of the application, not already covered in the Grant Basics, pulled directly from the NOFO and compiled into one place. The Budget Information section calls out specific details for each application type, and includes rules for matching funds, eligible funding uses, and restrictions on the use of funding.

- **ACQUISITION NOTES:** (section D6 of the NOFO, page 17-18)
 - Land acquisition costs must be based on the Uniform Appraisal Standards for Federal Land Acquisition (aka yellow book) estimate of fair market value. Be sure to explain the basis for the value estimate if an appraisal has not yet been performed.
 - Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses or as match.
- **DEVELOPMENT NOTES:** (section D6 of the NOFO, pg. 17-18)
 - Project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 25% of the total budget. These should be noted in a separate column in the budget or otherwise identified.
- **MATCH CONTRIBUTIONS NOTES:** (section C2 of the NOFO, page 7)
 - Can consist of cash, land donation, and in-kind contributions of supplies or services needed to implement the project.
 - Can be derived from state, local, non-government, or private sources.
 - Other federal resources (other than HUD CDBG or DOT Rec Trails) may not be used as a match for the LWCF grant unless the legislation for the fund specifically allows this use. The Project Sponsor must provide a copy of the legislative language supporting its use as match for other federal funds.

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- More about eligible costs: Chapters 3 and 5 of the [LWCF State Assistance Program Manual](#).
- **INDIRECT COST NOTES:** (section D6 of the NOFO, pg. 17-20)
 - If indirect costs are planned (by the State), this must be reflected in the budget and on the SF424; a copy of the current Negotiated Indirect Cost Rate Agreement should be included with the application.
 - Project Sponsors must check with their State Lead Agency regarding requirements indirect costs charged by the Project Sponsor.
 - Indirect costs are allowable above and beyond the 25% limit on the above costs; however, if included, they may not increase the project budget above the overall grant award maximum of \$10 million.

Limitations for Project Sponsors (section C3 of the NOFO, pg. 8)

Subject to State rules, which may vary, past ORLP recipients can submit applications for a new ORLP project at a different park. Recipients of an active ORLP grant may also apply for one additional grant to supplement the existing active ORLP project or another project at the same park. A maximum of two ORLP grants may be awarded at the same park site.

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 received an LWCF “stateside” formula grant that closed within the last seven years may not apply for an ORLP grant at the same park, even if the scope of the project is different. Additionally, ORLP projects that were awarded and terminated during the grant period may not reapply for funds.

Eligibility – LWCF Projects (section A of the NOFO, pg. 4)

The LWCF State and Local Assistance Program serves to preserve, develop and assure accessibility to present and future generations of U.S. citizens and visitors. This is accomplished in part by providing grants for projects that will provide outdoor recreation opportunities to the public through:

- Acquisition of lands and waters for parks and other outdoor recreation areas. 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.
- Development of new or renovation of existing outdoor recreation facilities. 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 and courts, 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.

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. ORLP operates within the context of the traditional LWCF Program but focuses on projects that will benefit urban areas.

Funding Restrictions (section D6 of the NOFO, pg. 17-20)

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LWCF ORLP grants may only be used for costs needed to support the acquisition or development (or a combination) of lands and facilities that will provide outdoor recreation opportunities to the public. LWCF ORLP funds may not be used for (not inclusive):

- Grant administration expenses for State Lead Offices,
- Incidental costs related to land acquisition such as appraisals or title work,
- Operation and maintenance activities,
- Facilities that support semi-professional or professional athletics such as baseball stadiums or soccer arenas,
- Indoor facilities such as recreation centers or facilities that support primarily non-outdoor purposes like dining facilities or overnight accommodation (such as a lodge or hotel), or
- Acquisition of lands, or interests in lands, that completely restrict access to specific persons (e.g., non-residents of a community).

Budget Cost Limitations and Exclusions (section D6 of the NOFO, pg. 17-18)

The ORLP Grant Program places a total budget (federal plus matching share) limitation of 25% on project costs not directly attributable to physical development/rehabilitation, supplies, equipment, or cost of land. The 25% cap includes, but is not limited to:

- The overall management of activities directly related to finance (accounting, auditing, budgeting, contracting),
- General grant administration cost (wages for grant administration, personnel, property management, equal opportunity),
- Architectural and engineering services (design fees, cost estimates), construction oversight, and
- Contingency fees.

Additionally, the LWCF Act specifically excludes acquisition support costs (such as acquisition research and appraisals). (See “Program Funding Restrictions” under Section D6 of the NOFO for detailed explanation.)

Cost Sharing or Matching (sections C2, D2, & D6 of the NOFO, pgs. 7-8, 13, & 18)

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. Matching share meeting the 1:1 minimum required must be secure or *firmly committed* at the time of application and be supported by a signed letter from the donor confirming the type (cash, in-kind, etc.) and amount/value of the contribution. If the project match exceeds the 1:1 requirement, the budget must indicate how the additional funds/in-kind contributions will be used. Further information about eligible costs, sources of match, and other cost-sharing requirements can be found in Chapter 5 of the [LWCF Manual](#) and in [2 C.F.R. 200.306](#). 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.

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- Any funds or in-kind contributions such as lands or services that were or will be acquired with other Federal funds. However, there is an exception for funds authorized by their enabling legislation to be treated as non-Federal match. The most common options are HUD's Community Development Block Grants, DOT-FHWA's Recreation Trails Program, and Section 306 of the Coastal Zone Management Act, 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).

Project sponsors are not permitted to also seek LWCF formula funding to support the proposed project (except as an alternate grant source if not selected for an ORLP grant). 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. It can be difficult for reviewers to evaluate and score a budget when it's not clear how the grant funds will be used or what specific costs are being provided as match, and project sponsors risk having the requested federal share reduced if it appears ineligible costs are proposed to be charged to the grant or used as part of the 1:1 match share. Note that the LWCF ORLP and match-funded element(s) of the project must still result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

7. KEY CONTACTS FOR ORLP PROGRAM

Questions and issues may be directed to the assigned NPS program officer for each state, the LWCF State Lead Agency, or the national NPS officials listed below.

Land and Water Conservation Fund State Lead Agencies

Each State has a designated Land and Water Conservation Fund State Lead Agency that is responsible for administering LWCF programs, such as the ORLP program. The designated LWCF State Lead Agency will be the lead applicant for any ORLP applications submitted to the National Park Service. Project Sponsors will need to work in close coordination with the State Lead Agency throughout the application process as well as throughout the awarded grant performance period.

Please visit this link to find your State's LWCF Lead Agency:

<https://www.nps.gov/subjects/lwcf/contact-list.htm>

National NPS ORLP Program Technical Contact

For **programmatic technical assistance**, contact:

Name:	Ginger Carter
Address:	1849 C Street NW, Washington, DC 20240
Telephone:	202-513-7233
Email:	ginger_carter@nps.gov

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8. IMPORTANT LINKS AND RESOURCES

Name of Resource	Link
<p><u>ORLP Program Notice of Funding Opportunity on grants.gov</u> with:</p> <ul style="list-style-type: none"> • Full Notice of Funding Opportunity (NOFO) • Project Narrative Template • Budget Narrative Template • Images Form for photos • Application & Revision (A&R) Form • Description & Notification (DNF) Form <p>**Note: If you have trouble accessing these forms, download the files & open them from your computer's downloads folder, not in the web browser.</p>	<p>https://www.grants.gov/web/grants/view-opportunity.html?oppld=342812</p>
<p><u>National Park Service ORLP Program Website</u></p>	<p>https://www.nps.gov/subjects/lwcf/outdoor-recreation-legacy-partnership-grants-program.htm</p>
<p><u>Census Reporter Database</u> (to identify census-tract poverty information for project eligibility)</p>	<p>http://censusreporter.org/locate</p>
<p><u>2020 Census City and Town Population Totals</u> (to determine which incorporated cities and towns are eligible Project Sponsors)</p>	<p>https://www.census.gov/data/tables/time-series/demo/popest/2020s-total-cities-and-towns.html</p>
<p><u>ParkServe® Database</u> (to explore & identify other parks within a 10-minute walk or .5 mile of project site)</p>	<p>https://www.tpl.org/parkserve</p>
<p><u>Council on Environmental Quality Draft Climate and Economic Justice Screening Tool</u></p>	<p>https://screeningtool.geoplatform.gov/en/#10.79/48.3345/-84.6743</p>
<p><u>LWCF State Assistance Program Manual</u></p>	<p>https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf</p>
<p><u>LWCF State Lead Agency Contact Information</u></p>	<p>https://www.nps.gov/subjects/lwcf/contact-list.htm</p>
<p><u>All Past ORLP Award Selections</u></p>	<p>https://drive.google.com/file/d/1SdhQjSrDyxyxwUV59k7EOmong9NnvJTj/view?usp=sharing</p>
<p><u>SF-424 Family of forms</u> for federal grant applications</p> <ul style="list-style-type: none"> • SF-424, Application for Federal Assistance • SF-424C, Budget Information - Construction • SF-424D, Assurances for Construction Programs • SF - Project Abstract Summary 	<p>https://www.grants.gov/web/grants/forms/sf-424-family.html</p>
<p><u>Federal forms for post-award reporting</u></p> <ul style="list-style-type: none"> • SF-LLL, Disclosure of Lobbying Activities • SF-429, Real Property Status Report 	<p>https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html</p>