

Outdoor Recreation Legacy Partnership Program

Project Narrative Contents – (10-page limit 12-point font)

To assist applicants in ensuring that required information is included, a suggested format for the Project Narrative is included under “Applicant Resources” at www.gadnr.org/URLPP.

The Project Narrative consists of a (1) Project Data page, (2) Project Overview, and responses to the (3) Project Criteria. These sections are outlined below.

Section 1 - Project Data Sheet (1-page limit):

1. Project Sponsor Name
 2. Name of Park/Property
 3. Project Title
 4. Name of Property Title Holder
 5. Project Property Address/Location
 6. 2010 Project Property Census Jurisdiction Population (must be over 50,000)
 7. Name of applicable Census delineated Urban Area
 8. Statement of Project Type: Acquisition, New Development, Renovation, Combination
 9. Statement that project Creates a New Park, Expands an Existing Park or Neither
 10. Statement clarifying if this park/resource previously benefitted from LWCF or UPARR funding and/or if the park/resource was obtained through the Federal Lands to Parks Program.
 11. Brief statement explaining project specific work, and a second statement explaining overall project (if larger than proposed work). (250-word max.)
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Section 2 – Project Overview (2-page limit):

Provide the following information:

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 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”.
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Section 3 – Project Criteria Information (remaining pages within Project Narrative):

Provide information required by in Criteria **1-5** as detailed in [Section E-Application Review Criteria](#). Criterion 6 is to be completed in the Budget Narrative.

Criterion 1 - Extent of Outdoor Recreation and Economic Needs **Maximum Points: 20**

This criterion assesses the extent of deficiency (based on quantity or quality) of close-to-home outdoor recreation areas/resources within walking distance of the target neighborhood, and the degree to which the project will serve the most economically-disadvantaged populations.

Priority will go to projects in neighborhoods: 1) no parks/outdoor recreation resources or not enough to support the size or demand of the population, or where the existing parks/resources are so deteriorated as to make them obsolete, and 2) that serve populations with poverty rates of at least 20% and/or where the poverty rate exceeds the county and state rates by at least 10%.

- Describe the amount of, and types of, existing recreation resources within both a .5 and 1-mile radius of the proposed project area/site. (Support the attached Recreation Map.)
- 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.
- Describe the recreation service area of this park and the estimated number of people who live within .5 and 1 mile.
- State, statistically, where the local community falls within the poverty scale for economically-disadvantaged populations relative to the county and state and include any other relevant economic and demographic information.

Note: The local community refers to those within a .5 mile or 10-minute walk of the recreation area (or 1 mile if recreation site is serving multiple communities) and the proposed project/work refers to only the work that would be completed if an ORLP grant is awarded (not the larger project).

**Criterion 2 - Appropriateness of Project to Meet Community
Outdoor Recreation and Economic Needs** **Maximum Points: 20**

This criterion assesses how well the proposed project meets the need(s) for newly created or significantly enhanced outdoor recreation resources within the target community/population, and the level to which it provides short-term and/or permanent employment opportunities, particularly within the same target community, and/or helps to generate economic benefits for the community at large.

Priority will be given to projects: 1) creating new outdoor recreational areas/resources, *or* comprehensively enhancing the quality of existing park/outdoor recreation areas that are so deteriorated/obsolete that major rehabilitation is necessary 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, and 2) providing the greatest amount of short-term/permanent employment opportunities and overall economic benefits to the community.

- 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.
- Describe the activities and uses for the project site after acquisition and/or development.
- 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 anticipated economic benefits that will be produced by the project such as short- and long-term employment opportunities and/or community-wide economics benefits stimulated by the project.

Criterion 3 - Community Involvement in, and Support of, Proposed Project Maximum Points: 20

This criterion assesses the level of supportive partnership-building involved in the development and implementation of the project among the project sponsor, residents of the target community to be served by the park, government agencies, the private sector, and community and/or conservation organizations.

Priority will be given to projects that 1) demonstrate the highest degree of effort or initiative to engage residents of the target neighborhood(s) in the project's development, and 2) demonstrate the most significant amount of collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups, and 3) demonstrate support for the project through contributions of cash, land, equipment or other resources to the project, allowing for the matching share to be derived from *multiple* resources, particularly non-public resources.

- 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 of support included with the application.*)

Criterion 4 - Embracing New Parks and Innovative Project Attributes

Maximum Points: 10

Assesses the degree to which ORLP funds will assist new outdoor recreation resources and the degree to which the project incorporates innovative ideas.

Priority will be given to parks and projects that 1) have not received any previous LWCF or ORLP assistance, and 2) encompass innovative characteristics.

- If this site previously received LWCF or ORLP funding, describe what was funded and how much was awarded, and support the reason this park/site deserves additional funds as much as or more than a park/resource that has not.
- Describe the ways in which this project incorporates innovative characteristics. 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.

Criterion 5 - Project Alignment with SCORP and Other Applicable Plans

Maximum Points: 10

This criterion assesses the degree to which the project advances or is otherwise tied to the priority recreation needs and/or goals of the applicable State Comprehensive Outdoor Recreation Plan (SCORP) and other relevant park and recreation plans. 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, economic development, or open space plans).

Priority will be given to projects that best meet 1) at least 1 goal or need that is clearly identified in the SCORP, *particularly any that are specific to urban areas generally within the state or the urban area in which the project is located*, and 2) at least 4+ additional, applicable planning documents at different levels of government and/or private sector initiatives.

- 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.

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 pages within Project Narrative):

Provide information required by in Criteria **1-5** as detailed in [Section E-Application Review](#)

Criteria. *Project Narrative Criterion Notes: Within criterion 1, the local community refers to those within a .5 mile or 10-minute walk of the recreation area (or 1 mile if recreation site is serving multiple communities) and the proposed project/work refers to only the work that would be completed if an ORLP grant is awarded (not the larger project).*