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FY23 Outdoor Recreation Legacy Partnership Program

GRANT APPLICATION TOOLKIT

INTRODUCTION

The Outdoor Recreation Legacy Partnership (ORLP) program is a nationally competitive federal grant program that provides new or significantly improved recreation opportunities in urban, disadvantaged communities lacking access to walkable outdoor recreation (a.k.a. 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, seventh grant round with over $224 million available. This "Toolkit" is intended to complement the Notice of Funding Opportunity (NOFO) for ORLP; however, Project Sponsors *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 State LWCF Lead Agency and National Park Service personnel beyond the pages of this document.**

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1. Definitions and Acronyms

Applicant	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 State Lead Agency can be an applicant for an LWCF grant. Therefore, only the State Lead Agencies are eligible to submit applications for ORLP grants. The State Lead Agency, or Applicant, may submit on behalf of themselves or another eligible subrecipient (a.k.a. a Project Sponsor).
CDBG	Community Development Block Grants
CEJST	Climate and Economic Justice Screening Tool
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 (un)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 or State Lead Agency	Eligible entity that will be the applicant, and directly apply for the ORLP grant in coordination with the Project Sponsor
Sub-recipient	Project Sponsor (see above)

2. ORLP Program Grant Basics

This section summarizes key information from the NOFO to create a basic understanding of the ORLP program, though Project Sponsors *must read the NOFO in its entirety* to fully understand ORLP requirements.

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

APPLICATION AND NOTICE OF FUNDING OPPORTUNITY: Grants.gov

FUNDING AWARD: Grant awards will range from **$300,000 to $15,000,000**. Grants require a minimum of **1:1 non-federal match**, which may be derived from cash, in-kind contributions of land, materials, and/or volunteer services.

KEY APPLICATION MILESTONES	DATE(S)
Deadline for Project Sponsors to submit application(s) to their State Lead Agency	TBD by State Lead Agency
Deadline for State Lead Agencies to submit application(s) to the NPS	Tuesday, April 30, 2024 at 11:59PM EDT
NPS announces selected projects to submit a full application	November 1, 2024
Final deadline for projects invited to submit full applications	November 1, 2025
Anticipated grant award period of performance	February 1, 2026 – February 28, 2028
Projects should be complete and open to the public by	Spring 2028

PROGRAM PURPOSE: The purpose of the LWCF ORLP program is to provide new or significantly improved recreation opportunities in urban, disadvantaged communities lacking access to walkable outdoor recreation (a.k.a. park deserts), consistent with the purposes and requirements of the LWCF Act and LWCF Manual. To meet ORLP objectives and goals, projects must be:

- located within an incorporated or unincorporated city or town with a population of 30,000 or more people as delineated by the 2020 Census; and
- located within a community, as denoted by the Census tract, that is determined to be disadvantaged according to the Climate and Economic Justice Screening Tool. See Page 5 for more details about territories.

This competition will also prioritize the selection of projects that:

- As green and blue spaces, and tree cover help to cool the air, reduce pollution, and have positive effects on mental and physical health, nature-based park projects will earn a 5-point bonus. Nature-based projects are those where nature is a major element of, or strongly supports, the proposed recreational activity.

ELIGIBLE PROJECT TYPES:

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, but are not limited to:

- community parks, campgrounds,
- sports fields and courts,
- picnic areas and tracks for walking or biking,
- water-based recreation facilities such as for swimming or boating, etc.
- pools

ELIGIBLE SUB-RECIPIENTS: "Project sponsors," or sub-recipients, submit proposals to their State LWCF Lead Agency for consideration for submission to the national competition. These include state and local government agencies (e.g., (un)incorporated cities and towns, counties, legal subdivisions such as park districts, etc.); special purpose districts with stated missions to acquire, develop, own, and manage recreation areas; and federally recognized Tribes. For a project to be eligible the sub-recipient must be an (un)incorporated city (or town) of at least 30,000 people. If the sub-recipient is a county or special purpose district, the project must be serving a city or town of 30,000 or more people. The park or recreation area and the disadvantaged community(ies) must all be within the city or town.

ELIGIBLE COMMUNITIES IN U.S. TERRITORIES: An exception for using CEJST for the purpose of identifying disadvantaged communities *within the U.S. territories* went into effect December 1, 2023. This information can be found in Section A, ORLP Objectives and Goals, of the funding opportunity.

3. Past ORLP Award Selections

Provided below is a link to a document outlining previous ORLP award selections between FY2014–FY2022. Note that while some projects were invited by NPS to submit a full application for determination of funding award, 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.

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Link to ORLP Awards FY14-FY22: https://drive.google.com/file/d/1OdOLENWOCyWUbu80bKItOgrfTunTHE4S/view?usp=sharing

4. Project Eligibility Checklist

This section provides a checklist of all requirements 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? Is there deliverable data on this public engagement? (e.g., public notification of planning, formal public meetings, hearings, participation processes, community surveys, etc.)

   ☐ For development projects: Do you have a preliminary 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.

   ☐ Has this park/site received additional ORLP funds to cover cost increases of a previous ORLP grant project? If so, the project is ineligible to reapply.

   ☐ Does the site/park have a privately held easement on the property? If yes, this site/park is not eligible.

2. **ORLP PROGRAM ELIGIBILITY REQUIREMENTS:**

☐ The site is located within an (un)incorporated city or town having a population of 30,000 or more, based on the 2020 Census, *and*

☐ The site is located within a community (Census tract) that is determined to be disadvantaged per the CEJST (includes tract of project site and community(ies) served). Unless otherwise specified per the requirements for territories.

☐ Have you secured the required 1:1 non-federal match for your project? OR do you have clear commitments for match that will be secured by the award date?

☐ 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?

– Round 7 anticipated start date can be as soon as February 1, 2026, depending on when the final application is submitted to NPS.

☐ Can the project be completed within the 2-to-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 have green and blue spaces, and tree cover help to cool the air, reduce pollution, and have positive effects on mental and physical health? (Nature-based park projects will earn a 5-point bonus. Nature-based projects are those where nature is a major element of, or strongly supports, the proposed recreational activity.)

☐ Does the project have additional benefits that may help it stand apart from other projects? Examples include (but are not limited to) projects that:

☐ Expand public-private partnerships to leverage matching share resources (e.g. money or donated lands, supplies or services)

☐ Provide economic benefits to the local community (e.g. short or long-term jobs or stimulation to local business near the park)

☐ Use sustainable design/materials

☐ Include site features that consider the needs of all demographics

☐ Involve the redevelopment of a blighted or distressed property

☐ Does the project demonstrate a high degree of effort or initiative to engage residents of the disadvantaged neighborhood(s) in the project's development?

☐ Does the project demonstrate significant collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups?

☐ Does the project have strong initiatives, policies, incentives, etc., to protect the area from gentrification? If not, are you able to develop these, or create a plan to develop these, prior to the application deadline?

4. **OTHER ORLP PROJECT CONSIDERATIONS**

☐ The Project Sponsor is committed to ensuring the in-perpetuity 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 recreation area (i.e., its borders don't include other areas of the park) and is self-sustaining (i.e., it does not rely on adjoining park area for access, utilities, support facilities, etc.). Refer to section A of the NOFO, page 7 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, and reach out to the NPS program contacts for more clarification.

☐ 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. **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 submission of your application 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

6. **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 use in perpetuity?

☐ 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?

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? If not, are you able to explain the basis for the value estimate if an appraisal has not yet been performed? Please note, if invited to submit a full application Project Sponsors will be expected to receive a yellow book appraisal prior to submission of the full application.

☐ 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.

5. 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 for 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.

Notes:

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

******The overall application may not exceed 40 pages, excluding letters of support.***

Project Title							
ORLP Grant Release Date	11/7/2023	**State Due Date**	[TBD]	**NPS Due Date**	4/30/2024		

ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
Registrations						
SAM.gov Registration	State & Project Sponsor			☐		
Grants.gov Registration	State & Project Sponsor			☐		
Forms						
1. SF-424, Application for Federal Assistance	Project Sponsor & State			☐		☐

ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
2. SF-424C, Budget Information – Construction	Project Sponsor & State			☐		☐
3. SF-429 and SF-429B, Real Property Status Report (for acquisition projects only)	Project Sponsor & State			☐		☐
4. SF-424D, Assurances for Construction Programs	Project Sponsor & State			☐		☐
5. SF-LLL – Disclosure of Lobby Activities	Project Sponsor & State			☐		☐
6. SF – Project Abstract Summary	Project Sponsor & State			☐		☐
Narratives						
7. Project Narrative template under "Related Documents" Tab on grants.gov (10 pg. max, 12pt font)	Project Sponsor			☐		☐
7a. Data Sheet (1 pg. max)				☐		☐
7b. Project Overview (2 pg. max)				☐		☐
7c. Criterion 1 – Project Merit				☐		☐
7d. Criterion 2 – Technical Excellence				☐		☐
8. Budget Narrative template under "Related Documents" Tab on grants.gov (5 pg. max, incl. tables)	Project Sponsor			☐		☐
9. Project Timeline (1 pg. max)	Project Sponsor			☐		☐
Attachments						

ORLP Proposal Component	Person(s) Responsible	Draft Due Date	State Deadline	Done (✓)	NPS Deadline	Done (✓)
10. Project Images Form template under "Related Documents" Tab on grants.gov	Project Sponsor			☐		☐
11a. Map (or Aerial Photo) Delineating Project Area and Proposed Boundary	Project Sponsor			☐		☐
11b. Plan or Sketch of Planned Site Features	Project Sponsor			☐		☐
12. Letters of Commitment of Secured Contributions / Matching Share	Project Sponsor			☐		☐
13. General Letters of Support (Optional) – all letters, including those from Congress, must be addressed to the Project Sponsor	Project Sponsor			☐		☐
14. Feasibility Report (if available)	Project Sponsor			☐		☐
15. SHPO Determination of Effect Letter (if available)	Project Sponsor			☐		☐
16. Confirmation of IPaC Report Submission to USFWS	Project Sponsor			☐		☐

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

- Notice of Funding Opportunity: https://www.grants.gov/search-results-detail/350903
- SF 424 Repository: https://www.grants.gov/forms/forms-repository/sf-424-individual-family
- Post Award Reporting Forms: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms

6. Key ORLP Application Elements
6.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 1–2 as detailed in the NOFO in Sections E1 (pg. 19–21). A project narrative template is located under the ORLP funding opportunity on grants.gov. 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:

1. ☐ Project Data Page (*1-page limit*)
2. ☐ Project Overview (*2-page limit*)
3. ☐ Responses to Project Criteria 1 and 2

1. PROJECT DATA PAGE (*1-page limit*)

☐ State and Project Sponsor Name and contact info:

☐ Name of Park/Property

☐ Project Title

☐ Name of Property Title Holder

☐ Project Property Address/Location

☐ 2020 Census City/Town Population (must be over 30,000)

☐ Census tract numbers of project site and community(ies) served—all tracts must be located within a Census tract that is determined to be disadvantaged per the CEJST.

> ☐ (NPS recommends applicants maintain a screen shot of each tract's "disadvantaged" determination as Census data within the [CEJST](#) may change prior to NPS review of application and proof of previous data may be needed).

☐ 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.

☐ Brief statement (aka Project Summary) providing a "publicity blurb" about the project. (250 words or less.)

2. 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 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.

☐ 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.

Combination Projects:

☐ Provide information requested under all "All Projects", "Development Only" and "Acquisition Only".

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

NPS will evaluate and consider only those applications that separately address each of the merit review criteria in the Project Narrative application requirement. Each applicant is required to provide information required by the Criteria as detailed in Section E-Application Review Criteria. Criteria information regarding the budget may be included in the Budget Narrative.

Please refer to the NOFO for more detailed instructions on each criterion—this is only intended to be a checklist and does not cover all the details of the NOFO.

CRITERION 1: Project Merit (Maximum Points: 50)

This criterion assesses the quality of the proposed project in addressing the lack of outdoor recreation in, and wants and needs of, the target urban, disadvantaged community(ies). A five-point bonus will be awarded to nature-based projects (projects where nature is a major element of, or strongly supports, the proposed recreational activity). Otherwise, projects will be scored based on their ability to meet or surpass all of the following priorities:

☐ Demonstrating a high degree of effort or initiative to engage residents of the disadvantaged neighborhood(s) in the project's development.

☐ Demonstrating significant collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups.

☐ Having strong initiatives, policies, incentives, etc., to protect the area from gentrification (for more insight, see the National Recreation and Parks Associations' paper Greening Without Gentrification).

Applicants must provide the following information under this section:

☐ State if the project is, or is not, a nature-based park, and if so, provide a description of the natural elements and how these elements support the proposed recreation.

☐ Describe any additional relevant benefits to the disadvantaged community, beyond being nature-based, that the project will provide, such as transforming a previous brownfield, involving of new or non-traditional partners, reaching new user groups, etc.

☐ Describe the process that led to the development of this proposal. Focus on the efforts made to engage the disadvantaged community(ies) served, 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 initiatives and/or strategies that are in place to substantially limit gentrification of the project area.

CRITERION 2: Technical Excellence (Maximum Points: 50)

This criterion measures the project's conformance with LWCF requirements and its likelihood to be successful. Projects will be scored based on their ability to meet or surpass all of the following priorities:

☐ Directly aligning with at least one goal or need that is clearly identified in the State Comprehensive Outdoor Recreation Plan (SCORP), particularly any that are specific to urban or disadvantaged areas within the state or the area in which the project is located,

☐ Breaking ground within one year after award of a grant and be complete and open to the public within 2 to 3 years,

☐ Having a justified, reasonable, allowable, and allocable detailed budget estimate that includes all information requested in Section D under "Detailed Budget Narrative", and

☐ Being managed by a qualified, experienced team with federal grant awards and construction project experience, as well as having qualified entities to maintain the site long-term, both physically and financially.

Applicants must provide the following information under this section:

☐ SCORP and any other relevant city, regional or stated plan goals or initiatives the project directly supports. State specifically, how the project supports each plan's priority or initiative (provide the plan title and date).

☐ 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 the status of planning referencing the milestones and measures in the timeline.

☐ Describe the non-recreational features within the project boundary such as leases or easements.

☐ Describe the basis/justification for the proposed budget estimates and identify who developed the budget estimates.

☐ Describe the qualifications of the parties responsible for managing the project, the grant, and long-term management and maintenance of the site (physically and financially).

6.B. 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 must clearly identify all estimated project costs. A budget narrative template is located under the ORLP funding opportunity on grants.gov. Please refer to the NOFO for further budget questions. More detailed instructions in Sections D (pg. 14)—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*)

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 sub-recipients. 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 this announcement). Cost categories should be organized under, and roll up to, the major budget object classes included on the SF424A or SF424C.

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. Note that the ORLP funded portion of the project must result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

A detailed budget must:

☐ Include a *detailed* budget breakdown of proposed project costs.

- – Detailed budgets should include the quantity of each budget item, units of measurement (e.g. Square Feet, Linear Feet, Cubic Feet, Each, etc.) of each budget item, the cost of each budget item per unit, and the total cost of that budget line.
  - – For example, if a total budget cost is over $25,000, see if it can be broken down further into components. Do not 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.

☐ Indicate the amount of each cost that will be covered by the federal share versus matching share.

☐ List all agencies, organizations or other entities providing matching share and describe the type of contributions (e.g., cash or in-kind donations). *A letter from each secured matching-share contributor must be included in a letter confirming the commitment of match (includes match from project sponsor.)*

☐ State the value and type (cash, donation of equipment etc.) of each matching share contribution.

☐ State that the matching share contribution is secure or firmly committed at the time of application.

☐ Include direct costs for compliance activities, including tribal monitoring, if anticipated. No additional federal fund will be provided if requested after application submission.

☐ Provide a description of the methodology used to determine the amount of any contingency costs included.

☐ Identify who developed the estimated budget and on the basis for the estimates.

☐ Budget adheres to guidance on restricted and ineligible costs in Section D6 of the funding opportunity.

- – ORLP projects are limited to using a maximum of 25% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as title research and appraisals). (See "Program Funding Restrictions" under Section D6 for detailed explanation and additional restricted costs.)

6.C. PROJECT TIMELINE CHECKLIST

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. During the City Parks Alliance's technical assistance webinar with the National Park Service, NPS staff shared a sample Project Timeline. See pages 32–34 of the slide deck and minutes 46:00–48:55 in the webinar recording.

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.

– Timelines should include SMART objectives, project milestones, and performance measures. SMART goals are:

o S – Specific

o M – Measurable

o A – Attainable

o R & T – Relevant and Time-bound/ Milestones

6.D. PROJECT MAPS CHECKLIST

There are two required maps (at minimum) that must be included in the application. During the City Parks Alliance's technical assistance webinar with the National Park Service, NPS staff shared tips for creating a strong map. See pages 36–37 of the slidedeck and minutes 50:20–52:20 in the webinar recording.

Required maps include:

☐ **Map (or Aerial Photo) Delineating Project Area and Proposed Boundary.** This map must clearly indicate:

☐ The area to be acquired and/or developed;

☐ The proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions of the LWCF Act (if different from the area to be acquired and/or developed);

☐ The location of all known outstanding rights and interests in the area held by others (i.e. easements, rights-of-way, above ground/ underground utilities, etc.);

☐ Total acres within the boundary(ies); and

☐ A north arrow.

– **It is helpful to have:**

☐ A map legend and/or labels to identify existing features, where the public will access the site, easements, etc.

☐ A call-out box that shows the location of the project within the region/state

☐ **Plan or Sketch of Planned Site Features.** This plan or sketch of planned site features must clearly identify:

☐ The location of all planned recreational improvements (with a map legend and/or labels)

☐ The location of other features such as where the public will access the site, parking, etc. (with a map legend and/or labels)

– **Each of these items should be easily identified in both the project narrative and budget.**

o If recreational improvements are not easily identifiable in the budget, it is helpful to identify and label on the map where specific materials will be utilized (with a secondary legend and/or labels)

7. Important Links and Resources

NAME OF RESOURCE

1. ORLP Program Notice of Funding Opportunity:

- Application Checklist
- Project Narrative Template
- Budget Narrative Template
- Common Ineligible Costs
- Project Images Template
- SF-429B and Cover

2. Council on Environmental Quality's (CEQ) Climate and Economic Justice Screening Tool (CEJST)

3. 2020 Census (Un)Incorporated City and Town Population Totals

4. National Park Service ORLP Program Website

5. LWCF State Assistance Program Manual

6. All Past ORLP Award Selections (with descriptions for each project)

7. SF-424 Family of forms:

- SF-424, Application for Federal Assistance
- SF-424C, Budget Information – Construction
- SF-424D, Assurances for Construction Programs
- SF, Project Abstract Summary

8. Federal forms for post-award reporting:

- SF-LLL, Disclosure of Lobbying Activities
- SF-429, Real Property Status Report

9. Statewide Comprehensive Outdoor Recreation Plan Resources and SCORP Library

10. Report: Parks and an Equitable Recovery (TPL)

11. Report: The Power of Parks to Address Climate Change (TPL)

12. Report: The Toolkit for Health, Arts, Parks and Equity (TPL)

13. Report: Park Benefits Infographic (CPA)

14. Report: Economic Impact Report (NRPA)

15. Report: Greening Without Gentrification (NRPA)

16. Examples of state, regional, and local plans to reference in your application (in addition to the SCORP)

- City Parks and Recreation Master Plan
- County Health Improvement Plan
- City Comprehensive Plan
- County Park Master Plan
- State Climate Resilience Strategy
- Regional Coastal Resilience Plan

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