

**Land and Water Conservation Fund State and Local Assistance Program  
FY 2016 Outdoor Recreation Legacy Partnership Program  
Funding Opportunity Announcement**

**Summary Information**

- **Federal Awarding Agency Name:** State and Local Assistance Division, National Park Service, U.S. Department of the Interior
- **Funding Opportunity Title:** FY2016 Outdoor Recreation Legacy Partnership Program
- **Announcement Type:** Initial
- **Funding Opportunity Number:** P16AS00065
- **Catalog of Federal Domestic Assistance Number:** 15.916, Outdoor Recreation Acquisition, Development, and Planning

For the purposes of the competition, project proposals will be reviewed and evaluated based on pre-applications. The pre-application must include all five Required Elements, listed in a. through e. below. *Applications submitted without all of the required elements will automatically be rejected without consideration.* Project proposals will be scored and ranked on a national basis based on an evaluation of how the project meets the review and selection criteria for the competition and the general requirements of the LWCF Act. Therefore it is critical that applicants follow the outline provided below for the narratives to ensure each criterion is addressed. Supplemental Elements, also described below, are not required at this time but will be required with the final application if the project is selected. However, submitting one or more Supplemental Elements with the pre-application may help substantiate the project's "readiness." The Required Elements are designed to ensure a minimum level of necessary information is provided by the applicants to ensure each project can receive a comparable review.

Project sponsors should note that the pre-application does not include important documentation needed to substantiate the project's compliance with environmental and historic/cultural resources laws (i.e., NEPA, NHPA), and that such documentation will be required if the project is selected. Further, selection of the project could be withdrawn if development of these documents reveals a previously unknown issue that materially affects the project's eligibility or feasibility of completion. If this occurs, the NPS will move to the next project on the ranked list.

**Required Elements**

- a. Letter of recommendation from the State

The State lead agency should highlight why and how the project rose to the top through the State's Open Project Selection Process, including concurring with or supplementing the explanation for how the project helps implement the State's SCORP.

- b. Standard forms for federal grant applications, including the Application for Federal Assistance (SF-424) and Budget Information for Construction Programs (SF-424C)

c. Project narrative (target length: 10 pages)

This narrative provides the sponsor the opportunity to describe the purpose of their project and how it meets the objectives of the competition; intended outcomes of the project; and expected benefits (short and long term) and other impacts in terms of improving recreation opportunities that meet an identified recreational deficiency or need for a neighborhood or community. Project sponsors are encouraged to review the descriptions of the 9 (nine) evaluation criteria outlined in Section E to understand how projects will be evaluated and scored. We recommend that the narrative be generally outlined in the order of the criteria (headers are provided below) to ensure that the project (and budget) narratives directly address each criteria.

*Project Overview:*

For acquisition projects: provide a street address sufficient to provide at least a general location for the property, a description of the property, and an explanation of the need for its acquisition. Explain whether the acquisition would create a new public park or recreation area or is to expand an existing site. Describe and quantify the types of resources and features on the property (e.g., 50 acres of forested area, 2,000 feet of waterfront, scenic views, vacant lot, special habitats, unique or special features, recreation amenities, historic/cultural resources) as well as any constraints (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.). Describe the plans for developing the property for recreation purposes after acquisition and the timeframe, including when the site is expected to be open and accessible for public use. Describe the current status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.

For development projects: provide a street address sufficient to provide at least a general location for the property, a description of 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. Describe and quantify the types of resources and features available on the site as well as any constraints. Describe the current status of planning for the development and the timeframe for completing the project, including when the site will be open (or reopened) and accessible for public use.

For projects that will comprise acquisition and development (including projects where the land acquisition is being used as in-kind match) provide a narrative that combines the elements above.

*Improving physical and recreational access and addressing recreational deficiencies:*

Describe how the proposed project will create or significantly improve access to close-to-home park and recreation opportunities by expanding the quantity or quality of parks or other outdoor recreation areas. This can be through either: creating a new park/outdoor recreational area or significantly enhancing the quality of an existing park/outdoor recreation area by replacing or upgrading infrastructure to be able to provide high priority recreation services. Describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a

result of the acquisition and/or development. Describe how the project meets an identified recreational need or deficiency.

*Improving recreation service to priority target groups for this competition:*

Describe the activities and uses planned for the project site after acquisition and/or development. Describe who will benefit from the project, particularly with respect to the groups targeted by this competition (minorities, youth, and/or low to moderate income individuals or families) and for whom serious recreation deficiencies exist.

Sponsors are encouraged to include available data/statistics about the local populations to be served by the park/recreation area in the response. Census-defined minorities are African-Americans, Hispanics, American Indians, Asians, Eskimos, Aleuts, and Pacific Islanders.

*Project Engagement and Participation:*

Describe the process that led to the development of this proposal. In particular, focus on efforts to engage the public, especially the local community that will be served by the park, and their participation in the project as well as that of other interested/affected entities. Describe any partnerships or other collaborative efforts, such as with neighborhood groups, community organizations, or private entities that have helped facilitate the project. Also, describe or provide evidence of local support for the project, particularly from local residents.

Supporting details could include how the public was notified of and provided opportunity to be involved in planning for and development of the project proposal; who has been involved (including local, state, and federal agency professionals; subject matter experts; and private organizations) and how were they able to help develop or review the proposal; and formal public participation processes such as meetings, hearings, and comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments.

*Innovation and Transformative Attributes:*

Describe the extent to which the project encompasses or exhibits innovation, especially in ways that can be transformative for the neighborhood(s) and community in terms of revitalization. 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.

*Project's Alignment with SCORP and other applicable plans:*

Describe how the project will advance, implement, or meet a priority need and/or goal of the applicable state's SCORP and other relevant park and recreation planning documents. 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 plans, economic development plans, open space plans, etc.; and/or benefitting other initiatives and programs.

*Project Readiness:*

Describe the status of the planning for the grant project and its readiness to be implemented. Provide a narrative description of the timeline for the planned scope of work and a proposed period of performance, including providing dates for discrete benchmarks of significant work elements that will support the grant project's implementation to completion.

Describe the current use (if any) or disposition of the property targeted for the project. 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.

*Applicant and Partner Capacity:*

Describe the project sponsor's experience in completing other similar park and recreation projects. If partners are or will be involved in the grant project's implementation, their role(s) should also be described. Describe who holds or will hold title to the property and how the park or recreation area will be managed and maintained to assure permanent use for public outdoor recreation. Describe the funding resources available to support the operation and maintenance. If partners will be involved with long-term management of the property, this should be described. Also describe the project sponsor's or partner's past experience, if any, with managing grant funds, particularly LWCF or other federal awards.

- d. Budget narrative (target length: 3-4 pages, including tables)

*Viability and reasonableness of the project's budget:*

This section should explain how the requested LWCF assistance will be used and how the match requirement will be met, including any costs proposed for overmatch. Break down, describe, and justify the proposed project costs that correspond to the details of the work activities outlined in the project narrative. Project sponsors are encouraged to provide budget information in both narrative and tabular forms to ensure sufficient detail so the budget can be clearly understood, particularly in terms of what costs are proposed for reimbursement by the LWCF ORLP grant and what costs will be used to satisfy the 1:1 match.

Project sponsors are encouraged to review Chapters 3 and 5 of the [LWCF Manual](#) to ensure understanding about eligible costs. Of note: Land acquisition costs should be based on appraised value or other estimate of fair market value. Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses or as match. On the development side, for this competition, project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 5% (administration) and 10% (design/engineering and contingencies) of the total budget, respectively. If indirect costs are planned (by the State lead agency) this should be reflected in the budget.

Match contributions can consist of cash, land donation, and in-kind contributions of supplies or services needed to implement the project. Describe the availability or firmness of commitments for funds to meet the 1:1 match and for the full amount of funds needed to complete the project, including any match commitment(s) that exceed the 1:1 requirement. Note that, at a minimum, sufficient funding to meet the 1:1 match requirement must be in hand or firmly committed. If the project match exceeds the 1:1 requirement, indicate how the additional funds/in-kind contributions will be used. Overmatch costs needn't necessarily be eligible for LWCF but more weight will be given for leveraging if they are. Project sponsors should also ensure costs are reasonable and that it's clear why they are being included in the project budget.

As noted in Section C.2, other federal resources may not be used as a match for the LWCF grant unless such treatment is specifically authorized the source's enabling legislation. Project sponsors should be prepared to show supporting documentation if requested. Due to the increase in the ceiling for the LWCF-ORLP request for this competition round, project sponsors will not be permitted to also include LWCF formula funding in the project budget.

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 to review and score a budget when it's not clear how the grant funds will fit in, and project sponsors risk having the requested federal share reduced if it appears ineligible costs will be charged to the grant or 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.

#### *Partner Support and Leveraging:*

Describe the how project is or will be supported by partnerships with the public, private, and/or non-profit sectors specifically through contributions of money, land, supplies, services, etc. In addition to the types of contributions and amounts, be sure to describe the source(s) of the contributions proposed for the match, particularly if they are from non-public partners in the project, and whether they are already available or still being secured.

If applicable, describe how and to what extent the LWCF ORLP grant will play a role in leveraging funding for the project from non-federal public, private, and/or non-profit resources, and if they allow the project budget to exceed the 1:1 match requirement. Projects that leverage the LWCF ORLP grant funds beyond the 1:1 match will be favored, but more points will be awarded when the leverage is comprised of LWCF-eligible costs directly related to the acquisition or construction work versus other kinds of costs that support the project in a larger sense but aren't necessarily needed to support the acquisition or development.

#### e. Project Location and Site Maps/Plans

The pre-application should include: 1) a neighborhood/community map showing the location of the project and any other existing recreation resources in the vicinity of the project site; 2) a map or aerial photo clearly delineating the specific project site to be acquired and/or developed, including the proposed boundary of the area that would be subject to the anti-conversion provisions of 54 USC 200305(f)(3), and 3) a plan or sketch of the site that depicts the likely

location of planned recreational improvements and other features such as where the public will access the site, parking, etc.

### Supplemental Elements

Letters of support: These are not required but may be helpful in terms of substantiating public support for the project, evidence of partnerships, etc. To ensure such letters are considered by the merit panel, *submit them with the application*. Letters sent separately to the NPS are discouraged because they are unlikely to be received in time. Letters arriving after the pre-application deadline will not be provided to the panel.