

Applicant's To-Do List

Outdoor Recreation Legacy Partnership Program

This to-do list is designed to help you prepare and submit a grant application for the Land and Water Conservation Fund (LWCF) Outdoor Recreation Legacy Partnership Program.

Grants may be used for the acquisition and development of public outdoor recreation areas and facilities consistent with the purposes of the LWCF. The program is targeting projects located within or serving jurisdictions having populations of 50,000 or more people (2010 Census) and consisting of densely settled territory. Projects should also be located in or directly accessible to neighborhoods or communities that are underserved in terms of parks and recreation resources, and where there are significant populations of people who are economically disadvantaged.

The minimum grant request is \$250,000 and the maximum is \$720,323.

You must submit the information required through [PRISM Online](#), our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

- ❑ **Eligible Applicants:** cities and towns, counties, federally-recognized Indian tribes, park and recreation districts, state agencies, and certain other special purpose districts such as port and public utility districts if legally authorized to acquire and develop public open space, habitat, or recreation facilities.

Further, for a project to be eligible the applicant must:

- Represent a city jurisdiction of at least 50,000 people, AND
- Be named as one of the 497 urbanized areas delineated by the Census Bureau OR be a jurisdiction that lies geographically within one of the delineated urbanized areas. A list of the 497 urbanized areas was published in the Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669). The Census Bureau has published [maps delineating each urbanized area](#), which can be found online.
- If the project sponsor is a state agency or a county, the project must serve one or more of the urbanized area jurisdictions as described above.

- ❑ **Eligible Project Location:** within or serving jurisdictions delineated by the Census Bureau from the 2010 Census as “urbanized areas,” that is, areas with populations of 50,000 or more people consisting of densely settled territory. There are a few limited exceptions for urbanized areas that generally comprise two jurisdictions but where neither has 50,000 people by itself (contact RCO).
- ❑ **Program Goal:** To fund projects that are in or are directly accessible to neighborhoods or communities that are underserved in terms of parks and recreation resources and where there are significant populations of people who are economically disadvantaged. For the purposes of this competition, “underserved communities” should be considered as those with an of the following:
 - (1) No existing parks.
 - (2) Some parks but not enough to support the size of the population or otherwise satisfy existing recreational demand.
 - (3) Some existing parks (potentially even an adequate number of parks) that are so deteriorated/obsolete or underdeveloped that redevelopment or rehabilitation would increase significantly the number of people who could be served and/or increase significantly the types of recreational opportunities that would be provided (in a way that could be equated to the impact of a new park).
- ❑ If you are a first-time applicant to RCO, submit a legal opinion to establish eligibility.
- ❑ Each applicant must have had a comprehensive recreation plan adopted **by March 1, 2018**. See [Manual 2, Planning Policies and Guidelines](#) and [RCO Planning Requirements](#). There is a list on this page of organizations with current plans on file.

Step 2: Applicant Reviews Materials

Review the appropriate Recreation and Conservation Funding Board manuals for this grant category:

- ❑ [Manual 15, Land and Water Conservation Fund](#).
 - The basic rules about eligible project types and costs in Manual 15 apply, but note that the Outdoor Recreation Legacy Partnership Program has a few significant differences, including program goals, deadlines, grant limits, evaluation process (written), and project location requirements.
- ❑ [Manual 3, Acquisition Projects](#)
- ❑ [Manual 4, Development Projects](#)

Step 3: Preliminary Application Information Due by June 26, 2018

PRISM Online Application

To begin, go to [PRISM Online](#) to access the Application Wizard and select “Get Started/Start New Application.” You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

You must complete all screens in the following sections in the PRISM Online application by June 26, 2018:

- Project details
- Metrics
- Costs
- Application questions
- Project permits
- Attachments:
 - At least one photograph (in .jpg format)
 - At least one regional location map (see details below)

NOTE: You do not need to include any other attachments at this time, and you will not be submitting your application at this time.

Step 4: Applicant Submits an Application by July 17, 2018

PRISM Data Fields

Log into PRISM Online, open your application, and make any revisions necessary. Use the “Check Application for Errors” button on the Submit Screen to make sure you have completed everything.

PRISM Attachments

There is an Attachments Screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and development, you must attach the documents required for both project types.

For projects to be evaluated, scored, and ranked for funding consideration, applicants must follow the requirements in the latest federal *Notice of Funding Opportunity (NOFO)*. This outlines the eligibility requirements, required documents and specifies the format and page limits for each. NOTE: You must submit your application through PRISM; RCO then will submit your application in grants.gov on your behalf.

- ❑ **[Authorizing Resolution/Application Authorization](#)** (due by the technical completion deadline) shows the application is supported by the elected council or commission, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- ❑ **Budget Narrative** (maximum 5 pages, including tables). The project budget should break down, describe, and justify the proposed costs, which should clearly 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. *Refer to the federal NOFO for specific requirements.*
- ❑ **Control and Tenure Documentation** (development projects only). Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects*, for additional details about control and tenure.
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing his/her property. There are several options to meet this requirement: see "Application Requirements" in Section 3 of *Manual 3, Acquisition Projects*.
- ❑ **Map: Area of Potential Effect** shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township, and range. For most projects a topographic base map is most appropriate, though in densely populated urban settings an aerial base map can be used.
- ❑ **Map: Boundary Map-Draft** shows the park area you propose to acquire or develop that will be covered by federal protections as outlined in the provisions of 54 USC 200305(f)(3). For detailed map requirements, see Boundary Map under the "Protection of Federal Investments and Ongoing Stewardship" heading in Section 2 of *Manual 15*.
- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc.

- ❑ **Map: Population Proximity.** Depict on a map 1) your project boundary, and 2) the nearest city or town limits or urban growth area boundary. If your project is not within the city/town limits or urban growth boundary, draw a straight line, measure and record on the map the shortest distance in miles “as the crow flies” between 1 and 2 above. Include a scale and legend on the map for reference.
- ❑ **Map: Regional Location.** A neighborhood/community map showing the location of the project and any existing recreation resources in the vicinity of the project site. *Refer to the federal NOFO for specific requirements.*
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. The photograph should be of the project site and should best characterize your project. A current ground shot or aerial view would be appropriate.
- ❑ **Project Narrative** (maximum 10 pages). This narrative give you the opportunity to describe the purpose of your 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. *Refer to the federal NOFO for specific requirements, questions and guidance.*
- ❑ [**RCO Fiscal Data Collection Sheet.**](#)
- ❑ **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development Site Plan** (development projects only) shows the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, design development, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support submitted with the application will be made available for federal merit panel (evaluator) review.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 5: Technical Review in July 2018

The state’s the LWCF advisory committee, and RCO and National Park Service staff, reviews the application for eligibility, completeness, and clarity and then returns the application with feedback, questions, or suggested changes.

Step 6: Re-Submit Application by Technical Completion Deadline August 17, 2018

- Address issues raised during technical review and make modifications, if needed.
- Attach an [Authorizing Resolution/Application Authorization](#) that shows the application is supported by the political, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- Complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or your application will be deemed ineligible.

Step 7: State Ranking in August 2018

Each state may submit only three proposals to the National Park Service for national competition. If RCO receives more than three proposals, the LWCF advisory committee will rank the projects. RCO's director will approve the three proposals to be sent to the National Park Service for national competition.

Step 8: National Evaluation/Ranking–Winter 2018

Once the National Park Service regional office accepts an application, it is sent to federal project reviewers. Projects will be ranked according to the reviewers scores, and a list provided to the director of the National Park Service, who makes the final funding decision.

Step 9: Applicants Submit Pre-Agreement Materials–Spring 2019

- Provide a [Certification of Applicant Match](#) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- If a combination project, you must secure the property at least 1 month before the Recreation and Conservation Funding Board considers approving funding (see *Manual 3*).
- Provide any other requested pre-agreement materials as required by RCO or the National Park Service.

Step 10: National Park Service Awards Grants and RCO Issues Agreements–Fall 2019

- The Recreation and Conservation Funding Board approves the grant awards, contingent on Congressional approval of funding for the program. The earliest grant start date is expected to be October 1, 2019.

- ❑ You submit the following:
 - Copy of issued U.S. Army Corps of Engineers permit, if required for the project.
 - [Proposal Description and Environmental Screening Form](#). See also *Manual 15*.
 - Federal form: [Assurances for Construction Programs](#) (SF 424D).
- ❑ RCO works with you to execute a project agreement before work begins.
- ❑ You review other [RCO policy manuals](#):
 - *Manual 7, Long-Term Obligations*
 - *Manual 8, Reimbursements*
- ❑ Review the Successful Applicant Webinar materials; then complete your project. The period of performance for LWCF grants is typically 1 to 3 years.