

Next Steps

Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program

This document will guide you through the next steps of your Recreation and Conservation Office (RCO) grant application for the Land and Water Conservation Fund (LWCF) Outdoor Recreation Legacy Partnership Program (ORLP).

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.

NOTE: for all documents, forms, and manuals referenced here, go to the [grant Web page](#) and [grant manuals Web page](#).

Step 1: Applicant Submits an Application by May 15, 2020

PRISM Online Application

- Log into PRISM Online, open the application you already started, and make any necessary revisions. Use the "Check Application for Errors" button on the "Submit" screen to make sure everything has been completed.

Note that the minimum grant request was increased to \$300,000 and the maximum was increased to \$960,430.

Required 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.

In accepting federal funds, applicants must comply with all applicable federal laws, regulations, and policies. If a project is selected for award, applicants must provide evidence of compliance with the National Environmental Policy Act (NEPA), the Endangered Species Act (ESA), the

National Historic Preservation Act (NHPA), and other federal laws as part of the post-award approval process

- ❑ **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 the applicant's organization. Applicants must adopt the text verbatim even if they choose to use their own formats.
- ❑ **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.
- ❑ **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 the 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** showing the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information, project name and number, and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map—one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.
- ❑ **Map: Boundary Map-Draft** shows the park area you propose to acquire or develop, as well as the proposed boundary of the larger park/recreation area that would be subject to the protection 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*. See also the [In Perpetuity Requirement](#) at the end of this document.
- ❑ **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. Include the county parcel numbers on the map.

- ❑ **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.
- ❑ **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. *Project sponsors are encouraged to review the descriptions of the 9 (nine) evaluation criteria 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 criterion. See the Detailed Instructions at the end of this document.*
 - RCO has developed and interactive [mapping tool](#) may help you respond to some of the evaluation criteria in demonstrating need.
- ❑ **RCO Fiscal Data Collection Sheet.**
- ❑ **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of *the 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.*
- ❑ **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 Period is May 18-June 1, 2020

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 June 22, 2020

- 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 June 15-22, 2020 Not Applicable in 2020**~~

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

Step 8: National Evaluation/Ranking–Winter 2020-2021

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 2021

- 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–Spring-Summer 2021

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 April 1, 2021.

Applicant submits the following:

- Copy of issued U.S. Army Corps of Engineers permit, if required for the project.
- National Park Service Proposal Description and Environmental Screening Form. See also Manual 15.
- Federal form: [Assurances for Construction Programs](#) (SF 424D).

RCO works with applicant to execute a project agreement before work begins.

Applicant reviews other RCO policy manuals:

- *Manual 7: Long-Term Obligations*
- *Manual 8: Reimbursements*

Applicant reviews the Successful Applicant Workshop materials, then completes the project.

Detailed Instructions for Project Narrative

Project narrative (maximum length: 10 pages)

Project Overview: Provide a brief overview of the project proposal describing the general location and communities to benefit from project activities, type of project (acquisition, development, and/or renovation), overall scope of work, and any other useful information to summarize the proposal.

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, 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 "combination" projects (comprising both acquisition and development (including projects where the land acquisition is being used as in-kind match)): provide an overview that combines the acquisition and development elements above.

1) Improving physical and recreational access and addressing recreational deficiencies (20 points):

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. Describe the activities and uses planned for the project site after acquisition and/or development. Last, describe the anticipated increase in the number of people recreating as a result of the project and how this impact was determined.

2) Improving recreation service to economically-disadvantaged neighborhoods/communities and creating jobs and/or spurring economic development (15 points):

Describe how the group targeted by this competition (low to moderate-income individuals or families for whom serious recreation deficiencies exist), will directly benefit from this project. Sponsors are encouraged to include available data/statistics about the local population to be served by the park/recreation area.

Describe the anticipated economic benefits that could be produced by the project, such as short- and long-term employment opportunities, or how the new or revitalized park could stimulate other improvements in the target neighborhood. For example, development projects would be expected to support short-term construction jobs, as well as potentially permanent additional recreation-based jobs due to new or expanded programming that can be supported as a result of the project. Outside of the park, local businesses could benefit due to new or increased numbers of users.

3) Project Engagement and Participation (15 points):

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 or will help 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; 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.

4) Innovation and Transformative Attributes (10 points):

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.

5) Project's Alignment with SCORP and other applicable plans (5 points):

Describe how the project will advance, implement, or meet a priority recreation need and/or goal of the [state's SCORP](#) and if applicable, 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.

6) Project Readiness (5 points):

Describe the status of the planning for the grant project and its readiness to be implemented, including any site assessment or reviews and clearances initiated or completed. 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 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.

7) Applicant and Partner Capacity (5 points):

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. If applicable, the project sponsor's past experience with managing grant funds, particularly from the LWCF or other federal awards, should be characterized.

8) Viability and reasonableness of the project's budget (10 points):

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 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, 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. Be sure to explain the basis for the value estimate. 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% (each, design/engineering and contingencies) of the total budget, respectively. These must be included in the proposed budget and may not be introduced at the final application stage (if applicable). 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 at the time of application. 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. Project sponsors are not permitted to also seek LWCF formula funding to support the 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.

9) Partner Support and Leveraging (15 points):

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.

In Perpetuity Requirement

All prospective LWCF ORLP grant applicants should be aware that the LWCF Act requires that the any park or other outdoor recreation area that has benefitted from assistance from the LWCF, whether for acquisition or development purposes, and regardless of the amount or extent of assistance, may not be converted to other than public outdoor recreation uses (see Section 5(f) of P.L. 88-578 or [54 U.S.C. 200305\(f\)\(3\)](#)). As a condition of the grant, the NPS requires that language be recorded against the deed of the assisted park/recreation property advising that the property was acquired and/or developed with Federal funds from the LWCF. Further, that the property must be preserved for outdoor recreation uses in perpetuity and cannot be converted to other than public outdoor recreation use without the written approval of the Secretary of the Interior. This approval is contingent upon the conversion being found consistent with the state's SCORP and 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. Before seeking an LWCF grant, project sponsors should carefully consider their ability and willingness to comply with this provision of the law.

The 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 (i.e., its borders do not include other areas of the park), self-sustaining (i.e., it does not rely on adjoining park area for access, utilities, support facilities, etc.) recreation area. The state and the NPS must agree to any boundary that does not comprise the whole park, and the NPS may eliminate from consideration proposals that are not consistent with this policy. We recommend that prospective applicants who wish to propose a project with a boundary that would not include the whole park contact the national program office for a determination on whether the boundary would be accepted, so as not to waste time preparing an application that will not be considered or prevent a more viable application from being put forward by the state.

The [LWCF Grant Assistance Manual](#), v. 69 (October 1, 2008) currently establishes the eligibility, procedural, and programmatic requirements for LWCF grants, including ORLP grants. The Manual can be found at https://www.nps.gov/subjects/lwcf/upload/lwcf_manual.pdf. It outlines the criteria and process for eligible states and territories to develop a SCORP, nominate projects to the NPS, and implement grants for selected projects. ORLP projects must be implemented in accordance with the Manual, as well as the NPS Grant Agreement terms and conditions, and OMB requirements at [2 C.F.R. 200](#).