

Applicant's To-Do List

Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program

Updated September 1, 2022

This to-do list is designed to help an applicant 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 in or abutting an incorporated city or town with a population of 30,000 or more (2020 Census). Projects must provide new or significantly improved recreation opportunities in economically disadvantaged communities.

The minimum grant request is \$300,000 and the maximum is \$9,580,000.

Applicants must submit the information required through [PRISM Online](#), the Recreation and Conservation Office's (RCO) online project data system. These steps will guide an applicant through RCO's application process.

NOTE: for all forms and manuals referenced herein, visit the [LWCF grant page](#) and the [Grant Manuals page](#).

Program Goals

Program Purpose

To provide new or significantly improved recreation opportunities in economically disadvantaged communities, consistent with the purposes and requirements of the LWCF Act and LWCF Manual, and that meet all the following criteria:

- Meet recreation goals identified in, and align with, at least one priority of the State's comprehensive outdoor recreation plan.
- Are in or abut an incorporated city or town with a population of 30,000 or more.
- Serve the specific needs of a community(ies) that is/are severely lacking in walkable, publicly accessible, outdoor recreation ("park deserts"), and that has a poverty rate of at

least 20 percent or that is at least 10 percent higher than that of the project city, county, and state rates).

For a community to be considered a “park desert,” there must be any of the following:

- No existing parks within a 0.5-mile radius of the community(ies) to be served by the park (not the radius of the proposed park).
- One or two small parks within a 0.5-mile radius of the community(ies) that is/are not large enough to support the size of the population of the service area, or otherwise unable to provide a variety of recreational opportunities.
- One or two existing parks (potentially of adequate size), including the park that is being addressed in this project, that is/are so obsolete or underdeveloped that a major redevelopment or rehabilitation is necessary to be able to significantly increase the number of people or user groups who could be served in a way that would be equivalent to a new park.
- Existing parks that are inaccessible to the target community due to physical barriers such as transportation infrastructure, rivers, etc.

Program Priorities

The competition will prioritize the selection of projects that do all the following:

- Provide new recreational opportunities, particularly those that will increase access to nature’s benefits, such as green spaces, shady areas (via tree cover), and natural landscapes that help cool the air and reduce urban heat island effects, reduce pollution, and have positive effects on mental and physical health.
- Empowered and engaged members of the target community in the project development and design of the plans for the park.
- Create or expand public-private partnerships that leverage matching share resources (e.g., money or donations of land, supplies, or services, etc.).
- Benefit from a high degree of coordination among the public, multiple levels of government, and the private sector.
- Advance goals of, or meet, priority recreation needs identified in numerous local, regional, or state plans and/or initiatives.

Program Limitations

Recipients with an active Outdoor Recreation Legacy Partnership Program grant may apply for one additional grant to supplement the existing active project or another project at the same park. A recipient who has been awarded an Outdoor Recreation Legacy Partnership Program grant for a project at one park also may submit additional applications for Outdoor Recreation Legacy Partnership Program projects at different parks.

Parks that are currently receiving or received an LWCF formula grant that closed in the past 7 years may not apply for an Outdoor Recreation Legacy Partnership Program grant at the same park, even if the scope of the project is different. Additionally, Outdoor Recreation Legacy Partnership Program projects that were awarded and terminated during the grant period may not reapply for funds.

Step 1: Establish 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.

For a project to be eligible, the applicant must be an incorporated city (or town) of at least 30,000 people.

If the applicant 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 must be within, or abutting, the city or town.

- First Time Applicant:** If you are a first-time applicant to RCO, submit a legal opinion to establish eligibility.
- Planning Eligibility:** Make sure the applicant's current recreation plan is on file with RCO. The plan deadline was September 1, 2022. For RCO purposes, the plan is good for 6 years, so the applicant already may have a plan on file establishing eligibility. See *Manual 2: Planning Policies and Guidelines* and [RCO Planning Requirements](#). **If an applicant does not meet the planning eligibility requirement, contact RCO for options.**

Step 2: Review 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: Submit Preliminary Application Materials–October 1, 2022

SecureAccess Washington Account

Before beginning an application, an applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM New User Account Form](#). When using either of these databases for the first time, an applicant must complete a double sign-in.

PRISM Online Application

- ❑ PRISM will open September 12. To start an application, go to [PRISM Online](#) and select “+ New Application.” Follow the prompts to fill out the application. On-screen instructions, tool tips, and links are available throughout the Application Wizard.
- ❑ An applicant must complete all screens in the following sections in the PRISM Online application by October 1, 2022:
 - Project Details
 - Questions
 - Metrics
 - Costs
 - Cultural Resources
 - Project Permits
 - Attachments—at least one photo (in .jpg format)

NOTE: An applicant does not need to include any other attachments at this time and is not submitting the application at this time.

Step 4: Submit an Application-November 1, 2022

PRISM Data Fields

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

PRISM Attachments

There is an Attachments Screen in the PRISM Online application. Attach the documents below before submitting an application. Include the applicant's name, project name, and RCO grant number on each attachment. Maps must include a north arrow, scale bar, 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.

- Application and Revision (A&R) Form.** Use the form available on the [LWCF grant page](#) and follow the instructions. Note that there are a few sections to leave blank because RCO staff will fill them out.
- Assurances for Construction Programs (SF-424D) (required for all project types).
- Authorizing Resolution/Application Authorization**, which will be 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. The applicant must adopt the text of RCO's standard form verbatim even if choosing to use a different format.
- Budget Narrative** (maximum five pages, including tables). Use the form on the [LWCF grant page](#).
- 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, Letter of Intent to Sell Property, Option to Purchase or Purchase and Sale Agreement** (acquisition projects only). The applicant must demonstrate that the landowner is aware of the interest in purchasing the property and that he/she/they are interested in selling. There are several options to meet this

requirement: see "Application Requirements" in Section 3 of *Manual 3: Acquisition Projects*.

- ❑ **Map: Boundary Map-Draft** must clearly indicate the area to be acquired and/or developed, as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions of the LWCF Act ([54 U.S.C. 200305\(f\)\(3\)](#)), all known outstanding rights and interests in the area held by others, total acres within the boundary(ies), and a north arrow. 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" section 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.
- ❑ **Map: Recreation Area Map.** Show the location of the project and identify all existing recreation resources (if any) within a 0.5-mile vicinity of the economically disadvantaged community(ies) that will be served by the project.
- ❑ **Milestones** (1-page limit). Use the milestone worksheet specific to the project type (acquisition and/or development) that is available on the [Post Award Information](#) Web page. The timeline clearly must show all tasks necessary to complete the proposed work including dates for discrete benchmarks of significant work elements. The start date should be no earlier than September 1, 2023, and the timeline must include the date that park/resource will be open to the public.
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. The photograph should be of the project site and should best characterize the project. A current ground shot or aerial view would be appropriate.
- ❑ **Project Narrative** (10-page limit, 12-point font). The Project Narrative consists of a Project Data page, Project Overview, and responses to the Project Review Criteria. The recommended project narrative format is available on the [LWCF grant page](#). For descriptions of project review criterion 1-6, see Section E1 of the Notice of Funding Opportunity, also posted on the grant program page.
- ❑ **Letters of Match Commitment.** If applicable, letters of support documenting secured matching share and clearly stating the amount and type of contribution.
- ❑ [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. Identify the 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. Identify the location of planned recreational improvements and other features such as where the public will access the site, parking, etc. 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.
- ❑ **Visuals.** Use the Project Images for Legacy Program form that is available on the [LWCF grant page](#). Photographs provide context such as current site conditions, the surrounding environment, etc. Use the Projects Visuals Attachment Type when you upload to PRISM.

The following attachment types are not required, but where applicable, applicants also should attach the following:

- ❑ **Existing cultural resource surveys or reports** that have been completed at the park or project site.
- ❑ **Existing environmental studies** that have been completed at the park or project site.
- ❑ **Project Support/Concern Documents.** Letters and other documented expressions of general project support or concern. Note that letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee and federal merit panel (evaluator) review. **All letters should be combined into one PDF and attached to the project in PRISM.**

Note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as the application is started in PRISM, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 5: Technical Review Period-November 1-15, 2022

The LWCF advisory committee, 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 January 6, 2023

- Address issues raised during technical review and make modifications, if needed.
- If not submitted already, attach an **Authorizing Resolution/Application Authorization** that shows the application is supported by the political, board, or executives of the applicant's organization. The text of RCO's standard form must be adopted verbatim even if a different format is used.
- Provide a **Certification of Applicant Match** to show what amounts and sources of match are in hand for the project. Attach this document to the application in PRISM Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- Map: Boundary Map-Final.** Shows the park area the applicant proposes to be covered by federal anti-conversion protections. For detailed map requirements, see Boundary Map in Section 2 of *Manual 15*. This final map must be signed and dated by the applicant and RCO.
- Cultural Resources survey** or other associated work, if required by National Park Service for the project.
- Environmental Assessment** or other associated work, if required by National Park Service for the project.
- Federal Permits.** If required for the project, provide copies of any federal permits not limited to and including the U.S. Army Corps of Engineers permit. If it has been determined that the project does not need a federal permit, provide documentation of that decision including which federal regulator made this determination.
- Complete all revisions and **resubmit** the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 7: Final State Review and Submittal to National Park Service-January 2023

The RCO director will approve the proposals to be sent to the National Park Service for national competition.

NOTE: Only projects that have met all federal permitting, cultural resources, and environmental requirements will be referred to National Park Service for consideration. Check with the RCO grants manager for any questions about readiness to apply for LWCF grants.

Step 8: National Evaluation and Ranking–Spring-Summer 2023

After accepting an application, the National Park Service regional office will send it to federal project reviewers. Projects will be ranked according to the reviewers scores, and a list provided to the National Park Service director, who makes the final funding decision.

Step 9: Submit Pre-Agreement Materials–Summer 2023

- Provide any other requested pre-agreement materials as required by RCO or the National Park Service.

Step 10: National Park Service Awards Grants, RCO Issues Agreements–Fall 2023

RCO approves the grants, contingent on Congressional approval of funding for the program and project selection by the national ranking committee. The earliest grant start date is expected to be September 1, 2023.

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

- The applicant should review the following other [RCO policy manuals](#):
 - *Manual 7: Long-Term Obligations*
 - *Manual 8: Reimbursements*
- Review the Successful Applicant Webinar materials; then complete the project. The period of performance for LWCF grants is typically 2 to 3 years.

In Perpetuity Requirement

The LWCF Act requires that any park or other outdoor recreation area benefitting from assistance from the LWCF, whether for acquisition or development purposes, and regardless of the amount or extent of assistance, not be converted to any use other than public outdoor recreation uses (see [54 U.S.C. 200305\(f\)\(3\)](#)).

Therefore, as a condition of the grant, the National Park Service 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 and that the property must be preserved for outdoor recreation uses in perpetuity and cannot be converted to any use other than public outdoor recreation use without the written approval of the Secretary of the Interior. This approval is 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 comprehensive outdoor recreation plan. Before seeking LWCF grants, project

applicants should carefully consider their ability and willingness to comply with this provision of the law.

The 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 (i.e., its borders do not include other areas of the park) and self-sustaining (i.e., it does not rely on adjoining park area for access, utilities, support facilities, etc.) recreation area. The State and the National Park Service must agree to any boundary that does not comprise the whole park, and the National Park Service may eliminate from consideration proposals that are not consistent with this policy. Applicants who wish to propose a project with a boundary that would not include the whole park are urged to contact the national program office before completing an application for a determination on whether the boundary would be accepted.