

2021 Outdoor Recreation Legacy Partnership Program – P21AS00509

Applicant Guide and Checklist

This document is designed to help you prepare and submit a grant application for the Outdoor Recreation Legacy Partnership Program (ORLP). Refer to the Notice of Funding Opportunity P21AS00509 for a full description of application requirements.

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 \$300,000 and the maximum is \$4,750,000.

You must submit the information required through our online grant system at <https://oprgrants.org>.

Prior to applying, please contact the LWCF Grant Coordinator to verify that your project is eligible:

Nohemi Enciso
(503) 480-9092
nohemi.enciso@oregon.gov

Eligibility, Program Purpose, Priorities and Limitations

Eligible Applicants: local units of government (state political subdivisions such as cities, counties, and special purpose districts such as park districts), federally-recognized Indian Tribes, and state agencies (Oregon Parks and Recreation Department, Department of State Lands, Department of Fish and Wildlife, and Department of Forestry).

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

- Represent a city jurisdiction of at least 50,000 people, AND
- Be situated within or contiguous with the geographic boundary of one of the 497 urbanized areas delineated by the Census Bureau. *A list of the 497 urbanized areas was published in the Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669) and a copy can be found on the [LWCF grant program page](#). The Census Bureau has published maps delineating each urbanized area, which can be found at <https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>*
- If the project sponsor is a state agency or a county, the project must serve an eligible jurisdiction of 50,000 people that is within a designated urbanized area as described above.

Eligible Project Location: within or contiguous with a Census delineated URBAN AREA: a densely populated area with at least 50,000 people.

Program Purpose: The purpose of the LWCF ORLP Program is to provide grants to acquire and/or develop public lands for outdoor recreation purposes consistent with the purposes of the LWCF, but with the further specific goals of funding projects that:

- are located within or serve an Urbanized Area (population of 50,000 or more) as designated by the Census Bureau from the 2010 Census, and
- are located 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” are those with:

- (1) No existing parks.
- (2) Some existing parks but not enough to support the size of the population of the service area or otherwise able to satisfy existing recreational demand; or
- (3) Some existing parks (potentially even an adequate number of parks) that are so deteriorated/obsolete or underdeveloped that a major redevelopment or rehabilitation is necessary 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.

Program Priorities: The competition will prioritize the selection of projects that will directly connect people to outdoor places, and that:

- serve communities that are underserved* in terms of number of parks and other outdoor recreation areas and have significant numbers of individuals who are economically disadvantaged;
- create short-term and/or permanent jobs;
- help stimulate local economic development;
- engage and empower members of the affected community in the development of the project;
- create or expand public-private partnerships;
- benefit from a high degree of coordination among the public, multiple levels of government, and the private sector, to improve recreation opportunities for all; and
- advance goals of, or meet, priority recreation needs identified in the state’s SCORP and other local, regional, state plans and/or initiatives.

Program Limitations:

- Recipients with an active ORLP 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 ORLP grant for a project at one park may also submit additional applications for ORLP projects at different parks.
- Parks that are currently receiving or have recently received LWCF formula grant funds may not apply for an ORLP grant at the same park, even if the scope of the project is different.

Review Materials

The following materials are applicable to this grant application:

- Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program – Notice of Funding Opportunity P21AS00509 (*available on the [LWCF grant program page](#)*)
- Land and Water Conservation Fund [Federal Financial Assistance Manual](#)

Application Checklist: Applications due to OPRD by July 23, 2021

Forms referenced below are available on the [LWCF grant program page](#).
All forms are to be uploaded into the online grant application at <https://oprgrants.org>.

Required Application Elements: Overall application must not exceed 40 pages in total.

- Budget Narrative Form** (5-page limit, including tables). Must include information detailed under “Project Narrative” in this section.
- Control and Tenure Documentation** (Development projects only). This attachment does not count against the 40-page limit. Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements.
- Letters of Support.** Documenting Secured Contributions of Matching Share clearly stating the amount and type of contribution, or Co-Sponsor/Ownership Agreements if project sponsor is not title holder. Please combine all letters into one PDF and attach to the application.
- Map: Boundary Map (or Aerial Photo) Delineating Project Area and Proposed Boundary-Draft.** Must clearly indicate 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, and a north arrow. For detailed map requirements, see [LWCF Boundary Map Requirements](#) section at the end of this document, as well as the [In-Perpetuity Requirement](#) section.
- Map: Recreation Area.** A neighborhood/community map showing the location of the project and identifying all existing recreation resources (if any) within 1-mile vicinity of the project site.
- Photos.** Attach photos that provide context such as current site conditions, the surrounding environment, etc. Use the Project Images form to attach photos.
- Project Narrative Form.** (10-page limit 12-point font). The Project Narrative consists of a Project Data page, Project Overview, and responses to the Project Criteria. The criteria and form are available on the LWCF grant program page.
- Project Timeline.** (1-page limit). The timeline must clearly show all tasks necessary to complete the proposed work including dates for discrete benchmarks of significant work elements. The timeline must include the date that park/resource will be open to the public.
- Site Plan or Sketch of the Site Features.** Identifying 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.

Optional Attachments:

- General Letter(s) of Support.** Letters from Congress must be **addressed to** and submitted by the State Liaison Officer and submitted with the application.

- Letter of Intent to Sell/Purchase/Donate** (Acquisition projects only)

Technical Review and National Evaluation

Applications submitted by the **July 23, 2021** deadline will be reviewed for eligibility and completeness. Ineligible or incomplete applications will not qualify to compete. Staff may return the application with questions or suggested changes. OPRD will only forward those applications that meet the program requirements and objectives.

Once the National Park Service regional office receives the proposal and finds it meets all eligibility requirements, it will be 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.

Anticipated Award Funding and Dates

Anticipated Award Date: April 1, 2022

The National Park Service is targeting April 1, 2022, for the initial selection of projects based on the proposals. Following this selection, project sponsors will work with their state lead agency to prepare a complete and final application. Preparation of the final application includes required reviews of the project under the National Environmental Policy Act and the National Historic Preservation Act. There is not a fixed window for this to happen, but ideally would be within 6 months to a year. For the purposes of the competition, sponsors should use a grant start date of October 1, 2022.

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, regardless of the amount or extent of assistance, may 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 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 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 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 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), 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. 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 prior to completing an application for a determination on whether the boundary would be accepted.

LWCF Boundary Map Requirements

The LWCF boundary area map shall clearly delineate the area to be subject to the provisions of the LWCF Act (54 U.S.C. § 2003). An acceptable LWCF boundary area map is required for all development and combination projects prior to NPS approval, and for acquisition projects, prior to reimbursement. The NPS will contact the State about any needed changes to the map.

The LWCF boundary area subject to the provisions of the LWCF Act must encompass a viable public outdoor recreation area that is capable of being self-supporting without reliance upon adjoining or additional areas not identified in the scope of the project (such as for access, utilities, park support facilities, etc.). Consistent with the intent of the LWCF Act, the Program expectation is the entirety of the park or recreation area being acquired, developed, or expanded will be included within the LWCF boundary area. Exceptions for boundaries that would apply to a lesser area may be considered only when it can be shown the area is self-supporting (as described above). These requests will be reviewed on a case-by-case basis by the NPS LWCF Washington Office prior to award of a grant. Early coordination is strongly recommended. For acquisitions, in no case will the LWCF boundary area be less than that acquired with LWCF assistance.

For multiple purpose projects (see Chapter 3.A.6 in [Federal LWCF Manual](#)), the LWCF provisions will be applied to the entire viable outdoor recreation area regardless of the prorated basis of federal assistance, to include the whole facility unless a lesser area is approved in accordance with the considerations in the prior paragraph.

Prior to final reimbursement for development and combination projects, the State and NPS may mutually agree to alter the LWCF boundary area to provide for the most satisfactory unit intended to be administered under the provisions of the LWCF Act. For acquisition projects, the LWCF provisions are in effect at the time LWCF reimbursement is provided.

No changes may be made to the LWCF boundary after final reimbursement unless the project is amended as a result of an NPS approved conversion.

The LWCF boundary area map and/or attachments as appropriate shall depict the following:

- a. Official park/site name, location, and LWCF project number.
- b. Sufficient detail so as to legally identify the lands to be subject to the provisions of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
- c. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s).

When at the time of project application it is known that outstanding property rights held by others are being or will be exercised in the foreseeable future and impact only a portion of the

area to be subject to the provisions of the LWCF Act, the impacted area must be clearly excluded from the LWCF boundary area depicted on the map and accompanied by an explanation. The remaining project area must meet all LWCF program criteria for eligibility and be a viable public outdoor recreation area. See Chapter 3 regarding outstanding rights and interests.

- d. Total acreage of the area within the LWCF boundary and subject to the provisions of the LWCF Act.
- e. North arrow.
- f. Signature of the SLO or alternate unless otherwise delegated to a member of his/her staff. A delegation of signature authority for LWCF boundary maps must be on file with NPS. Also, date of signature.
- g. Maps of up to 11 inch x 17 inch format are highly preferred for future administrative use such as copying and scanning. Avoid use of color as the only means to delineate areas.