*Outdoor Recreation Legacy Partnership Program*

*2023- Round 7*

Project Narrative Contents **–** (**10-page limit, 12-point font**)

The Project Narrative consists of the following three sections, each detailed below:

* Project Data Page
* Project Overview
* Responses to the Project Criteria

1. Project Data Page (**1-page**) - Provide the following information:
   1. State and Project Sponsor Name and contact info:
   2. Name of Park/Property
   3. Project Title
   4. Name of Property Title Holder
   5. Project Property Address/Location
   6. 2020 Census City/Town Population (must be over 30,000)
   7. Census tract numbers of project site and community(ies) served – all tracts must located within a Census tract that is determined to be disadvantaged per the *Climate and Environmental Justice Screening Tool* (CEJST) at <https://screeningtool.geoplatform.gov/>. (NPS recommends applicants maintain a screen shot of each tract’s “disadvantaged” determination as Census data within the CEJST may change prior to NPS review of application and proof of previous data may be needed).
   8. Statement of Project Type: Acquisition, New Development, or Renovation, or combination acquisition/development
   9. Statement that project Creates a New Park, Expands an Existing Park or Neither
   10. Brief statement (aka Project Summary) providing a “publicity blurb” about the project. (**250-words or less.)**
2. Project Overview (**2-page limit**): Provide the following information:

*All Projects:*

* Describe and quantify the types of resources and features of or 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)
* Describe the current uses (if any) or disposition of the property to be acquired or developed, 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.
* Describe constraints of the property (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.).

*Development Only*:

* Describe 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.

*Acquisition Only*:

* Provide a description of the property (including the current ownership) and an explanation of the need for its acquisition.
* State whether the acquisition would create a new public park/recreation area or if it will expand an existing site, and if so, by how much.
* Describe the plans for developing the property for recreation purposes after acquisition and the timeframe for the start and completion of development and when it will be open for public use.
* Describe the status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.
* Land acquisition costs must be based on the Uniform Appraisal Standards for Federal Land Acquisition (aka yellow book) estimate of fair market value. Be sure to explain the basis for the value estimate if an appraisal has not yet been performed.

*Combination Projects:*

* Provide information requested under “All Projects”, “Development Only” and “Acquisition Only”.

1. Project Criteria Information (**remaining pages**):

Provide information required by the Criteria as detailed in Section E-Application Review Criteria. Criteria information regarding the budget may be included in the Budget Narrative.