Outdoor Recreation Legacy Partnership- Round 6

***(From pages 11-12 of NOFO)***

**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, and
* Responses to the Project Criteria.

**Project Data Page** (1-page limit):
Provide the following information:

* 1. Project Sponsor Name
	2. Name of Park/Property
	3. Project Title
	4. Name of Property Title Holder
	5. Project Property Address/Location
	6. 2020 Census City Population (must be over 30,000)
	7. Poverty rate of target community(ies) listed by Census Tract Numbers - must be at least 20% or at least 10 percentage points greater than that of the city, county and state (information can be found at <https://censusreporter.org/locate> by typing in the address and selecting the “Census Tract” option that appears in a left-hand column.  Tract number and poverty level are now displayed as you scroll down.)
	8. Statement of Project Type: Acquisition, New Development, Renovation, or Combination (acquisition with development)
	9. Statement that project Creates a New Park, Expands an Existing Park or Neither
	10. Statement clarifying if this park/resource previously benefitted from LWCF or Urban Park and Recreation Recovery (UPARR) funding and/or if the park/resource was obtained through the Federal Lands to Parks Program. If yes, state which program and the date the grant was awarded, or lands were transferred. (Applications misrepresenting this information may be eliminated from further competition.)
	11. Brief statement (aka Project Summary) explaining project specific work, and a second statement explaining overall project (if larger than proposed work). (250-word max.)

**Project Narrative - 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.

*Combination Projects*

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

**Project Narrative - Project Criteria Information** (remaining pages):
Provide information required by in Criteria 1-5 as detailed in Section E-Application Review Criteria. (Extracted from the NOFO and listed below for your convenience)

Criteria section from the Notice of Funding Opportunity pages 21-24

# E. Application Review InformationThis section must address the criteria that the Federal awarding agency will use to evaluate applications. This includes the merit and other review criteria that evaluators will use to judge applications, including any statutory, regulatory, or other preferences (e.g., minority status or Native American tribal preferences) that will be applied in the review process.

## E1. Criteria

All competitive discretionary programs must design formal application evaluation and selection procedures before posting Notices of Funding Opportunity on Grants.gov.  Programs must document these procedures in writing and either describe them in full, or incorporate them by reference, in all Notices of Funding Opportunity.  Describe all criteria and sub-criteria used to evaluate applications, including merit and other criteria used to judge applications.  Include any statutory, regulatory, or other preferences applicable to the process and provide a detailed explanation of those and their effect (e.g., result in additional points).  These criteria are different from eligibility criteria addressed before accepting an application for review and any program policy applied during selection after the review process is complete.  The intent is to be transparent about the process so all applicants have a fair opportunity to address those in their applications.  If cost sharing will be considered in the review (as opposed to being treated as an eligibility criterion), specifically address how it will be considered (e.g., results in additional points, or to break ties between applicants with equivalent scores after evaluation of all other factors).  Clearly state any restrictions on the types of costs that are acceptable as cost sharing.  In the text fields below, clearly describe your criteria used to evaluate applications.

|  |  |
| --- | --- |
| **Criterion 1 - Extent of Outdoor Recreation and Economic Needs**  | **Maximum Points:** 20  |
| This criterion assesses the extent of deficiency (based on quantity or quality) of close-to-home outdoor recreation areas/resources within walking distance of the economically disadvantaged community(ies), and the degree to which the project will serve this community(ies).**Priority** will go to projects located in neighborhoods: 1) with the least amount of existing, usable, public-accessible outdoor recreation within a .5-mile radius of the economically disadvantage community targeted by the project, or 1-mile if serving multiple communities, and 2) that have the largest number of residents above the minimum poverty level.* Describe the amount of, and types of, existing recreation resources within a .5 and 1-mile radius of the proposed economically disadvantaged community(ies).
* Describe the specific deficiencies as they relate to the lack of, or inadequacy of, local outdoor recreation areas/uses.
* Describe how the deficiencies were identified.
* State the estimated number of people who live within .5 and 1 mile and the percentage of those who are above the 20% poverty level.
* State the census tract number and poverty level of the economically-disadvantaged community targeted by the project (using <http://censusreporter.org/locate>) and poverty level of the city, county and state.  Other relevant economic and demographic information about the target community can be provided as well but *projects not providing a poverty rate, or meeting the minimum poverty level, will be eliminated*.
 |
| **Criterion 2 - Appropriateness of Project to Meet Identified Community Outdoor Recreation Needs and Increase Access to Nature’s Benefits**  | **Maximum Points:** 20  |
| This criterion assesses how well the proposed project meets the need(s) for newly created or significantly enhanced outdoor recreation resources within the target community/population, particularly projects that increase access to nature and other green spaces.**Priority** will be given to projects: 1) creating the largest impact on the target community by significantly increasing the number of people or user groups who could be served, and 2) providing recreation areas with an emphasis on green spaces, natural landscapes, and tree cover.* Describe how the proposed project will create or significantly improve access to close- to-home park and recreation opportunities for the project’s target community(ies).
* Describe the new or expanded types of outdoor recreation opportunities and/or capacities that will be created as a result of the project.
* Estimate the anticipated increase in the number of people and/or types of user groups that will newly be able to recreate as a result of the project and how this impact was determined.
* Describe the natural benefits that will be produced by the recreation area such as cooling effects, improved mental and/or physical health, cleaner air, etc.
 |

|  |  |
| --- | --- |
| **Criterion 3 - Community Involvement in, and Support of, Proposed Project**  | **Maximum Points:** 20  |
| This criterion assesses the level of supportive partnership-building involved in the development and implementation of the project among the project sponsor, residents of the target community to be served by the park, government agencies, the private sector, and community and/or conservation organizations.**Priority** will be given to projects that 1) demonstrate the highest degree of effort or initiative to engage residents of the target neighborhood(s) in the project’s development, and 2) demonstrate the most significant amount of collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups, and 3) demonstrate support for the project through contributions of cash, land, equipment or other resources to the project, allowing for the matching share to be derived from *multiple* resources, particularly non-public resources.* Describe the process that led to the development of this proposal. Focus on the efforts made to engage the public, especially the target community, and their participation in the project’s design as well as that of other interested/affected entities. Include details such as number of meetings held and number of attendees, number of community members contacted, number of responses received.
* Describe the partnerships or other collaborative efforts that have helped, or will help to, facilitate the project.
* Describe or provide evidence of local support for the project, particularly from the local community. (*Reference letters of support included with the application.*)
* Describe the how project is/will be supported through contributions of matching share in the form of money, land, supplies, services, etc. (*Reference letters confirming match.*)
 |
| **Criterion 4 - Embracing New Parks and Innovative Project Attributes**  | **Maximum Points:** 10  |
| Assesses the degree to which ORLP funds will assist new outdoor recreation resources and the degree to which the project incorporates innovative ideas.**Priority** will be given to parks and projects that 1) have not received any previous LWCF, Urban Park and Recreation Recovery (UPARR), or ORLP assistance, and 2) encompass innovative characteristics.* On the Project Narrative Data Sheet, provide information about any previous LWCF, UPARR and ORLP assistance.
* Describe the ways in which this project incorporates innovative characteristics. These qualities could be related to aspects such as: eco-friendly design; creation of short and/or long-term jobs or stimulation of business in the local community; site features that considers the needs of all demographics; 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.
 |

|  |  |
| --- | --- |
| **Criterion 5 - Project Alignment with SCORP and Other Applicable Plans**  | **Maximum Points:** 10  |
| This criterion assesses the degree to which the project advances or is otherwise tied to the priority recreation needs and/or goals of the applicable State Comprehensive Outdoor Recreation Plan (SCORP) and other relevant park and recreation plans. 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, economic development, or open space plans).**Priority** will be given to projects that best meet 1) at least 1 goal or need that is clearly identified in the SCORP, *particularly any that are specific to communities that are economically disadvantaged, lacking access to outdoor recreation or that focus on the area in which the project is located*, and 2) at least 4+ additional, applicable, planning documents at different levels of government and/or private sector initiatives.* State the specific SCORP goals or needs that the proposed project will advance or implement, and support how this project addresses each goal/need.
* Describe any other park or outdoor recreation plan (provide date of plan) that the project advances or supports, and state precisely how the proposed project aligns with it/each.
* Describe any other relevant city, regional, or state plans or initiatives (provide date of plan) that the project advances or supports, and state precisely how the prosed project aligns with each.
 |

Authors may need to provide additional instructions if the acquisition of real property is anticipated under the resulting federal financial assistance agreement. Provide additional instructions within the text box below if applicable.