



Virginia Department of Conservation and Recreation

Land and Water Conservation Fund – Outdoor Recreation Legacy Partnership Program



2021 Pre-Application Guide

The information in this guide is provided as a summary of 2021 P21AS00509 Notice of Funding Opportunity - Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program. All applicants must also follow the full NPS Notice of Funding Opportunity available for download from <https://www.dcr.virginia.gov/recreational-planning/lwcf> and <https://www.grants.gov/web/grants/view-opportunity.html?oppld=333434>.

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I. Outdoor Recreation Legacy Program Overview

The Outdoor Recreation Legacy Program (ORLP) is an 50%-50% matching reimbursement program established to provide new or significantly improve recreation opportunities for economically-disadvantaged communities in larger urban areas (as designated by the Census Bureau) that are under-served in terms of parks and other outdoor recreation resources.

The ORLP is a sub-program of the Land and Water Conservation Fund (LWCF) State and Local Assistance program, operated by the National Park Service in partnership with designated lead agencies in each of the 50 states as well as American Samoa, the District of Columbia, Guam, Northern Marianas Islands, Puerto Rico, and the Virgin Islands. The agency responsible for administering LWCF in Virginia is the Department of Conservation and Recreation (DCR).

The ORLP is a national competition. The minimum award amount for the 2021 grant cycle is \$300,000 and the maximum award amount is \$5,000,000. An estimated \$150,000,000 is available in this grant round.

Eligible grant recipients, referred to as project sponsors, include local units of government (state political subdivisions such as cities, counties, and special purpose districts such as park districts) and federally recognized Indian Tribes. Non-profit organizations and other private entities are not eligible. Unique to the ORLP program, **the project sponsor must represent a jurisdiction of at least 50,000 people AND the project must be located within or contiguous with the boundary of one of the urbanized areas delineated by the Census Bureau.**

VA DCR must submit projects to NPS on behalf of the project sponsors (applicants). Thus, the application process has multiple steps. First, project sponsors must submit their pre-application to DCR for review by July 30, 2021. DCR will review the projects and work with the sponsors of the best qualified projects to submit their pre-applications to NPS by the Grants.gov deadline of September 24, 2021. NPS estimates that initial project selections will be announced on April 1, 2022. This initial selection is not a guarantee of funding. Upon initial selection project sponsors will work with their state agency (DCR) to prepare a complete and final application to submit to NPS. For the purposes of the competition, sponsors should plan for an estimated grant start date of October 1, 2022.

The ORLP is a match reimbursement program, meaning that the applicant must be capable of financing the project upfront while requesting periodic reimbursements. The program will reimburse up to 50% of eligible project costs. Recipients are responsible for at least 50% of final project costs. Entities that are awarded an ORLP grant enter into a grant agreement with NPS and DCR that outlines the maximum funding amount, scope of work, and project requirements for their project.

The pre-application deadline for the 2021 VA ORLP grant cycle is **4:00PM on Friday, July 30, 2021**. All applications must be submitted electronically via email to recreationgrants@dcr.virginia.gov by this deadline. Applicants are responsible for delivery by the deadline; late submissions will not be accepted.

II. Key Provisions

ORLP is a competitive national competition. Only highly qualified projects that are expected to compete well will be submitted to NPS. Before submitting a pre-application, consider your project's competitiveness, the timeline, and your entity's ability to coordinate the project based on the following key provisions:

Eligibility

The project must be located in or contiguous with the geographic boundary of one of 14 Census-designated urbanized areas in Virginia:

- Blacksburg, VA
- Bristol, TN-VA
- Charlottesville, VA
- Fredericksburg, VA
- Harrisonburg, VA
- Kingsport, TN-VA
- Lynchburg, VA
- Richmond, VA
- Roanoke, VA
- Staunton-Waynesboro, VA
- Virginia Beach, VA
- Washington, DC-VA-MD
- Williamsburg, VA
- Winchester, VA

Note that the geographic boundaries of these urbanized areas are often far larger than the named-cities themselves. For example, much of the cities of Hampton, Portsmouth, Chesapeake, Norfolk, Newport News, and even parts of Williamsburg are all located within the geographic boundary of the Virginia Beach urbanized area. It is highly recommended you review the maps found at <https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>. The Virginia maps are also posted on the DCR LWCF website at: <https://www.dcr.virginia.gov/recreational-planning/lwcf>.

Additionally, the project sponsor must represent a jurisdiction of at least 50,000 people. Jurisdictions with less than 50,000 people, even if located within one of the urbanized areas, are not eligible.

Priority Communities

The NPS is prioritizing projects that will benefit densely populated, underserved, economically disadvantaged communities.

Projects must benefit communities that are economically disadvantaged compared to nearby communities and the region. Previous ORLP grant rounds have prioritized projects benefitting youth, minority communities, communities with health disparities, seniors, and people with disabilities, but NPS has stressed that the focus this year is solely on economically disadvantaged urban communities.

The community must also be underserved by available recreation resources. Competitive projects will increase **walkable, close-to-home** recreation opportunities for communities that either do not have outdoor recreation opportunities, do not have enough outdoor recreation opportunities for the size of the population, or have outdoor recreation opportunities that are so deteriorated or obsolete that rehabilitation is necessary to serve the intended user group. **If most users will drive to your project, it likely will not compete well.**

Cost Share and Eligible Costs

The program requires a 1:1 cost share from the project sponsor, paid as 50% reimbursements on expended costs. Project sponsors must be able to finance the project upfront while receiving periodic 50% reimbursements. There are limitations on the use of federal funds as sponsor match. The only federal funds allowed as match are the Federal Highway Administration's Recreational Trail Program Grants and Housing and Urban Development's (HUD) Community Block Grants. Matching funds may be derived from state, local, non-governmental, or private sources in the form of cash or in-kind contributions of land, services, materials, etc. Scoring preference is given to projects with non-public matching funds.

Eligible match items and project costs can be found in the NPS LWCF Manual at <https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf>.

LWCF ORLP grants may only be used for costs needed to support the acquisition or development (or a combination) of lands and facilities that will provide outdoor recreation opportunities to the public. LWCF ORLP funds **may not** be used for (not inclusive):

- Grant administration expenses for state lead offices,
- Incidental costs related to land acquisition such as appraisals or title work,
- Operation and maintenance activities,
- Facilities that support semi-professional or professional athletics such as baseball stadiums or soccer arenas,
- Indoor facilities such as recreation centers or facilities that support primarily non-outdoor purposes like dining facilities or overnight accommodation (such as a lodge or hotel), or
- Acquisition of lands, or interests in lands, that completely restrict access to specific persons (e.g., non-residents of a community).

The ORLP Grant Program places a total budget (federal plus matching share) limitation of 25% on project costs not directly attributable to physical development/rehabilitation, supplies, equipment, or cost of land. The 25% cap includes, but is not limited to:

- the overall management of activities directly related to finance (accounting, auditing, budgeting, contracting),
- general grant administration cost (wages for grant administration, personnel, property management, equal opportunity),
- architectural and engineering services (design fees, cost estimates), construction oversight, and contingency fees.

In Perpetuity Requirement

As a condition of LWCF, the entire park in which the project is located must be put under permanent protection to be used for public outdoor recreation in perpetuity. This protection is recorded in the property deed. Conversion to any other uses is a lengthy process that must be approved by the U.S. Secretary of the Interior, and equivalent replacement property must be provided as a result of any conversions. Both NPS and DCR strongly discourage LWCF conversions.

Award Timeline

Final notification of awards is not expected until October 2022. Projects submitted to NPS will be notified in April 2022 whether they have been preliminarily selected and then must work with DCR to complete and submit a complete application. Projects awaiting notification of award cannot apply for other LWCF State and Local Assistance grants, and cannot incur project costs until the award is granted. **Do not proceed** with acquisition or construction until project authorization is confirmed.

Documentation Requirements

Projects preliminarily selected by NPS in April 2022 will have up to six (6) months to complete a series of required actions and documentation for DCR to submit with their complete application package. This includes demonstrating compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act, Section 106. See *Environmental Review and Public Comment Procedures* document available on [DCR LWCF website](#) for general guidance on the review procedures.

Other documents required for full application submission in 2022 if the project is selected by NPS include:

- Assurances for Construction Programs (SF-424D)
- Application & Revision Form (A&R Form)
- Description and Notification Form (DNF)
- Pre-award Onsite Inspection Report (State form)
- Real Property Status Report (SF-429A series as applicable)
- Current Approved Indirect Cost Rate Agreement (if applicable)
- Copy of an Approved Waiver of Retroactivity (if applicable)
- Overlap or Duplication of Effort Statement (see Notice of Funding Opportunity for required language)

If any of these documents are available at the time of DCR pre-application submittal to Grants.gov, they can be submitted to NPS to help demonstrate project readiness. DCR will work with the selected project sponsors to determine whether any of these forms can be submitted.

III. 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,
- 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.

IV. Program Requirements

To be eligible for either an acquisition or a development grant, the project must involve publicly owned land and the project sponsor must possess sufficient legal title and control of the property to ensure that it can be managed and maintained for outdoor recreation in perpetuity and otherwise remain compliant with the conversion provisions of the LWCF Act (see [54 U.S.C. 200305\(f\)\(3\)](#)).

Outdoor recreation areas and facilities assisted by the LWCF must be open to the general public and not limited to special groups. Chapter 3 of the NPS [LWCF Manual](#) describes project eligibility requirements in detail.

Acquisition of land may be in fee simple or a lesser interest (e.g., a perpetual easement) if sufficient rights, including the right for the public to access and recreate on the site, would be provided.

On the development side, LWCF assistance is available for a wide range of outdoor recreation uses and the facilities needed to support the use and enjoyment of these areas. These include community parks, sports fields, picnic areas, water-based recreation facilities such as open-air swimming pools, trails, campgrounds, etc. Certain kinds of support facilities, such as restrooms, may also be eligible.

To be eligible for the funding, States must have a current State Comprehensive Outdoor Recreation Plan (SCORP) in place that assesses demand and need for outdoor recreation resources within its borders and sets priorities for the use of LWCF funds. The most recent SCORP in Virginia is the 2018 Virginia Outdoors Plan (VOP) which can be found at <https://www.dcr.virginia.gov/recreational-planning/vop>. The proposed project must align with priorities within the VOP.

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 DCR prior to completing an application for a determination on whether the boundary may be accepted. DCR may coordinate with NPS to determine project eligibility and/or boundary discrepancies.

V. ORLP Competition 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.

Secretary of the Interior Priorities:

This program supports priorities of the Secretary of the Interior, including "Working to conserve at least 30% each of our lands and waters by the year 2030" and "Centering equity and environmental justice" as outlined in Executive Order (EO) 14008: Tackling the Climate Crisis at Home and Abroad, and EO 14005: Ensuring the Future is Made in All of America by All of America's Workers.

VI. Scoring Criteria

Pre-applications submitted to NPS will be evaluated based on the following six criteria. To ensure VA projects are competitive in the national competition, DCR will also use these criteria to evaluate and select projects for NPS submission.

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 target neighborhood, and the degree to which the project will serve the most economically-disadvantaged populations.

Priority will go to projects in neighborhoods: 1) no parks/outdoor recreation resources or not enough to support the size or demand of the population, or where the existing parks/resources are so deteriorated as to make them obsolete, and 2) that serve populations with poverty rates of at least 20% and/or where the poverty rate exceeds the county and state rates by at least 10%.

- Describe the amount of, and types of, existing recreation resources within both a .5 and 1 mile radius of the proposed project area/site. (*Support the attached Recreation Map.*)
- 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.
- Describe the recreation service area of this park and the estimated number of people who live within .5 and 1 mile.
- State, statistically, where the local community falls within the poverty scale for economically-disadvantaged populations relative to the county and state and include any other relevant economic and demographic information.

The local community refers to those within a .5 mile or 10-minute walk of the recreation area (or 1 mile if recreation site is serving multiple communities) and the proposed project/work refers to only the work that would be completed if an ORLP grant is awarded (not the larger project).

Criterion 2: Appropriateness of Project to Meet Community Outdoor Recreation and Economic Needs

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, and the level to which it provides short-term and/or permanent employment opportunities, particularly within the same target community, and/or helps to generate economic benefits for the community at large.

Priority will be given to projects: 1) creating new outdoor recreational areas/resources, or comprehensively enhancing the quality of existing park/outdoor recreation areas that are so deteriorated/obsolete that major 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, and 2) providing the greatest amount of short-term/permanent employment opportunities and overall economic benefits to the community.

- 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.
- Describe the activities and uses for the project site after acquisition and/or development.
- 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 anticipated economic benefits that will be produced by the project such as short- and long-term employment opportunities and/or community-wide economics benefits stimulated by the project.

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 the project is/will be supported through contributions of matching share in the form of money, land, supplies, services, etc. (*Reference letters of support included with the application.*)

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 or ORLP assistance, and 2) encompass innovative characteristics.

- If this site previously received LWCF or ORLP funding, describe what was funded and how much was awarded, and support the reason this park/site deserves additional funds as much as or more than a park/resource that has not.
- Describe the ways in which this project incorporates innovative characteristics. 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.

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). The most recent SCORP in Virginia is the [2018 Virginia Outdoors Plan](#).

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 urban areas generally within the state or the urban 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 proposed project aligns with each.

Criterion 6: Project Feasibility and Likelihood of Success

Maximum Points: 20

This criterion assesses the probability that the project will be successfully completed within the proposed timeline and budget, the viability of the proposed budget, and the ability of the project sponsor and partners to manage the project and maintain the park/resource in the future.

Priority will be given to projects that 1) can break ground within one year and will be complete and open to the public within 2 to 3 years, 2) are managed by project sponsors and partners with proven experience in successfully managing similar projects with no problems, 3) that can demonstrate a clear capacity, and a plan, for successful long-term park management and protection, 4) have budget costs that are clear, necessary, reasonable, allowable, allocable, and 5) have matching share that is fully secured.

- Describe the status of planning for the grant project, its readiness to be implemented and support the accuracy of the established deadlines and milestones within the attached timeline.
- Describe any issues with the site that would prevent it from being open and available to the public within 2-3 years.
- Describe the relevant experience of those managing the various aspects of this project. If partners are involved, their role(s) should also be described.
- Describe how the park or recreation area will be managed and maintained, physically and financially, to assure permanent use for public outdoor recreation.
- **Within the Budget Narrative:**
 - Break down, describe, and justify the proposed project costs.
 - Clearly indicate which costs (or the amount of each cost) that will be covered by LWCF funds versus matching share.
 - List all agencies, organizations or other entities providing matching share under this project.
 - State the value and type (cash, donation of equipment etc.) of each matching share contribution.
 - Document that the 1:1 required matching share contribution is secure or firmly committed at the time of application. If overmatch is included, state if it has been secured, or when and how it is expended to be secured. *(A letter from each secured matching-share contributor should be included as a letter of support, clearly stating the commitment of match.)*

VII. Pre-Application Procedures and Selection Process

Pre-Application Procedures

1. Read this guide and the full [NPS Notice of Funding Opportunity](#) in its entirety.
2. Download the VA ORLP Pre-Application document forms via the DCR website at <https://www.dcr.virginia.gov/recreational-planning/lwcf>. The pre-application is a series of Microsoft Word documents. A checklist, summary of the documents, and guidance on how to complete them are included at the end of this manual. Each document should be saved and submitted as a separate document.

If you are unable to download or use the Microsoft Word documents, please contact recreationgrants@dcr.virginia.gov or 804-786-1119 to obtain an alternative format of the pre-application.

3. Complete the pre-application. All questions should be answered in the space available. Be clear and concise. Only include photographs and maps where instructed to do so.
4. Submit the pre-application as separate attachments or as a zipped file attached to one email (total of all attachments cannot exceed 40 pages) to recreationgrants@dcr.virginia.gov by **Friday, July 30, 2021 at 4:00 pm**.

Selection Process for NPS Submittal

1. Pre-applications received by the deadline undergo a preliminary review by DCR Recreation Grants staff to verify application completeness and project eligibility.
2. All eligible and complete pre-applications are scored by a panel of DCR staff members in alignment with the criteria described in the NPS ORLP Notice of Funding Opportunity.
3. Project sponsors of the highest scoring project(s)* will be contacted to review program requirements and confirm their desire to proceed with NPS submittal.

**Due to the highly competitive nature of this national competition, DCR anticipates submitting up to two projects to NPS for this ORLP round.*

4. DCR Recreation Grants staff will work with the project sponsor(s) to finalize documents for NPS Grants.gov submittal by target date of September 10, 2021.

DCR Recreation Grants staff may perform a site inspection of the proposed project location prior to NPS Grants.gov submittal.

5. NPS notifies DCR of project(s) selected to submit a full application (estimated April 2022).
6. Project sponsors work to finalize environmental review and collect other necessary documentation for full application submission by summer 2022.

VIII. Award Timeline

The anticipated timeline for the 2021 ORLP grant round is as follows:

May 2021	NPS announces grant round
June 2021	DCR posts ORLP guide, recorded webinar, and pre-application documents
June 24, 2021 11:00am	DCR live Question and Answer webinar
July 30, 2021 4:00pm	Pre-application submission deadline
Mid-August 2021	DCR contact sponsors of projects recommended for submission
Late-August 2021	DCR conducts site inspections
September 10, 2021	Target submission of projects to NPS
April 1, 2022	Preliminary project selections by NPS (estimated)
October 2022	Projects authorized by NPS (estimated)

IX. Contact Information

For technical questions on the linked reference documents, application forms, and submission methods contact recreationgrants@dcr.virginia.gov or call Recreation Grants Program Planner Kellie Seaton at 804-786-1119.

For questions on applicant eligibility, eligible costs, and administration requirements contact recreationgrants@dcr.virginia.gov or call Recreation Grants Manager Kristal McKelvey at 804-786-4379.

X. Pre-Application Submission Requirements

The following checklists are provided to aid project sponsors in organizing their pre-application materials. Guidance on how to complete each document is provided in Section XI. Pre-Application Guidance. Templates are provided for some documents as indicated in the tables. Please name all files by adding “-(Project Sponsor Name)” to the end of the template name. For example, *ORLP-01-Project Narrative-City of Richmond*.

Submit all pre-application documents as separate attachments on one email or as an attached zipped folder (total of all attachments cannot exceed 40 pages) to recreationgrants@dcr.virginia.gov by **Friday, July 30, 2021 at 4:00 pm**.

If your email with all attachments exceeds 25 MB, contact recreationgrants@dcr.virginia.gov at least two business days prior to the deadline to discuss using an alternative submission method. If you do not receive a reply acknowledging receipt of your electronic submission within one business day of submission, please contact DCR at the email or phone number listed above to ensure your application was received.

Required Document* Checklist

Check	Document	Template (found on DCR website) or File Name
<input type="checkbox"/>	Project Narrative (10 page max)	ORLP-01-Project Narrative
<input type="checkbox"/>	Budget Narrative (5 page max)	ORLP-02-Budget Narrative
<input type="checkbox"/>	Project Timeline (1 page max)	ORLP-03-Project Timeline
<input type="checkbox"/>	Photos	ORLP-04-Project Photos
<input type="checkbox"/>	Recreation Area Map	Template n/a, use file name: ORLP-05-Recreation Area Map
<input type="checkbox"/>	Map (or Aerial Photo) Delineating Project Area and Proposed Boundary	Template n/a, use file name: ORLP-06-Boundary Map
<input type="checkbox"/>	Plan or Sketch of Planned Site Features/Improvements	Template n/a, use file name: ORLP-07-Site Plan
<input type="checkbox"/>	Letter(s) of Support – Confirming Matching Contributions or Co-sponsor Ownership Arrangements	Template n/a, use file name: ORLP-08-Letters of Support

**The NPS notice of funding opportunity also lists SF424, SF424C, Negotiated Indirect Cost Rate Agreement, and Letter of Recommendation from the State Liaison Officer as required documents. These documents will be completed by DCR staff prior to NPS submission based on sponsor's submitted materials and are not required to be completed by project sponsors.*

Optional Document Checklist

Check	Document	Template (found on DCR website) or File Name
<input type="checkbox"/>	General Letter(s) of Support – Letters from Congress and/or local community addressed to the State Liaison Officer	Template n/a, use file name: ORLP-09-General Letters of Support
<input type="checkbox"/>	Letter of Intent to Sell/Purchase/Donate (Acquisition project only)	Template n/a, use file name: ORLP-10-Letter of Intent

XI. Pre-Application Guidance

The following pages outline requirements and recommendations on how to complete each pre-application item. Please use the template forms available for download from the [DCR LWCF website](#) for items 01-04. The remaining items should be in .pdf or .jpeg format. Remember that all pre-application materials listed cannot exceed 40 pages.

1. **Project Narrative (ORLP-01-Project Narrative)**

Template provided, 10 page maximum, 12-point font

The Project Narrative consists of three sections:

- Project Data page, (1 page limit) Note that DCR is requesting a few additional data items not required by NPS.
 1. Project Sponsor Name and Mailing Address
 2. Sponsor Contact Person Name, Email, and Phone
 3. Name of Park/Property
 4. Project Title
 5. ORLP Grant Award Request Amount and Total Project Cost
 6. Name of Property Title Holder
 - a. If different from project sponsor, please include a copy of the lease or co-sponsor agreement, or letter of support confirming intent to enter into an agreement to allow project sponsor to complete proposed project on the title holders property.
 7. Project Property Address/Location
 8. Project Location Congressional District
 9. 2010 Project Property Census Jurisdiction Population (must be over 50,000)
 10. Name of applicable Census delineated Urban Area
 11. Statement of Project Type: Acquisition, New Development, Renovation, Combination
 12. Statement that project Creates a New Park, Expands an Existing Park or Neither
 13. Statement clarifying if this park/resource previously benefitted from LWCF or UPARR funding and/or if the park/resource was obtained through the Federal Lands to Parks Program.
 14. Brief statement explaining project specific work, and a second statement explaining overall project (if larger than proposed work). (250-word max.)
- Project Overview, (2 page limit)
 - *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 projects:*

- 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 projects:*

- 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 projects” and “Acquisition projects”.

- Responses to the Project Criteria, (remaining pages up to 10 page limit for all of project narrative including data page and overview)

- Provide information required by in Criteria 1-5 as detailed in **Section VI. Scoring Criteria** of this DCR guide.

Project Narrative Criterion Notes: Within criterion 1, the local community refers to those within a .5 mile or 10-minute walk of the recreation area (or 1 mile if recreation site is serving multiple communities and only refers to only the work that would be completed if an ORLP grant is awarded (not the larger project).

2. Budget Narrative (ORLP-02-Budget Narrative)

Template provided, 5 page maximum

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of the [NPS Notice of Funding Opportunity](#)).

Budget information should reflect only costs related to work/acquisition that will be completed under an ORLP grant if selected. A total budget for the entire project (including work beyond what would be funded under a grant) may be provided separately.

Budget Cost Limitations and Exclusions: ORLP projects are limited to using a maximum of 25% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as acquisition research and appraisals). (See “Program Funding Restrictions” under Section D6 of the [NPS Notice of Funding Opportunity](#) for detailed explanation.)

1. Provide a budget breakdown that includes the following information:
 - a. Detailed breakdown of each cost item included under each of the Cost Categories and for indirect costs if being charged. You will need to add additional lines to the provided table.
 - As described above, costs not directly attributable to physical development, supplies, equipment, or cost of land such as administration, architecture and engineering, and contingencies are subject to the 25% cost limitation.
 - b. Clearly indicate which costs are covered by federal funds and which are covered by matching funds.
 - c. Clearly indicate any proposed pre-agreement costs and the timeframe during which the associated work cost was performed.
2. List each matching share contributor. Remember that pre-application item 08 Letters of Support also asks you to attach letters confirming the matching contributions.
3. Provide information required by in Criteria 6 as detailed in **Section VI. Scoring Criteria** of this guide.

3. Project Timeline (ORLP-03-Project Timeline)

Template provided, 1 page maximum

The timeline must clearly show all tasks necessary to complete the proposed work including dates for discrete benchmarks of significant work elements. Note that the required environmental review will need to be complete by the time of full application submission in 2022. The timeline must include the date that park/resource will be open to the public.

Please use exact dates, such as January 1 – February 28, 2023, not general ranges, such as “1-2 months from award,” “3-5 months from award,” etc. Pre-applications should use a target grant award/ project start date no earlier than October 1, 2022.

4. Project Photos (ORLP-04-Project Photos)

Template provided

Include photos to provide context and help the review committees understand the current site conditions, the surrounding environment, etc. Please provide a caption, date taken, and credit for each image. Resize images as necessary and delete any unused pages.

5. Recreation Area Map (ORLP-05-Recreation Area Map)

Please attach as one .pdf or .jpeg.

The Recreation Area Map should show the location of the proposed project and include annotations identifying all existing recreation resources (if any) within a 1-mile vicinity of the project site. Also include the title of the project and a north arrow on the map. Sponsors are also asked to describe the existing resources in the project narrative under Criterion 1.

6. Boundary Map (ORLP-06-Boundary Map)

Please attach as one .pdf or .jpeg.

The Boundary Map should be a map or aerial photo delineating the project area and proposed boundary to be permanently protected for outdoor recreation use. The annotated map/photo must clearly indicate the area to be acquired 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, known utility easements, total acres within the boundary(ies), title of the project, and a north arrow.

7. Site Plan (ORLP-07-Site Plan)

Please attach as one .pdf or .jpeg.

The Site Plan should be a plan or sketch of the existing and proposed site features that identifies the location of planned recreational improvements and other features such as where the public will access the site, adjacent roads, parking, etc. Also include the title of the project and a north arrow.

8. Letters of Support (ORLP-08-Letters of Support)

Please attach as one .pdf.

Letters of support documenting secured contributions of matching share clearly stating the amount and type of contributions, and Co-Sponsor/ Ownership Agreements if project sponsor is not title holder are required.

Letters from the contributor of each matching-share contribution should be included as a letter of support, clearly stating the commitment of match.

If property title holder is different from project sponsor, please include a copy of the lease or co-sponsor agreement, or letter of support confirming intent to enter into an agreement to allow project sponsor to complete proposed project on the title holder's property.

These documents can be letters or official award documentation from the funders/ donors addressed to the project sponsor and/or official ownership agreements and agreements between co-sponsors.

9. Optional: General Letters of Support (ORLP-09-General Letters of Support)

Please attach as one .pdf.

General letters of support from Congress and/or the local community must be addressed to the State Liaison Officer (DCR Director Clyde Cristman) and included with the pre-application package to Grants.gov. If unavailable or not received by the time of pre-application submission to DCR, applicants selected for NPS submission can still submit these letters to DCR Recreation Grants staff before the target NPS Grants.gov submission date of September 10, 2021.

Letters should be addressed to:

Director Clyde Cristman, State Liaison Officer
Commonwealth of Virginia Department of Conservation & Recreation Director's Office
600 East Main Street, 24th Floor
Richmond, Virginia 23219

10. Optional: Letter of Intent (ORLP-10-Letter of Intent)

Please attach as one .pdf.

Letters of intent to sell, purchase, or donate property from current property owners are recommended to be attached for projects requiring acquisition.

END OF DOCUMENT