

File naming convention: Save all documents as the applicant's name, followed by an underscore, followed by underlined word/words that are the document name in each bullet, for submission by email to the grant administrator. For example, the Town of Rehoboth's Application form would be, "Town of Rehoboth_ Application form".

Required proposal elements: (Applications that are missing any of these items will not be accepted. All the information is needed by DCS to complete the federal application for submission to NPS.) There is an overall 40-page limit to the application submitted by DCS to NPS, excluding letters of support. Specific page limits by document are listed below.

- Application form (hard copy must be signed by an authorized signatory for the applicant organization)
- Project Narrative (max 10 pages) The Project Narrative consists of the following three sections, each detailed below:
 - Project Data Page,
 - Project Overview, and
 - Responses to the Project Criteria.
- Budget Narrative (max 5 pages)
- Project Timeline (max 1 page) to complete the tasks/activities under the proposal.
- Photos of current site conditions, the surrounding environment, etc.
- Map (or Aerial Photo) Delineating Project Area and Proposed Boundary – 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(ies), and a north arrow.
- 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.
- Letters of Commitment of Secured Contributions clearly stating the amount and type of contribution. Contributions from project sponsor must also be confirmed.

Optional proposal elements:

- General Letters of Support (Letters of support from Congress must be included with the application in Grants.gov to be considered).
- Feasibility Report (if available)
- Massachusetts Historic Commission Review Letter (MHC **must** review all projects prior to NPS approval. Submit MHC review to DCS when received.) Send the MHC a PNF with a copy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

- ❑ Confirmation of [IPaC Report Submission](#) to USFWS

Project Abstract Summary

The project abstract form must be completed to meet federal award reporting requirements. Ensure the project abstract succinctly describes the project in plain language that the public can understand and use without the full proposal. If the application is funded, this information will be made available for public access including on [USAspending.gov](https://www.usaspending.gov).

Project Narrative (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

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. Census tract numbers of project site and community(ies) served – all tracts must be located within a Census tract that is determined to be disadvantaged per the [Climate and Environmental Justice Screening Tool](#) (CEJST) (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.):

Project Narrative – Project Overview (2-page limit):

Provide the following information in narrative form with each of the questions below copied and pasted in your response so that it is clear which question is being responded to. Any application not responding to all the questions below may be considered incomplete and withdrawn from funding consideration.

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 “All Projects”, “Development Only” and “Acquisition Only”.

Project Narrative – Project Criteria Information (remaining pages):

Provide responses to the following criteria from the Project Selection System in narrative form with each of the bullet points below copied and pasted in your response so that it is clear which bullet is being responded to. Any application not responding to all the questions below may be considered incomplete and withdrawn from funding consideration.

Criterion 1 – Project Merit

- State if the project is, or is not, a nature-based park, and if so, provide a description of the natural elements and how these elements support the proposed recreation.
- Describe any additional relevant benefits to the disadvantaged community, beyond being nature-based, that the project will provide, such as transforming a previous brownfield, involving of new or non-traditional partners, reaching new user groups, etc.
- Describe the process that led to the development of this proposal. Focus on the efforts made to engage the disadvantaged community(ies) served, 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 initiatives and/or strategies that are in place to substantially limit gentrification of the project area.

Criterion 2 – Technical Excellence

- SCORP and any other relevant city, regional or stated plan goals or initiatives the project directly supports. State specifically, how the project supports each plan's priority or initiative (provide the plan title and date).
- 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 the status of planning referencing the milestones and measures in the timeline.
- Describe the non-recreational features within the project boundary such as leases or easements.
- Describe the basis/justification for the proposed budget estimates and identify who developed the budget estimates.
- Describe the qualifications of the parties responsible for managing the project, the grant, and long-term management and maintenance of the site (physically and financially).

Detailed Budget Narrative (maximum 5 pages)

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. Cost categories can include, but are not limited to, those costs items included on the [SF424A](#) or [SF424C](#).

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. Note that the ORLP funded portion of the project must result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

The detailed budget must:

- Include a detailed breakdown of proposed project costs, using the categories from [SF424C](#).
- List all agencies, organizations or other entities providing contributions and describe the type (e.g., cash donations, city budget). A letter from each secured contributor must be included in a letter confirming the commitment (includes contribution from project sponsor).
- State the value and type (cash donations, city budget, etc.) of each contribution.
- State that the contribution is secure or firmly committed at the time of application.
- Provide a description of the methodology used to determine the amount of any contingency costs included.
- Identify who developed the estimated budget and on the basis for the estimates.

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 title research and appraisals). (See “Program Funding Restrictions” under Section D6 for detailed explanation and additional restricted costs.)

Timeline (1 page limit)

The detailed timeline must be included showing all project milestones, and measures that will provide quantifiable progress towards reaching the project's milestones. Each planned contract must be listed with an expected date for bidding.