# OUTOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM APPLICATION

Please review the [National Park Service (NPS) Notice of Funding Opportunity](https://www.grants.gov/web/grants/view-opportunity.html?oppId=342812) for ORLP program information requirements. Additional Land and Water Conservation Fund (LWCF) information is available in the [LWCF Federal Financial Assistance Manual, Volume 71, effective March 11, 2021.](https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf)

To apply, leave the application and federal forms in Word, put all attachments into one PDF and email both to Parkgrants.DNR@state.mn.us (link sends email). Use the application form provided for each item or reproduce it in a similar format.

**Timeline Round 1:**

* **Submission deadline December 20, 2022**
* Expected NPS awards announced September 1, 2023
* Grant expires – project must be completed within 2-3 years of final award

**Timeline Round 2:**

* **Submission deadline April 25, 2023**
* Expected NPS awards announced January 1, 2024
* Grant expires – project must be completed within 2-3 years of final award

For assistance, please contact

* Audrey Mularie, 651-259-5549, audrey.mularie@state.mn.us
* Mai Neng Moua, 651-259-5638, mai.n.moua@state.mn.us
* Department of Natural Resources (DNR) Information Center, 1-888-646-6367

## TABLE OF CONTENTS

## Required for all projects:

Item 1: [Project Abstract Summary](#Project_Abstract)

Item 2: [Project Narrative](#Project_Narrative)

Item 3: [Budget Narrative](#Budget_Narrative)

Item 4: [Project Timeline](#Project_Timeline)

Item 5: [Overlap or Duplication of Effort Statement](#Overlap_or_Duplication_of_Effort)

Item 6: [Conflict of Interest Disclosure](#Conflict_of_Interest)

Item 7: [Uniform Audit Reporting Statement](#Uniform_Audit_Reporting)

## Required Attachments:

Attachment A: [Photos](#Photos)

Attachment B: [Maps and Plans](#Maps_Plans)

Attachment C: [Letter(s) of Match Commitment](#Letters_of_Support)  – Confirming Matching Contributions or Co-sponsor Ownership Arrangements

Attachment D: [Applicant Resolution](#Applicant_Resolution)

Attachment E: [General Letters of Support](#General_Letters_of_Support)

 Attachment F: [Letter of Intent to Sell/Purchase/Donate](#Letters_of_Intent_to_Sell) (Acquisition only)

 Attachment G: [Archeological and Historical Information](#Archeological_Historical_Info)

 Attachment H: [Environmental Reviews](#Environmental_Reviews)

The following federal forms can be downloaded from the [Grants.gov](https://www.grants.gov/web/grants/view-opportunity.html?oppId=342812) under the related documents tab or you can request a copy from our office.

Attachment I: [LWCF Application & Revision Form](#Application_Revision_Form)

 Attachment J: [LWCF Description and Notification Form](#Description_Notification_Form)

The following federal form can be downloaded from the [Grants.gov](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) under the post completion reporting forms tab or you can request a copy from our office.

Attachment K: [Disclosure of Lobbying Activities (SF-LLL)](#Disclosure_of_Lobbying)

**Outdoor Recreation Legacy Partnership (ORLP) Program**

|  |
| --- |
| **Item 1 –** **Project Abstract Summary** |

**Please complete the Project Abstract Summary with the following information:** Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use **4,000 characters or less**. Do not include personally identifiable, sensitive or proprietary information. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.

• Goals and Objectives of your proposed project;

• Summary of Project Activities;

• Performance Goals including milestones and expected outcomes;

• Who will benefit from your project.

**Click here to enter text.**

|  |
| --- |
| **Item 2: Project Narrative** |

(10-Page limit, 12-point font)

**Project Sponsor Name: Click here to enter text.**

**Name of Park/Property: Click here to enter text.**

**Project Title: Click here to enter text.**

**Name of Property Title Holder: Click here to enter text.**

**Project Property Address/Location:** **Click here to enter text.**

**Project City’s 2020 Census Population (must be 30,000 or more): Click here to enter text.**

**Poverty rate of target community(ies) listed by Census Tract: Click here to enter text.**

Select the Applicable Project Type:

\_\_ Acquisition \_\_ New Development \_\_ Renovation \_\_ Combination (Acquisition/Development)

Select the Applicable Project Result:

\_\_ New Park \_\_ Expanded Existing Park \_\_ Neither Expanded nor New Park

Was the park or site assisted through a previous ORLP, LWCF, Urban Park and Recreation Recovery (UPARR) grant and/or obtained through the Federal Lands to Parks (FLP) program?

**\_\_** Park has not been assisted with any of these funds/programs \_\_ ORLP \_\_ LWCF \_\_ UPARR \_\_ FLP

List date of assistance, amount, and work funded/land purchase if assistance received:

**Click here to enter text.**

**Existing park acres:** **Click here to enter text.** **Park acres to be acquired**: **Click here to enter text.**

Project Summary **(250-word limit) -** Provide a brief statement explaining the project specific work, and a second statement explaining overall project (if larger than proposed work).

**Click here to enter text.**

**Project Overview (2-page word limit):** Delete instructions when complete.

*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”

**Click here to enter text.**

Responses to ORLP Project Review Criteria: Delete instructions when complete.

## Criterion 1 – Extent of Outdoor Recreation and Economic Needs (20-points)

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*.

**Click here to enter text.**

## Criterion 2 – Appropriateness of Project to Meet Identified Community Outdoor Recreation and Increase Access to Nature’s Benefits (20-Points)

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.

**Click here to enter text.**

## Criterion 3 – Community Involvement in, and Support of, Proposed Project (20-points)

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.*)

**Click here to enter text.**

## Criterion 4 – Embracing New Parks and Innovative Project Attributes (10-points)

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.

**Click here to enter text.**

## Criterion 5 – Project Alignment with SCORP and Other Applicable Plans (10-points)

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)](https://www.dnr.state.mn.us/aboutdnr/reports/scorp/index.html) 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.

**Click here to enter text.**

|  |
| --- |
| **Item 3 -** **Budget Narrative (5-page limit, including tables)** |

**Criterion 6 – Project Feasibility and Likelihood of Success (20-Points)**

|  |
| --- |
| 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) that show support from non-public sources by leveraging some or all of the required matching share (e.g. money or donations), 2) 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, and 3) can demonstrate a clear capacity, and a plan, for successful long-term park management and protection.Budget costs must be clearly linked to the scope of work and are necessary, reasonable, allowable, and allocable. The matching share must be fully secured or firmly committed and supported by a letter of commitment from the donor. (*The budget will not be scored by the panels; however, it will be considered as a deciding factor in selection if the budget is insufficiently detailed, contains unreasonable, unnecessary, or unallowable costs, and/or does not align with the technical scope of the proposal.*)* + Describe contributions of match (cash or in-kind donations) from sources other than the sponsor, particularly any non-public sources.
	+ 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.
	+ Ensure the LWCF boundary map clearly indicates the project area and the proposed protected boundary separately or indicates that they are the same.
	+ 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.)*
 |

**Click here to enter text.**

Budget must agree with budget information in the SF424, *Application for Federal Assistance*, and 424C, *Budget Information for Construction Programs.* List cost items individually under each cost category (insert lines as needed).

| Cost Categories | Unit of Measure & # of Units | Cost Per Unit | Federal Share | Match Share | Total Cost | If Pre-Agreement Cost – Dates Incurred\* | Amt subject to 25% budget cost limitations (Enter $ figure) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Land, Structures, Rights-of-Ways |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Relocation Expenses and Payments |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Architectural and Engineering Fees |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project Inspection Fees |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Site Work |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Demolition and Removal |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Contingencies |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grand Total |  |  |  |  |  |  |  |

**\*** **For development projects, the costs of site investigation and selection, site planning, feasibility studies, preliminary design, environmental review and other federal and State compliance, preparation of cost estimates, preparation of construction drawings and specifications, and similar items necessary for project proposal preparation may be eligible for assistance, although incurred prior to project approval.**

List Each Matching Share Contributor (Add lines as necessary). Each entry must have a corresponding signed and dated letter of support stating their commitment of the contribution (this includes a letter from the project sponsor if contributing match).

| Matching Share Contributors (Name and funding source):  | Match Amount/Value | Type (cash, donated land, etc.) | Is Match Secured or firmly committed. If committed, list date expected to be secured. |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| GRAND TOTAL  | **$-Sum of column** |  |   |

|  |
| --- |
| **Item 4 –** **Project Timeline (1-page limit)** |

**Sample Tasks/Milestones to Include in Timeline – Delete instructions when complete.**

*Indicate which steps have been completed within the timeline as well as noting a timeline for actions that need to be completed.*

**Acquisition**

* Proposal and Planning Process
* Appraisals (Uniform Appraisal Standards for Federal Land Acquisitions (UASFL) Standards)
* Negotiations/Purchase Offer with landowners if necessary

**Development (Include all that apply)**

* Survey Work
* Environmental Review Compliance data collection (NEPA or SEQA)
* Historic/Cultural Resources Compliance data collection (Section 106)
* Preliminary Design Development
* Final Plan Development
* Construction Drawing Preparation
* City/County other Reviews/Approvals
* Permitting
* Construction Period
* Date Open to Public

**All Projects**

* Include time for complete federal Environmental and Cultural Resource compliance processes (State Historic Preservation Office and Tribal Historic Preservation Office review) as required under the National Environmental Policy Act and National Historic Preservation Act (*Minimum of one year if no compliance supporting activities have been completed as of the date of application*.)
* Time to complete/resolve any easement/lease/ownership etc. issues

**Click here to enter text.**

|  |
| --- |
| **Item 5 –** **Overlap or Duplication of Effort Statement** |

Provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel.

\_\_ NO, there are no overlaps or duplication between this application and any of our other Federal applications or funded projects, in regards to activities, costs, or time commitment of key personnel.

\_\_ YES, there are overlaps or duplication.

If YES, describe overlaps or duplications between this proposal and any other federally funded project or application in regard to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

**Click here to enter text.**

|  |
| --- |
| **Item 6 –** **Conflict of Interest Disclosure** |

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIV/part-1402/subpart-B/section-1402.112), applicants must state if any actual or potential conflict of interest exists at the time of submission.

*(a) Applicability*.

     (1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

     (2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in [2 CFR §200.318](https://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.d&rgn=div6#se2.1.200_1318) apply.

*(b) Notification*.

     (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with [2 CFR §200.112](https://www.ecfr.gov/cgi-bin/text-idx?node=pt2.1.200&rgn=div5#se2.1.200_1112).

     (2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

*(c) Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR §18](https://www.ecfr.gov/cgi-bin/text-idx?node=pt43.1.18&rgn=div5) and [prelim@title31](https://uscode.house.gov/view.xhtml?path=/%3ca%20href=)/subtitle2/chapter13&edition=prelim">31 USC §1352.

(d) *Review procedures*. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

*(e) Enforcement*. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR §200.339](https://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.d&rgn=div6#se2.1.200_1339), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr180_main_02.tpl)).

\_\_ NO, there is no actual or potential conflict of interest at the time of submission.

\_\_ YES, there is actual or potential conflict of interest at the time of submission.

**If YES, describe all actual or potential conflicts of interest that exist.**

**Click here to enter text.**

|  |
| --- |
| **Item 7 -** **Uniform Audit Reporting Statement** |

All U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, and non- profit organizations expending $750,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse’s Internet Data Entry System](https://harvester.census.gov/facides/Account/Login.aspx), in accordance with 2 CFR 200 subpart F. U.S. state, local government, federally recognized Indian tribes, institutions of higher education, and non-profit applicants must state  if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](https://harvester.census.gov/facdissem/Main.aspx) website.Authors may need to provide additional instructions pertaining to single audit reporting based on legislative or program requirements. If applicable, provide the additional instructions within the text box below. Text field can be left blank if additional instructions are not needed.

\_\_ NO, my organization was not required to submit a Single Audit report for the most recently closed fiscal year.

\_\_ YES, my organization was required to submit a Single Audit report for the most recently closed fiscal year.

**If YES, provide the EIN associated with that report and state if it is available through the** [**Federal Audit Clearinghouse**](https://facdissem.census.gov/) **website.**

**Click here to enter text.**

|  |
| --- |
| **Required Attachments**  |

**Attachment A:** **Photos** - Provide context such as current site conditions, existing facilities, the surrounding environment, etc. All photos must have a caption, photo credit and date. Photos should be of good quality. All application materials, including photographs, become the property of the National Park Service (NPS) and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

* Please ensure you include one current photo per elevation as well as one current overall photo at a minimum.
* Photos should show current conditions and immediate threat. Include photos showing representative examples of damaged resources
* Color or black and white photos are both accepted
* Photographs should be of the community and the historic site, museum property, downtown, or significant resource involved in the project.

**Attachment B:** **Maps and Plan – Include the following on three separate maps:**

1. **Recreation Area Map** showing the location of the project and identifying all existing recreation resources (if any) within a .5-mile vicinity of the economically disadvantaged community(ies) that will be served by the project.
2. **Map Delineating Project Area and Proposed LWCF 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)](https://uscode.house.gov/view.xhtml?req=54%2BUSC%2B200305&f=treesort&fq=true&num=9&hl=true&edition=prelim&granuleId=USC-prelim-title54-section200305)), all known outstanding rights and interests in the area held by others, total acres withing the boundary), and a north arrow.
3. **Recreational Site Plan**. All facilities must be identified with legible labels. This site plan shows the existing facilities, if any, and the proposed facilities. It will become part of the grant contract, so it is important to have a good plan. See instructions below.

 Include the following:

* Title "Recreation Site Plan" and the project name.
* Draw and label the complete park boundary. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
* Entrance to the park and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months of acquisition).
* Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
* Indicate all rights-of-ways, easements, reversionary interests, etc. to the park area including overhead utility lines.
* Geographic reference point such as a section corner or designated road intersection.
* All lakes, rivers, streams and wetlands and adjacent land uses.
* Acreage of the park and/or each parcel to be acquired.
* Access routes to all existing and proposed facilities.
* Signed and dated by the applicant.
* North arrow and Graphic Bar Scale using the example below:

500 Feet

250

0

A Text Scale such as 1” = 500’ is not acceptable.

**Color Coding**

* Red Park boundary.
* Green Existing facilities that will remain.
* Yellow Proposed acquisition and/or development.

**Attachment C:** **Letters of Match Commitment** - Documenting Secured Contributions of Matching Share. Clearly state the amount and type of contribution, or Co-Sponsor/Ownership Agreements if project sponsor is not title holder.

**Attachment D –** **Applicant Resolution**

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation Legacy Partnership grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT’s REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant has read the [Federal Conflict of Interest Disclosure](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIV/part-1402/subpart-B/section-1402.112), 2 CFR §1402.112 and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the budget section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including recording a restriction dedicating the park property into perpetuity for uses consistent with Land and Water Conservation Fund (LWCF) program on the property record.

NOW, THEREFORE BE IT RESOLVED that <Title of Authorized Official> is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED: WITNESSED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Signature)

­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title) (Date) (Title) (Date)

**Attachment E:**  **General Letters of Support.**Letters of support from Congress must be addressed to the Project Sponsor and included with the application.

**Attachment F:** **Letter of Intent to Sell** (acquisition projects only)

**Attachment G:** **Archeological and Historical Information**

Prior to submission to the National Park Service, the DNR must initiate Section 106 review when we receive your application. In order for us to initiate Section 106, we need you to do the following:

1. Send an email to DataRequestSHPO@state.mn.us with the township, section, range of the park and ask for a data search for previously known archaeological sites and historic properties in the project area. Review the information you get back, if any, to see if they are in or adjacent to the project area.
2. Using the information from #1 along with your community history, complete the State Historic Preservation Office (SHPO) [Request for Project Review Form](https://mn.gov/admin/assets/R-C_Form_SIMPLE_1_tcm36-327668.pdf). When completing the form, please provide as much detail as possible regarding the park history, previous ground disturbance and depth/extent of ground disturbance with your proposed project.
3. Email theinformation received from DataRequestSHPO and the Request for Project Review Form with all attachments to either Audrey Mularie or Mai Neng Moua. **Do not send the form to SHPO for review** as the DNR will do that.

**Attachment H:** **Environmental Reviews**

Please complete and email the following to Audrey Mularie or Mai Neng Moua. Use both of these reviews to complete the Environmental Resources Survey on the LWCF Application and Revision Form. This information will be used to determine if the project qualifies for a Categorical Exclusion (CE) or will require an Environmental Assessment (EA).

1. Review of your project by the US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation (IPaC) Report](https://ecos.fws.gov/ipac/) is required to provide a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS’ jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information. From the website, click on “Get Started” then enter a location, define the area, and confirm the area where the project activities will occur. Then click on “Continue,” print the resource list and email the list to Audrey or Mai Neng.
2. Review of your project by the Natural Heritage Review Team is required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. All requests for a Natural Heritage Review should now be submitted through the [Minnesota Conservation Explorer (MCE)](https://mce.dnr.state.mn.us/). Please click on the Help Tab or see [How to Obtain Natural Heritage Data](https://files.dnr.state.mn.us/eco/nhnrp/obtaining-nhis-data.pdf) for instructions. Email the NHIS report to Audrey or Mai Neng.

The following federal forms can be downloaded from the [Grants.gov](https://www.grants.gov/web/grants/view-opportunity.html?oppId=342812) under the related documents or you can request a copy from our office.

**Attachment I: LWCF** **Application & Revision Form**

**Attachment J: LWCF** **Description and Notification Form**

The following federal form can be downloaded from the [Grants.gov](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html) under the post completion reporting forms or you can request a copy from our office.

**Attachment K:** **Disclosure of Lobbying Activities Form**

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, “Disclosure of Lobbying Activities” form if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award.