

OUTDOOR RECREATION LEGACY PARTNERSHIP PROGRAM (ORLP)



2026 Application Guide FOR THE LOCAL ORLP GRANT PROGRAM



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Program Overview

The purpose of the Outdoor Recreation Legacy Partnership (ORLP) Program is to

1. Acquire land and water for parks and other outdoor recreation purposes in qualifying areas, and
2. Develop new or renovate existing outdoor recreation facilities that provide outdoor recreation opportunities to the public in qualifying areas.

In accordance with the EXPLORE Act, the ORLP Program will make selections based on the extent to which a project:

- Provide recreation opportunities in low-income communities in which access to parks is not adequate to meet local needs
- Provide opportunities for outdoor recreation and public land volunteerism;
- Support innovative or cost-effective ways to enhance parks and other recreation opportunities or delivery of services;
- Support park and recreation programming provided by local governments, including cooperative agreements with community-based eligible nonprofit organizations;
- Develop Native American event sites and cultural gathering spaces;
- Provide benefits such as community resilience, reduction of urban heat islands, enhanced water or air quality, or habitat for fish or wildlife; and
- Facilitate any combination of these goals.

The EXPLORE Act states that the Secretary shall give priority to projects that:

- Create or significantly enhance access to park and recreational opportunities in a qualifying area;
- Engage and empower low-income communities and youth;
- Provide employment or job training opportunities for youth or low-income communities;
- Establish or expand public-private partnerships, with a focus on leveraging resources; and
- Take advantage of coordination among various levels of government

Within the context of these statutory priorities, the ORLP Program will also prioritize projects that further Secretarial and Executive Orders, including [Executive Order 14313](#), “Establishing the President’s Make America Beautiful Again Commission” and [Secretarial Order 3442](#), “Land and Water Conservation Fund Implementation by the U.S. Department of the Interior.”

Program Description

Congress established the Land and Water Conservation Fund (LWCF) in 1965 to create more recreational opportunities for, and strengthen the health and vitality of, the American people. LWCF’s State and Local Assistance Program provides matching grants to States, and through States to local units of government, for the acquisition and development of public outdoor recreation sites and facilities. Since its inception, LWCF has funded over 46,000 projects across the country, totaling over \$5 billion in investment.

In 2019, the John D. Dingell, Jr. Conservation, Management, and Recreation Act permanently reauthorized LWCF. In 2020, the Great American Outdoors Act permanently funded LWCF.

The Outdoor Recreation Legacy Partnership (ORLP) is a nationally competitive program within LWCF State and Local Assistance. ORLP was initiated in 2014 as a complement to the LWCF formula grant program. In 2024, Congress passed the EXPLORE Act, which further codified ORLP, established program priorities, and expanded eligibility to Tribal governments. Congress allocates money from the LWCF for ORLP, which is then awarded to eligible entities through a competitive process.

ORLP Local Grant Program Schedule

July 1, 2026	Notification of funding: pre-application opens
July 15, 2026	Opening webinar
October 1, 2026	Pre-application deadline
November 1, 2026	Division submits all pre-applications to NPS
Nov 1, 2026 – April 30, 2027	Merit review and selection by ORLP Committee
May 1, 2027	Announcement of projects selected to complete full application
November 1, 2027	Deadline for full application submission
October 1, 2028 – September 30, 2031	Anticipated project period for awarded projects

Where to Submit the Application

Applications are submitted through an electronic folder in Microsoft SharePoint. Applicants should contact their RRS regional consultant to request access to the SharePoint folder. Applicants are encouraged to request access early in the process to allow for technical support, as needed.

Financial award will be contingent upon the approval of the full application and execution of the grant agreement. No work can begin on the project scope until there is a fully executed contract in place.

ORLP Notice of Funding Opportunity

This Notice of Funding Opportunity (NOFO) invites applications for the Outdoor Recreation Legacy Partnership (ORLP) Program, administered by the National Park Service (NPS). ORLP provides funding to 1) to acquire land and water for parks and other outdoor recreation purposes in qualifying areas, and 2) to develop new or renovate existing outdoor recreation facilities that provide outdoor recreation opportunities to the public in qualifying areas. ORLP is a program within the Land and Water Conservation Fund (LWCF) State and Local Assistance Program, which provides matching grants to States. ORLP funding is available in addition to traditional LWCF state formula grants and does not affect state apportionments.

Eligibility

ORLP projects must be within a Qualifying Area*, defined as:

- › an urban area that has a population of 25,000 or more in the most recent census, or
- › 2 or more adjacent urban areas with a combined population of 25,000 or more in the most recent census; or
- › an area administered by a federally recognized Indian Tribe or an Alaska Native or Native Hawaiian community organization.

The following entities are eligible subrecipients and must apply through their State (NC Division of Parks and Recreation) or Territorial Lead Agency:

- › Political subdivision of a State or Territory, including cities and counties, or special purpose districts that manage open space, such as a park district.
- › The following entities are eligible subrecipients and may choose whether to apply through a State or Territorial Lead Agency, or Tribal Government:
- › Urban Indian organizations ([25 U.S.C. § 1603\(h\)](#))

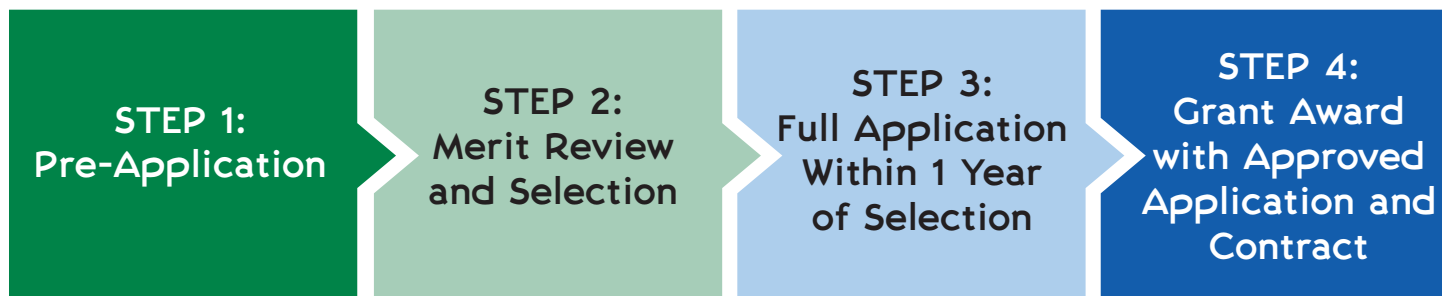
Early coordination with the N.C. Division of Parks and Recreation Grants & Outreach team will help ensure that the project aligns with the objectives and goals of the ORLP Program, and secure State or Territorial government support in maintaining perpetual conservation and/or recreation use on the proposed property.

Additional Requirements

- **Matching Requirement:** ORLP is dollar for dollar match, meaning it covers up to 50% of all project costs. Applicants are responsible for providing non-federal funds for at least 50% of project costs.
- **Perpetuity Requirement:** Projects assisted through ORLP must be maintained and accessible for public outdoor recreation use in perpetuity. This applies to the assisted park or site in its entirety, not just the area assisted by the grant funds.
- **Alignment with LWCF Law and Policy:** As an LWCF program, ORLP projects must align with the purposes and requirements of the [LWCF Act](#) and [LWCF Manual](#).
- **Alignment with National Priorities:** Projects must be responsive to Executive and National priorities, including those outlined in [Executive Order 14313](#), "Establishing the President's Make America Beautiful Again Commission" and [Secretarial Order 3442](#), "Land and Water Conservation Fund Implementation by the U.S. Department of the Interior."
- **Alignment with State Priorities:** Proposed projects must align with priorities within the NC Outdoor Recreation Plan, which is reflected in scoring criteria. Applicants should demonstrate how their proposed project meets at least one of the priorities to be eligible for funding.

**To determine if your jurisdiction and your project are in a qualifying area, please visit: tigerweb.geo.census.gov/tigerweb/, check the "Urban Areas" box in the Layers tab, enter the project address (or nearby address) in the top right hand corner.*

Grant Application Cycle Overview



Step 1: Pre-Application *(Due October 1, 2026)*

Forms/Assurances/Certifications	Submission
Basic Facts & Assurances	Required
SF-424C, Budget Information, Construction Programs	Required
Project Abstract Summary	Required
Project Narrative	Required
Budget Narrative	Required
Indirect Rate Agreement (NICRA)	Required, if applicable
Project Timeline	Required
Project Site Map(s) and Rendering(s)	Required
Letters of Commitment for Secured or Potential Contributions of Cost Share	Required
Overlap or Duplication of Effort Statement	Required
SF-LLL, Disclosure of Lobbying Activities	Required, if applicable
Conflict of Interest and Unresolved Matters Disclosures	Required, if applicable
Uniform Audit Reporting Statement	Required
General Letters of Support	Optional
Site and Process Photos	Optional
Public Input	Recommended
NEPA Reviews	Recommended

Step 2: Merit Review and Selection

NPS will evaluate and consider only those applications that separately address each of the merit review criteria. Each applicant is required to provide a detailed project narrative of the following criteria elements. It is highly recommended that the project narrative has sections labeled by criterion. (See Selection Priorities for NPS Merit Review section for criterion)

Step 3: Full Application *(Due November 1, 2027)*

If the project is selected to move forward, the applicant will have one year from the selection notification to complete and submit a full application. The following table provides examples of the documentation required to finalize a grant agreement with the NPS. Note that exact requirements will depend on the project and current program policy. ***Applicants are encouraged to start compiling these items prior to or as soon as possible after selection.***

Additional items may be required in the award negotiation process.

Project Information

- Application and Revision Form (A&R)
 - › All projects, complete sections 1.0, 2.0, and 3.0.
 - › For Acquisition and/or Combination projects, complete section 2.1.
 - › For Development and/or Combination projects, complete section 2.2.
- Description and Notification Form (DNF)
- Justification: Consistency with the NC Outdoor Recreation Plan
- Applicant's Self-Scoring Review

Financial Information and Risk Assessment

- Source of Matching Funds (Matching Funds)
- Federal Information for Construction and Acquisition Programs (SF 424C)
- Compliance Reports for Each Prior Grant

Site Information and Maps

- Site Control/Proof of Ownership (Ownership)
- Project Location Map (Location Map)
- LWCF Boundary Map (Boundary Map)
- Site Plan
 - › For Acquisition projects, a conceptual plan should be provided (Conceptual Plan)
 - › For Development projects, building floorplans with detailed information should be provided (Building Floorplan)
- Acquisition Projects Only
 - › Land Acquisition Form (Acquisition Form)
 - › Appraisal (Appraisal)
 - › Appraisal Review (Appraisal Review)
 - › Legal Description of the Land (Land Description)
 - › History of Conveyance (Conveyance)

Environmental Review and NEPA Documentation

- Review Letter from SHPO (SHPO Letter)
- Copies of all agency correspondence and reviews required for NEPA
- Copies of any required permits or documentation of progress

Planning and Public Involvement

- Master Plan for the Park (Master Plan)
- Parks and Recreation Systemwide Plan for the Jurisdiction (Comp Plan)
- Capital Improvement Plan for Parks and Recreation (CIP)
- Local Board Minutes or Resolution Adopting Planning Documents
- Documentation of Public Involvement
 - › Recreational Needs Survey (Survey)
 - › Public Meeting and Evidence of Advertisement/Public Support (Public Meeting)
 - › Civic Group Presentations and Evidence of Support (Civic Groups)
 - › Support from Parks and Recreation Advisory Board (Advisory Board)

Matching fund sources must be finalized at this time.

Step 4: Grant Award and Contract

Once the subgrantee has been awarded a grant from the Outdoor Recreation Legacy Partnership Program (ORLP), the first step is to execute a contract between the subgrantee and the N.C. Department of Natural and Cultural Resources (DNCR). The chief elected official will have 45 days to sign and return two copies of the grant contract to The Division's Grants and Outreach team. A representative of DNCR will then sign the contracts and return a copy of the executed contract to the subgrantee. ***No work can begin on the ORLP project until the contract with DNCR has been fully executed.***

With the signed contract, subgrantees are required to complete a sub-W-9. This must be provided to establish your organization in the NC Financial System.

ORLP grants are paid on a reimbursement basis. A local government must first spend its own funds on the project and then be reimbursed. In addition, a series of progress inspections for your project will be conducted by your regional consultant.

Selection Priorities for NPS Merit Review

Criterion 1: Increasing Access to Outdoor Recreation Opportunities

To what extent does the project support the following priorities:

- Create or significantly enhance access to park and recreational opportunities in a qualifying area;
- Provide recreation opportunities in low income communities in which access to parks is not adequate to meet local needs;
- Develop Native American event sites and cultural gathering spaces;
- Increase safety in parks, including facility related security installations within or adjacent to public parks and recreation areas; or
- Develop recreational sites such as shooting sports facilities (archery ranges, skeet fields, safe shooting areas) that promote firearm safety and hunter education.

Points	Scoring Description
5	The project will significantly improve or create outdoor recreation access in a qualified area, directly advancing some or any of the purposes listed above. There is strong evidence that the project responds to a critical recreation access gap, particularly in a low-income area.
3	The project improves recreation access in a moderate or incremental way, or alignment with the above LWCF and ORLP goals is present but not strongly demonstrated.
1	Minimal alignment with listed goals; benefits are limited or unclear.

Criterion 2: Alignment with Community Needs (5 total points)

To what extent does the project:

- Provide opportunities for outdoor recreation and public land volunteerism;
- Engage and empower low income communities and youth;
- Provide employment or job training opportunities for youth or low income communities; or
- Support park and recreation programming provided by local governments, including cooperative agreements with community based eligible nonprofit organizations.

Points	Scoring Description
5	The project demonstrates a strong, structured community engagement process that identified and incorporated residents' needs into the overall project plan. The resulting project includes initiatives that expand economic opportunity for the community such as youth programs, job training opportunities, volunteer opportunities, and collaborative programming with local partners and nonprofits.
3	Some community engagement and youth/low income support is described, but the depth of the engagement efforts, or their incorporation into the project are moderate.
1	Minimal evidence of community engagement or empowerment.

Criterion 3: Leveraging Resources in Support of Recreation (5 total points)

To what extent does the project:

- Take advantage of coordination among various levels of government;
- Establish or expand public private partnerships, with a focus on leveraging resources; or
- Support innovative or cost effective ways to enhance parks and other recreation opportunities or the delivery of services.

Points	Scoring Description
5	The project demonstrates strong multi level government coordination (e.g. alignment with a relevant Statewide Comprehensive Outdoor Recreation Plan (SCORP)), robust public private partnerships, and clear innovation or cost effectiveness in enhancing recreation services.
3	Coordination and partnership elements exist but are not well developed or only moderately contribute to overall project success.
1	Minimal coordination and no clear partnership or innovation strategy.

Criterion 4: Promoting Conservation and Ecological Benefits (5 total points)

To what extent does the project:

- Acquire land/water or interests that provide recreation and also:
 - › Support ESA listed species recovery;
 - › Reduce or eliminate habitat threats (ESA or candidate species);
 - › Address threats identified in a 12 month petition finding; or
 - › Fulfill conservation strategies in a State Wildlife Action Plan;
- Create wetlands (subject to Safe Harbor Agreements) providing habitat, water quality improvements, flood mitigation, and outdoor recreation opportunities;
- Improve big game winter range and migration corridor habitat (per SO 3362);
- Invest in natural infrastructure for shoreline stabilization and habitat restoration; or
- Provide benefits such as community resilience, reduced heat islands, improved air/water quality, or wildlife habitat.

Points	Scoring Description
5	The project meaningfully incorporates conservation elements alongside recreation benefits (e.g. increased native vegetation, nature-based solutions, permeable surfaces, stormwater management, reduced heat islands, etc.), demonstrates environmental, ecological, and community resilience outcomes, and aligns with the LWCF and ORLP goals above.
3	Conservation elements are present but modest, or alignment with LWCF and ORLP goals is limited.
1	Minimal or no integration of conservation or ecological elements.

Criterion 5: Project Feasibility (5 total points)

To what extent does the project:

- Have a sound and reasonable project plan?
- Have a clear, feasible, well-detailed budget, including a plan to meet the 1:1 match requirement and minimize administrative costs?
- Demonstrate the ability to complete the proposed scope of work and maintain the project in the long term.

Points	Scoring Description
5	Clear, reasonable plan; feasible budget; high likelihood of project success and meeting LWCF's perpetuity requirement.
3	Moderate feasibility; some gaps in the overall project plan or budget.
1	Limited evidence of feasibility.

Review and Selection Process

This program reviews proposed budgets to ensure:

- › figures are correct
- › estimated costs are necessary and reasonable and clearly linked to project narratives
- › avoid obviously unallowable costs
- › identify costs requiring prior approval
- › ensure indirect cost rates are applied correctly
- › confirm cost sharing requirements are reflected in the budget.
- › administrative costs do not exceed 7%, as required in the EXPLORE Act

Any deficiencies identified through this process may result in a reduced award.

This program reviews applications for potential overlap or duplication between the proposed project and any other funded or proposed project. Depending on the circumstances, DOI may choose to not make an award.

NPS personnel, and in some cases independent reviewers, will review all proposals. All proposals for funding will be considered using the criteria outlined above. A summary of the review panel comments may be provided to the applicant if requested.

A. Initial Review

Prior to conducting the comprehensive merit review, an initial review will be performed to determine whether:

1. The applicant is eligible for an award;
2. The information required by the NOFO has been submitted;
3. All mandatory requirements of the NOFO are satisfied;
4. The proposed project is responsive to the program objectives of the NOFO (program determination); and
5. The proposed project is in compliance with all applicable executive and secretary orders, including the President's EO on *Ending Radical and Wasteful Government DEI Programs and Preferencing* as well as the EO and SO on *Restoring Truth and Sanity to American History*.

If an applicant fails to meet the requirements or objectives of the NOFO, or does not provide sufficient information for review, the applicant will be considered non-responsive and eliminated from further review.

B. Comprehensive Merit Review

All applications that pass the initial review will be eligible for the Comprehensive Merit Review. ORLP Review Panels, composed of independent reviewers with relevant expertise in parks and recreation, landscape architecture, public health, urban planning, community engagement, etc., will review and evaluate all eligible applications using the criteria outlined above. A summary of the review panel's comments may be provided to the applicant if requested.

Each criteria element will be scored on a 0-5 point scale, where the following numerical ratings can be assigned: 5, 4, 3, 2, and 1. The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following will be used as a general guideline, with more specific guidelines for each criterion outlined in the previous "Merit Criteria" section:

Rating	Descriptive Statement
5 Superior	Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements and demonstrates no weaknesses.
4 Good	Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.
3 Satisfactory	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses.
2 Marginal	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or a significant number of minor weaknesses.
1 Poor	Applicant addresses some aspects of the criterion and demonstrates some doubt in the likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.

C. Selection

The Selection Official will consider the merit review panel recommendations, the amount of funds available, and the following program policy factors when making recommendations for funding:

1. Geographic distribution
2. Distribution of funding to a range of program objectives
3. Range of project types, sizes, and partners represented
4. Lower relative administrative costs

D. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the applicant is capable of complying with the requirements of the Department of Interior (DOI) Financial Assistance Regulations, and/or (3) additional specific terms and conditions are required. Failure to satisfactorily resolve the issues identified by the Government may preclude award to the applicant.

Selected applicants have one year from the date of their notification of selection to finalize a grant agreement with the Division.

Selected applicants must meet with Grants and Outreach staff for an orientation session regarding the requirements and steps for finalizing a grant agreement. This process includes reviews for compliance with federal laws, most notably the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). If these reviews reveal features of the project that affect its eligibility or viability, the NPS will not be able to make the award.

Pre-Application Guidance

Pre-Application Checklist

Forms/Assurances/Certifications	Submission
Basic Facts & Assurances	Required
SF-424C, Budget Information, Construction Programs	Required
Project Abstract Summary	Required
Project Narrative	Required
Budget Narrative	Required
Indirect Rate Agreement (NICRA)	Required, if applicable
Project Timeline	Required
Project Site Map(s) and Rendering(s)	Required
Letters of Commitment for Secured or Potential Contributions of Cost Share	Required
Overlap or Duplication of Effort Statement	Required
SF-LLL, Disclosure of Lobbying Activities	Required, if applicable
Conflict of Interest and Unresolved Matters Disclosures	Required, if applicable
Uniform Audit Reporting Statement	Required
General Letters of Support	Optional
Site and Process Photos	Optional
Public Input	Recommended
NEPA Reviews	Recommended

Application Instructions

1. Project Abstract Summary

Required form ([OMB 4040-0019](#)) – Must include, in plain language:

- Award purpose
- Activities to be performed
- Expected deliverables or outcomes
- Intended beneficiaries
- Subrecipient activities (if known at time of award)

2. Project Narrative

The proposal is a narrative description that should specifically address each of the review criteria (see the Application Review Information section on page 17). The project narrative must be under 10 pages, in font size of 11 or larger, and have 1-inch margins. The 10-page limit includes all text and figures. Only include information that is pertinent to the proposal.

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

Section 1: Project Data Page

- Indicate the submission date (DD/MM/YYYY)
- Applicant name and contact information
- Sub-recipient name and contact information (if applicable)
- Project Title
- Name of Park/Property
- Name of Property Title Holder
- Project Property Address/Location

- Acreage of the project site and proposed boundary
- Project Type: land acquisition, new development, renovation, combination, etc.
- Previous LWCF or ORLP Recipient: Yes/No, if yes provide the year and funding amount.
- Brief description of the project and its proposed impact (100-words or less).

Section 2: Project Overview

■ Site Description (required)

- Describe the property's physical features (e.g., terrain, water features, built structures, existing amenities) and quantify where possible (e.g. 50 acres of forested land).
- Describe current uses of the property and note any uses that will be discontinued or remain in place once the project is completed.
- Identify any known site constraints, such as utilities, easements, rights-of-way, contamination history, or other physical or legal limitations.

■ Acquisition Description (only complete if acquisition is proposed)

- Describe the property's current ownership.
- 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 many acres.
- Optional: Describe the current acquisition status, including negotiations, due-diligence steps completed or in progress (title work, appraisal status, basis of value if no appraisal yet completed).

■ Development Description (only complete if development is proposed):

- Describe the planned physical improvements and facilities, and whether they are new construction, rehabilitation, areas for conservation, or replacement.
- Explain any expected impacts on the natural landscape (e.g., temporary disturbance, permanent changes).

■ Population Description (required)

- Provide the most recent Census Population of the Qualifying Urban Area.
 - Applicants can view all Census Urban areas using US Census's [TIGERWeb](#) web page. To see an area's population, click on the relevant location and look at the "Urban Areas" field in the pop-up box.
- Describe the community's low-income status.
 - Applicants can demonstrate low-income status (as defined in [26 U.S.C. 45D\(e\)\(1\)](#)) using the Federal Financial Institutions Examination Council's Census Geomapping tool, or through documentation describing the demographic factors that indicate the community's status of need.
 - To check the proposed project area's low-income status using the [Federal Financial Institutions Examination Council's Census Geomapping tool](#):
 1. Open the tool and select the previous calendar year in the year dropdown
 2. Type in the nearest street address to the project site
 3. Select "Census Demographic Information"
 4. Select the "Income" tab
 5. Look at the following data fields:
 - ◆ % below Poverty Line – **This must be over 20%**. This is the number of people in the tract living below the poverty level divided by the tract's total population.
 - ◆ OR Tract Median Family Income % – **This must be below 80%**. This compares the tract level median family income (MFI) to the Metropolitan Statistical Area/Metropolitan Division (MSA/MD) level MFI.
 - US Territories and the Commonwealth of Puerto Rico can document low-income status by submitting alternate documentation, if Census or other federal government data is unavailable. Acceptable data sources may include relevant economic indicators from datasets such as the U.S. Census Bureau's Island Area Census. Data may also include locally sourced information about other economic burdens, such as data from territorial governments, Federal government regional offices, or State, Territorial, or local governmental or research organizations.

Section 3: Responses to Merit Review Criteria

Projects will be evaluated on the extent to which they:

- 5) Increase Access to Outdoor Recreation Opportunities
- 5) Align with Community Needs
- 5) Leverage Resources in Support of Recreation

- 5) Promote Conservation and Ecological Benefits
- 5) Demonstrate Feasibility

See the “Application Review Information” section for more details on each criterion, including how it will be scored. It is highly recommended that this section of the project narrative is labeled by criterion.

3. Budget Narrative

- Applicants must describe and justify items and costs listed in their budget. The budget must identify the following cost items: total estimated costs, non-Federal cost share, third-party contributions, and any pre-award costs. Total project cost is the sum of all allowable costs, including required and voluntary cost share and third-party contributions. Budget items must be:
 - › Reasonable, allowable, allocable, and necessary, and
 - › Compliant with [2 CFR §200 Subpart E](#) cost principles
- **Indirect Costs:** Applicants must indicate in their budget how they will charge indirect costs, including the rate to be applied:
 - › **De Minimis Rate:** If eligible, state if your organization is opting to use the de minimis rate of up to 15% of total modified direct costs. Entities that do not have a current Federal negotiated indirect cost rate (including provisional rate) may propose to use the de minimis rate. For more information, refer to 2 CFR 200.414(f).
 - › **Negotiated Rate:** State if your organization will negotiate with your cognizant agency. If your organization has previously negotiated a rate, attach a copy of the most recently negotiated rate agreement (active or expired).
- The budget should reflect only the costs related to construction or acquisition activities to be completed under an ORLP grant if selected. A separate total budget for the entire project (including work beyond what would be funded under the grant) may also be provided. The ORLP-funded portion of the project must result in a viable park or recreation opportunity that is not dependent on other funding, even within the scope of a larger project.
- **Note on Administrative Costs:** In accordance with the EXPLORE Act, no more than 7 percent of funds provided for an ORLP grant may be used for administrative expenses. Additionally, the EXPLORE Act specifically excludes acquisition support costs including appraisal and titling.

4. Indirect Rate Agreement (NICRA)

If your organization has previously negotiated an indirect cost rate, attach a copy of the most recently negotiated rate agreement (active or expired).

5. Project Timeline (1 Page Limit)

Detailed timeline 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.

6. Project Site Map(s) and Rendering(s)

Provide high-quality PDF or JPG files for maps and renderings and avoid using compressed or scanned images.

- **Map (or Aerial Photo) Delineating Project Area and Proposed Boundary:** 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), scale, and a north arrow.
- **Site Analysis Map** that illustrates site attributes such as flood zones, storm data, slopes, conservation areas, tree canopy, nutrient-rich soils, impervious surfaces, view sheds, and impervious cover.
- **Plan or Sketch of Planned Site Features** that highlight locations for public access, parking, playgrounds, conservation areas, rain gardens, concepts for managing stormwater, and other features, aligned with site analysis and community feedback.
- **Any other supporting graphics** that illustrate the objectives of the project proposal.

7. Letters of Commitment for Cost Share or Plans for Securing Cost Share

- **For Already Secured Sources of Cost Share:** Clearly state the amount, type, and anticipated date of contribution.
- **For Planned Sources of Cost Share:** Describe the source, anticipated amount, and status of cost share discussions. Identify any major barriers that could prevent the share from being realized.

8. Overlap or Duplication of Effort Statement

This program reviews applications for potential overlap or duplication between the proposed project and any other funded or proposed project. Depending on the circumstances, NPS may choose not to make an award.

Applicants must state in their application if the activities, costs or time commitment of key personnel proposed in this application overlap with those in any other Federal proposal or award or not. If no overlap exists, include a statement to that effect. If any overlap exists, provide:

- Activities: Description of any overlapping activities.
- Costs: Description of any overlapping costs.
- Time: Description of any overlapping key personnel time.
- A copy of any overlapping or duplicative proposal submitted to any other potential funding entity.
- Details on when any overlapping proposal was submitted, to whom, and the expected date of the funding decision.

If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects".

9. SF-LLL, Disclosure of Lobbying Activities *(Required if applicable)*

Required if one is not already on file with the LWCF Program. State Lead Agency applicants do not need to submit a new SF-LLL with their ORLP application if a current annual SF-LLL is already on file.

For all other eligible applicants: A fully completed and signed [SF-LLL](#), Disclosure of Lobbying Activities is required if the applicant has made or agreed to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

10. Conflict of Interest and Unresolved Matters Disclosures *(Required if applicable)*

If any actual or potential conflict of interest exists related to this project at the time of application, the applicant must provide sufficient information to support a program determination of significance per [2 CFR 1402.112](#). Refer to [2 CFR 200.112](#) Conflict of Interest and [2 CFR 200.113](#).

11. Uniform Audit Reporting Statement

U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, and non-profit organizations expending \$1,000,000 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](#), 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 website.

12. General Letters of Support *(Optional)*

If an applicant includes letters of support from elected officials, community members, or other supporters, they must be uploaded with the application in Grants.gov to be considered. Please do not send separately from application.

13. Site and Process Photos *(Optional)*

Applicants may choose to provide photos of the site and proposed development. These could include site features or constraints, community engagement, or current uses.

Additional items may be required in the award negotiation process.

Recreation Resources Service

Recreation Resources Service (RRS) is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

Find Your RRS Consultant

