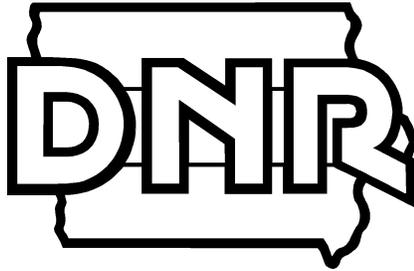


LAND & WATER CONSERVATION FUND Outdoor Recreation Legacy Partnership Program

Notice of Funding Opportunity

Fifth Round, FFY2020/2021

Pre-Applications due August 23, 2021, 4:30pm CST



Iowa Department of Natural Resources
Kayla Lyon, Director
2021

GUIDELINES

FOR LOCAL PARTICIPATION

Outdoor Recreation Legacy Partnership Program

Fifth Round, FFY2020/2021

FORWARD

This booklet has been prepared to assist grant applicants, planning agencies, and planning consultants in preparing applications for federal assistance from the Land and Water Conservation Fund (LWCF) for the Outdoor Recreation Legacy Partnership (ORLP) Program. It makes no attempt to cover all aspects of the LWCF and/or ORLP program; but it does attempt to cover the major items of interest and concern to most applicants. Any unanswered questions concerning the program should be directed to:

Iowa Department of Natural Resources
Parks, Forests, and Preserves Bureau
502 E 9th ST
DES MOINES IA 50319-0034
515-925-8569
Rhonda.Fowler@dnr.iowa.gov

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Section A. Program Description

PROGRAM BACKGROUND AND OBJECTIVES

This Notice of Funding Opportunity (NOFO) is to advise, local units of government, and federally recognized Indian tribes of the availability of funds for grants from the Land and Water Conservation Fund's (LWCF) Outdoor Recreation Legacy Partnership (ORLP) Program. Further information on the fifth round ORLP program can be found in the National Park Service (NPS) [ORLP NOFO announcement](#). The purpose of the LWCF ORLP is to provide grants to support the creation of significant renovation of state or locally owned parks and other recreation spaces located in urban areas consistent with the purposes of the LWCF, but with the further specific goals of funding projects that:

- Are located within or serve jurisdictions of 50,000 people or more and designated as "Urbanized Areas" 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 would significantly increase the number of people who could be served and/or significantly increase the types of recreational opportunities that would be provided (in a way that could be equated to the impact of a new park).

Background on LWCF: The LWCF State and Local Assistance program is operated by the National Park Service (NPS) 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. Each fiscal year Congress appropriates money from the LWCF for this program, which is then allocated to the states based on a legislative formula.

The LWCF State and Local Assistance Program was created by the Congress in 1964 to assist in preserving, developing and assuring accessibility to present and future generations of U.S. citizens and visitors "such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation in such recreation and to strengthen the health and vitality of the citizens of the United States...." This is accomplished in part by authorizing and providing grants to states, and through states to local units of government and federally-recognized Indian tribes, for projects that will provide outdoor recreation opportunities to the public through the acquisition of lands and waters for parks and other outdoor recreation areas, as well as through the development of new or renovation of existing outdoor recreation facilities.

Background on the LWCF ORLP Program: In [P.L. 113-76](#), Consolidated Appropriations Act, 2014, Congress appropriated a supplemental amount from the LWCF designated for a new nationally competitive grant program to be developed by the NPS. The NPS created the LWCF ORLP in response. The Program operates within the context of the traditional LWCF Program but focuses on projects that will benefit *urban areas*. Congress has continued to provide funding for the ORLP in subsequent fiscal years.

Similar to previous ORLP competitions, this competition is targeting projects that will create or reinvigorate parks and other outdoor recreation spaces located in Census-delineated Urbanized Areas. (Note that American Samoa, Guam, the Northern Marianas Islands, and the U.S. Virgin Islands do not have any such areas.) Further, the competition will prioritize the selection of projects that will directly connect people to outdoor places, particularly in communities that are underserved* in terms 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, particularly to provide for the leveraging of resources; and rely on a high degree of coordination

among the public, multiple levels of government, and the private sector, to improve recreation opportunities for all. In addition to the competition objectives, selected projects must advance goals of or otherwise meet priority recreation needs identified in their State Comprehensive Outdoor Recreation Plan (SCORP).

IN PERPETUITY REQUIREMENT

All prospective LWCF ORLP grant applicants should be aware that the LWCF Act requires that the park or other outdoor recreation area that has benefitted from assistance from the LWCF, whether for acquisition or development purposes, and regardless of the amount or extent of assistance, may not be converted to other than public outdoor recreation uses for perpetuity and must remain open to the general public and not limited to special groups (see Section 5(f) of P.L. 88-578 or [54 U.S.C. 200305\(f\)\(3\)](#)). The 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 may be considered by the state and NPS. Before Seeking LWCF or ORLP grants, project sponsors should carefully consider their ability and willingness to comply with this provision of law.

The [LWCF Grant Assistance Manual](#), v. 71 (March 11, 2021) currently establishes the eligibility, procedural, and programmatic requirements for LWCF grants, including ORLP grants. The Manual can be found at <https://www.nps.gov/subjects/lwcf/upload/LWCF-FA-Manual-Vol-71-3-11-2021-final.pdf>.

Section B. Federal Award Information

Anticipated Federal Funding: This fifth round of ORLP grants will make available up to \$150 million appropriated by Congress in FFY20 and FFY21, plus unused funds from prior years, if any. The State of Iowa may submit any grant application which meets the requirements of this program as determined by the Department of Natural Resources. Project sponsors must request a minimum of \$300,000 and may request up to a maximum of \$5 million per project proposal. NPS is targeting April 1, 2022 for the initial selection of projects based on the proposals. The period of performance for LWCF grants is typically two to three years, so for example, the initial term might be October 1, 2022 to September 30, 2025.

Other Information: Recipients of an existing ORLP grant may apply for one additional grant to supplement the existing ORLP project or another project at the same park. A recipient who has been awarded an ORLP grant for a project may also be allowed to submit an application for a new ORLP project at a different park.

In the interest of ensuring a wide distribution of LWCF-ORLP funds and addressing the needs of communities that are underserved due in part to financial constraints, parks that are currently receiving or have recently received LWCF formula grant funds may not apply for an ORLP grant at the same park, even if the scope of the project is different.

Section C. Eligibility Information

ELIGIBLE APPLICANTS

In accordance with [54 U.S.C. 200305\(a\)](#), each state has a lead agency designated by the State's Governor or by state legislation for the purposes of implementing LWCF in that state, which is the Department of Natural Resources (DNR) for the State of Iowa. Eligible sub-recipients include other state agencies, local units of government (state political subdivisions such as cities, counties, and special purpose districts such as park districts), and federally recognized Indian tribes. Further, for a project to be eligible the sub-recipient (project sponsor) must:

- Represent a jurisdiction of at least 50,000 people AND
- Be situated within [the geographic boundary](#) of one of the 497 urbanized areas delineate by the Census Bureau using 2010 data.
- If the project sponsor is a state agency or a county, the project must serve an urbanized area jurisdiction as described above.

A list of the 497 urbanized areas was published in the Federal Register on March 27, 2012 (77 Fed. Reg. 18652-18669).

The Census Bureau has published [maps delineating each urbanized area](#).

There are nine urbanized areas in Iowa:

- [Ames, IA](#)
- [Cedar Rapids, IA](#)
- [Davenport, IA](#)
- [Des Moines, IA](#)
- [Dubuque, IA](#)
- [Omaha, NE / Council Bluffs, IA](#)
- [Iowa City, IA](#)
- [Sioux City, IA](#)
- [Waterloo, IA](#)
- [West Des Moines](#)

COST SHARING OR MATCHING

In accordance with the LWCF Act ([54 U.S.C. 200305\(c\)](#)), ORLP grant projects must be cost-shared with non-federal funds at a minimum ratio of 1:1. 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.

Projects with contributions of cash or land from non-public sources will score more highly than other match types and sources. Further information about eligible costs, sources of match, and other cost-sharing requirements can be found in Chapter 5 of the [LWCF Manual](#) as well as at [2 C.F.R. 200.306](#).

The scoring criteria also favor projects that involve partnerships among the public, private, and non-profit sectors that result in the leveraging of resources (e.g., money, donations of land, equipment, supplies, services, etc.) and the extent of that leverage that allows the *LWCF-eligible* costs included in the project budget to exceed the 1:1 match required by the LWCF Act. In other words, projects whose budgets involve matching the LWCF funds at the 1:1 level, where 100% of the match is provided by the sponsor, although eligible, will receive no points in the budget category, which will make the proposal less competitive and possibly less likely to score high enough to be funded.

The following costs may not be counted toward the non-Federal matching share (not inclusive):

- Any project costs incurred before the grant start date, unless they are an eligible pre-award cost as defined in the [LWCF Manual](#) or unless the sponsor gets prior approval from the state lead agency and the NPS (i.e., waiver of retroactivity).
- Any funds or in-kind contributions such as land or services that have been used previously or will be used in the future to satisfy the matching requirements of another LWCF grant or other Federal grant.
- Any funds or in-kind contributions such as lands or services that were or will be acquired with other Federal funds, unless otherwise provided by Federal law.

Funding that originated from Federal sources or the value of land or services acquired with Federal funds may not be used as non-Federal match unless their enabling legislation authorizes that treatment. The best-known examples are HUD's Community Development Block Grants and DOT-FHWA's Recreation Trails Program, but there may be others (project sponsors should be prepared to show supporting documentation if seeking to use Federal funds from other sources as match). Other than this exception, in accordance with [54 U.S.C. 200305\(f\)\(1\)](#) projects seeking LWCF ORLP grants may not include funds from other Federal sources, including LWCF formula funds, in the project's budget, even if all programs' match requirements are met. *Projects whose budgets contain other federal funds aside from as described above will be eliminated from the competition without consideration.*

Prospective applicants should note limitations on certain kinds of costs, whether proposed for the grant, as match, or as overmatch, including those related to project management/administration, contingencies, and design/engineering fees. This is described further in the Budget Narrative component of Section of D.2. Further, project sponsors should be aware that the LWCF Act specifically excludes acquisition support costs from eligibility (see [54 U.S.C. 200305\(e\)\(2\)\(A\)](#)) so such costs should not be proposed to be part of the ORLP grant share or to meet the match share within the 1:1 level. *Such*

ineligible costs will be removed from the proposal and the award reduced if selected for funding.

ELIGIBILITY AND PROCESS

The process for a project sponsor to seek an ORLP grant will begin at the state level. The lead agency will be responsible for: further soliciting project proposals from other state agencies, local units of government, and federally recognized Indian tribes; conducting the initial review of proposals for completeness and eligibility requirements; evaluating proposals according to the criteria used for this competition criteria as well as criteria from the State's Open Project Selection Process (OPSP), if applicable; ensuring that proposals are consistent with outdoor recreation priorities outlined in the state's SCORP; and selecting the proposal(s) to be nominated. If a proposal is selected for funding in the national competition, the lead agency will also be responsible for submitting the final application to NPS. Grants will be awarded to the lead agency, which will be responsible for ensuring that allocated funds are used for the purposes of and in a manner consistent with the LWCF. The lead agency will in turn make a sub-award to the project's sponsor, which must be the public entity that submitted the proposal.

If a project is selected, the project cost estimate generally defines the maximum federal share that can be requested, unless the additional amount is nominal, up to the overall ceiling of \$5 million. (Note this is a departure in policy from grants awarded under the LWCF formula program, which under some circumstances permit amendments to increase the federal share.)

In general, significant changes to the project proposal after the initial selection, whether in terms of the scope of work (such as eliminating or changing proposed scope items) or the budget (such as introducing new costs or revising costs such that they impact other costs in the budget or scope components), are discouraged as they may materially alter the circumstances under which the project was evaluated and selected. Such changes can lead to the federal share of the grant offer being reduced or the grant offer being withdrawn entirely.

Section D. Application and Submission Information

CONTENT AND FORM OF PRE-APPLICATION SUBMISSION

For the purposes of the competition, project proposals will be reviewed and evaluated based on a pre-application. The pre-application **must** include all five **Required Elements**, listed in 1-6 below. *Pre-applications submitted without all of the required elements will be eliminated from the competition without consideration.* Pre-applications will be scored and ranked on a national basis based on an evaluation of how well the project meets the review and selection criteria for the competition and the general requirements of the LWCF Act. Therefore, it is critical that applicants follow the outline provided below for the narratives to ensure each criterion is addressed. Supplemental Elements, also described below, are not required at this time but will be required with the final application if the project is selected. However, submitting one or more Supplemental Elements with the pre-application may help substantiate the project's "readiness."

Additional questions specific to information required by individual states may be included in the application for funding.

Project sponsors should understand that they are submitting pre-applications that are not considered a complete and final application, and that if your project is selected, you will need to update/complete and resubmit the proposal as a final application. Notably, the pre-application does not include important documentation needed to substantiate the project's compliance with environmental and historic/cultural resources laws (i.e., NEPA, NHPA), and such documentation will be required if the project is selected. Further, an offer of grant funding could be withdrawn if development of these documents reveals a previously unknown issue that materially affects the project's eligibility or feasibility of completion. If this occurs, the NPS will move to the next project on the ranked list.

REQUIRED PROPOSAL ELEMENTS

1. Project narrative (maximum length: 10 pages, 12-point font) - Grant pre-application questions.

The narrative provides the sponsor the opportunity to describe the purpose of their project and how it meets the objectives of the competition; intended outcomes of the project; and expected benefits (short- and long-term) and other impacts in terms of improving recreation opportunities that meet an identified recreational

deficiency or need for a neighborhood or community. Project sponsors are encouraged to review the descriptions of the six (6) evaluation criteria outlined in Section E to understand how projects will be evaluated and scored. We recommend that the narrative be generally outlined in the order of the criteria (headers are provided below) to ensure that the project (and budget) narratives directly address each criterion.

The Project Narrative must include a Project Data Sheet and a Project Overview. See pre-application for further specifics on content.

2. Detailed Budget narrative (maximum length: 5 pages, including tables)

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.

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 projects (including work beyond what would be funded under a grant) may be provided separately.

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.

Applicants must provide a budget breakdown that includes the following information:

- Detailed breakdown of each cost item included under each of the SF424C, Construction Budget Categories and for indirect costs if being charged.
- Clearly indicate which costs are covered by federal funds and which are covered by matching funds.
- Clearly indicate any proposed pre-agreement costs and the timeframe during which the associated work cost was performed.

Applicants must also provide information required in Criteria 6 as detailed in Section E.

3. Project Timeline (maximum length: 1 page)

The timeline must clearly show all tasks necessary to complete the proposed work including dates for discrete benchmarks of significant work elements. The timeline must include the date that the park/resource will be open to the public.

4. Photos

Provide context such as current site conditions, the surrounding environment, etc.

5. Site maps/plans and exact project location(s) - (see pre-application for further specifics on map requirements)

6. Letters of Support

Document secured contributions of matching share clearly stating the amount and type of contribution, or co-sponsor/ownership agreements if project sponsor is not the title holder.

FUNDING RESTRICTIONS

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,
- 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).

SUPPLEMENTAL PROPOSAL ELEMENTS

General Letters of support: These are not required but may be helpful in terms of substantiating public support for the project, evidence of partnerships, etc. To ensure such letters are considered by the merit panel, *submit them with the application*. Letters of Support from Congress must be addressed to the Project Sponsor.

Letter of Intent to Sell, Purchase, or Donate Property for project requiring acquisition.

UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

Each applicant (unless exempt under [2 C.F.R. 25.110](#)) is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier in its application (currently a [Data Universal Number System](#) (DUNS) number);
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. Registration processes for SAM can be found at <https://www.sam.gov>. SAM accounts must be renewed and validated annually.

The following Supplemental Elements are not required with the pre-application, but applicants should be aware that if the proposal is selected for funding, they *will be required* for review with the final application before grant funds could be awarded. The noted forms are available on the LWCF program [website](#).

- Assurances for Construction Programs (SF-424D)
- Proposal Description and Environmental Screening Form (PD/ESF)
- Description and Notification Form (DNF)
- Pre-award Onsite Inspection Report
- Current approved indirect cost rate agreement (if applicable)
- Copy of an approved waiver of retroactivity (if applicable)

SUBMISSION DATE AND TIME

Applicants are responsible for their pre-applications being submitted to the Iowa DNR. **Pre-applications are due to Iowa DNR by 4:30pm Central Time on August 23, 2021. Pre-applications that are not received by the deadline will not be considered.**

All pre-application materials shall be emailed to Rhonda.Fowler@dnr.iowa.gov. **Only pre-applications received with an email date and time before or on August 23, 2021 at 4:30pm will be accepted. One hard copy of the pre-application and supporting documents, with original signatures, must be mailed to:**

Iowa Department of Natural Resources
 ORLP Grant Program
 Attn: Rhonda Fowler
 502 E 9th St
 Des Moines IA 50319

Section E. Application Review Information

REVIEW AND SELECTION PROCESS

Prior to submittal to the National Park Service (NPS), all submitted pre-applications will initially be reviewed by Iowa

DNR to assess and determine how well they meet ORLP objectives and priorities, along with the priorities outlined in Iowa's SCORP. This assessment will determine if the project application will be selected by the Iowa DNR to move forward to the NPS.

Once a pre-application has been received from a state lead agency, the NPS LWCF program office will conduct an initial screening to determine whether the application is complete (i.e., at a minimum contains all Required Elements) and meets basic eligibility requirements (i.e., project is from an eligible applicant and/or sponsor, provides the minimum cost share, and its purpose is generally consistent with the LWCF Act and the objectives of this competition). Presuming it is found to be eligible for consideration, the project will be evaluated and scored in a field review conducted by both a technical panel of NPS staff focused mainly on LWCF-based requirements and a peer-based merit panel focused mainly on the project's purpose, purported benefits, and relevance to the competition objectives. (See Section E.1 to see which criteria each panel will review.) All proposals will be scored individually in accordance with the assigned weights of the evaluation criteria. Each proposal will be reviewed by at least 4 (four) reviewers but no consensus advice will be given. Both federal and non-federal experts may be used for the merit panel. Reviewers' scores will be compiled and averaged as needed to create a final score.

The scores and reviewer evaluations will be used by the competition managers to produce a ranked list of projects that will be recommended to the competition's selecting official - the Director of the National Park Service - for final selection. Generally, projects will be recommended in the ranked order unless there is justification to select out of order based upon:

- Availability of funding
- Geographic distribution of projects and/or funds
- Program objective and priorities (see Section A of this NOFO)
- The applicant's prior performance in managing LWCF grants and/or assisted sites
- The project's capacity to leverage non-Federal dollars.

The NPS will then request complete and final grant applications (see following Sections E.3 and Section F).

EVALUATION OF RECIPIENT RISK

In accordance with [2 C.F.R. 200.205](#), applications selected for funding will be subject to a pre-award risk assessment, which may include a review of information contained within the applicant's proposal, past audits, Federal Awardee Performance and Integrity Information System (FAPIS), and/or past performance on previous Federal financial assistance awards. Negative information that leads to a recipient being designated as "Medium Risk" or "High Risk" may result in specific conditions, as identified in [2 C.F.R. 200.207](#), being incorporated into the final award.

EVALUATION CRITERIA

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 of the 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 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).

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 benefit that will be produced by the project such as short- and long-term employment opportunities and/or communitywide economic benefits stimulated by the project.

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/nonprofit 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 nonpublic 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 and provide evidence of local support for the project, particularly from the local community. (*Reference letters of support included with the application.*)
- Describe 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.*)

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 nontraditional partners; unusual features in the project design; employment of novel solutions to issues in/challenges to addressing the community's recreational 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.

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's SCORP and other relevant park and recreation plans. Projects can also receive credit for aligning with or advancing priorities of other comprehensive or master plans at the city, regional, and/or state level (such as community revitalization, economic development, or open space plans).

Priority will be given to projects that best meet 1) at least 1 goal or need that is clearly identified in the SCORP, particularly any that are specific to 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.

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 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 expected 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.)*

CRITERIA SCORING

Criteria valued at 20-points will be rated using the 10-point scale below but weighted at twice the value. This means that a score of 8 in a 20-point Criteria would be valued at 16 points. Total point value of all criterion is 100 points. Proposals scoring less than half the possible points on any one criterion, based on the average of the review panel scores, may not be considered for funding.

- **Superior (9-10 points):** Application fully addresses all aspects of the criterion, demonstrates that the project will surpass the criterion's stated priorities and contains no weaknesses.
- **Good (7-8 points):** Application fully addresses all aspects of the criterion, demonstrates that the project will fully meet the criterion priorities and contains no weaknesses.
- **Satisfactory (5-6 points):** Application addresses all aspects of the criterion to some degree, demonstrates that the project will meet the criterion priorities but/and/or contains a couple of minor weaknesses.
- **Marginal (3-4 points):** Application addresses most aspects of the criterion, does not clearly demonstrate that the project will meet or come close to meeting the criterion priorities, but/and/or contains a moderate weakness and/or a number of minor weaknesses.
- **Poor (1-2 points):** Application does not adequately address the aspects of the criterion, reveals issues in the likelihood of meeting or coming close to meeting, criterion priorities but/and/or contains a significant weakness and/or a number of moderate weaknesses that may outweigh any strengths presented.
- **Not Acceptable (0 point):** Application does not adequately address the aspects of the criterion, reveals issues in the likelihood of meeting criterion priorities to any significant degree but/and/or contains weaknesses that clearly outweigh any strengths presented.

Section F. Project Reporting

FEDERAL AWARD NOTICES

Once final decision is made by the NPS about award of a grant, a project agreement will be signed by the applicable LWCF Financial Assistance Awarding Officer for the Iowa LWCF Region. Iowa DNR will then make a sub-award to the local project sponsor. In no case will the NPS make an award directly to the local sponsor. Until the project agreement is signed, the sponsor should not begin work on the project that would result in the incurring of expenses desired for reimbursement from the grant or for use as match, unless for eligible pre-award costs or the project has a waiver of retroactivity.

FINANCIAL STATUS REPORTS

A report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The financial information will be reported by completing and submitting the Federal Financial Report (FFR), SF-425. Financial reports will be required annually and shall be submitted within 90 calendar days after the end of the annual reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final FFR shall be submitted no more than 90 calendar days after the conclusion of the project or the end date of the agreement, whichever comes first.

PERFORMANCE REPORTS

A report of performance is required as documentation of performance towards the accomplishments of the Federal award, detailing project activity and participant profile information. These reports are submitted to the applicable NPS program officer for the specific state. Performance reports will be required annually and shall be submitted within 90 calendar days after the end of the annual reporting period. The first reports will be due one year + 90 days following the

end of the quarter in which the award was originally made. For example, an award made in September of 2022 will have its report cycle end date as September 30. So, the first “annual” report, for October 1, 2022 to September 30, 2023, will be due by December 29, 2023 and then in subsequent annual intervals until the grant project is completed. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. Reporting requirements will be defined within the grant agreement. A final performance report with request for final payment, shall be submitted no more than 90 calendar days after the conclusion of the project or the end date of the agreement, whichever comes first. Other deliverables, such as a final on-site inspection report, are required. These must be approved by the NPS before final payment can be made.

Non-Compliance:

Failure to comply with the reporting requirements contained in an agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards. The specific information regarding type, frequency and means of submission of post-Federal award reporting requirements will be contained in the award document.