

# OUTDOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM

## APPLICATION CHECKLIST

### Applicant Information:

- Applicant Name
- Address
- Phone Number
- Point of Contact Name
- UEI Number
- Project Name

### Required Application Elements

- SF424, Application for Federal Assistance
- SF424C, Budget Information – Construction
- SF424D, Assurances for Construction Programs
- SF429 and 429B, Real Property Status Report (acquisition only)
- SF - Project Abstract Summary
- SF-LLL – Disclosure of Lobbying Activities
- Letter of Recommendation from State Liaison Officer (GMS Staff will provide, if selected)
- Project Narrative (10-page max)
- Budget Narrative
- Project Timeline with Milestones and Measures (1-page max)
- Photos of current site conditions
- Maps:
  - LWCF Boundary Map
  - Map (or Aerial Photo) Delineating Project Area
  - Site Analysis Map
  - Plan or Sketch of Planned Site Features/Improvements
- Letter(s) of Commitment of Secured Contributions/Matching Share
- Overlap or Duplication of Effort Statement

## **Optional Documents**

- General Letters of Support – all letters, including those from Congress, must be address to the Project Sponsor and included with the application on Grants.gov.
- Conflict of Interest and Unresolved Matters Disclosures
- Uniform Audit Reporting Statement
- Letter of Intent to Sell, Purchase, or Donate Property (if applicable)

## **State of Missouri Requirements:**

- Federal E-Verify – Affirmation of Enrollment and Participation in a Federal Work Authorization Program
- Business Entity Certification
- Resolution - from the relevant governing body showing support of the project and ensuring commitment of the project sponsor to maintain public access to the project in perpetuity.
- Financial Assurance Letter – from the project sponsor’s chief financial officer stating that your agency has the financial capability of completing the proposed project and maintaining it in perpetuity.
- Proof of Land Ownership or Leaseholder/Easement Rights and Legal Description – send a copy
- Proof of Public Involvement – if the project sponsor hosted a public meeting or provided some other form for public comment within the last six months regarding the proposed project include a copy.
- Title Search – identify any parties who may have a superior interest in the property.