

OUTDOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM APPLICATION CHECKLIST

Rounds 6A and 6B

Applicant Information:

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

Required Application Elements:

- SF424, Application for Federal Assistance (Will be provided, if selected)
- SF424C, Budget Information – Construction
- SF424D, Assurances for Construction Programs
- SF 429B, Real Property Status Report, Request to Acquire, Improve, or Furnish (for acquisition or acquisition with development projects only)
- SF - Project Abstract Summary
- SF-LLL – Disclosure of Lobbying Activities
- Letter of Recommendation from State Liaison Officer (Will be provided, if selected)
- Pre-award Onsite Inspection Report (Will be provided, if selected)
- Project Narrative (10-page max)
- Budget Narrative (5-page max)
- Project Timeline (1-page max)
- Photos
- Recreation Area Map
- Map Delineating Project Area and Proposed Boundary – See Property Information/Maps Help Sheet
- Plan or Sketch of Planned Site Features/Improvements
- Letter(s) of Support – Confirming Matching Contributions or Co-sponsor Ownership Arrangements
- 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.
- Letter of Intent to Sell, Purchase, or Donate Property (if applicable)
- Application and Revision (A&R) Form
- Description and Notification (DNF) Form
- Copy of an Approved Waiver of Retroactivity (if applicable)
- Conflict of Interest Disclosure
- Overlap or Duplication of Effort Statement
- Copy of the Negotiated Indirect Cost Rate Agreement (if applicable)

Required Documentation to support your responses to the Application and Revision (A&R) Form Section 3.0 C: Environmental Resources Survey and D: Cultural and historic Resources Review. For instruction on how to obtain and evaluate this information, see the Environmental Resources Survey – Information Sheet located on the KDWP Website.

State of Kansas Requirements:

- Assurance 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.
- Maintenance Statement
- Overhead Power and Telephone Line Statement
- Affirmative Action – Equal Opportunity Plan
- Agreements
- Local Funding Statement – 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.
- Outline for Maintenance Statement
- 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.