# OUTOOR RECREATION LEGACY PARTNERSHIP (ORLP) PROGRAM APPLICATION CHECKLIST

## Required Application Elements: Overall application must not exceed 40 pages in total.

SF424, Application for Federal Assistance

SF424C, Budget Information – Construction

Copy of the Negotiated Indirect Cost Rate Agreement (if applicable)

Letter of Recommendation from State Liaison Officer

Project Narrative (10-page max)

Budget Narrative (5-page max)

Project Timeline (1-page max)

Photos

Recreation Area Map

Map (or Aerial Photo) Delineating Project Area and Proposed Boundary

Plan or Sketch of Planned Site Features/Improvements

Letter(s) of Support – Confirming Matching Contributions or Co-sponsor Ownership Arrangements

## Optional Attachments:

General Letter(s) of Support - *Letters from Congress must be* ***addressed to*** *and submitted by the State Liaison Officer and submitted with the application.*

Letter of Intent to Sell/Purchase/Donate (Acquisition)

The following Supplemental Elements are not required with the pre-application, but if the proposal is selected for funding, they ***will be required*** ***for review with the final application*** before grant funds could be awarded. Submitting one or more Supplemental Elements with the pre-application may help substantiate the project’s “readiness.”

Assurances for Construction Programs (SF-424D)

Application & Revision Form (A&R Form)

Description and Notification Form (DNF)

Pre-award Onsite Inspection Report (State form)

Real Property Status Report (SF-429A series as applicable)

Current Approved Indirect Cost Rate Agreement (if applicable)

Copy of an Approved Waiver of Retroactivity (if applicable)

Overlap or Duplication of Effort Statement (see Notice of Funding Opportunity for required language)