

NARRATIVE GUIDELINE

SECTION I – ACQUISITION

To be completed in narrative form by projects involving acquisitions only but is not required for projects only involving development. This must be completed in addition to Section II.)

For “Acquisition /Development” or “Development Only Projects” begin at Section II. Property may be purchased for future development and 50% reimbursement recovered. Property to be acquired by donation must be accompanied by a development plan and reimbursement will be made only as development is accomplished. Should development costs estimated above the appraised value of the donation be proposed, the money expended above the appraised value may be reimbursed at 50%. Generally, an acquisition project requires the same preliminary documentation as a project for development only (development guidelines begin on the next page) with the additions and/or exceptions indicated below:

- Submit estimated cost of acquisition. No price negotiation with the vendor is permitted prior to obligation of funds.
- Add \$350 to your cost estimate for review appraiser services. Your appraisal will be reviewed at the state level to ensure compliance with federal requirements.
- Add 5% of the total for state/federal administrative cost. (This amount may vary depending on annual negotiated rate.)
- If sponsor finds an option necessary to secure future acquisition of land, an option may be taken prior to obligation of funds and may subsequently be reimbursed. However, there can be no purchase price indicated; rather the option should read “at a purchase price to be determined by a formal appraisal,” and it should indicate the option money would be a part of the purchase price.
- Submit Boundary Map showing the Point of Beginning, North Arrow and exterior boundaries, streets, etc., outlined in red of each parcel to be acquired. Annotate existing physical improvements, environmental intrusions and servitude. Coordinates on map must match legal description. Legal authority must sign map. See requirements per Maps & Submittal List: Boundary Map

NARRATIVE GUIDELINE SECTION II – DEVELOPMENT Revised 3/1/07

For Development and/or Acquisition / Development Projects

Development projects do not have to complete Section I. Answer each question in narrative form. Include each item. If a negative answer is appropriate, so indicate.

Justification (Program Narrative Information):

A. Project Description:

- a. Describe the site intended for development and include description of proposed facilities. For acquisition projects, describe proposed future uses.

- b. Location in proximity to users. Describe any public sidewalks or trails; existing or planned that connects the site to residential areas and nearby

schools and businesses.

- c. Give acreage to nearest tenth, ethnic makeup of area and income level of residents.
- d. Describe outstanding features of the site to include tree cover, drainage, topography, etc., as well as any existing outdoor recreational facilities.
- e. Describe the land uses of the immediate surrounding area (i.e. residential, commercial.)
- f. Will project improve recreational opportunities to minorities, low-to moderate income citizens and special populations (handicapped, elderly, youth)? What age groups will be served by the project? Address access to restrooms if they are not being constructed in this or a later phase (acquisitions do not need to address this).
- g. Give explanation of why this project is needed, its eventual goal and how project will meet the need, particularly in regard to the area that will be served. Are there other existing outdoor recreational facilities within such designated service area? Are they public or private, and adequate to meet needs? During what hours will the facility be available to the public? (Schools will be required to post these hours on the completed facility). Discuss whether the project will provide compatible facility use, such as in coordination with schools, hospitals, churches, historic park sites, etc. and/or any extraordinary social or community involvement. Will it improve recreational facilities for all ages?
- h. Show accord with any local or regional comprehensive plan for recreation. Give name of plan. A map showing the site in relation to the other existing recreational facilities within such service area should be furnished to support this need. (See REGIONAL RECREATION MAP example).
- i. Detail public input into formulation of project. Cite recreation master plan, surveys, public meetings with detailed report of meeting such as number present, age span, minority and handicap participation and results of discussion. List other organizations and key individuals involved.
- j. Include brief information regarding economic, cultural and social conditions of area.
- k. Discuss relationship to any other project (local, state, federal).
- l. Discuss programming and maintenance of facility.
- m. Will programming and maintenance be under a bona fide recreation department or maintenance staff?

- n. Will there be a particular department or person responsible for facilities?
- o. Will maintenance be responsibility of the sponsor's public works staff?
- p. Explain any outstanding property rights such as minerals (show how they will be dealt with and how sponsor will assure resource will not be adversely affected).
- q. State alternatives to proposed action, if any.

B. Enhancement of Environmental Quality:

- a. Describe any environmental intrusions on or near property to be acquired/developed, particularly overhead electrical wires. **OVERHEAD UTILITY LINES:** All existing overhead utility lines in the proposed project area should be discussed in this section. Utility lines that will be in conflict with the intended recreation uses and program guidelines should be specifically identified and proposals offered for resolving any conflict. **WHEN THERE ARE NO OVERHEAD UTILITY LINES LOCATED AT THE PROJECT SITE, STATE THIS FACT. ALSO, AFFIRMATIVELY ACKNOWLEDGE AN AWARENESS OF PROGRAM GUIDELINES PROHIBITING FUTURE OVERHEAD UTILITY LINES, AND STATE A WILLINGNESS TO COMPLY WITH THESE GUIDELINES IN PERPETUITY.** Cost of the burial, screening, relocation, and/or removal of overhead utility lines are eligible for grant assistance. The following rules apply to utility lines located in areas proposed for fund assistance:
 - Take reasonable steps to bury, screen or relocate overhead utility lines (under 15KV) within the fund-assisted area.
 - Place all new and future utility lines within the fund-assisted area underground.
 - Program funds cannot be utilized for projects, or portions of projects, which propose to locate mass recreation use areas or facilities (such as swimming pools, picnic areas, athletic fields or courts, playgrounds, etc.) underneath overhead utility lines.
 - The installation of overhead utility lines in any area that previously received fund assistance without prior approval by the Division of Outdoor Recreation is prohibited even after project completion. **OVERHEAD UTILITY LINES SHOULD BE ADDRESSED IN THIS SECTION AND SHOWN ON THE PROPOSED SITE PLAN.**
- b. Explain existence of and proposed remedial actions in regard to drainage, water pollution, water contamination, sewage effluents, solid waste, raw soil, garbage dumps, siltation, erosion, etc.
- c. Explain how the natural beauty of the area will be preserved, protected and/or enhanced.

C. Control of Project Site (development projects only):

a. Provide the following:

- Copy of title or,
- Copy of deed from vendor or donor (if property was purchased after January 2, 1972, furnish a LETTER OF JUST COMPENSATION, (click on ALL CAPS BOLD TEXT to see example); or,
- If project is co-sponsored, furnish title to property and copy of CO SPONSOR AGREEMENT with recordation data (click on ALL CAPS BOLD TEXT to see example).

b. Describe proposed vehicular and pedestrian access to the site and give a statement that such access is guaranteed to the public.

c. Describe any outstanding rights held by others and how these will not affect the planned recreation use of the area.

D. Agreements and arrangements with others:

a. Explain any agreements or arrangements, existing or contemplated, with other individuals or organizations for participating in this project, including later operation and maintenance. Was planning or implementation a direct result of cooperation between sponsor and other public agency at local, state or federal level? Show degree of cooperation and/or joint financing.

b. List other agencies or groups consulted during the formulation of this proposal in regard to plans for highways, roads, sewers, streets, zoning, water lines, drainage, etc., and the compatibility with this proposal for outdoor recreation purposes on a long-term basis.

E. Financial and legal:

a. Elaborate on source of applicant's funds. State when and how required matching funds are available.

b. Explain any other federal assistance program explored.

c. Give clear, concise statement in regard to how operation and maintenance will be effected, including assignment of personnel, equipment, supplies, etc., and also proposed budgeting of funds for operation/maintenance.

d. Explain which professional services will be used (engineer, landscape architect, or architect). A professional already employed by applicant or to be employed under contract may furnish this service. State who will perform these services, including construction plans and specifications, supervision of project and inspection to completion.

e. If water-based (pond, lake or beach) facilities are proposed, the sponsor

must provide documentation they first applied for, and were turned down for, Dingell-Johnson (Wallop-Breaux) matching federal funds through the Louisiana Department of Wildlife and Fisheries. In applying for LWCF, the sponsor must secure Army Corps of Engineers permit or a letter from the Army Corps of Engineers stating that the permit is not required (if that is the case).

f. Will the project comply with the attached list of applicable federal statutes, regulatory policies, as required by the LWCF grants manual? Refer to list on pages 9 and 10 of the “Outdoor Recreation **PROJECT HANDBOOK.**” (Click on **ALL CAPS BOLD TEXT** to see document).

g. Do you have a 504 Self-Evaluation Plan, or would you be willing to provide one?