

NARRATIVE (GUIDELINES) Revised 2023

SECTION I – ACQUISITION (if applicable, do not include this instruction page)

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

For “Acquisition /Development” (“Development Only Projects” begin at Section II). Property to be acquired by donation must be accompanied by a development plan and reimbursement will be made only as development is accomplished. 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 or donation value based on appraisal. No price negotiation with the vendor is permitted prior to obligation of funds.
- 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 outlined in red showing the Point of Beginning, North Arrow and exterior boundaries, streets, etc., 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 for Boundary Map.

NARRATIVE (GUIDELINES) SECTION II – DEVELOPMENT Revised 2023

For Development, Renovations and/or Acquisition / Development Projects

Development projects do not have to complete Section I. Answer each question in narrative form below each request / question. If a negative answer is appropriate, so indicate. Do not alter this form.

*either skip a line or use bold or italic font so that your responses are easily found

Justification (Program Narrative Information):

A. Project Description:

- a. Give acreage of the site within existing or proposed 6f boundary to nearest tenth.
- b. Describe outstanding features of the site to include tree cover, water bodies, topography, etc., as well as any existing outdoor recreational facilities.
- c. Describe the land uses of the immediate surrounding area (i.e. residential, commercial.)
- d. Describe the site intended for development and include description of proposed facilities. For acquisition projects, describe proposed future uses.
- e. 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.
- f. Provide ethnic makeup of area and income level of residents.
- g. Discuss how project will 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? Will project or master plan provide recreational facilities for all ages?
- h. Address access to restrooms, are they being constructed in this or a later phase?
- i. 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 the area? Are they public or private, and adequate to meet needs?

- j. During what hours will the facility be available to the public? Discuss whether the project will provide compatible shared use, such as in coordination with schools, hospitals, churches, historic park sites, etc. and/or any extraordinary social or community involvement.
- k. Discuss project justification based on a local or regional comprehensive plan for outdoor recreation. Give name of plan and provide access (copy or web address). Discuss the project in relation to the other existing recreational facilities within service area. Identify on your Regional Recreation Map. (See Regional Recreation Map guidelines).
- l. Detail the public input that went into formulation of project. (Public input required prior to application for this grant). Cite regional and or master plan that includes recreation, 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. Provide meeting sign in sheets, social media snapshots, etc. that documents your process.
- m. Include brief information regarding economic, cultural and social conditions of area.
- n. Discuss relationship to any other project (local, state, federal).
- o. Discuss programming and maintenance of facility.
- p. Will programming and maintenance be under a bona fide recreation department or maintenance staff located on site?
- q. Will there be a particular department or person responsible for facilities?
- r. Will maintenance be responsibility of the sponsor's public works staff?
- s. 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). Are there access easements, Right of Ways, etc.?
- t. Discuss 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. 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.. If your project involves a Spray Park, discuss water treatment system, discharge and drainage.

c. Explain how and if 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”
- If project is co-sponsored, furnish title to property and copy of “Cosponsor Agreement” with recordation

b. Describe proposed vehicular and pedestrian access to the site and give a statement that such access is guaranteed to the public. All proposed development as well as access and parking is required to be within 6(f) designated area. A legal survey showing proposed 6(f) boundary designation will be required prior to final project approval.

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. (50% of professional service fees are eligible for reimbursement up to 10% of total project).

- e. If motorized boat ramp (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. For projects located on navigable waterways, the sponsor must secure all applicable permits such as 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 applicable federal statutes, regulatory policies, as required by the LWCF program?

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

A "504 Self-Evaluation Plan" mainly has to do with providing access to persons with disabilities, or when there is a lack of ADA access, a transition plan or in case of a discrimination complaint – a process in place with your agency to address the complaint.

<http://www.nps.gov/aboutus/eeotechguidance.htm>

https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/504keys