

LWCF PROJECT NARRATIVE

The project narrative must be an accurate, detailed description of the proposed project. Be brief, but address all items. The following outline will be helpful in completing the narrative.

PART I

1. Identify and describe the real property to be acquired or site to be developed and its location. (Reference or attach, maps, photos, etc., as necessary.)
2. For development projects, describe the proposed development and proposed work elements. For acquisition projects, describe the benefits of acquisition, planned future development within three years of entering a state/Local agreement, uses of the site, etc. (Reference or attach a conceptual site plan.)
3. Pinpoint any existing problems which may influence design or construction (e.g., land form, etc.), any current controversies regarding site or grant proposal, or any community problems on which the completed project may have an impact (e.g., unemployment, inflation, etc.). Problems may be physical, economic, cultural, etc.
4. Explain why assistance for this project is needed.
5. Discuss any relevant data, based on studies or reports, which have a direct or indirect-impact on the proposed project (e.g., recreation and/or open space studies or plans, capital improvement plans, etc.).

PART II

1. What benefits are expected as a result of this project?
2. What other results, both positive and negative are expected?
3. Who will utilize the site and facilities? Who will be responsible for administration and operation of the project site once completed?
4. On what type of time frame will the site be operated (e.g., daily, seasonal, etc.)?
5. Will any fees be charged for site entrance or use?

PART III

1. How will the final overall project eventually be accomplished? If the project is in phases, tell how the first phase through the final phase will be accomplished and funded. If possible, give general projections of the amount of work to be accomplished for each phase in phased projects. List current and projected activities in chronological order to show the schedule of accomplishments and their target completion dates. If the project is an acquisition, describe what kinds of facilities will be constructed within three years and how they will be funded.
2. Identify and describe any factors that might accelerate or decelerate the proposed development schedule.
3. Describe any unusual features of the project, such as design, energy efficient lighting, reductions in cost or time, extraordinary social and community involvement, other.
4. Explain how the development will be accomplished (i.e., through contracts, force account, etc.). Then explain how these development methods relate to the development projections identified in the preceding projections.
5. List organizations, sponsors, consultants and individuals who support or will assist with the project, including a brief description of their contributions.
6. Specifically describe how the public was offered the opportunity to participate in the selection of and/or planning for this project. Identify meetings, workshops and other public gatherings where the project was discussed, provide dates, other pertinent information and discuss any controversies.
7. Identify how the proposed project will fit in with existing recreation supply in the city or county where the project site is located.
8. Was this proposed project acquired or developed with Land and Water Conservation Fund (LWCF) assistance? If so, list grant amounts and dates.
9. List LWCF grants (amounts, project names) previously awarded to the applicant. Also, describe any compliance problems with these projects and the status to date.