

LEGISLATIVE SUPPORT DATA PACKAGE GUIDANCE

Approved:

Deputy Assistant Director
Office of Legislative and
Congressional Affairs

Date: _____

The legislative program of the National Park Service (NPS) encompasses a wide variety of functions. It responds to the individual legislative needs of park units, develops legislation that provides Service-wide authorities, promotes administrative initiatives, and monitors all legislative and congressional matters that impact the NPS. For further information, see Director's Order #76: Legislative and Congressional Affairs.

The Service's legislative agenda is as diverse as the units of the national park system itself. The information and expertise provided by field, regional, and Washington office (WASO) managers is critical to the successful accomplishment of that agenda. To effectively prepare for legislative issues, the following Legislative Support Data Package (LSDP) guidance has been prepared by the WASO Office of Legislative and Congressional Affairs (OLCA).

Purpose: The purpose of legislative support data is to provide the information necessary to move legislation effectively and efficiently through the Department and the Congress. Preparing the pertinent data promptly is critical to ensuring favorable congressional action.

Elements: Below is the LSDP checklist. There are fundamental legislative support data elements that are required for all legislative proposals and congressional initiatives. Additional specific data is needed for each of the following categories where legislation affects the national park system, its units and programs:

- New Areas (includes new area studies)
- Boundary Adjustments
- Development and Land Acquisition Ceilings
- Special Designations/Areas
- General Authorities

Development: A LSDP will be developed for any legislative proposal originated by the NPS or by Congress concerning national park system resources or administration. Data should be concise, relevant, and submitted in a timely manner, following the attached checklist. Without this fundamental information, the ability to proceed with any proposal is greatly hampered.

Procedure: All incoming proposals from a park, region, or program office must have a complete LSDP to be considered a priority item for the legislative agenda. OLCA will work with the regional offices in assuring all information needs are included and packages are ready to move forward.

The legislative process can often be a long and arduous one. Our ability to best represent the Service is greatly enhanced when we can promptly answer questions and address concerns generated by Congress with the best possible information available. Your assistance in the compilation of the LSDP for a particular issue will directly improve the likelihood for favorable congressional action on administration proposals and others that impact the national park system.

The Legislative Support Data Package

Park or Program Name: _____

Field Area: _____

Staff Contact: _____ Phone #: _____

Indicate Type of Proposal or Initiative

Mark the box that corresponds with the type of legislative proposal or initiative and then proceed with the additional data required for such.

New Areas (includes new area studies)

These are areas being considered for inclusion in the National Park System. New areas can include those areas currently under federal, state, local, private, or other management. New area studies/special resource studies are also included in this category because the study evaluates the potential for including an area in the National Park System.

Boundary Adjustments

These include adjustments to boundaries of existing national park units or affiliated areas, which cannot be handled through current minor boundary adjustment authority.

Development and Land Acquisition Ceilings

Many National Park units have statutory limits on how much can be spent for land acquisition or development in the particular unit. This category addresses those parks needing to increase these limits enabling acquisition of more land or development beyond set ceiling amounts.

Special Designations/Areas

These are areas being considered for special designation both within and outside the National Park System. These could include affiliated areas, redesignation, wilderness designation, wild and scenic rivers designation, or national heritage areas, etc.

General Authorities

Includes programs and authorities of the Service that are applied beyond a specific unit. Included are programs and laws such as the National Historic Preservation Act, the National Register of Historic Places, the Outdoor Recreation Act, The Land and Water Conservation Fund Act, The Urban Park and Recreation Recovery Program, the Historic Preservation Fund, General Authorities Act, and authorities for managing concessions. New initiatives for such authorities also fall within this category.

Required for all Proposals or Initiatives

The following checklist of items is fundamental for all legislative proposals or initiatives. In some cases items may not apply, however, this information is identified as critical and necessary for all issues that require legislative attention.

- 1. Explanation of the proposal**
Explain what the proposal entails and what is trying to be accomplished.
- 2. Justification for each element in the proposal**
Justify each element of the proposal and explain its purpose.
- 3. Pertinent existing authorities**
Cite existing authorities related to the proposal and describe additional need.
- 4. Congressional interest**
Describe any support for the proposal from either the local delegation or other Member(s) of Congress, and indicate if the local delegation has been contacted.
- 5. Previous or pending legislation**
Describe any prior legislative activity and indicate any changes.
- 6. Positions of area landowners concerning the proposal**
Describe the position(s) and indicate if they have been notified of the intent of the proposal. (if appropriate)
- 7. Position(s) of State and Local Governments toward the proposal**
Describe the position(s) and indicate if they have been notified of the intent of the proposal. (if appropriate)
- 8. Position(s) of other Federal agencies**
Describe the position(s) and indicate if they have been notified of the intent of the proposal. (if appropriate)
- 9. Position(s) of pertinent public organizations/professional associations**
Describe the position(s) and indicate if they have been notified of the intent of the proposal. (if appropriate)
- 10. Media coverage/resources**
Describe any media coverage on the issue and include briefing statements, clips, op-eds, press-releases.
- 11. Summary of costs**
Provide a brief cost summary of the proposal.
- 12. Existing or proposed agreements**
Describe any existing agreements that are related to the proposal.
- 13. Broad marketing strategy**
Suggest approaches that should be taken to market the proposal.
- 14. Generic Authority Potential**
Describe the potential for the authority you are seeking to be applied to other parks or programs.

New Areas (includes new area studies)

These are areas being considered for inclusion in the national park system. New areas can include those areas currently under federal, state, local, private, or other management. New area studies/special resource studies are also included in this category because the study evaluates the potential for including an area in the national park system.

Completed requirements for all proposals or initiatives (14 items)

Background

- 15. Vicinity map**
8 1/2 x 11 and exhibit size when requested.
- 16. Existing area fact sheet**
Provide, if any, brochure and brief background information (i.e. recent newsletter).
- 17. Photographic/visual support material**
8 x 10 size material is preferred (Include captions).
- 18. Boundary map**
8 1/2 x 11 and exhibit size when requested.
- 19. Management**
Describe current management of the area (by whom).

Land Acquisition

- 20. Landownership map**
8 1/2 x 11 and exhibit size when requested.
- 21. Landownership data**
Discuss who owns land and how it would be acquired (purchase, donation, exchange, condemnation, etc.)
- 22. Land acquisition costs**
Describe estimated land acquisition and project implementation costs.
- 23. Land acquisition summary to date**
Describe what, if any, acquisition (including non-NPS) has taken place in the area and intent of acquisition and any current prohibitions in place.

Visitation

- 24. Visitation**
Provide information on existing visitor use of the area, if available.
- 25. Visitation at nearby areas/attractions**
Provide information for other nearby areas, if available (USFS, BLM, state park, private areas, etc.)
- 26. Visitation forecasts with or without legislation**
Provide projection for the next 5 years.

Planning/NEPA

- 27. National Park System Plan Statement**
Cite appropriate theme study or provide information on how the proposal satisfies system goals.
- 28. Copies of relevant planning documents**
Copies of the documents and description (3 copies).
- 29. NEPA compliance documents**
Copies of the documents and description(3 copies).
- 30. Summary of public involvement/comment**
Discuss public involvement, scoping, hearings, etc.
- 31. Alternatives**
Provide a short description of each alternative (if applicable).
- 32. Hazardous Substances Determination (602 DM 2.5D)**
Cite the determination and indicate level.

Funding/FTE

- 33. Gross appropriations for the last three years**
If applicable, provide general budget figures for the area(changes +/- in the last three years).
- 34. Tax revenues and assessed valuations**
Describe the taxes being generated on the land to be purchased.
- 35. Proposed fee schedule**
List all proposed fees and describe each (user and entrance).
- 36. Fee Data**
Please supply any fee data for the area, if available.
- 37. Current staffing**
Describe any existing management staff for the area.
- 38. Additional staffing required due to new additions**
Break down FTE needed by permanent, seasonal, VIP, intern employees.

Development

- 39. State of area infrastructure**
Describe the current condition of area administrative and visitor services infrastructure.
- 40. Proposed development costs**
Describe needed infrastructure (include estimated costs).
- 41. Development schedule**
Describe the time frame expected or planned for new development.

Boundary Adjustments

These include adjustments to boundaries of existing national park units or affiliated areas, which cannot be handled through current minor boundary adjustment authority.

Completed requirements for all proposals or initiatives (14 items)

Background

- 15. Vicinity map**
8 1/2 x 11 and exhibit size when requested.
- 16. Existing area fact sheet**
Provide brochure and brief background information. (i.e. recent park newsletter)
- 17. Photographic/visual support material**
8 x 10 size material is preferred. (Include captions)
- 18. Boundary map**
8 1/2 x 11 and exhibit size when requested.

Land Acquisition

- 19. Landownership map**
8 1/2 x 11 and exhibit size when requested.
- 20. Landownership data**
Discuss who owns land and how it would be acquired (purchase, donation, exchange, condemnation, etc.)
- 21. Land acquisition costs**
Describe estimated land acquisition and project implementation.
- 22. Land acquisition summary to date**
Describe if acquisition priorities have occurred, and how existing funds have been spent.
- 23. Federal Land Acquisition Priority List statement**
State where the proposed acquisition lies within NPS priorities.
- 24. Suggested funding associated with newly acquired land**
Describe, if applicable, the appropriate level of funding for various programs relative to the newly acquired land (i.e. interpretive programs, inventory and monitoring programs).

Visitation

- 25. Visitation**
Provide information on current and previous 5 years.
- 26. Visitation at nearby areas/attractions**
Provide information on current and previous 5 years, if available. (i.e at vicinity parks)
- 27. Visitation forecasts with or without legislation**
Provide projection for the next 5 years.

Planning/NEPA

- 28. National Park System Plan Statement**
If applicable, describe if the adjustment brings in resources which are consistent with National Park System goals.
- 29. Copies of relevant planning documents**
Copies of the documents and description (3 copies).
- 30. NEPA compliance documents**
Copies of the documents and description(3 copies).
- 31. Summary of public involvement/comment**
Discuss public involvement, scoping, hearings, etc.
- 32. Alternatives**
Provide a short description of each alternative (if applicable).
- 33. Hazardous Substances Determination (602 DM 2.5D)**
Cite the determination and indicate level.

Funding/FTE

- 34. Gross appropriations for the last three years**
Provide general budget figures for a unit (changes +/- in the last three years).
- 35. Tax revenues and assessed valuations**
Describe the taxes being generated on the land to be purchased.
- 36. Proposed fee schedule**
If applicable, list all proposed fees and describe each (user and entrance).
- 37. Fee receipts for the past five years**
Include and briefly summarize.
- 38. Fee monies returned to park**
Describe and indicate if for specific programs areas or maintenance.
- 39. Current park staffing**
Break down assigned FTE by permanent, seasonal, VIP, intern employees.
- 40. Staffing additions or reductions required due to boundary change**
Break down additional FTE by permanent, seasonal, VIP, intern employees.

Development

- 41. State of park infrastructure**
Describe the current condition of park administrative and visitor services infrastructure.
- 42. Proposed development costs**
Describe needed infrastructure (include estimated costs).
- 43. Development schedule**
Describe how development is proceeding, and indicate if development schedule is changed due to the proposal. (i.e. Is new development now planned.)
- 44. Development expenditures to date**
Indicate total expenditures and summarize where necessary.
- 45. Development concept plan**
Include a copy or summarize if in progress.

Development and Land Acquisition Ceilings

Many national park units have statutory limits on how much can be spent for land acquisition or development in the particular unit. This category addresses those parks needing to increase these limits enabling acquisition of more land or development beyond set ceiling amounts.

Completed requirements for all proposals or initiatives (14 items)

Background

15. Vicinity map

8 1/2 x 11 and exhibit size when requested.

16. Existing area fact sheet

Provide brochure and brief background information. (i.e. recent park newsletter)

17. Boundary map

8 1/2 x 11 and exhibit size when requested.

Land Acquisition

18. Existing statutory land acquisition ceiling

Cite existing ceiling and public law number.

19. Landownership map

8 1/2 x 11 and exhibit size when requested.

20. Landownership data

Discuss who owns land and how it would be acquired (purchase, donation, exchange, condemnation, etc.)

21. Land acquisition costs

Describe estimated land acquisition and project implementation.

22. Land acquisition summary to date

Describe if acquisition priorities have occurred, and how existing funds have been spent.

23. Federal Land Acquisition Priority List statement

State where any expected acquisition lies within NPS priorities.

24. Suggested program level for land acquisition

Describe what the appropriate level of funding is relative to the newly acquired land.

Visitation

25. Visitation

Provide information on current and previous 5 years.

26. Visitation at nearby areas/attractions

Provide information on current and previous 5 years, if available (i.e. vicinity parks).

27. Visitation forecasts with or without legislation

Provide projection for the next 5 years.

Planning/NEPA

- 28. Copies of relevant planning documents**
Copies of the documents and description (3 copies).
- 29. NEPA compliance documents**
Copies of the documents and description(3 copies).
- 30. Summary of public involvement/comment**
Discuss public involvement, scoping, hearings, etc.
- 31. Alternatives**
Provide a short description of each alternative (if applicable).

Funding/FTE

- 32. Gross appropriations for the last three years**
Provide general budget figures for a unit (changes +/- in the last three years).
- 33. Tax revenues and assessed valuations**
Describe the taxes being generated on the land to be purchased.
- 34. Proposed fee schedule**
List all proposed fees and describe each(user and entrance).
- 35. Fee receipts for the past five years**
Include and briefly summarize.
- 36. Fee monies returned to park**
Describe and indicate if for specific programs areas or maintenance.
- 37. Current park staffing**
Break down assigned FTE by permanent, seasonal, VIP, intern employees.
- 38. Additional staffing expected**
Break down additional FTE expected as a result of the proposal by permanent, seasonal, VIP, intern employees.

Development

- 39. Existing statutory development ceiling**
Cite existing ceiling and public law number
- 40. State of park infrastructure**
Describe the current condition of park administrative and visitor services infrastructure.
- 41. Proposed development costs**
Describe needed infrastructure (include estimated costs).
- 42. Development schedule for existing area**
Describe how development is proceeding, and when completion is expected.
- 43. Development schedule for additions proposed in legislation**
Describe the time frame expected or planned for new development.
- 44. Development expenditures to date**
Indicate total expenditures and summarize where necessary.
- 45. Development concept plan**
Include a copy or summarize if in progress.

Special Designations/Areas

These are areas being considered for special designation both within and outside the national park system. These could include affiliated areas, redesignation, wilderness designation, wild and scenic rivers designation, or national heritage areas, etc.

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20. Landownership data

Discuss who owns land and how it would be acquired (purchase, donation, etc.)

21. Land acquisition and costs

Describe estimated land acquisition and project implementation.

22. Land acquisition summary to date

Describe if acquisition priorities have occurred, and how existing funds have been spent.

Visitation

23. Visitation

Provide information on current and previous 5 years.

24. Visitation at nearby areas/attractions

Provide information on current and previous 5 years, if available (i.e. vicinity parks).

25. Visitation forecasts with or without legislation

Provide projection for the next 5 years.

Planning/NEPA

26. Statements/status of wilderness (special designation) proposal

Provide a copy of the proposal and its status.

27. National Park System Plan Statement

Describe if the proposed designation is consistent with National Park System goals.

28. Copies of relevant planning documents

Copies of the documents and description (3 copies).

29. NEPA compliance documents

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Discuss public involvement, scoping, hearings, etc.
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- Completed requirements for all proposals or initiatives (14 items)**

- 15. Additional items to be developed with the assigned legislative affairs specialist and regional legislative liaisons**