

FY2015 RECREATIONAL TRAILS PROGRAM

PRE-APPLICATION FORM

DEADLINE: NOON, FRIDAY, July 31, 2015

Applicant's Name (Organization):

Address:

ZIP:

County:

FEI Number:

Project Title (6 words max):

Project Description (25 words max):

Park Name, if applicable:

Park Address:

ZIP:

GPS Coordinates of Project:

Congressional District:

State Senate District:

State House District:

Applicant Chief Elected Official or
Executive Director/President:

Phone and Email:

Grant Consultant or Other Contact
(if applicable):

Phone and Email:

Project Descriptive Narrative

Provide a brief, yet informative, description of the proposed project; address each evaluation criteria on the following pages (provide additional narrative and documents as may be needed to support and justify the points recorded on each evaluation criterion); and include a cost estimate, a preliminary site plan (if available), plat and/or legal description, and location map.

Pre-applications must include a discussion of each criterion in support of the points. The points assigned to each criterion must be reasonable and verifiable based on facts and not supposition. ADECA program staff reserves the right to adjust applicant scores as necessary to provide for consistency in interpretation and application of the evaluation criteria in the scoring process for all pre-applications.

Using the evaluation instrument as your guide, address each criterion (1-10) in the space below. Attach additional sheets if necessary.

Project Cost: _____

Funds Requested: _____

Important note: the maximum grant amount by trail type is **\$35,000** for non-motorized, single-use trails; **\$100,000** for non-motorized, diverse-use trails; **\$330,000** for motorized, diverse-use trails, or **\$58,246** for education.

(Chief Elected Official or Executive
Director's/President's Signature)

(Title)

(Date)

INTRODUCTION

History and Purpose

The Recreational Trails Program (RTP) is a federal grant program authorized by Congress for the purpose of providing states, local governments, and non-profit organizations with funds to acquire lands and develop or improve trail and trail-related resources.

Allocation of funds for the 2015 Funding Cycle

The RTP funds are appropriated by Congress to the U. S. Department of Transportation, Federal Highway Administration (FHWA) and FHWA allocates the funds through state agencies as a grants program to sub-grantees. Alabama's allocation to sub-grantees in the 2015 funding cycle will be approximately \$1,100,000.

Division of Available Funds

The maximum grant amount by trail type is **\$35,000** for non-motorized, single-use trails; **\$100,000** for non-motorized, diverse-use trails; **\$330,000** for motorized, diverse-use trails, or **\$58,246** for education.

Thirty percent of Alabama's RTP funds must be used for motorized trail uses, 30 percent for non-motorized trail uses, and 40 percent for diverse trail uses. Diverse motorized projects (such as ATV and motorcycle) or diverse non-motorized projects (such as pedestrian and equestrian) may satisfy two of these categories at the same time. The State encourages applicants to consider projects that benefit both motorized and non-motorized users, such as common trailhead facilities.

Eligible Applicants

Eligible applicants include incorporated municipalities, counties, legally constituted recreation authorities and commissions, and private organizations that can demonstrate an ability to adequately manage Federal grant funds. **No application will be reviewed from an applicant not currently registered in sam.gov under its own name and DUNS number.**

Pre-applications

The Alabama State Comprehensive Outdoor Recreation Plan 2013-2018 is the guiding document for funding projects from the RTP. This document is available on the ADECA website at www.adeca.alabama.gov. Statewide issues were gathered and new criteria were developed to evaluate projects. These criteria make up the pre-application.

Applicants may submit only one application for its highest priority outdoor recreation project. Funds will be allocated to the highest-ranking projects based on scores derived from the evaluation criteria. Applicants with the highest scoring pre-applications will be asked to submit a formal application for further consideration.

Applicants are required to adhere to the grant ceilings listed.

Formal Applications

Applicants receiving the highest-ranking scores on their pre-applications will be asked to submit formal applications. If time permits, a workshop for the formal application process will be conducted. Otherwise, a formal application will be mailed and the Recreation Programs staff will be available to answer any questions. **Note: An environmental review and/or assessment will be required for all projects selected to proceed in the formal application process.**

Target Timeline for the 2015 Funding Cycle

June 2015

Funding cycle for 2015 RTP grants and Application Workshop is announced to all municipalities, counties, regional commissions, and grant administrators via e-mail and/or direct mail and website announcement.

July 31, 2015

Pre-applications (1 original and 1 digital copy) are due to ADECA.

Each pre-application must include:

- A signed Pre-application Form and Evaluation Score Sheet with brief justification and/or documentation to support the points on each criteria
- A resolution adopted by the legal entity of the applicant authorizing the application and committing all matching funds required to complete the proposed project
- A narrative description of the proposed project
- Estimate of cost
- Preliminary site plan, if available
- Plat and/or legal description of the property proposed for purchase and/or development
- Location map
- Verification of sam.gov registration

August 2015

ADECA program staff and the Alabama Recreational Trails Advisory Board review pre-applications for priority rankings based on evaluation criteria, make recommendations to the ADECA Director, complete site inspections, notify the respective local applicants receiving the highest-ranking scores to submit formal applications, and forward copies of the selected pre-applications to the Federal Highway Administration.

TBA

Formal applications mailed.

TBA

Formal applications are due to ADECA. ADECA program staff will coordinate and correspond as appropriate with each successful applicant to determine if additional documents are needed to complete the formal application process.

TBA

Official notification of award sent to successful applicants.

MINIMUM REQUIREMENTS

These are requirements that an applicant must meet in order to be considered for a RTP grant. There are no points attached to these requirements. Only one of two situations may occur: (1) Yes, the applicant meets all minimum requirements and is therefore eligible for consideration of funding based on how the proposed project scores under the evaluation criteria; or (2) No, the applicant does not meet the minimum requirements and is therefore ineligible for funding under the RTP.

Any questions concerning the minimum requirements should be addressed to the Recreation Programs staff.

Equal Opportunity:

Applicants must comply with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans With Disabilities Act of 1990, as amended; and all other State and Federal laws and regulations on nondiscrimination. This means that no person shall be discriminated against on the basis of race, color, sex, national origin, age or disability for recreation programs and facilities sponsored by applicants.

Legally Constituted Entity

The applicant must be a legally constituted entity. This includes a municipality, county or a legally constituted recreation board, commission or authority with legislative sanction, or non-profit corporation. All applicants must be currently registered in sam.gov with their own DUNS number.

State and Federal Laws / Regulations

Applicants must comply with existing laws and regulations for receiving and expending state and federal grant money including, but not limited to, public notices, bidding and purchasing requirements, Uniform Relocation Act, Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (ADAAG), Energy Standards, laws and regulations regarding Historic Preservation and archaeological concerns, National Environmental Policies Act, and related environmental rules and regulations. Applicants must not have been debarred, suspended, or otherwise ruled ineligible to participate in federal programs by any federal department or agency.

Important note: An environmental review and/or assessment will be required for all projects selected to proceed in the formal application process.

Operation and Maintenance

Applicants must have a satisfactory record of accomplishment for operation and maintenance of public recreation areas and facilities or must have a formal written agreement with an entity with a satisfactory record of accomplishment for operation and maintenance of public recreation areas and facilities in order to apply.

Grants Administration

Applicants must have a satisfactory record of administering Federal grant funds or must have a formal written agreement with an entity with a satisfactory record of administering Federal grant funds. Grant administration professionals may be acceptable substitutes for some institutional capacity upon approval from ADECA.

Twenty Percent Match

Applicants must document the availability of the required minimum twenty percent (20%) match for each application. This requires that each applicant **submit a resolution** passed by its governing authority that, if a grant were awarded, the required match would be forthcoming. Applicants should be advised that this is a reimbursement program. Funds must be available to expend. Once expenditures are made, reimbursements can be requested. The reimbursement process can take up to 90 days.

User Fees

Applicants must agree that any and all user fees, either resulting from this application or as part of the applicant's system of public parks and recreation areas, cannot be so large as to be exclusionary.

Prospective applicants are not eligible to apply if:

- Entity has an open LWCF or RTP grant as of July 31, 2015.
- Entity has unresolved compliance issues from a previous LWCF or RTP grant.
- Entity did not respond in writing to a LWCF or RTP inspection report that contained deficiencies.
- Entity has not completed a Plan of Correction for previous compliance issues.

SUBMISSION INSTRUCTIONS

Please submit an original and a digital copy of your application. Be sure each application includes:

- A signed Pre-application Form and Evaluation Score Sheet with brief justification and/or documentation to support the points on each criteria
- A resolution adopted by the legal entity of the applicant authorizing the application and committing all matching funds required to complete the proposed project
- A narrative description of the proposed project
- Estimate of cost
- Preliminary site plan
- Plat and/or legal description of the property proposed for purchase and/or development
- Location map
- Verification of sam.gov registration

Please submit your application with a single binder clip. Please do not staple, spiral bind, or book bind your application.

Please submit applications by 12:00 noon on Friday, July 31, 2015, to:

BY MAIL:

Alabama Department of Economic and Community Affairs (ADECA)
Community and Economic Development Programs Division
Attention: Maureen Neighbors, Community Services Unit Chief
Post Office Box 5690
Montgomery, AL 36103-5690

BY COURIER:

Alabama Department of Economic and Community Affairs (ADECA)
Community and Economic Development Programs Division
Attention: Maureen Neighbors, Community Services Unit Chief
401 Adams Avenue, Suite 524
Montgomery, AL 36104

For more information please contact: Crystal Davis at (334) 353-2630, or crystal.davis@adeca.alabama.gov.

