

**FY2016 Recreational Trails Program  
Pre-Application Form  
Deadline: Noon, Tuesday, May 3, 2016**

**Applicant Information**

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**Applicant's Name  
(Organization)**

**Street Address**

**City**

**State**

**Zip Code**

**County**

**FEIN**

**DUNS Number**

**Project Title (maximum of six  
words)**

**Project Description (maximum  
of 25 words)**

**Park Name**

**Park Address**

**City**

**State**

**Zip Code**

**GPS Coordinates of Project**

**Congressional District**

**State Senate District**

**House  
Senate  
District**

**Applicant's Chief Elected  
Official, Director, or President**

**E-mail Address**

**Phone  
Number**

**Grant Administrator**

**E-mail Address**

**Phone  
Number**

## General Project Information

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**Trail Length in Linear Feet**

**Trail Width**

**Trail Surface Type**

**Application Type**

Non-motorized, Single Use  
Non-motorized, Diverse Use  
Motorized, Diverse Use  
Motorized, Single Use  
Educational

**Type of Applicant**

City/Town  
County  
State  
Private Organization

**Total Estimated Project Cost**

**Grant Amount Requested**

**Total Local Match**

Cash Match

In-Kind Match

Donation

## Project Narrative

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**Brief Description of the Project**

(350 characters or less)

**1. Describe the degree to which the project's scope and feasibility meet the project area's recreational needs.** (Key Consideration: Does the project appear to be feasible and incorporate a good project design with consideration given to the natural and cultural environment in which the project is located, and appropriate consideration given to needs and benefits?) 10 Points Available

Limit 1,000 Characters

**2. Describe the ways in which the project provides for the greatest number of compatible recreational purposes.** (Key Consideration: An important concern is that this project will enhance the quality and quantity of recreational trail opportunities available in the community or region. Maximum points will be given to projects with connectivity to other trails or parks, environmental education and preservation, and economic development opportunities.) 10 Points Available

Limit 1,000 Characters

**3. Describe the ways in which the project provides a new, unique, or more effective means for making trail opportunities available to the public.** (Key Consideration: This criterion includes projects of national, regional, and local demonstration value. The most important concern is whether the grant recipient is committed to trying an approach that is new at the local level. Additional points are awarded for nationwide applicability and statewide or regional value. The applicant must commit to documenting the results of the demonstration.) 10 Points Available

Limit 1,000 Characters

**4. Describe the ways in which the project facilitates the access and use of trails by persons with disabilities, older citizens, economically disadvantaged, and other special populations or groups.** (Key Consideration: Whether this project will expand recreation opportunities for special populations with recreation deficiencies.) 10 Points Available

Limit 1,000 Characters

**5. Describe the ways in which the project creates opportunities for new partnerships between trail users, private interests, and public agencies within the project area.** (Key Consideration: The major concern is that this project is a component of an integrated effort to enhance economic revitalization and community conservation. Maximum points will be given to applicants providing evidence of cooperative efforts with trail user groups and/or multiple public meetings.) 10 Points Available

Limit 1,000 Characters

**6. Describe the ways in which the project uses the grant funds to leverage other public or private investments (in the form of services and materials as well as dollars).** (Key Consideration: The major concern is whether actual leveraging is assured or the potential for leveraging is good, outside of any funds committed for the initial grant match. Maximum points will be given for applicants committing double the minimum local match or higher.) 10 Points Available

Limit 1,000 Characters

**7. Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work.** (Key Consideration: Whether the grant recipient is willing to commit to continue the maintenance and operation of the project and whether the applicant provides a realistic operation and maintenance plan/budget. Maximum points will be awarded to applicants demonstrating innovative funding measures for trail maintenance.) 10 Points Available

Limit 1,000 Characters

**8. The degree to which community involvement is addressed: i.e., (A) Project idea originated with trail users or a community group that has substantial knowledge, and (B) The private sector (including individual citizens, community groups, or local business enterprises) has participated in the development of the proposed idea and has made commitments of labor, money, or materials to support proposed implementation.** (Key Consideration: The objective is to determine if the project is responding to citizen-identified needs. The priority of the project to users is evidenced by citizen support for the idea. Maximum points will be awarded to applicants demonstrating that the project concept was originally proposed at the grassroots level and, especially, for extensive citizen or private organization involvement in project development and support in project implementation. Maximum points will be awarded to applicants demonstrating extensive involvement and participation from citizens and interest groups during all phases of application development and commitments beyond.) 10 Points Available

Limit 1,000 Characters

**9. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitations on use, enforcement provisions, and scheduling. 10 Points Available**

Limit 1,000 Characters

**10. Identify and describe the service area of the project. Approximately how many people do you propose to serve with this project? Identify other trail resources in the service area by trail type (motorized, non-motorized, multi-use), distance, location in relation to the proposed trail, and ownership.** (Key Consideration: The RTP was created to address trail needs in the urban and rural areas of the state. In order to assess the need for additional trails it is first necessary to identify the quantity and location of existing resources within the service area. It is also necessary to establish a service area – either population or resource based. For example, a population based service area could be a neighborhood, school district, or political jurisdiction whereas, a resource based service area might be defined along a linear greenway, water course, or unique natural/cultural area. However, in both instances, an estimate of the number of beneficiaries should be provided.) 10 Points Available

Limit 1,000 Characters

**11. Identify the length of time the trail will be maintained and open and available to the public and identify the method to be used to ensure this commitment (deed covenant, deed restriction, etc.).** (Key Consideration: The objective is to utilize RTP funds to the greatest extent possible by ensuring the improvements are maintained and available for public trail use as long as possible. Points will only be awarded to applicants exceeding the minimum required timeframe for a trail development project to remain open to the public. Maximum points will be awarded to applicants electing to maintain the improvements in perpetuity.) 15 Points Available

Limit 1,000 Characters

**Note:** Property acquired with RTP funds must remain open to the public in perpetuity. Should the property cease to be open to the public for trail use, the applicant must repay the RTP 80% of the fair market value of the property at the time of the change in use. If the project is located on an easement or on leased land, the minimum timeframe for the easement or lease is 25 years. The project must remain open for public access for the use for which the RTP funds were intended during that time. For development projects on applicant owned property, the project must remain open for public access for the use for which the RTP funds were intended for a minimum of 25 years.

Total Project Cost

Total 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; \$524,936 for motorized trails, or \$87,489 for education projects.

Signature, Chief Elected Official,  
Director, or President

Date

Typed Name and Title

## Program Information

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### 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 private sector organizations with funds to acquire lands and develop and/or improve trail and trail-related resources.

#### Allocation of Funds for the 2016 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 2016 funding cycle will be approximately \$1,609,000.

#### 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; \$524,936 for motorized trails, or \$87,489 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 sector 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 Data Universal Numbering System (DUNS) number.**

## Applications

### **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 Alabama Department of Economic and Community Affairs' (ADECA) website at [www.adeca.alabama.gov](http://www.adeca.alabama.gov). Statewide issues were gathered and new criterion were developed to evaluate projects. These criterion make up the pre-application. City, county, or private sector applicants may submit only one application for its highest priority outdoor recreation project. State agencies may submit multiple applications. Funds will be allocated to the highest-ranking projects based on scores derived from the evaluation criterion.

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. A formal application will be mailed and the Recreation and Conservation 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 2016 Funding Cycle

### **February 2016**

Funding cycle for 2016 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.

### **May 3, 2016**

Pre-applications (1 original and 1 digital copy (we will not accept e-mailed copies)) are due to ADECA.

**Each pre-application must include:**

- A cover letter on entity letterhead.
- A signed Pre-application Form to include a response to each of the evaluation criterion
- 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

**May 2016**

Recreation and Conservation Programs staff and the Alabama Recreational Trails Advisory Board review pre-applications for priority rankings based on evaluation criterion, make recommendations for funding to the ADECA Director, complete site inspections, invite the respective local applicants receiving the highest-ranking scores to submit formal applications, and forward copies of the selected pre-applications to the FHWA.

**TBA**

Formal applications mailed to applicants.

**TBA**

Formal applications are due to ADECA. Recreation and Conservation Programs 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 criterion; 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 and Conservation 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 private sector 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 Land and Water Conservation Fund (LWCF) or RTP grant as of May 3, 2016.
- 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 and received approval of a Corrective Action Plan for previous compliance issues.

## Submission Instructions

Please submit an original and a digital copy (an emailed copy will not be accepted) of your application. Be sure each application includes:

- A cover letter on entity letterhead
- A signed Pre-application Form to include a response to each of the evaluation criterion
- 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 to:

**By Mail**

Alabama Department of Economic and Community Affairs  
Community and Economic Development Programs Division  
Attention: Crystal Davis, Recreation and Conservation Programs Manager  
Post Office Box 5690  
Montgomery AL 36103-5690

**By Courier**

Alabama Department of Economic and Community Affairs  
Community and Economic Development Programs Division  
Attention: Crystal Davis, Recreation and Conservation Programs Manager  
401 Adams Avenue, Suite 524  
Montgomery, AL 36104

**All applications must be received by Recreation and Conservation Programs staff by 12:00 Noon on Tuesday, May 3, 2016.**

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