|  |  |
| --- | --- |
| **Kay Ivey** | **Kenneth W. Boswell** |
| **Governor** | **Director** |

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

**LAND AND WATER CONSERVATION FUND**



##### FY 2024 LWCF Application

401 Adams Avenue, Suite 410 | Montgomery, Alabama 36104

Post Office Box 5690 | Montgomery, Alabama 36103-5690

***CIVIL RIGHTS ACT OF 1964***

**Title VI (42 U.S.C. § 2000d et seq.);**

**"NO PERSON IN THE UNITED STATES SHALL ON THE**

***GROUNDS OF RACE, COLOR OR NATIONAL ORIGIN,* BE**

**EXCLUDED FROM PARTICIPATION IN, BE DENIED THE**

**BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION**

**UNDER ANY PROGRAM OR ACTIVITY RECEIVING**

**FEDERAL FINANCIAL ASSISTANCE."**

Title VI is directed at recipients of Federal financial assistance and concerns itself with nondiscrimination to the ultimate beneficiaries of that assistance. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of this Federal assistance should write to:

**Director, Office of Civil Rights  
U.S. Department of the Interior  
1849 C Street, NW  
Washington, DC 20240**

State Administering Agency

Alabama Department of Economic and Community Affairs (ADECA)

Application Procedures

The application consists of the items listed on the Grant Application Checklist and any additional documentation in support of the proposed project.

Matching Requirement

The federal share for the LWCF Program is up to 50% of the total eligible project costs up to the grant ceiling of $500,000. The non-federal share, or project balance, may come from state, local, and/or private sources.

Submission Instructions

Please submit one copy of your full application by one of the methods identified below. Maps must be no larger than 11”x17”.

By Mail:

Alabama Department of Economic and Community Affairs

Federal Initiatives and Recreation Division

Attn: Nora Powell Mays, Programs Specialist

Post Office Box 5690

Montgomery, Alabama 36103-5690

By Courier:

Alabama Department of Economic and Community Affairs

Federal Initiatives and Recreation Division

Attn: Nora Powell Mays, Programs Specialist

401 Adams Avenue, Room 410

Montgomery, Alabama 36104

By E-Mail:

nora.mays@adeca.alabama.gov **and** latoya.edwards@adeca.alabama.gov

**DEADLINE – 12 Noon on November 15, 2023**

**Regardless of the submission method chosen, the application must be received by the Federal Initiatives and Recreation (FIR) Division by the time and date above. Applications received on November 15, 2023, will be timestamped upon receipt. We recommend a read receipt on your email or check with ADECA staff to confirm the application has been received.**

Project Location Map

This map must clearly depict the location of and entrance to the site/outdoor recreation/park area and highlight/outline the entire site/outdoor recreation/park area in the boundary. The project location map must display the location of the project in relation to the city or county area and the surrounding highway/road network. Highways/roads must clearly be labeled on the map. This map must be sufficiently detailed so that State and Federal officials can visit the site without local assistance. Please note that maps must be clear and concise and no larger than 11”x17” in size.

Preliminary Site Plan

The site plan should give a general layout of the park or area to be developed and include the following items:

* location and size of proposed facilities and development included in the phase for which LWCF assistance is being requested;
* location and size of existing facilities regardless of the source of funding;
* any known future development beyond and including this project;
* location of any existing power lines or other utilities within the site boundary area;
* location and measurements of any easements or rights-of-way;
* location of floodplain if applicable;
* site acreage to the nearest tenth of an acre;
* title block to include the title of project, name of sponsor/applicant, and date prepared;
* north arrow;
* public access points
* legend identifying any symbols used and a scale; and
* signature of the chief elected official and the date signed.

Maps and drawings must be clear and legible and no larger than 11"x17" in size.

Upon project completion, a final site map will be required for all LWCF assisted projects. The project sponsor should inform the architect/engineer of this requirement prior to entering into a contract for services.

LWCF Property or Project Boundary Area Map

The LWCF Property or Project Boundary Area Map shall clearly delineate the area to be included under the conversion provisions of the LWCF Act (see Page 8). An acceptable LWCF boundary map is required for all acquisition and/or development projects prior to National Park Service (NPS) approval.

Prior to the date of final reimbursement, the State, NPS, and the project sponsor may mutually agree to alter the identified boundary to provide for the most satisfactory unit intended to be administered under the provisions of the Program. For acquisition projects, LWCF protection is afforded at the time LWCF reimbursement is provided. No changes may be made to the LWCF boundary after final reimbursement unless the project is amended as a result of a NPS approved conversion.

**The area subject to LWCF protection will be the entire park, open space, or recreation area being developed or expanded. In no case will the area covered in the LWCF boundary be less than that acquired with LWCF assistance, or the area already protected as the result of a previously funded project at the proposed project location.**

The LWCF boundary map and/or attachments as appropriate shall depict the following and must be submitted prior to project approval:

* Official park/site name, location, and LWCF project number.
* Sufficient detail so as to legally identify the lands to be subject to the provisions of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
* All known outstanding rights and interests in the area held by others. Known

easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s). When at the time of project application, it is known that outstanding property rights held by others are being or will be exercised in the foreseeable future and impact only a portion of the area to be subject to the provisions of the LWCF Act, the impacted area must be clearly excluded from the LWCF boundary area depicted on the map and accompanied by an explanation. The remaining project area must meet all LWCF program criteria for eligibility and be a viable public outdoor recreation area.

* Must include the total acreage to nearest tenth of an acre of the area within the LWCF boundary and subject to the provisions of the LWCF Act.
* North arrow.
* Signature of the chief elected official and date signed.
* Park’s latitude and longitude from the park’s center and be identified in degrees, minutes, and seconds.
* If the subject parcel is part of, adjacent to, or in close proximity to an existing LWCF protected area, also show the location of these other area(s) including the acreage and name and number of the LWCF project for cross-reference purposes.
* Identification/description of all public access points to the parcel.
* Identification of any pre-existing uses (buildings, cemeteries, etc.) to determine if any should be excluded from LWCF protection.
* The map must clearly show key features/uses such as: roads with names indicated, bodies of water, structures/improvements, utilities, restrictions/easements/rights-of-way, wetlands, trails, and any other characteristics to aid in understanding the protected outdoor recreation resources.
* Indicate the owner of the land subject to LWCF protection and show the general ownership and nature of adjacent properties (public conservation land/recreation land, investment property, industrial housing, residential, etc.).
* If the area is under lease, the term and/or expiration date of the lease must be identified. If there is a lease agreement between two local public agencies, the requirements of the LWCF boundary area remain valid after the lease agreement expires. The owner of the property assumes the responsibility for complying with LWCF boundary requirements. The chief elected official of the public agency which owns the property must also sign and date the map and cosponsor the project.
* Must be no larger than 11”x17” for future administrative use such as copying and scanning.

Energy Conservation Elements

Project Location: Locate facilities in areas that are accessible by foot, bicycle, and/or public transportation. Consider locations well connected to the larger region and close to amenities and previously developed areas already served by infrastructure.

Facility Construction: Design enclosed support facilities utilizing mechanical heating or cooling systems to meet the thermal insulation standards of the American Society of Heating, Refrigerating and Air Conditioning Engineers or other equivalent standards. Design facilities to minimize the use of mechanical, electrical, and lighting equipment. Consider site characteristics and building orientation to allow the utilization of the sun and wind to reduce the need for artificial cooling or heating (passive solar heating and cooling). Also consider the building envelope, high-tech windows and doors, cool roofing, LED lighting, etc.

Grounds Maintenance: Incorporate the use of low maintenance ground cover whenever feasible.

LWCF assistance may be available to install energy efficiency improvements or alternative energy sources to support an outdoor recreation area. This includes but is not limited to solar energy systems, earth berms, window shading devices, energy lock doors, sodium vapor lights, insulation, windmills, on-site waterpower systems, bioconversion systems, and other energy efficient design methods and materials. Converting an existing power system to a more efficient system is also allowable.

Site Selection

Site selection should include more acreage than that required for the development of the proposed project and the proposed development should be compatible with the site characteristics.

Construction Start Date

Once funds have been committed to a LWCF development project, the project sponsor has 180 days to begin construction. Failure to comply with this regulation may result in the project being terminated.

Activities Eligible/Ineligible for Fund Assistance

The purpose of the LWCF Program is to provide outdoor recreational opportunities for the general public through land acquisition, development, or a combination of acquisition and development. Types of acquisition and/or development projects that may or may not be eligible for fund assistance include, but are not limited to, the following:

|  |  |
| --- | --- |
| **ACQUISITION** | **Eligible** |
| Water-based public recreation projects such as frontage on the ocean, rivers, streams, and lakes | **Yes** |
| Land for creating water impoundments | **Yes** |
| Natural areas and preserves | **Yes** |
| Urban land for day use (picnic areas, playgrounds, etc.) | **Yes** |
| Historic sites, structures, and museums | **No** |
| Areas used primarily for semi-professional and professional sports and athletics | **No** |
| Areas used for construction of indoor facilities | **No** |
| Partial holdings in an existing recreational facility | **No** |

|  |  |
| --- | --- |
| **DEVELOPMENT** | **Eligible** |
| Renovation of existing outdoor recreation facilities | **Yes** |
| Sports and playfields | **Yes** |
| Field lighting with concrete or metal poles only | **Yes** |
| Picnicking and swimming facilities | **Yes** |
| Boating, fishing, hunting, camping areas, and trails | **Yes** |
| Surfacing of parking areas and access roads | **Yes** |
| Professional facilities | **No** |
| Indoor facilities and mobile recreation units | **No** |
| Support facilities not associated with development of an eligible activity | **No** |
| Development of prime or unique farmland (Prime farmland is defined as land which is presently under cultivation or has been under cultivation within the last five years.) | **No** |

Park roadways should not exceed the size needed to serve the proposed recreational facility. **NOTE: Park roads may not be used to access private or commercial facilities; they must be dedicated as park roads.**

Post-Completion Responsibilities

All lands acquired and/or developed in whole or in part with LWCF assistance must be operated and maintained for public outdoor recreational use in **perpetuity**. Such lands cannot be converted to any other use without the written approval of the Secretary of the U.S. Department of the Interior and the Director of ADECA. Prior to project close-out, the following "Limitation of Use" provision must be incorporated into the deed for land acquisition projects, land acquisition and development (combination) projects, and development projects:

NOTICE OF LIMITATION OF USE

This property has been acquired or developed with Federal financial assistance provided by the National Park Service of the U. S. Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 54 U.S.C. 200301-200310. Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing Comprehensive Statewide Outdoor Recreation Plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and reasonably equivalent usefulness and location.

Once the LWCF boundary has been identified and agreed upon by the project sponsor, ADECA, and the NPS, all facilities constructed within the LWCF boundary must comply with the rules and regulations of the LWCF Act and the *Land and Water Conservation Fund State Assistance Program Federal Financial Assistance Manual*. This also applies to improvements developed entirely with local funds. In addition, the park site cannot be converted to any other use without the written approval of the Secretary of the Interior and the Director of ADECA. This regulation applies to park sites developed in whole or in part with LWCF assistance.

All utility lines located within the park boundary and electrical power lines below 15kV must be placed underground. This includes any future development within the park boundary.

A sign acknowledging that Federal LWCF monies were used to acquire and/or develop the public outdoor recreation facilities must be in evidence at all Fund-assisted park sites. The acknowledgment sign must also include the required non-discrimination language and must comply with the specifications established by ADECA.

All public recreation facilities constructed within the LWCF assisted park must comply with the Architectural Barriers Act of 1968 (P.L. 90-480), Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

All LWCF assisted project sites must be programmed, operated, and maintained in a manner that encourages public participation.



**Land and Water Conservation Fund**

**Grant Application Checklist**

Please use this checklist to ensure that all required parts of the application are included prior to submitting to ADECA.

Letter on entity letterhead signed by the Chief Elected Official

Application Cover Sheet

Resolution adopted by the legal entity of the applicant authorizing the submission of the application and committing all matching funds required to complete the proposed project (sample provided in Appendix A)

Completed and signed Project Narrative

Responses to the rating criterion

Project Cost Estimate

Detailed Project Budget with Narrative

Risk Assessment

LWCF Bidding and Contracting Compliance Questionnaire

Verification of SAM.gov Registration

Location Map

Preliminary Site Plan

LWCF Property Boundary Map (see Boundary Map Specifications at https://adeca.alabama.gov/lwcf/lwcf-information-and-application-documents/)

Building Floor Plans (if applicable)

Schedule of project activities (18-month period) necessary for project completion to include measurable milestones and who will be responsible for each (Please include beginning and end dates)

Proof of ownership or other control or tenure such as copy of deed to property, plat, and/or legal description of the property proposed for purchase and/or development

**NOTE:** If real property is to be acquired with grant funds, the acquisition must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (The Uniform Act). Implementation regulations for The Uniform Act are found in 49 CFR Part 24. **You may not acquire property until after the grant agreement has been executed and consultation with Recreation Programs staff has occurred.**

Leases, MOA’s, MUA’s, etc.

Use schedule (school parks)

NPS Form 10-904 Application & Revision (A&R) Form

Standard Form 424, Application for Federal Assistance

Standard Form 424C, Budget Information for Construction Programs

Standard Form 424D, Assurances for Construction Programs

Standard Form - Project Abstract Summary

NPS Form 10-903 Description and Notification Form (DNF)

Environmental Assessment:

Concurrence from the U.S. Army Corps of Engineers

Concurrence from the U.S. Fish and Wildlife Service

Concurrence from the Alabama Historical Commission

Approval to cross a public highway or a public utility right-of-way (if

applicable)

Water obstruction & encroachment permit (if applicable)

Environmental Assessment (if applicable; format can be found at

https://adeca.alabama.gov/lwcf/lwcf-implementation-documents/ under Environmental)

Floodplain/Wetland Map Overlays

Proof of flood insurance (if applicable)

Recreation Area Inventory Form (Appendix B; a separate form must be completed for every public recreation area within the applicant’s jurisdiction to receive full points)

Letters of endorsement, support, and commitment; other documentation of citizen participation (see sample information in Appendix C)

**YOU MUST INCLUDE A COPY OF THIS COMPLETED CHECKLIST WITH YOUR APPLICATION.**

**Application Cover Sheet**

|  |  |
| --- | --- |
| Applicant’s Name (City, County/State Agency): |  |
| Address: |  |
|  |  |
|  | Full 9-digit ZIP code: |
| County: |  |
| FEIN: |  |
| DUNS Number: |  |
| Unique Entity Identifier (UEI) (if applicable): |  |
| Project Title: |  |
| Project Description: |  |
|  |  |
|  |  |
|  |  |
| Park Name: |  |
| Park Address: |  |
|  |  |
|  | Full 9-digit ZIP code: |
| Latitude and longitude from center of park in degrees, minutes, and seconds: |  |
| Number of acres to be acquired and/or developed with LWCF assistance: |  |
| State Senate District (for project location): |  |
| State House District (for project location): |  |
| Applicant Contact Name and Title: |  |
| Phone and Email: |  |
| Grant Administrator Name, Title, and Organization: |  |
| Phone and Email: |  |

**Project Narrative**

Provide a brief, yet informative and thorough, narrative description of the proposed project on this page. The narrative should highlight the major aspects and present an overall snapshot of the project.

**Click or tap here to enter text.**

|  |  |
| --- | --- |
| Estimated Cost of Project:  $**Click or tap here to enter text.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Local Official’s Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Typed Name) | Amount of Funds Requested:  $**Click or tap here to enter text.**  (Cannot Exceed 50%, $500,000.00 maximum)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Title)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date) |

**LAND AND WATER CONSERVATION FUND   
APPLICATION RATING SHEET  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
FOR ADECA USE ONLY**

**MINIMUM CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Criteria** | **Yes** | **No** | **ADECA Comments** |
| Eligible Sponsor |  |  |  |
| Adequate Citizen Participation |  |  |  |
| Proposed Activities Eligible |  |  |  |
| Adequate Control and Tenure |  |  |  |
| Adequate Property Boundary Map |  |  |  |
| Signed Authorizing Resolution |  |  |  |
| No LWCF Program Violations |  |  |  |
| No ADECA Non-Compliance Issues |  |  |  |
| No RTP Program Violations |  |  |  |
| Not Taking Unique Farmlands |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Program Criteria** | **Points Available** | **Points Awarded** |
| Operation and Maintenance of Existing Parks | -25 to +25 |  |
| Project Feasibility | 50 |  |
| Meeting Regional Needs | 100 |  |
| Citizen Participation | 50 |  |
| Underserved Populations | 20 |  |
| **Subtotal:** | **245** |  |

|  |  |  |
| --- | --- | --- |
| **Incentive Criteria** | **Points Available** | **Points Awarded** |
| Donation or Discount Sale of Land | 20 |  |
| Recreation Facility Inventory | 15 |  |
| Historical, Archaeological, Cultural | 25 |  |
| Protects Natural and Cultural Resources | 20 |  |
| Connectivity | 20 |  |
| Passive or Family-Oriented | 25 |  |
| Joint Effort | 40 |  |
| No Previous LWCF | 30 |  |
| Renovation or Replacement of Aged Facilities | 30 |  |
| Inclusivity and Accessibility | 30 |  |
| Leveraging | 30 |  |
| Health Disparities | 20 |  |
| **Subtotal:** | **305** |  |
| **Total Program and Incentive Criteria Points:** | **550** |  |

**ADECA: Reviewed by ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LAND AND WATER CONSERVATION FUND**

**PROGRAM CRITERIA**

Address the Program and Incentive Criteria by responding to each. Do not leave any spaces unmarked. Any questions that are not applicable to your project should be marked with “N/A.” Additional space to expound upon each question is provided. Applications must include a discussion of each criterion in support of the points earned. Points may not be awarded in full but will be awarded according to how well the responses detail how the project will address each category. The responses to each criterion must be reasonable and verifiable based on facts/documentation and not supposition. Recreation Programs staff will assign scores to each criterion to provide for consistency in interpretation and application of the evaluation criteria in the scoring process for all applications.

**Operation and Maintenance of Existing Parks: -25 to 25 Points**A pre-award on-site inspection of the proposed project site will be conducted to determine that a proper level of operation and maintenance is upheld to gauge future level of care. For any projects that are planned at presently undeveloped sites, an inspection of other parks maintained by the applicant will be conducted.

**Project Feasibility: 50 Points**The determination of project feasibility is based on the professional knowledge of the Recreation Programs staff which will analyze all aspects of this application packet. This includes, but is not limited to, scope, land use, park system assessment, service area, budget, environment, and method of approach. A pre-award on-site inspection will factor heavily into this assessment.

**Meeting Regional Needs: 100 Points**Applicant’s Region from Chapter 4 of the SCORP: **Click or tap here to enter text.**

You may add additional rows to the tables if necessary.

Barriers to Participation: 20 Points  
The project incorporates or is associated with strategies to address one or more of the high-priority barriers highlighted in the region’s *Barriers to Participation* table in Chapter 4 of the SCORP and in a manner consistent with Table 4.1. Points will be calculated at 5 points per barrier addressed up to 20 points.

The project addresses barriers to participation.  Yes  No

If yes, list the barriers as detailed in Chapter 4 of the SCORP:

|  |
| --- |
| **Barrier to Participation** |
|  |
|  |
|  |

Describe how the project will address barriers to participation: **Click or tap here to enter text.**

Unmet Demand: 40 Points  
The project’s scope incorporates development or enhancement of facilities that address unmet demand within the region.

List the facility and unmet demand index number for each of the items that this project addresses for your region as determined by the *Unmet Demand for Local Facilities* table in Chapter 4. Points will be calculated at half of the total unmet demand number up to 40 points.

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility** | **Score** | **Facility** | **Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Describe how the project will address unmet demand: **Click or tap here to enter text.**  
  
Level of Service Gaps: 40 Points  
The project incorporates development or enhancement of facilities that fill level of service gaps within a region.

List the *Level of Service Gap Scores* for all facilities included in the project scope as listed in the region’s *Outdoor Recreation Facility Level of Service Gaps* table in Chapter 4. Points will be calculated at the total of the level of service gap score up to 40 points.

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility** | **Score** | **Facility** | **Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Describe how the project will address level of service gaps: **Click or tap here to enter text.**

**Citizen Participation: 50 Points**Citizen participation is a minimum requirement for partaking in the LWCF Program. Applicants demonstrating a high level of citizen participation in all phases of the project, including development, construction, and maintenance will earn a higher rating than those only documenting citizen participation in the planning and application stages.

At least one public meeting for the presentation of the project to the public should be advertised no less than one week prior to the event in a local newspaper, posted in public areas frequented by citizens residing within the service area, and/or announced on the sponsor’s official social media pages and websites. A sample advertisement is attached (Appendix C).

No fewer than one meeting must adhere to the Citizen Participation Procedures (Appendix C) for the proposed project to be eligible for funding. However, it is encouraged that more than one meeting be held to present the project, solicit input, and gauge public interest. Points for this section are awarded based on the level of public engagement beyond the minimum requirements.

The project was presented at an advertised public meeting with ample opportunity for citizens to provide feedback.  Yes  No

Date, time, and location of the advertised meeting: **Click or tap here to enter text.**  
  
Date the advertisement was posted and names of the locations, websites, and/or publications: **Click or tap here to enter text.**

Type of additional meetings held; date, time, and location of each additional meeting; method, name, and location of each meeting notification: **Click or tap here to enter text.**  
  
Minutes of all public meetings for this project are attached.  Yes  No

Concurrence forms with names, addresses, and organizations represented at each meeting is attached:  Yes  No

**Underserved Populations: 20 Points**The project has been planned through a process that has specifically solicited engagement of and received input from minority populations. This may be accomplished through consultation with civic organizations with causes relevant to this requirement, experts credentialled in fields relevant to this requirement, and/or community meetings held specifically for this requirement.

The project has been presented to and consultation has been received from civic organizations with causes pertinent to this requirement:  Yes  No

Detail the name of the organization and its cause, date and location of the meeting, along with pertinent feedback gained from the consultation: **Click or tap here to enter text.**

Concurrence form with names, addresses, and organizations represented at each meeting is attached:  Yes  No

The project has been presented to and consultation has been received from expert(s) credentialed in fields relevant to this requirement:  Yes  No

Detail the name(s) of the expert(s) and field of expertise/study, date, and location of the meeting, along with pertinent feedback gained from the consultation: **Click or tap here to enter text.**

The project has been presented to and consultation has been received from community meetings held specifically for this requirement:  Yes  No

Detail the type of meeting, date, location along with pertinent feedback gained from the consultation: **Click or tap here to enter text.**

**INCENTIVE CRITERIA**

**The scores assigned by ADECA’s Recreation Programs staff will be based on the responses to the criteria along with the supporting documentation for each.**

**Donation or Discount Sale of Land: 20 Points**

The project involves a donation or discount sale of land for recreational use. Points are awarded on a sliding scale based upon the significance of the donation or discount as determined through ADECA staff assessment. The donation must be large enough to accommodate the activities included in the application and occur after the project approval. Previously donated land does not qualify.

* Does the project include a gift of land?  Yes  No
* Will the donation occur after the award?  Yes  No

Describe the nature of the donation or discount sale of land: **Click or tap here to enter text.**

**Recreation Facility Inventory: 15 Points**The applicant has completed a Recreation Facility Inventory for all existing recreational sites within its jurisdiction. Incomplete Recreation Facility Inventory forms will only receive partial points. Each site should have a separate inventory form.

* Number of recreational sites the applicant maintains, owns, and/or operates.   
  **Click or tap here to enter text.**
* Number of recreational facility inventory forms included in this application.   
  **Click or tap here to enter text.**

**Development that Compliments Historical, Archaeological, Natural, or Cultural Resources: 25 Points**The project incorporates low-impact or restoration practices in the design, construction, and operation of recreation infrastructure that protects, contributes to site interpretation, or will increase ecotourism to sensitive cultural and natural resources.

Describe the rationale and method.

**Click or tap here to enter text.**  
 **Protects Natural and Cultural Resources: 20 Points**The project incorporates acquisition and protection of priority cultural and/or natural resources that are in danger of imminent loss.

* Provide documentation verifying the priority nature of the cultural resource and discuss any attachments to the application supporting the claim. **Click or tap here to enter text.**
* Provide documentation verifying the presence of priority sensitive natural resources identified in at least one of the following information sources and discuss any attachments to the application supporting the claim.
  + Alabama Wildlife Action Plan (*https://www.outdooralabama.com/sites/default/files/Research/SWCS/AL\_SWAP\_FINAL%20June2017.pdf*)
  + United States Fish and Wildlife Service Strategic and River Reach Units for Aquatic Species of Conservation Concern in Alabama (*http://www.alh2o.org/shus/*)

**Click or tap here to enter text.**

**Connectivity: 20 Points**  
The project incorporates safe multi-modal physical connections within a community, between communities, or across regions or involves thematic or programmatic connections that heighten awareness or regional assets.

Describe connectivity of the project: **Click or tap here to enter text.**

**Development of Passive or Family-Oriented Recreation: 25 Points**The project has the primary goal of passive or family-oriented recreation   
facilities.   
  
The project provides for the development of:

* Passive recreation  Yes  No

Describe the passive recreation activities/facilities. **Click or tap here to enter text.**

* Family-oriented recreation  Yes  No  
  Describe the family-oriented recreation activities/facilities. **Click or tap here to enter text.**

**Joint Effort: 40 Points**The project incorporates partnerships among two or more governmental entities and will serve two or more jurisdictions. Points may also be considered if it is demonstrated and documented with support letters that a substantial commitment, financial or otherwise, from local citizens, civic or fraternal organizations, interest groups, or other agencies will be utilized in the planning, development, construction, maintenance, and operation of the facilities being constructed or renovated.

Joint effort of two or more governmental entities?  Yes  No

Documentation, support letters, and/or memorandums of understanding attached?   
 Yes  No

Names of the governmental entities in partnership: **Click or tap here to enter text.**

Describe the nature of the partnership and the types of assistance committed by each party: **Click or tap here to enter text.**

Commitments from other organizations?  Yes  No  
  
Names of other organizations committing to assist project: **Click or tap here to enter text.**

Types of commitment from other organizations: **Click or tap here to enter text.**

**No Previous LWCF Project: 30 Points**The applicant has never received a Land and Water Conservation Fund grant. If you are unsure, please contact ADECA’s Recreation Programs staff.

Previous LWCF Project?  Yes  No

If yes, list the LWCF assisted park names and associated grant numbers. **Click or tap here to enter text.**

**Renovation or Replacement of Aged Facilities: 30 Points**The project renovates, updates, or replaces well-maintained facilities that have exceeded or neared the end of their useful life.

Renovation or replacement?  Yes  No

If yes, describe the nature of the issues with each facility to be assisted and how each will be improved. **Click or tap here to enter text.**

**Inclusivity and Accessibility: 30 Points**The project achieves universal accessibility or the highest level of accessibility practicable for the site.

If yes, describe the facility improvements or design and how it will be used to improve the inclusivity and accessibility of the outdoor recreation opportunities available or developed with this project. **Click or tap here to enter text.**

**Leveraging: 30 Points**The project involves additional funds, in-kind services, and/or materials in excess of the minimum match requirement. Points awarded are on a sliding scale based upon the significance of additional match as determined through LWCF staff assessment.

Additional match.  Yes  No

Amount of minimum match required: $**Click or tap here to enter text.**  
  
Amount of additional match provided: $**Click or tap here to enter text.**

Describe the source of additional match provided and how it will be applied to the grant.   
**Click or tap here to enter text.**

**Health Disparities: 20 Points**

The project is designed to serve in helping alleviate a documented health disparity in a county or service area.

Provide documentation verifying the priority nature of the health disparity and discuss any attachments to the application supporting the claim. **Click or tap here to enter text.**

**PROJECT COST ESTIMATE**

The LWCF provides up to 50 percent of the project cost, not to exceed the grant ceiling of $500,000.00. The project sponsor is responsible for the balance of project costs.

**ELIGIBLE COSTS**

1. Design, engineering, construction oversight services (may not exceed 10% of the **total project construction cost**).

2. Direct labor

3. Special tradesmen secured under a service purchase contract

4. Rental of equipment

1. Construction contracts
2. Project materials
3. Signage
4. Land acquisition
5. Professional project administration (grant consultant) (may not exceed 5% of **total project cost**).

**PROJECT DEVELOPMENT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET ITEM** | **TOTAL** | **LWCF SHARE** | **MATCHING SHARE** |
| Acquisition |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Construct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Equipment Rental |  |  |  |
| Labor, donated or in-kind |  |  |  |
| Signage |  |  |  |
| Supplies/Materials, purchased |  |  |  |
| Supplies/Materials, donated |  |  |  |
| Administration (cannot exceed 5% of the total project cost) |  |  |  |
| Engineering (cannot exceed 10% of the total construction cost) |  |  |  |
| **TOTAL PROJECT COST** |  |  |  |

**ENVIRONMENTAL CHECKLIST**

**LWCF PROJECT**

**Project Location:**

**Project Sponsor/Applicant:**

**Project Description:**

|  |  |  |
| --- | --- | --- |
| **Is concurrence from Alabama Historical Commission attached?** | **Yes** | **No** |
| **Is concurrence from U.S. Fish and Wildlife Service attached?** | **Yes** | **No** |
| **Is concurrence from the U.S. Army Corps of Engineers attached?** | **Yes** | **No** |
| **Was the property acquired before January 1971?** | **Yes** | **No** |
| **If “No” explain property acquisition process (Use additional sheets if necessary):** | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |

Note: If you have not received the concurrence letters by the application deadline, submit copies of the request letters. Concurrence letters must be forwarded to ADECA’s Recreation Programs upon receipt. **Concurrences more than three (3) years old cannot be used and new concurrences must be obtained.**

**REQUIRED LETTERS OF CONCURRENCE AND RELEASE OF CONDITIONS**

|  |  |
| --- | --- |
| **Mobile District Corps of Engineers** | **Nashville District Corps of Engineers** |
| Chief, Regulatory Branch | Western Regulatory Field Office |
| US Army Corps of Engineers | 2424 Danville Road, South West, Suite N |
| Post Office Box 2288 | Decatur, Alabama 35603-4219 |
| Mobile, Alabama 36628-0001 | Phone Number: 256-350-5620 |
| Phone Number: 251-690-2658 |  |

|  |  |
| --- | --- |
| **Alabama Historical Commission** | **US Fish and Wildlife Service** |
| Ms. Amanda McBride  Environmental Review Coordinator | Mr. Bill Pearson  Field Supervisor |
| The Alabama Historical Commission only accepts Section 106 projects by email. Instructions and the required form can be found on their website at https://ahc.alabama.gov/section106.aspx. | US Fish and Wildlife Service |
| 1208-B Main Street |
| Daphne, Alabama 36526-4419 |
| Phone Number: 251-441-5181 |
| E-mail: bill\_pearson@fws.gov |

**APPENDIX A**

**(SAMPLE) RESOLUTION**

WHEREAS, the **APPLICANT** proposes to (**acquire/construct or have constructed**) recreational resources at (**park name/facility name**) to provide for the health and well-being of the general public; and

WHEREAS, the **APPLICANT** intends to make application to the Alabama Department of Economic and Community Affairs for grant assistance to (**acquire/develop**) (**insert brief project scope and park name/facility name**) from the Land and Water Conservation Fund; and

WHEREAS, the total proposed project costs total **$\_\_\_.00**. The **APPLICANT** is applying for Land and Water Conservation Fund assistance in the amount of **$\_\_\_.00**, or **\_\_\_%** of the total proposed project costs which will be used to (**insert brief project scope**) at (**park name/facility name**).

NOW THEREFORE BE IT RESOLVED, that the **APPLICANT** will hold in reserve **$\_\_\_.00**, or **\_\_\_%** of the proposed project costs for the purpose of matching the Land and Water Conservation Fund assistance, and

BE IT FURTHER RESOLVED, that in the event a grant is awarded, the **APPLICANT** understands that it will sign assurances to comply with all applicable Federal and State laws, rules and regulations and that the property acquired and/or developed with Land and Water Conservation Fund assistance will be maintained for public outdoor recreation in perpetuity as required by the Land and Water Conservation Fund Act of 1965.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| SIGNATURE |  | (DATE) |
|  |  |  |
| ATTEST |  | (DATE) |

**APPENDIX B**

|  |  |  |
| --- | --- | --- |
| **RECREATION AREA INVENTORY FORM** | | |
| PROJECT SPONSOR: | | |
| PARK NAME: | | |
| PARK ADDRESS: | | |
| LONGITUDE IN DEGREES, MINUTES, SECONDS: | | |
| LATITUDE IN DEGREES, MINUTES, SECONDS: | | |
| PRIOR LWCF ASSISTANCE: | | |
| PRIOR RTP ASSISTANCE: | | |
|  | | |
| **RECREATION ACTIVITY** | **MEASURE** | **SITE** |
| Acres Leased | Acres |  |
| Acres Owned | Acres |  |
| Total Acres | Acres |  |
| Boating-Fresh Water Lanes | Lanes |  |
| Boating-Salt Water Lanes | Lanes |  |
| Boating-Launch Ramps | Ramps |  |
| Boating-Berths | Berths |  |
| Boating-Boat Lift | Lifts |  |
| Camping-Developed Sites | Units |  |
| Camping-Primitive Sites | Acres |  |
| Camping-Semi-Primitive Sites | Units |  |
| Courts-Basketball | Courts |  |
| Courts-Tennis | Courts |  |
| Courts-Multi-Purpose | Courts |  |
| Fields-Baseball | Fields |  |
| Fields-Softball | Fields |  |
| Fields-Football | Fields |  |
| Fields-Soccer | Fields |  |
| Fishing-Fresh Water Bank | Linear Feet |  |
| Fishing-Piers | Linear Feet |  |
| Fishing-Salt Water Beach | Linear Feet |  |
| Golf Holes | Holes |  |
| Golf-Driving Tees | Tees |  |
| Miniature Golf | Holes |  |
| Hunting-Big Game | Acres |  |
| Hunting-Small Game | Acres |  |
| Hunting-Total | Acres |  |
| Hunting-Waterfowl | Acres |  |
|  |  |  |
| **RECREATION ACTIVITY** | **MEASURE** | **SITE** |
| Picnic Pavilion-Family | Units |  |
| Picnic Pavilion-Group | Units |  |
| Picnic Tables | Units |  |
| Playground-Developed | Units |  |
| Playground-Undeveloped Open Space | Acres |  |
| Running Track | Units |  |
| Senior Citizens Center | Units |  |
| Emergency Shelter | Units |  |
| Shooting-Skeet & Trap | Positions |  |
| Shooting-Target-Pistol | Positions |  |
| Shooting-Target-Rifle | Positions |  |
| Archery Range | Positions |  |
| Support Facilities-Concession Stand | Units |  |
| Support Facilities-Park Office Building | Units |  |
| Support Facilities-Restrooms | Units |  |
| Support Facilities-Parking | Spaces |  |
| Support Facilities-Maintenance Building | Units |  |
| Swimming-Lake/River | Square Feet |  |
| Swimming-Pool | Square Feet |  |
| Swimming-Wading | Square Feet |  |
| Swimming-Bathhouse | Units |  |
| Splash Pad | Square Feet |  |
| Trails-Exercise | Miles |  |
| Trails-Nature | Miles |  |
| Trails-Bicycling | Miles |  |
| Trails-Equestrian | Miles |  |
| Trails-Hiking | Miles |  |
| Trails-ORV/ATV | Miles |  |
| Trails-Walking/Jogging | Miles |  |
| Skate Board Park | Square Feet |  |
| Dog Park | Acres |  |
| Outdoor Stage | Units |  |
| Amphitheatre | Units |  |
| Rodeo Area | Acres |  |
| Natural Area | Acres |  |
| Passive Park | Acres |  |
| Visitor Information Center | Units |  |
| Interpretive Center | Units |  |

**APPENDIX C**

**CITIZEN PARTICIPATION PROCEDURES**

An essential component of establishing an estimate of need for a specific project is to obtain input from the local public. Its function as a planning aid cannot be overstressed. Citizen participation reduces the likelihood that unneeded facilities will be constructed. The key to a successful citizen participation process is engaging the public and communicating alternatives. To be effective, citizen input must be representative of the applicant’s jurisdictional population, significant enough to have an impact on the proposed project, and widespread enough to include a proper sample size of citizens.

It is best if citizens are involved in the process of setting priorities for project alternatives rather than reacting to a completed plan. However, if public meetings have not been held for the purpose of establishing recreational priorities, the public must be involved in evaluating proposed acquisition or development alternatives.

The following guidelines have been formulated to provide direction in holding open meetings:

* At least one public meeting for the presentation of the project to the public should be advertised no less than one week prior to the event in a local newspaper, posted in public areas frequented by citizens residing within the service area, and/or announced on the sponsor’s official social media pages and websites. A sample advertisement is attached.
* The proceedings of project related public meetings must be documented in an official record maintained by the applicant. These minutes must be maintained by the applicant on site and included with the application. The minutes must include a summary of the meeting, number of people in attendance, alternatives discussed, levels of opposition, and the source of the opposition.
* A record of the names, addresses, and organizations represented of those in attendance should be kept and included with this application.
* A concurrence form shall be distributed at the beginning of the meeting and participants should be encouraged to complete the form before the end of the meeting. A sample concurrence form is attached.

More than one meeting may be held to present the project, solicit input, and gauge public interest. However, at least one meeting must adhere to the above guidelines for the proposed project to be eligible for funding. Additional types of public engagement may include, but is not limited to:

* A city council and/or county commission meeting.
* An advertised public meeting called specifically for the purpose of presenting and discussion of the proposed project.
* A regularly scheduled recreational advisory board, or equivalent organization, meeting.
* Regularly scheduled meetings of community or civic organizations.
* Regularly scheduled meetings of outdoor recreation clubs.
* Conduct a public opinion survey.

**SAMPLE ADVERTISEMENT**

The Land and Water Conservation Fund Act of 1965 (Public Law 88-578) requires that citizens be afforded the opportunity to express their views concerning the recreational needs of their community. To provide a forum for discussion, an open meeting is being held at

[LOCATION] , at p.m. on [DATE] ,

sponsored by [APPLICANT] .

The purpose of this meeting is to discuss the (**acquisition and/or development**) of recreational facilities at [INSERT PARK NAME AND LOCATION].

Anyone wishing to support or oppose the proposed park acquisition/improvements is invited to voice their opinion at this meeting or submit written comments to [INSERT ADDRESS AND CONTACT] within two weeks following the meeting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LWCF PUBLIC HEARING ATTENDANCE FORM** | | | | |
| PROJECT NAME | | DATE | RESPONSE TO PROPOSAL | |
| NAME | ADDRESS | Phone Number | Support | Oppose |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |