**ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS (ADECA)**

**LAND AND WATER CONSERVATION FUND (LWCF)**

**Outdoor Recreation Legacy Partnership (ORLP)**



***APPLICATION FOR FUNDING***

**APPLICATION MUST BE RECEIVED BY**

**12:00 P.M. ON FRIDAY, MARCH 1, 2024**

**ALABAMA DEPARTMENT OF ECONOMIC**

**AND COMMUNITY AFFAIRS**

**401 Adams Avenue**

**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 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 $15,000,000. 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

Attn: LaToya Edwards, Programs Supervisor

Post Office Box 5690

Montgomery, Alabama 36103-5690

By Courier:

Alabama Department of Economic and Community Affairs

Attn: LaToya Edwards, Programs Supervisor

401 Adams Avenue

Montgomery, Alabama 36104

By E-Mail:

latoya.edwards@adeca.alabama.gov **and** crystal.talley@adeca.alabama.gov

**DEADLINE – 12:00 P.M. on March 1, 2024**

**Regardless of the submission method chosen, the application must be received by the Federal Initiatives and Recreation Division by the time and date above. Applications received on March 1, 2024, will be timestamped upon receipt. We recommend a delivery receipt on your email or check with ADECA staff to make sure it has been received.**

**Application Packet Requirements**

By 12:00 P.M. on Friday, March 1, 2024, the following items must be received by ADECA’s Recreation Programs Section. The application must include all of the required elements. Project proposals will be scored and ranked on a national basis based on an evaluation of how the project meets the review and selection criteria for the competition and the general requirements of the LWCF Act. The full Notice of Funding Opportunity (NOFO) and application materials are available on Grants.gov.

**Application Page Limits** - Page limits for specific elements are noted. The overall application may not exceed 40 pages, excluding letters of support. Information beyond the page limit, and linked information within the application, will not be reviewed or considered.

Provide the application packet items in the following order:

**LWCF APPLICATION COVER SHEET – See final page**

**NARRATIVE**

1. Standard Form SF-424, Application for Federal Assistance
2. Standard Form SF-424C, Budget Information for Construction Programs
3. Standard Form SF-429 and SF-424B, Real Property Status Report, (acquisition only)
4. Standard Form SF-424D, Assurances for Construction Programs
5. Standard Form SF-LLL, Disclosure of Lobbying Activities
6. Standard Form - Project Abstract Summary
7. Project Narrative (**max 10 pages**) Following instructions in this section.
8. Budget Narrative (**max 5 pages**) Following instructions in this section.
9. Project Timeline (**max 1 page**) Following instructions in this section.
10. Photos of current site conditions, the surrounding environment, etc.
11. Maps (**2 minimum**):
    1. Map (or Aerial Photo) Delineating Project Area and Proposed Boundary - must clearly indicate area to be acquired and/or developed, as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions of the LWCF Act (54 U.S.C. 200305(f)(3)), all known outstanding rights and interests in the area held by others, total acres within the boundary(ies), and a north arrow. Specifications can be found at <https://adeca.alabama.gov/wp-content/uploads/Boundary-Map-Specifications.pdf>.
    2. Plan or Sketch of Planned Site Features identifying location of planned recreational improvements and other features such as where the public will access the site, parking, etc.
12. Letters of Commitment of Secured Contributions/Matching Share clearly stating the amount and type of contribution. Contributions from project sponsor must also be confirmed.
13. General Letters of Support (Optional) Letters of support from Congress must be included with the application in Grants.gov to be considered.
14. Feasibility Report (if available)
15. SHPO Determination of Effect Letter (if available)
16. Confirmation of IPaC Report Submission to USFWS

**Required Proposal Elements Instructions**

Standard Form SF424 – The SF-424, Application for Federal Assistance must be completed, signed, and dated. Do not include any proprietary or personally identifiable information. Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal source(s) and funding amount(s) in the required Budget Narrative (see the Budget Narrative Section below).

Standard Form SF424C - Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For construction programs or projects, applicants must complete and submit the SF-424C, “Budget Information for Construction Programs”. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200. The estimated budget must align with the projected scope of work presented in the application.

Standard Form SF429 and SF424B – Real Property Status Report - Applicants seeking approval to acquire real property under an award must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish) regardless of whether the real property is acquired with Federal funds, with recipient cost share or matching funds, or as an in-kind contribution under the award.

Standard Form SF424D - Applicants must submit the appropriate signed and dated Assurances form.

Standard Form SF-LLL – Disclosure of Lobbying Activities - Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official’s signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity’s certification of the statements in 43 CFR Part 18, Appendix A.

Project Abstract Summary – The project abstract form must be completed to meet Federal award reporting requirements. Ensure the project abstract succinctly describes the project in plain language that the public can understand and use without the full proposal. If the application is funded, this information will be made available for public access including on USAspending.gov.

**Project Narrative Contents – (10-page limit, 12-point font)**

The Project Narrative consists of the following three sections, each detailed below:

* Project Data Page
* Project Overview
* Responses to the Project Criteria

1. **Project Data Page (1-page limit) -** Provide the following information:
   1. State and Project Sponsor Name and contact info:
   2. Name of Park/Property
   3. Project Title
   4. Name of Property Title Holder
   5. Project Property Address/Location
   6. 2020 Census City Population (must be over 30,000)
   7. Census tract numbers of project site and community(ies) served – all tracts must be located within a Census tract that is determined to be disadvantaged per the *Climate and Environmental Justice Screening Tool* (CEJST) at <https://screeningtool.geoplatform.gov/>. (NPS recommends applicants maintain a screen shot of each tract’s “disadvantaged” determination as Census data within the CEJST may change prior to NPS review of application and proof of previous data may be needed).
   8. Statement of Project Type: Acquisition, New Development, Renovation, or Combination (acquisition with development)
   9. Statement that project Creates a New Park, Expands an Existing Park or Neither
   10. Brief statement (aka Project Summary) providing a “publicity blurb” about the project. (**250-words or less**.)
2. **Project Overview (2-page limit) -** Provide the following information:

*All Projects:*

* Describe and quantify the types of resources and features of or on the property (e.g., 50 acres of forested area, 2,000 feet of waterfront, scenic views, unique or special features, recreation amenities, historic/cultural resources)
* Describe the current uses (if any) or disposition of the property to be acquired or developed, if uses will need to be discontinued, or the site rehabilitated. If there are any existing non-outdoor recreation or other non-public uses that are intended to continue on the property on an interim or permanent basis and/or proposed in the future, these should be explained.
* Describe constraints of the property (e.g., existing development; hazardous materials/contamination history; and restrictions such as institutional controls, easements, rights-of-way, reversionary interests, above ground/underground utilities; etc.).

*Development Only:*

* Describe the planned physical improvements and/or facilities, and the reason(s) such development is needed. Explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities.

*Acquisition Only:*

* Provide a description of the property (including the current ownership) and an explanation of the need for its acquisition.
* State whether the acquisition would create a new public park/recreation area or if it will expand an existing site, and if so, by how much.
* Describe the plans for developing the property for recreation purposes after acquisition and the timeframe for the start and completion of development and when it will be open for public use.
* Describe the status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.
* Land acquisition costs must be based on the Uniform Appraisal Standards for Federal Land Acquisition (aka yellow book) estimate of fair market value. Be sure to explain the basis for the value estimate if an appraisal has not yet been performed.

*Combination Projects:*

* Provide information requested under all “All Projects”, “Development Only” and “Acquisition Only”.

1. **Project Criteria Information (remaining pages):** NPS will evaluate and consider only those applications that separately address each of the merit review criteria in the Project Narrative application requirement. Each applicant is required to provide a detailed project narrative, in accordance with section D.2., of the following criteria elements. It is HIGHLY recommended that the project narrative has sections labeled by criterion and bulleted topic.

Provide information required in Criteria 1-2 as detailed below.

|  |  |
| --- | --- |
| **Criterion 1 - Project Merit** | **Maximum Points: 50** |
| This criterion assesses the quality of the proposed project in addressing the lack of outdoor recreation in, and wants and needs of, the target urban, disadvantaged community(ies). A five-point bonus will be awarded to nature-based projects (projects where nature is a major element of, or strongly supports, the proposed recreational activity). Otherwise, projects will be scored based on their ability to meet or surpass all of the following priorities: (1) demonstrating a high degree of effort or initiative to engage residents of the disadvantaged neighborhood(s) in the project’s development, (2) demonstrating significant collaboration among the public and private sectors, including multiple levels of government, private/non-profit organizations, and community groups, and (3) having strong initiatives, policies, incentives, etc., to protect the area from gentrification (for more insight, see the National Recreation and Parks Associations’ paper *Greening Without Gentrification* at <https://www.nrpa.org/parks-recreation-magazine/2019/december/greening-without-gentrification/>).  Please provide the following information:   * State if the project is, or is not, a nature-based park, and if so, provide a description of the natural elements and how these elements support the proposed recreation. * Describe any additional relevant benefits to the disadvantaged community, beyond being nature-based, that the project will provide, such as transforming a previous brownfield, involving of new or non-traditional partners, reaching new user groups, etc. * Describe the process that led to the development of this proposal. Focus on the efforts made to engage the disadvantaged community(ies) served, and their participation in the project’s design as well as that of other interested/affected entities. Include details such as number of meetings held and number of attendees, number of community members contacted, number of responses received. * Describe the partnerships or other collaborative efforts that have helped, or will help to, facilitate the project. * Describe initiatives and/or strategies that are in place to substantially limit gentrification of the project area. | |
| **Criterion 2 - Technical Excellence** | **Maximum Points: 50** |
| This criterion measures the project’s conformance with LWCF requirements and its likelihood to be successful. Projects will be scored based on their ability to meet or surpass all of the following priorities: (1) directly aligning with at least one goal or need that is clearly identified in the State Comprehensive Outdoor Recreation Plan (SCORP), *particularly any that are specific to urban or disadvantaged areas within the state or the area in which the project is located*, (2) breaking ground within one year after award of a grant and be complete and open to the public within 2 to 3 years, (3) having a justified, reasonable, allowable and allocable detailed budget estimate that includes all information requested in Section D under “Detailed Budget Narrative”, and (4) being managed by a qualified, experienced teams with federal grant awards and construction project experience, as well as having qualified entities to maintain the site long-term, both physically and financially.  Please provide the following information:   * SCORP and any other relevant city, regional or stated plan goals or initiatives the project directly supports. State specifically, how the project supports each plan’s priority or initiative (provide the plan title and date). * Describe any other park or outdoor recreation plan (provide date of plan) that the project advances or supports, and state precisely how the proposed project aligns with it/each. * Describe the status of planning referencing the milestones and measures in the timeline. * Describe the non-recreational features within the project boundary such as leases or easements. * Describe the basis/justification for the proposed budget estimates and identify who developed the budget estimates. * Describe the qualifications of the parties responsible for managing the project, the grant, and long-term management and maintenance of the site (physically and financially). | |

**Detailed Budget Narrative (5-page limit)**

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories should be organized under, and roll up to, the major budget object classes included on the SF424A or SF424C.

Budget information should reflect only costs related to work/acquisition that will be completed under an ORLP grant if selected. A total budget for the entire project (including work beyond what would be funded under a grant) may be provided separately. Note that the ORLP funded portion of the project must result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

The detailed budget must:

* Include a detailed breakdown of proposed project costs.
* Indicate the amount of each cost that will be covered by the federal share versus matching share.
* List all agencies, organizations or other entities providing matching share and describe the type of contributions (e.g., cash or in-kind donations). *A letter from each secured matching-share contributor must be included in a letter confirming the commitment of match (includes match from project sponsor).*
* State the value and type (cash, donation of equipment etc.) of each matching share contribution.
* State that the matching share contribution is secure or firmly committed at the time of application.
* Include direct costs for compliance activities, including tribal monitoring, if anticipated. No additional federal funds will be provided if requested after application submission.
* Provide a description of the methodology used to determine the amount of any contingency costs included.
* Identify who developed the estimated budget and on the basis for the estimates.

ORLP projects are limited to using a maximum of 25% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as title research and appraisals). (*See “Program Funding Restrictions” under Section D6 for detailed explanation and additional restricted costs.*)

Per 2 CFR 200 Section C.2.b, “Both the direct costs and the indirect costs must exclude capital expenditures and unallowable costs. However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.” Therefore, as the ORLP program funds capital projects, indirect costs are not allowed.

**Timeline (1-page limit)** - The detailed timeline must be included showing all project milestones, and measures that will provide quantifiable progress towards reaching the project’s milestones. Each planned contract must be listed with an expected date for bidding.

**It will also be necessary to provide the appropriate documentation identified below:**

* Letter on entity letterhead signed by the Chief Elected Official
* 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
* Risk Assessment Tool
* LWCF Bidding and Contracting Compliance Questionnaire
* Verification of SAM.gov Registration
* Building Floor Plans (if applicable)
* 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)
  + Hazardous materials survey if real property is to be acquired with grant funds
  + 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)
* 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
* Leases, MOA’s, MUA’s, etc.

**NOTE:** If real property is to be acquired with grant funds, the acquisition must comply with the Uniform Appraisal Standards for Federal Land Acquisition (aka yellow book) estimate of fair market value. **You may not acquire property until after the grant agreement has been executed and consultation with ADECA staff has occurred.**

**Please visit the NOFO on Grants.gov for Disclosure requirement language, restrictions and other ORLP application-related information.**

**Any questions should be addressed to:**

Ms. LaToya Edwards, Programs Supervisor

[latoya.edwards@adeca.alabama.gov](mailto:joseph.ponder@adeca.alabama.gov)

334.242.5382

or

Ms. Crystal G. Talley, Division Chief

[crystal.talley@adeca.alabama.gov](mailto:leslie.clark@adeca.alabama.gov)

334.353.2630

**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: |  |