

Alabama Department of Economic and  
Community Affairs (ADECA)  
Recreation Programs Section  
401 Adams Avenue  
Montgomery, AL 36103  
Telephone: (334) 353-4384 or (334) 242-5483

**PRE-APPLICATION FORM**

**RECREATIONAL TRAILS PROGRAM**

**DEADLINE: POSTMARKED, MAY 2, 2011  
Friday, May 13, 2011**

Applicant's Name  
(Organization): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

ZIP: \_\_\_\_\_

County: \_\_\_\_\_

FEI Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Park Name, if  
applicable: \_\_\_\_\_

Park Address: \_\_\_\_\_

\_\_\_\_\_

ZIP: \_\_\_\_\_

GPS Coordinates  
of Project: \_\_\_\_\_

Congressional District: \_\_\_\_\_

State Senate District: \_\_\_\_\_

State House District: \_\_\_\_\_

Application Contact  
Person: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Park and Recreation  
Director (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.

Estimated Cost of Project:\_\_\_\_\_

Amount of Funds Requested:\_\_\_\_\_ (Cannot Exceed 80%)

\_\_\_\_\_  
(Local Official's Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Date)

*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. Grants Administration 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.*

# 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 2011 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 2011 funding cycle will be about \$600,000.

## Division of Available Funds

See accompanying program summary document.

## Eligible Applicants

Eligible applicants include incorporated municipalities, counties, legally constituted recreation authorities and commissions, and non-profit 501(c)(3) organizations.

## Pre-applications

The Alabama State Trail Plan 2008 is the guiding document for funding projects from the RTP. This document is available on the ADECA website at [www.adeca.alabama.gov](http://www.adeca.alabama.gov). Statewide issues were gathered and new criteria were developed to evaluate projects. These criteria make up the pre-application. **Applicants are asked to submit only one (1) pre-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. Only those applicants with the highest scoring pre-applications will be recommended for funding and asked to submit a formal application for processing through the Federal Highway Administration. By using this pre-application process, applicants will save a tremendous amount of time, effort and cost inasmuch as ***only those pre-applications recommended for funding will be elevated to the formal application process.***

Applicants are being requested to adhere to the recommended grant maximums detailed in the accompanying FY2011 program summary document.

## 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 Section staff will be available to answer any questions. **Note: An environmental assessment will be required for all projects selected to proceed in the formal application process.**

## Target Timeline for the 2011 Funding Cycle

### March 2011

Funding cycle for 2011 RTP grants is announced to all municipalities, counties, regional commissions, and grant consultants via e-mail and/or direct mail. General public announcement made via ADECA website and [www.trails.alabama.gov](http://www.trails.alabama.gov) website.

### May 2, 2011

Pre-applications requesting no more than 80% matching RTP money are due to the ADECA Recreation Programs Section. Site inspections and review of applications begin. 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 criterion.
- A resolution adopted by the legal entity of the applicant.
- 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.

**May 2011**

Recreation Programs 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, and notify the respective local applicants receiving the highest ranking scores to submit formal applications.

**TBA**

Formal applications mailed. State clearinghouse and Historic Preservation reviews begin.

**TBA**

Formal applications due to Recreation Programs Section. Grants personnel will coordinate and correspond as appropriate with each successful applicant to determine if additional documents are needed to complete the formal application process.

**TBA**

Deadline for all formal applications to be submitted to the Federal Highway Administration for review and commitment of the federal funds.

**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.

### **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. **Note: An environmental assessment will be required for all projects selected to proceed in the formal application process.**

### **Operation and Maintenance**

Applicants must have a satisfactory track record for operation and maintenance of public recreation areas and facilities. Those applicants with no track record are exempt from this requirement.

### **Grants Administration**

Applicants must have demonstrated a capability for administering grants. An applicant is not ruled out if a grant has never been awarded to that local government. It is possible, however, that applicants who have received previous recreation grants and have not demonstrated a capability for administering grants may be deemed ineligible for assistance.

### **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.

### **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 recreations areas cannot be so large as to be exclusionary.

## EVALUATION CRITERIA

**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. Grants Administration 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.**