

**Alabama Department of Economic and  
Community Affairs (ADECA)  
Recreation & Conservation Unit  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, AL 36103-5690  
Telephone: (334) 242-5483**

**PRE-APPLICATION FORM  
LAND AND WATER CONSERVATION FUND  
DEADLINE:  
12:00 Noon, Wednesday, August 31, 2011**

**Applicant's Name  
(City / County):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**ZIP:** \_\_\_\_\_

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

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

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

**Park Name:** \_\_\_\_\_

**Park Address:** \_\_\_\_\_  
\_\_\_\_\_  
**ZIP:** \_\_\_\_\_

**GPS Coordinates  
of Park:** \_\_\_\_\_

**Number of acres to be  
acquired or assisted:** \_\_\_\_\_

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

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

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

**Contact Person:** \_\_\_\_\_

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

**Park and Recreation  
Director:** \_\_\_\_\_

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

**Project Identification**

Provide a brief, yet informative, description of the proposed project; address each Program and Incentive 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, plat and/or legal description, location map, and **acres to be included within the park/project boundaries**.

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

Amount of Funds Requested: \_\_\_\_\_  
(Cannot Exceed 50%, \$50,000 maximum)

\_\_\_\_\_  
(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 state-side Land and Water Conservation Fund (LWCF) Program is a federal program authorized by Congress for the purpose of assisting states and local governments with funds to acquire land for and to develop outdoor recreation facilities.

### Allocation to Local Governments for the 2011 Funding Cycle

The LWCF funds are appropriated by Congress to the U. S. Department of the Interior, National Parks Service (NPS), and NPS allocates the funds through state agencies as a grants program to state and local governments. Alabama's allocation to local governments in the 2011 funding cycle will be about \$585,000.

### Division of Available Funds

Up to 30% of the 2011 allocation, or \$175,000, will be available for applications seeking priority funding for parks and recreation areas that **have been previously assisted by the LWCF, AND** that were damaged or destroyed by Alabama's April 27, 2011 Tornado Outbreak. Each grant under this division will be eligible to receive up to \$50,000 (federal share). Each application under this division must also meet the same criteria as other non-priority applications.

The remaining funds will then be granted using the selection criteria detailed in this application package.

Units of local government may only submit one application, and may not submit applications under both divisions.

### Eligible Applicants

Eligible applicants include state agencies, incorporated municipalities, counties, and legally constituted recreation boards, authorities, and commissions.

### Pre-applications

Alabama's SCORP 2008-2012 is the guiding document for funding projects from the LWCF (available on the ADECA website at <http://www.adeca.alabama.gov/C14/Outdoor%20Recreation%20Planning/default.aspx>). Statewide issues were gathered and new criteria were developed to evaluate projects. These criteria make up the pre-application. **Local governments may 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 local governments with the highest scoring pre-applications will be recommended for funding and asked to submit a formal application for processing through the National Park Service. By using this pre-application process, local governments 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.***

Local governments must adhere to a **\$50,000 grant maximum** (total estimated project cost of \$100,000).

### Formal Applications

Local governments receiving the highest ranking scores on their pre-applications will be asked to submit formal applications. **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

#### July 29, 2011

Funding cycle for 2011 LWCF grants is announced to all municipalities, counties, and Regional Planning Commissions.

#### August 31, 2011 (12 noon)

Pre-applications requesting no more than 50% matching LWCF money are due at ADECA. Site inspections and review of applications begin. Each pre-application must include:

- A signed Pre-application Form and Pre-Application Rating Sheet with brief justification and/or documentation to support the points on each criterion.
- A resolution adopted by the legal entity of the applicant (**See Appendix A for sample**).
- A narrative description of the proposed project.
- Estimate of cost.
- Preliminary site plan.
- Plat and/or legal description of the property proposed for purchase.

- Location map.

**September – October, 2011**

Recreation & Conservation Unit reviews pre-applications for priority rankings based on evaluation criteria, makes recommendations to the State Liaison Officer, completes site inspections, and notifies the respective local governments receiving the highest ranking scores to submit formal applications.

**TBA**

Formal applications due to Grants Administration Unit. 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 National Park Service for review and commitment of the federal funds.

**TBA**

Deadline for NPS to formally approve funding.

**YOU MUST SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF EACH PRE-APPLICATION PACKAGE.**

**EACH SET OF DOCUMENTS MUST BE HELD TOGETHER BY A SINGLE BINDER CLIP. DO NOT STAPLE, SPIRAL-BIND, OR BOOK-BIND YOUR PRE-APPLICATIONS!**

**DO NOT FORGET TO RATE YOUR PRE-APPLICATION RATING SHEET WHEREVER THE “POINTS CLAIMED” BOXES ARE LOCATED.**

**SUBMIT YOUR APPLICATIONS TO:**

**BY MAIL:**

**ADECA RECREATION PROGRAMS  
ATTN: ROB GRANT  
POST OFFICE BOX 5690  
MONTGOMERY, AL 36103-5690**

**BY COURIER:**

**ADECA RECREATION PROGRAMS  
ATTN: ROB GRANT  
401 ADAMS AVENUE  
MONTGOMERY, AL 36103-5690**

***DEADLINE IS 12:00 NOON ON WEDNESDAY, AUGUST 31, 2011, FOR HAND DELIVERED PRE-APPLICATIONS; OTHERWISE, PRE-APPLICATIONS MUST BE POST-MARKED NO LATER THAN TUESDAY, AUGUST 30, 2011***

**LAND AND WATER CONSERVATION FUND  
FY2011 PRE-APPLICATION RATING SHEET  
FOR**

\_\_\_\_\_  
(Applicant)

**MINIMUM CRITERIA**

**(GRAY SHADED AREAS FOR ADECA USE ONLY)**

RATING CRITERIA	True	False	ADECA COMMENTS
1. Eligible Sponsor	___	___	
2. Adequate Citizen Participation	___	___	
3. Proposed Activities Eligible	___	___	
4. Adequate Control and Tenure	___	___	
5. Adequate Property Boundary Map	___	___	
6. Signed Authorizing Resolution	___	___	
7. No LWCF Program Violations	___	___	
8. No ADECA Non-compliance Issues	___	___	
9. Not Eligible for D/J or RTP Assistance	___	___	
10. No RTP Program Violations	___	___	
11. Not taking Unique Farmlands	___	___	

**PROGRAM CRITERIA**

	CRITERIA	MAXIMUM	POINTS CLAIMED	POINTS AWARDED
1.	Federal Share Per Capita	20		
2.	O & M of Existing Parks	20		
3.	Population Growth	20		
4.	Project Feasibility	50		
<b>Sub-total</b>				

**INCENTIVE CRITERIA**

CRITERIA	MAXIMUM POINTS	POINTS CLAIMED	POINTS AWARDED
1. Gift of Land	30		
2. SCORP Regional Priority	20		
3. Protect Natural Resources	25		
4. Dev. of Passive, Family Oriented Rec.	25		
5. Joint Effort	50		
6. No Previous LWCF Grant	30		
7. Compliments Previous LWCF Project	10		
8. Recreation Board or Department	10		
9. Acquisition of Urban Open Space	25		
10. Acquisition of Water Access Areas	25		
11. Acquisition/Dev. of Saltwater Beach	25		
12. Renovation of Existing Facilities	40		
13. Professional Director	20		
14. Handicap Emphasis	40		
15. Dev. that Compliments Hist., Arch., or Cultural Resources	35		
16. Leveraging	40		
<b>Sub-total</b>			
<b>TOTAL AWARD</b>			

Prepared By \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

ADECA: Reviewed By \_\_\_\_\_ Date: \_\_\_\_\_

**LAND AND WATER CONSERVATION FUND**

**PROGRAM CRITERIA**

**1. Federal Share Per-Capita.** This is determined by dividing the total amount of the grant request (both federal and local shares combined) by the population of the service area, as determined by the 2010 Census. The census tracts used to determine the population number must be described/identified below:

<b>RANGE</b>	<b>POINTS</b>
\$0.00 to 4.00	20
4.01 to 6.00	16
6.01 to 8.00	12
8.01 to 10.00	8
10.01 to 12.00	4
Over \$12.00	0

**OPERATION AND MAINTENANCE OF EXISTING LWCF ASSISTED PARKS (-20 to +20)**

Forty points are available from this criteria based on site inspection by ADECA staff. All negative points will be documented by photographs and comments.

**2. POPULATION GROWTH**

Calculate the following:

<b>2010 Population</b>	<b>2000 Population</b>	<b>Difference</b>	<b>Percent Change</b>

Points will be awarded based on the value contained in the Percent Change column as follows:

<b>Percent Change</b>	<b>Points</b>
20%-0%	1 Point for each Percentage Point of Change to a Maximum of 20 Points

**4. PROJECT FEASIBILITY**

Analysis of project feasibility relates all components of the application: scope, land use, park system assessment, service area, budget, environment, method of approach, etc. The determination of feasibility is based on the professional knowledge of the LWCF staff and the results of the on-site inspection. A maximum of 50 points may be awarded for this criterion.

## INCENTIVE CRITERIA

These are criteria which may give an applicant additional points for pursuing priorities identified in the State Comprehensive Outdoor Recreation Plan. **All points that are not sufficiently documented, based on LWCF staff review, will be disallowed.**

ITEM	CRITERIA	POINTS
1.	The project includes a gift of land to be dedicated for recreational use. The donation must be large enough to accommodate the activities contained in the application and occur after project approval.	30
2.	The project addresses a regional SCORP priority.	20
3.	The acquisition is necessary to protect outstanding natural resources that are in danger of imminent loss.	25
4.	The proposed project has the primary goal of developing passive or family oriented recreation facilities. Passive recreation is characterized by minimal development e.g., nature/hiking trails, playgrounds, splash pads, picnic areas, etc. Over 75% of the project must support passive family oriented activities in order to claim points for this criterion.	25
5.	The application is a joint effort of two or more governmental entities, e.g., two cities or a county and a city combining resources to build and committing to maintain a facility that will serve both jurisdictions; <b>OR</b> application demonstrates a substantial commitment, financial or otherwise, from local citizens, civic or fraternal organizations, interest groups, or other agencies, in the planning, development, construction, maintenance, and operation of the facilities being constructed or renovated.	50
6.	The applicant has never received a Land and Water Conservation Fund grant.	30
7.	The application is in support of or complements a previous Land and Water Conservation Fund assisted project at the same site.	10
8.	Applicant has a full time recreation department or board. Jurisdictions that do not own recreation facilities will receive full points for this criterion if they demonstrate that a recreation board will be established in the event that they are funded. A recreation committee of a city council does not qualify as a park board. The park board must be active: that is, it must meet at least quarterly and be supported by an ordinance or resolution of the governing body.	10
9.	Acquisition of urban open space including land for greenbelts or other linear or connecting parklands such as abandoned railroad right-of-way.	25
10.	Acquisition and/or development of nonmotorized water access areas for canoeing, kayaking, or rafting.	25
11.	Acquisition and/or development of saltwater beach access areas.	25
12.	Renovations of existing facilities that have deteriorated because of age or overuse. Facilities that have not been adequately maintained are ineligible for assistance.	40
13.	Applicant employs a professional recreation director. Applicants with fewer than 5,000 people within their service area or jurisdictional limits, whichever is larger, that employ such a person may be awarded full points for this criterion. Professionalism is defined in terms of education, training and experience. To be awarded points for this criterion an applicant must document the qualifications of its park and recreation director or include a resource management plan.	20
14.	An application for new or renovated recreation facilities that will provide recreational opportunities for the disabled beyond provision of minimum access to restrooms, parking, etc. Examples of park facilities that could be constructed or easily made accessible include playgrounds, exercise trails, or interpretive areas. Points may be claimed by jurisdictions having therapeutic recreation programs staffed by qualified recreation professionals provided that the facilities requested or property acquired would be used in the therapeutic program. Applicants with fewer than 5,000 people in their jurisdictional limits who employ such a person may be awarded full points for this criterion.	40
15.	Development of recreational facilities that compliment historical, archaeological or cultural resources; contribute to site interpretation; or will increase area ecotourism.	35
16.	Applicant will provide matching funds in excess of minimum requirement. Matching funds can be cash, in-kind labor and materials, donated labor and materials, or a combination.	40

**APPENDIX A**

**(SAMPLE) RESOLUTION**

WHEREAS, the **(APPLICANT)** proposes to (acquire/construct or have constructed) recreational resources at (park 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)** from the Land and Water Conservation Fund; and

WHEREAS, said programs are limited to funding a maximum of fifty percent (50%) of the proposed project costs estimated at **(\$ .00)** which will be used to (acquire/develop land and/or facilities) consisting of (acres and/or specific activities).

NOW THEREFORE BE IT RESOLVED, that the **(APPLICANT)** hold in reserve fifty percent (50%) of the proposed project cost 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.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
(DATE)

## **APPENDIX B CITIZEN PARTICIPATION PROCEDURES**

An essential component of establishing an estimate of need for a specific project is to obtain input from the local public. To be effective, citizen input must be: representative (include diverse elements of the population), significant (the input should actually have an impact on what is proposed), and widespread (include a representative sample number of citizens).

It is best if citizens are involved in actually 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, at a minimum, be involved in evaluating proposed acquisition or development alternatives.

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

- A. The public meeting should be advertised at least one week in advance in the local newspaper and/or posted in public places frequented by citizens residing in the service area. An example of an advertisement is attached for your use. Advertisements must **not** appear in the legal section of the newspaper.
  
- B. The proceedings of project related public meetings must be recorded in an official record maintained by the applicant. The minutes should be kept in the applicant's files along with the application package to provide documentation of meetings. A summary of the meeting, including the number of persons attending, alternatives discussed levels of opposition to the proposed plan and the source of opposition must be included in the project narrative.
  
- C. A record of the citizens who attended meetings should be kept. This record should include the name, address or organization of each person present.
  
- D. A concurrence form should be distributed at the beginning of the meeting. Participants should be encouraged to complete the form before the end of the meeting. A sample form is attached.

## 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 on

\_\_\_\_\_, at \_\_\_\_\_ p.m. at  
[DATE]

\_\_\_\_\_,  
[LOCATION]

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.

