



Vermont Department of Forests, Parks & Recreation

RECREATIONAL TRAILS PROGRAM (RTP)

2016 Grant Application



Application Due Date: February 1, 2016

Please read the application instructions online in the 2016 RTP Application Manual before completing this application: <http://fpr.vermont.gov/recreation/grants/rtp>

Refer to the RTP Application Manual for guidance, instructions, or examples. Do not substitute forms or alter the format of this application.

Application Submission Requirements: Send (1) electronic set of all application materials (grant application and attachments) by February 1, 2016 to: sherry.winnie@vermont.gov

Send the electronic set of application materials with a subject title of "2016 RTP Grant Application". Only complete and timely applications will be considered. Incomplete or late applications will not be considered.

**2016 RECREATIONAL TRAILS PROGRAM (RTP)
GRANT APPLICATION**

Part I – Applicant Information

1. Applicant:

2. Applicant Contact/Title:

3. Applicant’s Mailing Address:

4. Applicant’s Telephone:

Email:

5. Applicant Type:

Federal Agency

Municipality

Nonprofit Organization

6. Project Contact/Title:

7. Project Contact’s Telephone:

Email:

Part II - Project Information

1. Project/Trail Name:

2. Project Location (city/town):

3. Is this trail part of the Vermont Trail System? Yes No

4. Will this trail link to a trail of the Vermont Trail System? Yes No

5. Primary Use:

Non-motorized for a Single Use – primarily intended to benefit only one mode of non-motorized recreational use, such as hiking only, cross-country skiing only, or equestrian only

Non-Motorized Diverse Use – primarily intended to benefit more than one mode of non-motorized recreational use, such as hiking and biking

Diverse Use or Multiple Use – including both motorized and non-motorized recreational uses intended to benefit both motorized and non-motorized users, such as equestrian use in summer and snowmobile use in winter;

Motorized Single Use: primarily intended to benefit only one mode of motorized recreational use

Motorized Diversified Use – primarily intended to benefit more than one mode of motorized recreational use, such as: snowmobile use in winter and ATV use in summer

6. Check all trail uses that apply:

| | | | |
|-------------------|----------------------|-----------------|--------------|
| Hiking | Accessible Access | Snowshoeing | Interpretive |
| Running/Walking | Equestrian | In-Line Skating | ATV |
| Biking | Cross Country Skiing | Snowmobiling | Other OHV |
| Paddling/Canoeing | | | |

7. Work Plan (specific tasks to be accomplished) Provide a detailed work plan for this project which tells the specific tasks to be accomplished during the course of the project. **DO NOT GENERALIZE.** Work plans should provide a sufficient enough description to understand what work needs to be done where. See the RTP Application Guidebook for more information.

Include:

- Work components (What work will be done and how? What techniques will you use? What trail standards will you apply? Who will do the work?);
- Project specifications (How long is the section or sections of trail to be worked on? What structures will you be building? What materials and equipment will you use? How will you transport materials and equipment to the project site(s)?);
- Show all work plan components on your map.

Work Plan Performance Measures (and outcomes):

Trail miles to be acquired (purchased):

New trail miles to be constructed:

New miles of universally accessible trail to be constructed:

Existing trail miles to be restored, improved or maintained:

Number of trailhead facilities or amenities to be constructed or restored:

Number of trail bridges to be constructed or restored:

Number of culverts to be installed or restored:

Number of new universally accessible features/amenities:

Number of new trailhead parking areas to be constructed:

Number of existing trailhead parking areas to be improved:

Number of new trail signs to be installed:

Number of new kiosks to be installed:

8. Is this project to maintain an existing trail on *privately owned property* that is already managed as a public recreational trail? Yes No If yes, the applicant must obtain written permission from the private landowner(s) as described below and certify by checking the box which follows.

I obtained written permission from the private landowner(s) which state the landowner(s) will cooperate with the State, participate as necessary in activities proposed in this grant application, and provide public access for the recreational trail use(s) intended, and will continue to do so for the term specified in the grant agreement, should a federal RTP grant be awarded.

By checking this box, the applicant certifies the written permission above has been obtained and will be kept on file for purposes of a federal RTP grant being awarded.

9. Is this project to develop or construct a new trail and/or new trail section, trail linkage, trailhead area or permanent trail structure on *private land*? Yes No

If yes, applicant must attach a public trail easement to this grant application.

Applicants must attach a public trail easement filed of record which ensures the recreational trail(s) on the privately owned land is and will be made accessible for public use(s) indicated on this application for at least a length of time consistent with the useful life of the investment being made, a minimum term of ten years.

10. Is this project on public land (federal, state or municipal)? Yes No

If yes, applicant must attach public landowner's written approval. Approval shall be for the work tasks listed in this grant application, and written assurance of continued public access to the trail(s) for uses intended in this application.

11. Is any of the trail work proposed in this grant application to be done on any Vermont Class IV roads? Yes No If yes, applicant must attach a fully executed "Class IV Town Road Resolution of Commitment from Municipality" form to this grant application, found on the last page of this grant application.

12. Will this project change access to the Class IV road or town? Yes No
If yes, how so?

13. Budget: You must attach a budget form with your application. Budget forms and instructions are online @: <http://fpr.vermont.gov/recreation/grants/rtp> The budget form provides an estimate of the cost of your project. Applicants may request 80% of the total project cost. 20% of the total project cost is the minimum match amount required of the Applicant. Include only what is eligible under the RTP. Be thorough, detailed, and accurate.

- Attach any requests for proposals, bids, or price quotes used to formulate your budget.

14. Map: A topographical map with the project location must be attached to this grant application. Maps must clearly and accurately mark the trail by name and location, define what work will be done along the trail, identify work areas, segments of trail to be worked on and trailhead access areas. Be sure the map indicates the town the project is in, public and private property boundary lines, roads, rivers, lakes, and wetlands. If any part of the trail work will be on a Class IV road, clearly indicate. A legend must be included to support marked project components. Maps should have a North arrow and be easily comprehensible.

- Attach photos of the project location to help reviewers have the ability to assess the conditions of the project area as a part of their review process;

15. Project Justification: Write a short description of your proposed project and tell the following items:

- Why this project is needed; Why it is important to be funded;
- What makes this project a recreational trail project priority for the applicant;
- How it improves recreational opportunities for the general public;
- If there is any crisis, emergency, or safety issue to get this project done.

16. Improved Linkages/Livability: How does this project create or strengthen linkages & connections with other existing trails, or fill critical gaps within an existing trail/trail system. Describe ways users will have improved access to natural, scenic, historic & agricultural destination areas, parks, forests, recreation areas, schools, developed growth centers and/or designated downtown areas.

17. User Ability/User Benefits: Describe the range of trail uses/users this project will serve; Tell how this project will improve access and capacity for people of various ages (young children – older citizens) or abilities to use the trail. List and provide web link references to any economic, health, or educational benefits known for users?

18. Sustainable Trails: What set of trail standards, guidelines, or best practices in trail construction, trail maintenance or trail management will be used in this project to ensure sustainability, minimize environmental impact, and provide erosion control? Include a website link if available.

19. Future Maintenance: What is the applicant's commitment for continued operation and maintenance of the project after grant money is no longer available. List financial, community & organizational support in place for future trail maintenance and general upkeep to ensure the useful life of the trail. Attach any relevant documents signed, dated and on letterhead, or plans referencing agreed upon efforts approved by the landowner and/or trail managing entity.

20. Promoting Stewardship: What measures are in place to make the public more aware of trail opportunities, user-responsibilities, resource protection, respect for landowners and trail users, trail-user relations, safe trail use and future stewardship opportunities?

21. Collaboration, Local Support & Involvement: What commitments of labor, money, or materials to support the proposed project have been made by public and private sectors? Describe local citizen and community involvement in the proposed project, and local support obtained for project implementation.

Attach up to 3 letters of support, on letterhead and dated, as evidence of support. Do NOT attach support letters from contractors or outside organizations who may do work on the project.

22. Town and Regional Plans and Goals: Tell how this project is achieving priorities, goals and objectives in the local town plan, the Regional Planning Commission's regional plan, public land management and/or forest management plan.

23. Project Readiness: What is the current status of the project? List any major activities that must still be accomplished before the project can begin, including any permits still needed. Provide a bulleted timeline to show how/when these items will be completed then go on to provide a timeline to show how this project will be completed. NOTE: Grants are anticipated to be approved by July 1, 2016, so while permits should all be gathered before the project's start date, the start date in the timeline for when the project begins should be no sooner than July 1, 2016.

24. Project Review Sheet & Status of Permits or Clearances for this Project: You must attach a Project Review Sheet (PRS), signed by a Permitting Specialist, from the Agency of Natural Resources Department of Environmental Conservation. This form provides a preliminary determination of what state, local & federal environmental permits or clearances this project may need. It lists agencies, departments & contact information for you to follow up with. Download a PRS from the website below & contact a permit specialist to advise you about permits: <http://www.anr.state.vt.us/dec/permits.htm>

Attach copies of any permits you already have for the project and show any good faith efforts of the steps taken to try to obtain permits marked off on the Project Review Sheet from the VT Department of Environmental Conservation.

Environmental reviews are required to ensure projects will not impact rare, threatened & endangered species, protected wildlife habitat areas, rivers, streams, wetlands (water quality), or any archeological or historic resources. If you are awarded a grant, it will be required for you to obtain any State permits required before you begin your project and submit verification to FPR of required environmental reviews and permits in order to release grant funds.

Part III Supplemental Required Information

1. Applicant's DUNS # (unique identifier required for federal grants):

- NOTE: To learn what a DUNS # is and learn how to apply for one, here's a link: <http://fedgov.dnb.com/webform/displayHomePage.do>

2. Applicant's Fiscal Year Ends on (enter month):

3. Applicant's Accounting System:

Automated Manual Combination (Automated & Manual)

4. Does the Applicant maintain policies which include procedures for assuring compliance with terms of Federal and/or State awards? Yes No

5. Does the Applicant have an accounting system that will allow for the tracking of receipt and disbursement of funds related to the award? Yes No

6. If the Applicant's staff will be required to track time associated with the award, does the Applicant have a system in place to account for 100% of each employee's time per activity based on after the fact reporting? Yes No

7. Did the Applicant have any audit findings on the last single audit? Yes No

If yes, answer the following questions:

- Were any findings on program non-compliance? Yes No
- Was there a significant internal control deficiency? Yes No

8. Is the applicant a member of the Vermont Trails & Greenways Council? Yes No

Required Certifying Signature

By signing below, I hereby certify that the information in the Recreational Trails Program 2016 Grant Application is true and accurate to the best of my knowledge. I have full authority on behalf of _____ (the Applicant) to submit this application for a grant through the federal Recreational Trails Program (RTP) for the work proposed in this application. I have read and understand the federal requirements dictating permissible use of grant funds and the Federal Highway Administration's guidance materials which I will comply with, found online @: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/

RTP is a federal reimbursement program funded through the Federal Highway Administration (FHWA) which requires the Applicant to start the project after approval and be able to finance the proposed project costs. The Applicant will need to submit requests for reimbursement to the State in order to receive grant funds, in compliance with FHWA requirements and general accounting procedures.

It is understood that in the event this project is to be funded, a grant agreement must first be executed by both the Applicant and the Vermont Department of Forests, Parks & Recreation and a fully executed grant agreement signed by both parties will indicate final grant approval.

Signature of Authorized Official of the Applicant/ Title and Date

Printed or typed name of authorized official/Title

Vermont Recreational Trails Program Project

Resolution of Commitment from Municipality for projects involving Class IV Town Highways

Whereas: The Vermont Recreational Trails Program, administered by the Vermont Department of Forests, Parks and Recreation provides grants to non-profit trail organizations and municipalities for eligible recreational trail improvement projects.

Whereas: Eligibility for trail project grants is limited to recreational trails only and such grants shall not be used for road projects that result in roads suitable for travel by regular passenger vehicles.

Whereas: The recreational investment represented by a Recreational Trails Program grant must be protected for the useful life of the investment.

Whereas: The project sponsor, _____ has proposed a recreational trail project described generally as _____ (title of project/trail name) on Class IV Town Highway (TH#) _____ (name of Class IV Highway road) _____ of the Town of _____

BE IT RESOLVED THAT the Town of _____ as represented by the Select Board is in full support of the project referred to herein; agrees to continually allow the referenced recreational activity to occur on the town highway for the useful life of the investment, _____ (number of years) from the date of the grant agreement; and commits to maintaining the funded recreational improvements in useful repair for their useful life as defined above.

BE IT FURTHER RESOLVED THAT if the Town should allow additional improvement to the affected length of highway to accommodate uses other than the referenced recreational activity, those uses shall not preclude the intended recreational activity for the stated useful life of the recreational investment.

BE IT FURTHER RESOLVED THAT the Town understands that failure to fulfill the stated commitments may result in having to return state and/or federal funds used on the project.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by:

(Municipality)

Signed:

Witnessed:

(Authorized Signature)

(Signature)

Printed Name/Title

Date

Printed Name/Title

Date