# Recreational Trails Program (RTP) Pre-Application Form

**Purpose:** To assist RTP applicants in their readiness to be eligible for RTP grant funds for trail projects and in the funding approval process if a grant is awarded in 2021.

**Dear Prospective RTP Grant Applicants**,

FPR requires anyone intending to submit a grant application for the 2021 RTP grant cycle to complete the Pre-application form below and submit it no later than December 11, 2020 to: sherry.winnie@vermont.gov. Full applications will be required by February 19, 2021.

**PLEASE NOTE: THIS DOES NOT CONSTITUTE A FULL APPLICATION**

If you have questions concerning the application process, please contact Sherry Winnie at 802-760-8450 or sherry.winnie@vermont.gov

**Name of the Applicant** (Project Sponsor): Click or tap here to enter text.

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

**Phone:** Click or tap here to enter text. **E-mail:** Click or tap here to enter text.

**DUNS#** (unique identifier required for federal grants):

*NOTE: To learn what a DUNS # is and learn how to apply for one, here is a link:*

**Applicant Type**:

Municipality  Non-Profit Organization  Other governmental entity

**Estimated Amount of RTP Funding Request** *($50,000 maximum)*: $ Click here to enter text.

*NOTE: RTP is a reimbursement program. Once a grant is awarded and approved, recipients start their projects and must pay for all expenses up front, then request up to 80% of eligible project costs from their grant. 20% of a project's cost is the sponsor's own match.*

**Main Contact Person/Title**: Click here to enter text.

**Phone:** Click here to enter text. **Email:** Click here to enter text.

**Project Name:** Click here to enter text.

**Project Area/Location:** (city/town) Click here to enter text.

**Address of Trailhead or Public Access Area (**be sure to show this street and to mark the public access area on the attached map**):** Click here to enter text.

**Driving Directions to Project Site:** Click here to enter text.

**Brief Project Narrative**:

What work can be expected if a grant is awarded? Be clear & unambiguous. Tell what tasks will be done, how & where work will take place. Include the extent of excavation needed and equipment to be used. If any work will involve a stream crossing, or leads directly to a lake, river, other water body or wetland tell about it here. **Click here to enter text.**

**Site Plans, Engineering, Design Plans and Photos:** Attach preliminary site plans, engineering, or design plans & photos of project area that you have at this point in the planning process.

**Map**: Attach a detailed topographical site map of the project location. Clearly & accurately show:

* Existing trail(s) & their work components;
* Alignment of proposed new trail(s)/trail segment(s) & their work components.
* Trail access areas; Roads with road names; Lakes, Ponds, Rivers, Streams, Wetlands;
* Start & endpoint(s) to work area(s);
* Trail structures in the work plan;
* A legend and North arrow.

**Permits and Permit Reviews**

All projects must meet the State's permitting processes and get needed State and local permits before beginning work.

**Have any permits been secured for this project?**   Yes  No If yes, which ones?

Click here to enter text.

**Do you have a Project Review Sheet (PRS) from the State, signed by a State's Permitting Specialist, for this project?**   Yes  No*If yes, please attach it at this time if you have one.*

If you have not already done so, we ask that you contact a Permit Specialist through the VT Dept. of Environmental Conservation to start this process now, ***and no later than December 1, 2020.*** A Project Review Sheet is a required attachment for the full RTP grant application. To find a permit specialist, go online to VT Agency of Natural Resources Dept. of Environmental Conservation: <https://dec.vermont.gov/environmental-assistance/permits/specialists>

**Federal Section 106 of the National Historic Preservation Act Requirements**

FPR coordinates a review of RTP pre-applications/applications with the VT Division for Historic Preservation (DHP) to ensure federal Section 106 requirements are met for projects to be funded.

Has there been an archeological resources assessment of the project area performed by a qualified professional archeologist, or has DHP already reviewed this project and given a clearance?  **Yes  No If yes to either of these questions, attach to this Pre-application.**

**Landowner Permission**: Who owns the land where the project work will be done? Give name/s of landowner/s and other relevant interests held on properties. **Click here to enter text.**

Is this private property, public property, or both private and public properties? **Click here to enter text.**

Do you currently have landowner permission for the work that will be done on their land, for the project you are submitting?  **Yes  No**  **If yes, attach a copy to this pre-application.**