

**Vermont Department of Forests, Parks & Recreation**

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**RECREATIONAL TRAILS PROGRAM (RTP)**

**2019 Grant Application**



## Application Due Date: January 1, 2019

Read and refer to the 2019 RTP Grant Application Instructions (an online manual) before, and while, completing this application: <http://fpr.vermont.gov/recreation/grants/rtp>

The RTP Application Grant Application Instructions Manual offers guidance, instructions, or examples. Do not substitute forms or alter the format of this grant application.

**Application Submission Requirements:** Send (1) electronic set of all application materials (grant application and attachments) by January 1, 2019 to: [sherry.winnie@vermont.gov](mailto:sherry.winnie@vermont.gov)

Send the electronic set of application materials with a subject title of “2019 RTP Grant Application”. Only applications fully completed meeting the deadlines will be considered. Incomplete or late applications will not be considered.

**Project Planning Reminder:**

It will take until June or July for selected projects to get grant approval so if you are awarded a grant, do not begin any work other than the project's permitting, engineering, planning & trail designing until you receive a fully executed grant agreement. If you begin work before the approval date it will jeopardize the funds awarded for your project.

## 2019 RECREATIONAL TRAILS PROGRAM (RTP) GRANT APPLICATION

## Part I – Applicant Information

### Name & Address of Sponsoring Organization:

### Organizational Type: Choose an item.

### Sponsor's Main Contact/Title: Click or tap here to enter text.

### Telephone & Email: Click or tap here to enter text.

### Brief organizational overview (provide a website link, if available; if not, 1-2 sentences): Click or tap here to enter text.

### Project Coordinator/Contact & Title (if different from Sponsor's main contact): Click or tap here to enter text.

### Project Contact's Telephone & Email: Click or tap here to enter text.

**Part II - Project Information**

**Project/Trail Name:** Click or tap here to enter text.

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

**Amount Requested:** Click or tap here to enter text.

**Matching Funds (20% of the Total Project Cost (value)**: Click or tap here to enter text.

**Total Project Cost (value):** Click or tap here to enter text.

NOTE: Grant request + Matching funds must = Total project cost

**Project Website** (if trail/project area has a website associated with it): Click or tap here to enter text.

**Is this trail part of the Vermont Trail System?** Choose an item.

**Will this trail link to a trail of the Vermont Trail System?** Choose an item.

**Primary Recreational Trail Use:** Choose an item.

**Mark all trail uses that apply:**

### Hiking Cross Country/Nordic Skiing ATV/OHV

### Running/Walking Snowshoeing Paddling

### Biking Snowmobiling Interpretive

### Universal Access Equestrian Other

### Purpose for this project (30 words or less): Click or tap here to enter text.

### Is this project an acquisition, or solely to purchase equipment? Choose an item.

### 

### Part III Detailed Work Plan (specific tasks to be accomplished):

### Click or tap here to enter text.

### Be sure your work plan includes:

### What work will be done where.

### Specific tasks you plan to accomplish in this project.

### Name(s) of trail(s) with their project components

### Design specifications (length & width of trail, clearance height & width to accommodate use(s)

### What surfacing materials will be used in the project

### What tools and equipment will be used;

### Who you plan on doing work (i.e., contractors, volunteers, youth corps, etc.)

### What trail standards you plan to use when doing the work.

### A map to reflect the location and components of the work in the work plan;

### If work is to be done on more than one trail, list each trail & its associated components

DO NOT GENERALIZE. Work plans should provide enough of a description to understand what work needs to be done where, and, should be concise.

* Use the RTP Application Guidebook to help you.
* On your map, show work plan components.

### Performance Measures (and outcomes):

### No. of miles of new trail construction (include relocation segments): Click or tap here to enter text.

### No. of miles of new universally accessible trail construction: Click or tap here to enter text.

### No. of miles improving, restoring, maintaining existing trails: Click or tap here to enter text.

### No. of trailhead facilities or amenities to be constructed or restored: Click or tap here to enter text.

### No. of trail bridges to be constructed or restored: Click or tap here to enter text.

### No. of new culverts to be installed: Click or tap here to enter text.

### No. of new universally accessible trail or trailside/ features: Click or tap here to enter text.

### No. of new trailhead parking areas to be constructed: Click or tap here to enter text.

### No. of existing trailhead parking areas to be improved: Click or tap here to enter text.

### No. of new trail signs to be installed: Click or tap here to enter text.

### No. of new kiosks to be installed: Click or tap here to enter text.

### For Acquisitions: No. of miles of existing trail(s) being acquired (purchased):

### Check this box if this is an application for an acquisition. By checking this box, you acknowledge the acquisition policies below and agree to comply with these and other RTP provisions.

### When applying to the RTP to acquire a trail corridor easement or a parcel of property with existing trails/trail corridors, priority will be given to trail corridor easements (over general land acquisitions with existing trails/trail corridors). Federal rules require that an acquisition must be performed in compliance with Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act).

### For Equipment Purchases:

### Check this box if this is an application for purchase of equipment. By checking this box, you acknowledge the purchasing requirements below for equipment & agree to comply with these requirements.

### Federal Buy America requirements apply to all equipment purchases. All equipment purchased through RTP must be used for the sole purpose of constructing or maintaining public recreational trails. All equipment must be fully insured for replacement costs, for the life of the equipment, and meet federal reporting requirements.

### List the equipment to be purchased (by make, model, year) with a general description of each piece of equipment. Tell what you will be using the equipment for. Provide the physical address where equipment will be stored. Tell how the equipment will be solely used to maintain public recreational trails. Answer remaining questions in the grant application in relation to trails that will be maintained using the equipment.

### Click or tap here to enter text.

### Land Ownership

### Will this be a project to maintain an existing trail on *privately owned property* that is already managed as a public recreational trail? Choose an item.

### If yes, the sponsoring organization must sign below to certify that written permission from the private landowner(s) has been obtained which assures the private landowner(s) will cooperate with the State, participate as necessary in activities proposed in this RTP grant application, 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 RTP grant funds be awarded.

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### I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name of the authorized person of the Sponsoring Organization) certify that I have written assurances from landowners of land for which this project will take place on will cooperate with the State as necessary in the activities to be conducted under any grant agreement with the State. I also hereby certify there is a legally binding agreement that ensures public access to the recreational trail improvements funded through the Recreational Trails Program.

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Signature/Authorized Person of the Sponsoring Organization Date

1. **Is any work in this application for the construction of a new trail, or new trail section, new trail linkage, or new trailhead area or any new permanent trail structure over *private land*?** Choose an item.

If yes, attach a public trail easement to this application. Grants will only be considered for construction on property owned by a private landowner when there is a public trail easement attached to the grant application. Public trail easements filed of record must ensure public access to and use of the recreational trail(s) on the privately-owned land for the public use(s) indicated on this application for a period consistent with the useful life of the investment being made, a minimum term of ten years.

Check here to show you have attached a trail easement to this application.

1. **Will any work in this application be located on *public land* (federal, state, or municipal**)? Choose an item.

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

Check here to show you have attached public landowner approval to this application.

1. **Is public access to the proposed project area via private land, public land, or both**? Click here to enter text. Please be sure to show/mark this public access area on your map.
2. **Is any of the trail work proposed in this grant application to be done on any Vermont Class IV roads?** Choose an item.

If yes, 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.

Check here to show you have attached a Class IV Town Road Resolution to this application.

### Will this project change access to the Class IV road or town? Choose an item.

### If yes, how so? Click or tap here to enter text.

### Budget (reflects the cost of work in the work plan): Attach a budget form with the grant application. Available on line with instructions @: http://fpr.vermont.gov/recreation/grants/rtp The budget provides the estimate of costs associated with this project. Only list eligible costs. Check eligible costs and instructions before finalizing. In the match summary, tell where the 20% match is coming from. Be thorough, detailed, and accurate. Attach price quotes or explain the basis used to formulate estimates for listed expenses.

Check here to show you have attached a budget form with this application.

1. **Map Showing Location of Proposed Project –** Attach a topographical map to the application specifying the location of the proposed project as exactly as possible**,** with its project components.

* Clearly and accurately mark the project area location(s), trail(s) by name, project components to be done along the trail, as portrayed in your work plan.
* Show/Identify roads, public access area(s) to the trail(s) and trailhead parking areas.
* Show landownership, location by town, roads, rivers, lakes, and wetlands, by name. If any part of the trail work will be on a Class IV road, clearly indicate Class IV road name, and mark where along the road you will do work.
* Maps are to be easily comprehendible. Include a key and a North arrow on the map.
* Specify existing vs. proposed trails;
* In legend, specify proposed project components shown on the map.
* Name/mark on the map any roads, trails or access areas that will be used to get materials to the project site.
* It’s important for reviewers to know where your project is. Anyone looking at the map should be able to see what will be done where & know how to get to the work site.

1. **Other Attachments**: Attach any items below to help reviewers in the review process:

* Photos to help reviewers assess existing conditions of the project area;
* Professional assessments, permits obtained or documentation from permit specialists that were contacted showing no permits are needed for the work in this application;
* Design plans for new trail construction or new trail structures (i.e., bridges, signs, kiosks, or other trailhead/trailside facilities) to help reviewers understand what will be done;

1. **Project Justification:** Click or tap here to enter text. *Write a short description of your proposed project and tell the following items:* 
   1. *Why this project is needed; Why it is important to be funded;*
   2. *What makes this project a significant recreational trail project priority for the applicant;*
   3. *How it improves recreational opportunities for the public;*
   4. *If there is any crisis, emergency, or safety issue to get this project done.*
2. **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.* Click or tap here to enter text.
3. **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? Will any of the work in this proposal meet any ADA accessibility standards? If not, list rationale why not.* Click or tap here to enter text.
4. **Sustainable Trails:** *What set of acceptable 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? Go to* [*http://fpr.vermont.gov/recreation/learn\_more*](http://fpr.vermont.gov/recreation/learn_more) *for a list of suggested resources. Include a website link if available. How will you ensure best practices in construction or maintenance?* Click or tap here to enter text.
5. **Future Maintenance:** *If a grant is awarded for this project, who will manage and maintain the trail (s) for future use once the work is done and grant funds are spent? What is the applicant’s commitment for continued operation and maintenance? 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.* Click or tap here to enter text.
6. **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?* Click or tap here to enter text.
7. **Collaboration, Local Support & Involvement:** *Who supports this project? What commitments of labor, money, or materials to support this 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.* Click or tap here to enter text.
8. **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.*Click or tap here to enter text.
9. **Project Readiness:** *What is the status of the project? List any major activities that must still be accomplished before the project can begin such as permitting, final alignment, and engineering. Click or tap here to enter text.*

*Attach a bulleted timeline to show how/when these items will be accomplished, from now to its start date and out to its end date when the project will be completed. Grants are anticipated to be approved by June 15, 2019, so the start date when a project begins should be no sooner than June 15. 2019.*

1. **Project Review Sheet & Status of Permits or Clearances for this Project:** Applicants 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.

Check here to indicate the project review sheet is being attached to the application.

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, you are required to obtain needed

State permits before you begin your project and submit verification to FPR of required environmental

reviews and permits to release grant funds.

## Part III Supplemental Required Information

### Applicant’s DUNS # (unique identifier required for federal grants): Click or tap here to enter text. *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*](http://fedgov.dnb.com/webform/displayHomePage.do)

### Applicant’s Fiscal Year Ends on (enter month): Click or tap here to enter text.

### Applicant’s Accounting System: Choose an item.

### Does the Applicant have adequate & qualified staff to comply with the terms of the grant agreement, if one is awarded? Choose an item.

### Does the Applicant maintain policies which include procedures for assuring compliance with terms of Federal and/or State awards? Choose an item.

### Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award? Choose an item.

### Does the Applicant have an accounting system that will allow for the tracking of receipt and disbursement of funds related to the award? Choose an item.

1. 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? Choose an item.
2. Did the Applicant have any audit findings on the last single audit? Choose an item.

If yes, answer the following questions:

* Were any findings on program non-compliance? Choose an item.
* Was there a significant internal control deficiency? Choose an item.

**Required Certifying Signature**

By signing below, I hereby certify that the information in the 2018 Recreational Trails Program Grant Application is true and accurate to the best of my knowledge. I have full authority on behalf of Click or tap here to enter text. (Name of the Applicant) to submit this application and seek funds 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/>

I understand RTP is a federal reimbursement program funded through the Federal Highway Administration (FHWA) requiring us, as the Applicant and potential subrecipient of federal funds, to wait to start the project until after receiving approval from the State that it has received approval from the Federal Highway Administration, and, once approved, the Applicant is to finance the proposed project costs upfront, then submit requests for reimbursement to the State to receive its grant funds.

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



Click or tap here to enter text.

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Printed Name of the Signature Above (Authorized Official of the Applicant), Title and Date

## 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, Click or tap here to enter text. has proposed a recreational trail project described generally as Click or tap here to enter text.(title of project/trail name) on Class IV Town Highway (TH#) Click or tap here to enter text. (name of Class IV Highway road) of the Town of Click or tap here to enter text..

BE IT RESOLVED THAT the Town of Click or tap here to enter text.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, Click or tap here to enter text.(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 (authorized person of the municipality) hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by:



Click or tap here to enter text.

Printed Name & Title of the Authorized Official and Date of Signature



Click or tap here to enter text.

Printed Name & Date of Witness Signature