

2024 Recreation Trails Program Application Guidance

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Introduction

Welcome to the Application Guidance for the 2024 Recreational Trails Program (RTP) Grants. Recreational Trails Program (RTP) grants are federally funded on an annual basis through the United States Department of Transportation's Federal Highway Administration (FHWA) and are administered at the State level in Vermont through the Department of Forests, Parks, and Recreation (FPR). FPR makes RTP funds available to Vermont communities for the development and maintenance of public recreational trails, for both motorized and non-motorized recreation. In the 2024 grant round, we anticipate awarding approximately \$500,000 to maintain and build trails across the state of Vermont.

RTP grants to local communities and non-profit organizations throughout Vermont are awarded for recreational trail projects for their contribution to livability and connection of people to place. Project proposals are solicited through a competitive application process.

All projects funded are to help achieve the program's goals of developing and maintaining trails in proximity to all who live in and visit Vermont. And all projects are required to help achieve goals, objectives and priorities found in the [Vermont's Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#). Federal legislation mandates that RTP funds are allocated across three categories: 30% for non-motorized trail uses, 30% for motorized trail uses, and 40% for multi-use/diversified trail uses.

This document is intended to provide additional information for applicants who have been invited to submit a full proposal. Additional information about eligibility, project development, and the pre-application process can be found in the [2024 RTP Pre-Application Guidance](#).

2024 RTP Timeline

- Pre-application submissions: November 20-December 30, 2023
- Full application submissions: mid-January - February 11, 2024
- Grant application review and selection: mid-February - May 2024
 - This process requires multiple steps, including scoring and review by the Ranking Committee, FPR agency approval, and Federal Highway Administration authorization.
- Grant Agreement development: May - September 2024
 - This process includes compliance reviews (Section 106 of the National Historic Preservation Act, National Environmental Policy Act, Endangered Species Act, state risk assessment, etc.), drafting, state contracting, legal reviews, and applicant review.
 - Depending on the complexity of the project, how responsive applicants are to requests for additional information, and the results of any compliance reviews, grant agreements may be executed earlier or later during this timeframe.
- Grant Implementation: grant agreement execution date through December 31, 2026.
 - Applicants should plan for projects to begin no earlier than October 1, 2024.

Grant Awards and Funding Approval

The amount of funding available in the 2024 grant round is pending funding notification from the Federal Highway Administration. Grant amounts are dependent on each project's merits and its needs, with a maximum grant award of \$50,000. FPR's Commissioner has lifted the cap for motorized projects to meet federal allocation requirements (see the 40-30-30 paragraph for an explanation). After projects are selected by a ranking committee, FPR must then get federal funding approval before FPR can fully execute grant agreements.

Once grant agreements are executed, awarded applicants become "project sponsors." **All project sponsors must wait for a fully executed grant agreement before beginning their project.** The grant agreement will include grant details of the funding amount, match requirements, scope of work, payment provisions, and other project requirements of the project. It will include both State and Federal provisions. Projects must demonstrate compliance with State and Federal regulations including but not limited to:

- National Environmental Policy Act (NEPA)
- Endangered Species Act
- Section 106 of the National Historic Preservation Act
- Executive Orders (which include but are not limited to Floodplain Management, Wetlands Protection, Build America/Buy America, Civil Rights Act)
- The State's Permitting Processes

Each project sponsor is responsible for completing environmental reviews prior to construction and maintenance in accordance with federal and state regulations. In addition, there are fiscal compliance requirements, including Act 154 Certificate of Good Standing, state risk assessment, W-9, and Certificate of Insurance requirements. See "SECTION 5: Compliance Information" and the "[Sample 2024 RTP Grant Agreement](#)" for additional information.

How to Apply

This year, there is two-step application process that begins with a short pre-application initial submission. Select applicants will then be invited to submit a proposal for full review.

Pre-Application Submission

Pre-applications were due **11:59 PM on December 30, 2023**. See the [2024 RTP Project Development and Pre-Application Guidance](#) for additional information about that process. Incomplete applications and pre-applications received after this deadline are ineligible.

How to Submit a Full Proposal

If you are invited to submit a full proposal, the full grant application is offered through the [ANROnline portal](#). To complete your full grant application, you will need to follow the steps below.

1. Download, review, and complete all other required templates and supplemental materials for your project.
 - a. We recommend you start drafting in a copy of the [2024 RTP Application Preview](#).
2. Complete the RTP Grant Application Form and submit it online.

All downloadable documents are located on the [RTP webpage](#).

When ready, select the “Begin Form Entry” button to complete the Full Application Form. Your application is **due no later than 11:59 PM EST on February 11, 2024**. Incomplete or late applications will not be considered.

If this is your first time logging in, you will have to select the “Register an Account” button and fill out the required information to create a user profile. Registering as a user will allow you to save information in the online form as you fill out your application and receive reminder and confirmation emails about your application.

We strongly recommend that applicants develop responses to application questions in a separate document. A [MS Word template](#) is available online to assist you in drafting. Once you begin your application online, you will be able to return to your application to review or edit your responses, but it is easier to draft and refine language outside the application portal. That separate document can also serve as a copy of your responses for your records.

Please check out the [RTP website](#) for more information about the grant program. Questions regarding the application can be directed to ANR.FPRRecreationGrants@Vermont.gov with the title “RTP Grant Application Question.”

Application Support

Full Application Grant Program Webinar

Tuesday, January 16, 2024, 1:00-2:00 PM

This webinar will be exclusively for applicants who have been invited to submit a full proposal. This webinar will cover some of the logistical expectations about managing an RTP grant including financial tracking, reporting, federal compliance reviews, and other administrative requirements. The purpose of this

presentation is to inform applicants of what to expect in terms of managing their grant so they can adjust plans as needed prior to submitting their full proposals. There will be time at the end of the session for questions from attendees. The webinar will be recorded and emailed to applicants invited to submit a full proposal.

Open Office Hours

Thursday, February 1, 2024, 2:00-3:00 PM

FPR Staff will host a virtual open office session exclusively for applicants invited to submit a full proposal to learn more details about the grant program and ask questions. Open office hours will be recorded and emailed to invited applicants after.

If the webinar and open office hours don't work for you, please email us at ANR.FPRrecreationgrants@vermont.gov.

Additional Technical Support

Municipal Technical Assistance Program

Towns that need help with grant development, management, or administration, can get support from the State of Vermont's [Municipal Technical Assistance Program](#). The program is intended to assist communities that have a limited capacity for accessing and applying for state and federal grants. To be eligible for this program, towns must be pre-approved by the Vermont Agency of Administration. Here is the current list of [pre-approved of towns](#). If you have further questions about how this program can help, please email the Vermont Agency of Administration at ADM.ARPAMuniAssist@vermont.gov.

Rural Economic Development Initiative

The [Rural Economic Development Initiative \(REDI\)](#), a program of the Vermont Housing and Conservation Board (VHCB), helps rural communities access funding they need for community and business development through grant-writing support. The REDI program is able to offer application review/editing support during the [full applications stage](#) as capacity allows. To be eligible for this assistance, the project must be based in or primarily serve a community with a population of **less than 5,000 people**. If you qualify and are interested in help from the REDI program, please complete the [REDI Inquiry Form](#) by January 19th.

Additional Resources

The Vermont League of Cities and Towns offers a list of strategies and resources for increasing municipal capacity for grants on their [website](#).

Review and Selection

Pre-Application Review

Pre-Applications were reviewed by the FPR Staff team, who checked for project eligibility, feasibility, readiness, and compliance with any applicable federal RTP requirements.

Applicants whose preapplications demonstrate all the above characteristics have been invited to submit a full proposal. If you were invited to submit a full proposal, FPR staff shared feedback and any questions that

come up about your proposal. **We strongly recommend you plan to adjust your project and/or materials to address any questions or comments from the pre-application review in your full application.**

Full Application Review

Applications will be reviewed by a committee of experts from across the outdoor recreation economy and diverse and equity communities and will use the following rubric as a guide for making recommendations for project selection:

Component	Points	Characteristics of high scoring projects
Project Identification/Plans in Place & Project Readiness	10	<ul style="list-style-type: none"> • Work plan and budget are well thought out and match the scope of the project. • Timeline is achievable between May 2024 and December 2025. • All required permits and permissions have been identified and have either been secured or are in the process of being secured. • Applicant has appropriate landowner permission.
Resilience: Minimizing Environmental Impact, well-designed	30	<ul style="list-style-type: none"> • Applicant has identified the appropriate recommended trail standards that are relevant to their project. • Potential impacts on the natural environment and corresponding mitigation strategies are clearly defined, appropriate, effective, and reasonable. • Project includes strategies for building trails and associated infrastructure to a standard that is resilient to large-scale weather events.
Sustainability: Stewardship and maintenance plan and design	30	<ul style="list-style-type: none"> • Plans for stewardship and maintenance are comprehensive, reasonable, and well-articulated. • Project has long-term commitments to support maintenance and stewardship.
Public Recreation Benefits: Equitable Trail Access and Connectivity	30	<ul style="list-style-type: none"> • Plan to promote the trail spans multiple public communication strategies that could engage both visitors and residents. • Project includes intentional strategies to expand access and reduce systemic barriers to outdoor recreation. • Connection of the project to other recreation resources is well-articulated. Project fills critical gaps in existing trail systems.
Local (Municipal) Support, Community Partnerships and Citizen Involvement	20	<ul style="list-style-type: none"> • Project fulfills a clearly articulated need and serves the community it is supporting. • Project connects to one or more SCORP priorities. Any additional local/regional/state plan connections are relevant, appropriate, and clearly explained.

The review committee will consider both the scores as described above, as well as assessments about the following grant priorities during the selection process:

- Organizations that did not receive a 2023 RTP grant will be given preference over the most recent round of grantees, except in special circumstances. (+10 points for applicants that did not receive a 2023 RTP grant)
- Projects that include remedying deferred maintenance/rehabilitation will be given preference over new trail creation or improvements. (+10 points for maintenance/rehabilitation projects)
- RTP projects will be intentionally selected to support both geographic diversity across the state and a diversity of trail uses.

40-30-30 Allocation Rule

Federal legislation (23 USC Section 206) requires funding be allocated by the State to projects as follows:

- 40 percent of this program's funds must be used for recreational trail or related projects that facilitate diverse recreational trail use in recreational trail corridors, trail sides, or trailheads. Diverse means more than one trail activity, such as more than one nonmotorized trail activity, or more than one motorized trail activity, or a combination of compatible nonmotorized and motorized trail activities.
- 30 percent of this program's funds must be used for motorized recreation, either multiple or single use.
- 30 percent of this program's funds must be used for nonmotorized recreation, either multiple or single use. FPR applies the 40-30-30 formula to the money it receives from the federal government. It then applies the formula to the amount of money awarded in the General and Education Categories. These percentage requirements may not be waived, and the money must be carried over to the next grant cycle if there are insufficient applications to meet the 40-30-30 minimums.

Note: It is possible to exceed the minimum percentage requirements. For example, a diverse motorized project, such as snowmobile and motorcycle trails, may satisfy the 40 percent diverse use requirement and the 30 percent motorized use requirement simultaneously. The same applies for nonmotorized use.

By federal rule, no more than five percent of the State's annual apportionment of RTP funds may be allocated to education projects.

Final Selection

Projects recommended for funding will be ranked based on the above scoring, priority ranking, and allocation rules. FPR will seek funding authorization from FHWA for the recommended grant projects. FHWA authorization may take anywhere from 45 days to 6 months. Once FHWA approves the funding, FPR's business office must then process the final grant agreement between FPR and each grantee.

Application Content

*Note: There are character limits on all long-form response questions in the full application. When considering character limits please know that **a space is considered as its own character**. If your response exceeds the character limit for a question you will see an error message. If you exceed the character limit, please shorten your response and resubmit.*

SECTION 1: Applicant and Project Information

This is the section to share all required information about the applicant and the project. It will include municipality or non-profit organization contact information, contact information for the Project Manager, and pertinent information about the project.

Contact Information

Provide information for the municipal, nonprofit, or other governmental entity applying for this grant. This should be the organization who will sign the grant agreement and who will be responsible for submitting reports and reimbursement requests. For the address, please include the information for your main office; you will have space later in this form to share project locations.

Please note that we ask for contact information for both the project manager and the authorized representative for the organization. The project manager is the person who is organizing, planning and managing the project. They would be the point of contact for any questions related to the scope of work of the project. The authorized representative is the person at the organization who is authorized to sign legal and financial documents. For a town, for example, this is often the selectboard chair. For a non-profit organization it is often the executive director or the financial manager.

Key Project information

Project Title

Please choose a project title that concisely describes the project. For example, "ABC Trail: Reroute and Maintenance" or "XYZ Trail Spur Construction."

Project Location

Project locations should be as specific as possible and identify city/town, county, and census tract(s). Use the built-in map in the online application to identify GPS coordinates for your project location.

To find your census tract(s):

1. Go to <https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5>
2. Search for your project location address or coordinates on the screening tool webpage.
3. CLICK the map on your location.
4. Scroll down below the map or look at the legend on the right. Copy the tract number and paste that number into the application.

Enter up to three census tracts. If your project spans more than three tracts, please enter the top three tracts where the most work will occur.

Budget Overview

Enter the amount of funding you are requesting from the RTP program in this program. The maximum request for non-motorized projects is \$50,000. Then, enter your total project cost, which includes both your RTP request plus your total match.

You will also enter the total value of your match (including non-monetary donations of labor or materials, state funds, local cash or in-kind contributions, or private contributions – see the Budget section of this Guidance for additional information).

RTP grants require a minimum 20% match.

Use the automatically calculated match from the budget worksheet. Alternatively: To calculate the percentage of match, divide the value of your match by the total project cost and multiply by 100. Round your answer to the nearest tenth.

$$\text{(Total Match Value)} / \text{(Total Project Cost)} \times 100$$

$$\text{Ex: } (\$20,000 \text{ match}) / (\$70,000 \text{ Total Project}) \times 100 = 28.6\%$$

Brief description of project

Provide a 1-2 sentence brief summary of the location, type of project, and/or main project goals. Note that you have limited space in this question (300 characters, including spaces) so please be concise.

Trail Use

Select the appropriate check boxes for your trail use type. Select all that apply.

SECTION 2: Project Identification and Project Readiness

The applicant will be prompted to share required and supplemental materials to demonstrate their capacity to carry out the project and to show that the project is well thought-out and planned for success. This section is worth 10 points.

All required templates, guidance and checklist documents can be downloaded from the [RTP webpage](#). Failure to provide documents where needed will result in an incomplete application, which will not be eligible for consideration for this grant round.

You will be asked to share the following items to show project identification and readiness, demonstrating your capacity to achieve a well-thought-out project, planned for success: (10 points).

Project Work Plan

Fill out the "RTP Workplan Template" with the tasks, activities, and performance measures for the project. A work plan is a set of deliverables that should provide enough of a description to understand what work will be done where and how it will get done. Your workplan should be as detailed as possible and should break projects down into a series of steps to complete the overall project being funded. It should also reference the performance measures in this application and services expected by the applicant. It should be clear and concise. DO NOT GENERALIZE. Your work plan will be used in the grant agreement if your project is awarded a grant.

You may make changes to the workplan submitted during the pre-application phase, but your final project should be very similar to your original proposal. Your revised workplan should address feedback received during the pre-application review, additional information learned about the RTP program, and/or adjustments to plans based on your internal needs. If you have no modifications, you may resubmit the same workplan as during the pre-application phase. **If you submit a workplan during the full application phase that is substantially different from your pre-application, your application may be disqualified.**

Email ANR.FPRrecreationgrants@vermont.gov with any questions.

Submitted workplans must include:

- The name of the trail and the location where work will be performed (specific address/where in town).
- What you plan to accomplish and where along the trail that work will happen
 - Be specific about the key steps that will happen in each major activity. Separate activities that will require different people, materials/equipment, or timelines (ex: separate tree trimming with an arborist, from stair construction with a staff leading a volunteer crew, from bridge construction with a contractor)
 - Potential activities may include but are not limited to surveying/design/engineering, permitting, public outreach, bids/quotes/final budget, construction phases, site visits, events, etc.
 - If your project includes multiple sites or distinct components, copy/paste the provided chart for each site/component.
- A brief list of the inputs needed for each activity (can be **bulleted**)
 - Who you plan on doing work (e.g., contractors, volunteers, youth corps).
 - **Do NOT name specific contractors/vendors!!** Instead, you should refer to the contractor/vendor in more general language that describes their role (contracted trail builder, environmental consultant, construction company, gravel company, etc.)
 - What equipment or tools will be used.
 - Materials to be used.
- A list of the quantifiable deliverables for each activity. Be as specific and realistic as possible with these because they will be used as performance measures if your project is selected. The following are examples of potential deliverables (note: we do NOT expect all proposals to include all these metrics, nor is this an exhaustive list– rather use this as a starting point to think about the deliverables that are most relevant to your specific project)
 - X Number of miles of new universally accessible trails
 - X Number of new universally accessible (UA) trailside facilities
 - X Number of miles of existing trails to be maintained
 - X Number of trail bridges to be constructed or restored
 - X Number of new culverts to be installed
 - X Number of new trailhead parking areas to be constructed
 - X Number of trailside facilities to be constructed or restored
 - X Number of new trail signs to be installed
 - X Number of new kiosks to be installed
 - X Number of miles of snow trails to be groomed
 - X Number of people reached via education programs (if components other than materials for signs and kiosks are part of your proposal)
 - X Number of passenger vehicle parking spaces at trailhead parking area
- Anticipated start and end dates (month and year) for each activity. Please put together an estimated planned timeline to share main parts of how/when you will implement this project and complete it by 12/31/2026.

If work is to be done on more than one trail, list each trail with its associated project components in a separate activity chart.

Submitted files need to be clearly titled using the following format:

- RTP Workplan – [Name of Applicant Organization]

- Example: RTP Workplan – ABC Town

Workplan Activities

From the provided list, select all of the potential activities that are included in your workplan. This will assist reviewers in understanding your project.

Acquisition Information

Required for Projects that include Land Acquisition

The federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended under 49 U.S.C. 4601 (Uniform Act) applies to all RTP funded acquisitions.

Applicants will be prompted to respond to a checkbox as to whether their project includes Acquisition of a permanent public access trail easement, and/or Fee Simple Title to property with pre-existing trails. If applicants check the box to mark that their project includes acquisition, a required acquisition section will appear with additional required fields to fill out.

The types of information applicants will need to be prepared to share for acquisition projects include:

- Information about the legal interests to be acquired and who will hold the legal interests to manage interests into the future
- Information about the appraisal report and a review appraisal of the appraisal report
- Fair market value of the property the applicant wishes to acquire with funding
- Information about communication with landowner
- Information about purchase and sales agreement with landowner
- Information about title work completed
- Information about any liens, restrictions, easements, or covenants on the property
- Information about any encumbrances on the property that could impact the public's use, recreational value, or the purpose for which the property is being acquired
- Information about property boundaries
- Information about environmental inspections completed

In addition to sharing the information above, applicants will be prompted to upload the following materials if they exist:

- Appraisal report from a certified appraiser
- Appraisal review report
- Purchase and sales agreement
- Title report

Uploaded files need to be clearly titled using the following format

- RTP Acquisition – [Appraisal / Purchase Agreement / Title Report] – [Name of Applicant Organization]
- Example: RTP Acquisition – Title Report – ABC Town

In the application form, you will be asked a series of questions. Depending on your responses, you will be directed to questions prompting you to upload documents or answer additional questions. Because of the

complexity of this question flow, land acquisition questions are best reviewed in the online application and are not included in the preview.

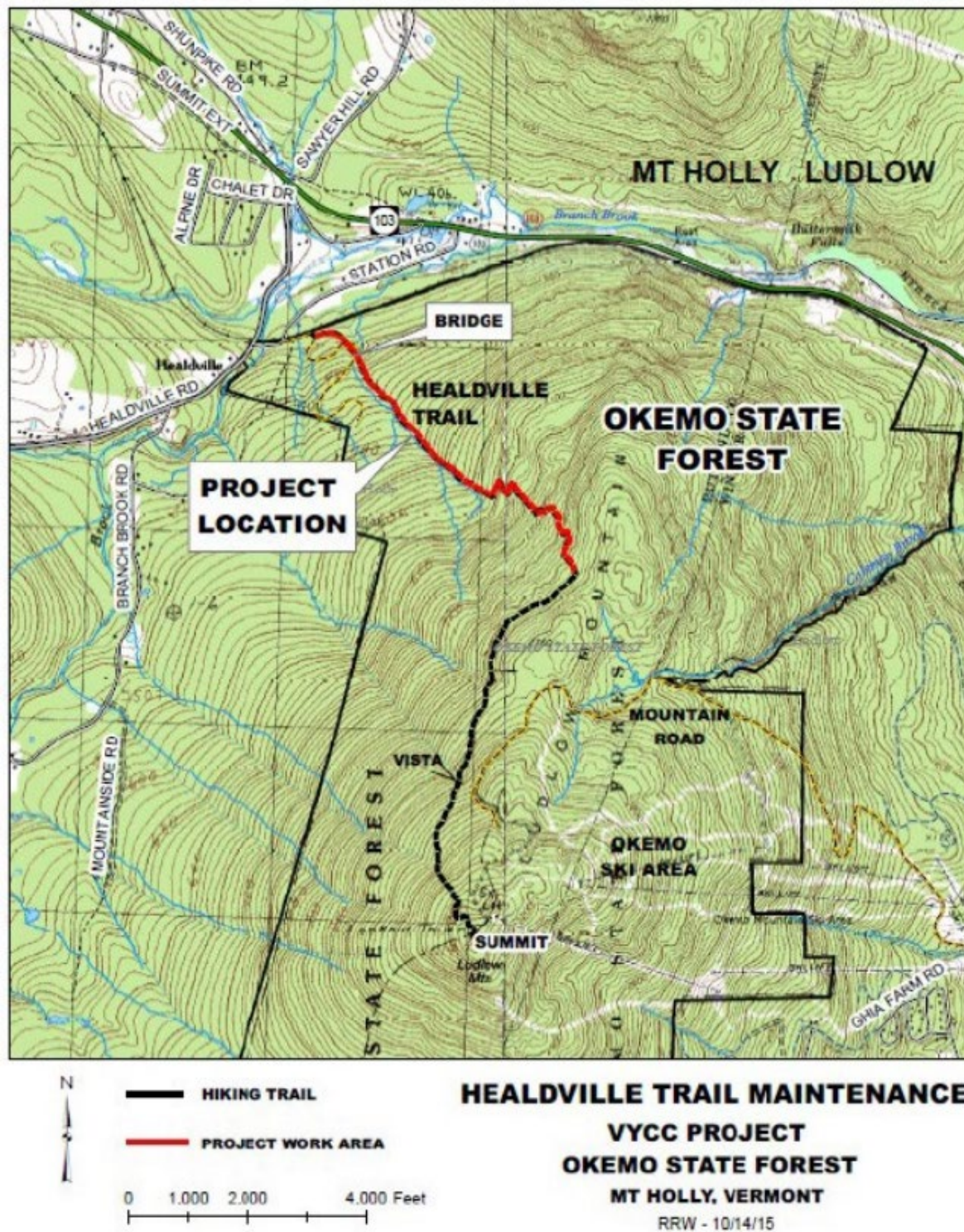
Project Map

For all projects, we require a detailed map depicts the project location and clearly highlights/marks all site locations of the work plan, including trail components, structures and performance measures site and provides a legend to understand what components will be done at what locations.

Map Checklist:

- Topographic contours and elevations of the land area
- A legend or key to provide a visual explanation of symbols used on the map
- Trail(s), trail name(s) and location markers (city/town)
- Project area (area of construction or rehabilitation) and work components (from your work plan)
- Roads (by name) and public access area(s)/trailhead parking areas
- Parcel boundaries and names of landowner(s) where trail(s) exist
- Names of city/towns, rivers, lakes
- Streams and Wetlands with a map key shows stream/wetland crossings
- North arrow
- Map shows/distinguishes existing trails vs. proposed new trails
- All roads, trails or access areas used to get materials to the project site is clearly shown

Example Map:



Uploaded maps will need to be clearly titled using the following format:

- RTP Project Map - [Name of Applicant]
- Example: RTP Project Map – ABC Town

Project Budget

Grant applicants will need to itemize project costs shown on the provided budget form template. The template is already configured to automatically calculate subtotals and percentages – so please only enter text in the white-background cells in the appropriate categories that are relevant to your project.

You may make changes to the budget submitted during the pre-application phase. Your revised budget should address feedback received during the pre-application review, additional information learned about the RTP program, and/or adjustments to plans based on your internal needs. If you have no changes from the pre-application phase, you may resubmit the same budget.

Remember, RTP is a reimbursement program, so you need to secure funds in advance to pay for all project expenses when they occur. You will be able to seek reimbursement on a quarterly basis at maximum, and reimbursement can take 4-8 weeks to complete, so plan accordingly.

Budget Development

Allowable project activities include engineering and design, environmental permitting, archeology site assessment, project oversight/project administration, construction costs, labor, tools, materials, equipment rentals, equipment operators, publication research and design fees.

Here's an overview of permissible uses of funds for eligible project categories listed above:

- Reconstruction, restoration, and maintenance work on existing trails
- Maintenance and restoration of existing trails may be interpreted broadly to include any kind of trail maintenance, restoration, rehabilitation, or relocation, including maintenance or restoration of trail bridges, or providing appropriate signage along a trail
- Development and rehabilitation of trailside and trailhead facilities. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreation trail.
- Grooming snow
- Features that facilitate the access to and use of trails by persons with disabilities
- Bank stabilization, revegetation, and erosion control
- Restoration of areas damaged by use of trails
- Contractors or other costs/salaries for "on-the-ground" project field work; ☐ Cost of youth conservation crews when contracted to do the work
- New trail construction
- Consultant services for trail-related work such as trail design & construction engineering costs, including allowable costs for environmental evaluation and documentation, permits or approvals
- Trail bridges, railings, ramps, fences, and retaining structures if/when necessary
- Purchase of hand tools, hand-held power tools and rental of equipment for trail construction and maintenance to the extent it is used primarily to construct and maintain the recreation trail/s. It does not provide for the purchase or rental of equipment to be used for purposes unrelated to the trail/s project itself.

Planning & permitting costs of a project: The cost of professional plans, environmental permits, engineering design plans, and archeological resource assessments involved in projects are eligible within the allowable terms of the grant.

Costs for ARA's and Permits: For projects involving new trail construction or any new trail facilities, please budget \$3,500 for an archeology resource assessment (ARA) as it is likely that an ARA is needed for these types of projects to meet federal requirements under Section 106 of the National Historic Preservation Act. Other state permits may have fees associated with them, if known at this time, include them.

Other general budget guidance:

- Be thorough, detailed, and accurate. Your budget should be your best estimate of the costs for the project.
 - It is best practice to get a few price quotes from qualified businesses to support your estimates. If you are selected, three written price quotes will be required to move forward with a contractor.
 - If referencing a formal estimate provided by a vendor, attach a copy of the estimate. **Do not enter into a contract arrangement with a vendor prior to receiving a fully executed grant agreement**, as it may disqualify you from receiving a grant.
 - Budgets should take into account the likelihood of reasonable increases in project services and materials between now and project implementation starting October 1, 2024.
- Round each line item to the nearest dollar.
- **Provide a brief description of each line item, explaining how you arrived at the estimates.**
 - Do not list budget line items by named contractors. Instead, use more general language (ex: contracted trail builder, environmental consultant, construction company, gravel company) to describe your budget lines.
 - You are permitted to reference estimates provided by contractors in the description. For example: “Contracted surveyor, valued based on quote from ABC Company” or “Gravel, estimated based on pricing for materials + delivery from XYZ Business”
 - The budget should still be distributed across the designated categories. Do not include “flat rate” or “all-in-one” line items that cover for labor, materials, equipment, etc. If you received that from a contractor, we suggest you seek an itemized estimate or additional clarification to help you properly complete the budget form.
 - For staff and contractor time: Show the number of hours or weeks used to arrive at estimated labor rates, and indicate the hourly, weekly, or other rates used for your estimated cost.
 - Volunteer labor can be used for match only. To calculate volunteer rates:
 - For unskilled labor, use the [Independent Sector's estimated volunteer rate](#) for Vermont (currently \$31.80).
 - For skilled labor (e.g., donated time from licensed professionals), you can claim the current fair market rate. *If awarded, backup documentation must be provided showing the rate of pay (usually paystub from current employer) or hours will be counted at the current unskilled volunteer labor rate.*
- Be sure the budget includes all eligible project costs you anticipate incurring.

Project Budget Instructions for projects that include an acquisition: Applicants will need to itemize acquisition costs in the project budget form. Eligible acquisition costs can include purchase price, closing and filing fees, title search, title insurance, survey cost, appraisal fee, appraisal reviewer fee, stewardship funding, and administration costs. Please list the itemized acquisition costs on any line for “Labor” or “Other” sections of the budget form.

Matching Funds

RTP grants require a minimum 20% match of the total project cost (RTP request + your matching funds = total project cost). Your match may include:

- Non-monetary donations of labor or business donations of materials, tools, equipment/supplies needed for the project. However, non-monetary donations may not be counted if donated prior to the signing of the grant agreement.
- State Funds: other state grants/funds
- Local Cash or In-Kind Contributions: Sponsor's direct monetary contribution; (e.g., cash from fundraising efforts, organizational or municipal funds, local tax revenues, set-aside project funds, force-fund accounts of town/organizational labor forces, local business, private or public contributions etc.)
- Private Contributions and Other non-governmental Grants (e.g., foundation grants, local non-profit organizational grants, awards)
- Other Federal Funds: (e.g., other federal grants, funds, federal aid) might be able to be used as match, but you will need to check with the RTP Administrator and the other federal funding source(s) ahead of time

Planning and Permitting Limited by Federal Rule: FHWA limits the allowable pre-agreement permit and planning costs incurred back to within 18 months of a project's federal approval for planning, permitting, and engineering pre-agreement costs, and those costs can only be counted toward match (they are not reimbursable). Include these costs in the budget as both part of the total project cost, and in the match summary section of the budget form.

Recording Match on the Budget Template

Describe your match in Column C of the spreadsheet, separating the match into distinct line items by expense categories (this tells us WHAT the match will cover by category), and then describe match sources by type at the bottom of the spreadsheet (which tells us WHO is providing the match).

In the top of the budget form, if you have an expense that is covered partly by RTP and partly by match, you can include those together on one line (for example, you are asking for 70% of the contractor costs to be covered by RTP and your town is covering the remaining 30% of contractor costs). However, if a single expense item is only covered by RTP or only covered by match, please be sure to separate those line items (for example, RTP-requested staff time for construction labor should be separated from volunteer labor in the construction labor section).

At the bottom of the spreadsheet, combine all match for each source with a brief description of who is providing the match and the type of match (cash, in-kind, grant, etc.). For example, if ABC town is providing a match to staff time in-kind and cash to cover a portion of materials and permit fees. those should be entered in the three relevant lines in Column C in the top section, and then at the bottom section, all town match should be combined into a single line labeled "ABC Town cash and in-kind match."

Please submit the budget sheet in Excel format. Submitted Budget Forms will need to be clearly titled using the following format:

- RTP Budget Form - [Name of Applicant]
- Example: RTP Budget Form – ABC Town

Permitting and Landowner Permission

Permitting

Projects must have all necessary permits in place prior to construction. For projects that take place on a single parcel, the first step is to put the project through the [Permit Navigator tool](#), which is found on the Department of Environmental Conservation website. Alternatively, if your project is linear or crosses multiple parcels, you'll need to complete a [Project Review Sheet](#).

If your scope of work has not changed, resubmit the same Permit Navigator Report or Project Review Sheet from the pre-application phase. If anything in your scope of work has changed (ex: length of trail, type of work planned), you MUST submit updated permitting results. See the [2024 RTP Pre-Application Guidance](#) for a review of the Permit Navigator steps, if needed.

You must complete the Permit Navigator or Project Review Sheet for your project and submit a PDF of the results in your application, along with a brief summary of your plan to obtain any necessary permits.

Note: The only exceptions for not uploading Permit Navigator results or Project Review Sheet are for applicants with a project on United States Forest Service (USFS) land, or a project solely on State land. Applicants with projects on USFS land will be prompted to attach the official USFS Environmental Decision Memo which documents the environmental assessment of the project area. Obtain USFS Environmental Decision Memo documentation from the designated authorized official at USFS who will oversee this project. Applicants will also need to share the contact person at USFS who will oversee the work described in this RTP application. Applicants with projects solely on State land, no further items are needed. The State's contact performs environmental reviews and the permitting process and will provide notice of environmental review completion to the Applicant and FPR's grant management team.

Once identified, permit processes can take three to six months, or longer, depending on the nature of the work being proposed or if site visits are necessary. The preliminary Permit Navigator and Project Review Sheet results provide an outline of additional steps to take if funded; be sure to incorporate the permit requirements for your project into your timeline and budget. **You are allowed to begin permit processes as soon as you are ready if you will NOT be using RTP funds to support these expenses; if you plan to use RTP funds to support these expenses, you MUST wait until your grant agreement is signed.** As described in the Budget section, permit costs can be used as match if secured in advance of the grant agreement.

If your Permit Navigator result or Project Review Sheet identifies permits that will be required for your project, be sure to include plans to secure those permits in BOTH your workplan and budget.

Submit Permit Navigator results or Project Review Sheet that are clearly titled using the following format:

- RTP Permit Navigator Results - [Name of Applicant]
- RTP Project Review Sheet - [Name of Applicant]
- Example: RTP Permit Navigator Results – ABC Town

Landowner Permission

To protect investments of public funds and to ensure public access to those investments, sponsors of all RTP-funded projects must have adequate landowner permission to perform the work to be done, and for

future public use, for the term required by the grant program and grant agreement. Getting permission as soon as possible in your project planning process is critical.

Written landowner permission for public trail access and to permit the trail work in this application is required for all projects. Permission is to be given to assure continued public access after a project is completed, for the minimum timeframes shown below. A permission form is not required if the entity that is proposing the project and applying for this grant also owns the property in full. Landowner permissions must be secured for:

- 1 year for projects solely to groom snow
- 5 years for general maintenance activities such as removing fallen trees from the trail corridor, cleaning out and improving drainages, clipping vegetation to create a passable corridor, and adding kiosks, signage, or other minor assets; for minor trail drainage and treadway improvements such as adding water bars, small (3-5 stone) stone staircases or short sections of step stones or puncheon; and for re-routes less than 50 feet
- 10 years for new trail construction; construction of major trail infrastructure like parking lots or boardwalks; large-scale trail reconstruction and treadway improvement such as significant stone or lumber staircases and long stretches of turnpike or step stones; and for reroutes longer than 50 feet
- 25 years for permanent facilities or structures (engineered bridges, pavilions, bathrooms, etc.)

All landowner permission forms, including Class IV Road permits, are located on the [RTP webpage](#). If you have existing landowner permission forms **that include the same content and parameters as our templates** (ex: start and end dates for period of permission that match the time requirements outlined above, printed name and signature of landowner, date signed), you are welcome to submit your custom landowner permission forms instead.

Note: Failure to provide written landowner permission where needed will result in an incomplete application that is not eligible for consideration in this grant round.

You will need to upload copies of all signed landowner permissions. Uploaded files need to be clearly titled using the following format:

- RTP Landowner Permission – [Easement, Private Landowner, Public Landowner Permission] – [Name of Landowner] – [Name of Applicant Organization]

Examples:

- RTP Landowner Permission – Easement – Jane Smith - ABC Town
- RTP Landowner Permission – Private Landowner– Ziek Smith - ABC Town
- RTP Landowner Permission – Public Landowner – Town of Bradford – ABC Trail Organization

SECTION 3: Project Resilience and Sustainability

This is the section where the applicant will be prompted to share responses about how your proposed work now will provide public benefit for years to come. Listed below are the categories the questions fall into, and the possible number of points each RTP ranking committee member can give to each section.

Resilience: Well-Designed to Minimize Environmental Impact

Projects should be planned and implemented to minimize environmental impact and promote resilience to extreme weather events and high use.

For example: Much of the damage we saw to trails and other recreation infrastructure during the 2023 flooding was because the trail was not designed to modern standards and/or the water crossing was not adequate for modern rain events. On the flip side, we saw that many of the trails and water crossings that had recently been updated or rehabilitated (following recommended trail standards) withstood the rain event without as much damage. In other words, we know what we need to do to make trails better able of withstanding lots of rain.

RTP funds should be used to build new trails and repair or maintain existing trails in ways that implement resilient strategies. This section is worth up to 30 points.

Applicants will be asked to select which recommended trail standards will be used in this project, so work is performed to high levels of sustainability, minimize environmental impact, and provide erosion control. Find and review FPR's Recommended Trail Standards on [FPR's Partners and Resources website](#). Please select only the resources you plan to use significantly during your planning process. We'd rather see you only use a limited number of resources well than to see claims you're reviewing them all; all resources selected should be addressed in the follow-up question.

Then, you will describe which elements from the standards you selected you will use to ensure the outdoor recreation resources (trails, parking lots, kiosks, etc.) you are building or maintaining are resilient to extreme weather and high use. Examples could include replacing culverts with bridges in anticipation of future high-water events, rerouting a trail to avoid an area prone to washing out, building a boardwalk to a section of trail that commonly has big puddles in high-use areas to prevent trail widening, or adding restrooms in high use areas to prevent water-quality impacts.

You will also be asked to describe the potential impacts your project has on the natural environment and how you plan to mitigate those impacts. Examples of mitigation could include: a relocation of a trail to be over 200 feet from a mapped vernal pool, reconstruction of an eroded trail to reduce sediment loading in a stream or redesign of a water access area to move people away from a known population of rare plants, rerouting a trail to avoid a stone wall, or designing a new trail to avoid multiple stream crossings.

Sustainability: Stewardship and Maintenance Plan

In this section you will share how your project has been planned to promote future stewardship to ensure long-term accessibility with a demonstrated commitment to balancing natural resource protection with future recreational stewardship, management of trail access for trail users, and sustainability of the improved trail assets. This section is worth up to 30 points.

Use this section to describe your plans to ensure future maintenance to the trail or trail system after the project is done. What types of maintenance do you anticipate needing, how frequently and why? If any

components in your proposed project will help reduce future maintenance, be sure to briefly describe that - particularly if those components cost more. For example, if you are relocating a trail with switchbacks and drainage dips rather than installing water bars with the intention of reducing future maintenance needs, be sure to name that. Who will be responsible for maintaining the trail? How will you engage your community in stewardship of the trail? Describe any partners, if applicable, who will be part of these plans.

In addition, describe your plans for visitor use management. How will visitors learn about allowable trail activities, user-responsibilities, safe trail use, resource protection, respect for landowners and other trail users? How will you manage potential increases in use? What is your plan for handling user group conflicts if they arise? User group conflicts could include any instances where multiple groups using the trail might have potentially contradicting needs. For example, equestrians might need a greater turnaround radius in a trailhead parking lot, while weekend hikers are parallel parking in the middle of the parking lot during high-traffic days. Please describe your plans for identifying and mitigating any such conflicts.

Applicants are also encouraged to reach out to professional trail organizations and members of the Vermont Trails and Greenways Council to learn more about trail sustainability: [Vermont Trails and Greenways Council \(vermonttgc.org\)](http://VermontTrailsandGreenwaysCouncil.vermonttgc.org)

SECTION 4: Public Benefits and Support

This is the section where the applicant will be prompted to share how this project will impact and engage your community. Listed below are the categories the questions fall into, and the possible number of points each RTP ranking committee member can give to each section.

Public Recreation Benefits: Equitable Trail Access, Connectivity

In this section, you will share how your project is improving access, removing barriers, and finding ways to build and maintain trail(s) to a high level of accessibility based on the terrain and type of trail resource(s) being offered. This section is worth up to 30 points.

Once your project is completed, we want to know how people will learn about it. Share all the potential strategies you will use in order to inform and recruit people who live in or visit Vermont about your trail. Please note: your selection will inform the deliverables included in your grant agreement, so please only select the strategies you are committed to completing during the grant period.

Recreational trails have the potential to provide social, economic, and public health benefits. But they are not equally distributed. Low-income neighborhoods, communities of color, members of the LGBTQ+ community, people in larger bodies, people with limited English proficiency, and populations with disabilities have often been left out of the planning and decision-making process of trail development.

FPR seeks to address these inequities to ensure that recreational trails throughout Vermont are extended to all residents. As such, it is imperative that an application describe to what ends a project is seeking to help create equitable access, especially for underserved communities. You can help make a difference by demonstrating how your project can facilitate equitable and just public access, trail use and development of recreational assets across Vermont.

We also recognize Vermont already has some amazing existing community and outdoor recreation resources, and it strengthens the community benefit when these resources are linked – whether through a physical connection, partnership, education/information sharing, or other way. Please describe how your project or the trail your project will improve connections to natural, scenic, historic and/or agricultural

destination areas, parks, forests, recreation areas, schools, jobs, developed growth centers, designated downtown areas, trail systems, long-distance trails, or trail networks. If relevant, be sure to explain how your project creates linkages, strengthens existing connections, or fills critical gaps.

Local (Municipal) Support, Community Partnerships and Community Involvement

In this section, please share how planning this project has involved the local community. We want to hear about your project team, your public engagement efforts, how your project addresses local, regional and/or State plans. This section is worth up to 20 points.

In the application, you will describe your project team. You can share information for up to five individuals or groups (public or private) what will be significantly involved in the design and implementation of the project. The project team should fit the workplan. So, if you have critical project partners with other non-profits, businesses, or non-profit organizations who will be essential to the success of this project, this is the space to describe their involvement. Alternatively, for a trail maintenance project, this could be as simple as describing that the staff trails manager at your organization will complete the scope of work with the VYCC providing labor.

We also want to know how the community has been involved in the planning of this project. Describe outreach efforts, public meetings, surveys or needs assessments done to support this project, and how the results of your community engagement have informed your planning process. Be sure to call out any specific results that are relevant to your project and how they shaped your plan.

For example: “Our town surveyed current users of our multi-use path using a QR code posted along the trail from May-August in 2022. 70% of survey respondents reported seeing improper disposal of pet waste in the past month. Our plan includes adding new signage and pet waste receptacles every quarter mile along the 1.5 miles of trail within walking distance of large neighborhoods. We have also included plans for our maintenance team to restock pet waste bags and empty the receptacles on a bi-weekly basis during the spring-fall and monthly basis in the winter to promote responsible stewardship.”

Explain how this project helps advance goals and objectives outlined in a local, regional and/or State plan, such as a town plan, town forest management plan, local or regional overarching plan for land, outdoor recreation, and trail management. At minimum, be sure to explain how your project address at least objective in one of the five priority areas of [Vermont's Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#).

Letters of Support

To complete this portion of the application the applicant will need to upload a minimum of 1 and a maximum of 3 letters of support that represent community support for the proposed project. Letters should describe how the proposed work reflects the community’s expressed recreational trail needs, and how community partnerships are committed to the project. Consider asking for letters of support from public, non-profit, and private sector entities.

Uploaded files need to be clearly titled using the following format:

- RTP Letter of Support [Name of signee] – [Name of Applicant organization]
- Example: RTP Letter of Support – Ziek Smith, Chair – ABC Planning Commission

SECTION 5: Compliance Information

This section will provide an overview and commitment related to state and federal compliance.

If selected, grantees will need to provide the following documents (do not submit these with your application – just consider them when answering the yes/no questions regarding compliance):

- **[Act 154 Certificate of Good Standing](#)**: This is for the applicant to certify that they are currently in “good standing” with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets pertaining to Vermont Water Quality Standards prior to receiving an award. This is a requirement for all State-issued grants with State funds.
- **[Vermont FPR State Risk Assessment Questionnaire](#)**: This is used to determine whether a potential grantee has sound financial management and if the grantee uses accounting systems that are adequate to meet the State of Vermont administrative requirements. The results of this risk assessment will inform the payment provisions in your grant agreement.
- **[W-9](#)**: A completed W-9 form must be physically signed and dated within the last 12 months of submission to grant staff. The State of Vermont will not accept digital signatures on a W-9. If you need assistance completing the form, contact your accountant or tax preparer.
- **Certificate of Insurance (COI)** – Grantee must demonstrate standard insurance coverage is in place before a grant agreement can be signed. Additional insurance may be required, depending on circumstances, but minimum requirements for coverage and documentation in a Certificate of Insurance is listed below:
 - Workers Compensation, in accordance with Vermont law.
 - General Liability and Property Damage: all major divisions of coverage including, but not limited to:
 - Premises - Operations
 - Products and Completed Operations
 - Personal Injury Liability
 - Contractual Liability
 - The policy shall be on an occurrence form and limits shall not be less than:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Personal & Advertising Injury
 - Automotive Liability covering all motor vehicles, hired and non-owned with coverage limit not less than \$500,000 combined single limit. If grant activity involves construction, transport of persons or hazardous materials, coverage shall not be less than \$1,000,000 combined single limit.
 - The COI must show State of Vermont and its agencies, departments, officers and employees as Additional Insured. Grantee must submit a COI for every year the grant is active.

If the organization applying for this funding cannot meet the fiscal compliance requirements above, please consider an alternate fiscal sponsor for your project. If you are selected for a grant and cannot meet the fiscal compliance requirements, you will not be awarded a grant.

You do NOT need to submit these materials with your application. FPR staff will reach out and request these materials when necessary. In your application, you simply need to confirm whether or not your organization can comply with these requirements.

Procurement and Purchasing Provisions

In addition, if awarded, you will need to comply with your organization's procurement policies or use the [State's procurement and contracting procedures](#). You also must comply with the RTP grant agreement payment provisions (see [Sample 2024 RTP Grant Agreement](#)) about how you document your purchases for reimbursement. Backup documentation must be maintained, and depending on the provisions in your grant agreement, potentially submitted with each reimbursement request. Examples include copies of invoices, labor reports/forms, timesheets, or other acceptable timekeeping records. You do not need to provide any additional documentation at this time – in your application, you simply need to confirm whether or not your organization can comply with these requirements.

Federal Grant Compliance

As a federally funded program all RTP projects are considered federal actions. As a federal action, all projects must demonstrate compliance with the National Environmental Policy Act; Section 106 of the Historic Preservation Act; Section 7 of the Endangered Species Act; and federal accessibility requirements.

National Environmental Policy Act (NEPA)

Many RTP projects will be classified by FHWA as categorically excluded from the National Environmental Policy Act (NEPA) pursuant to 40 CFR 1508.4 and 23 CFR 771.117, meaning they meet criteria for a NEPA exclusion, which typically involves actions in the proposed project area that do not have a significant environmental impact. However, before any agreement is executed and before beginning any work, a project sponsor must still document compliance with Section 106 of the National Historic Preservation Act, Federal Executive Orders related to federal wetlands, endangered species, clean water, clean air, and obtain all necessary State and local permits to satisfy the State's permitting processes.

Projects that fall under the four areas below are not exempt from NEPA and are subject to further environmental review, either at the federal or state level:

1. have a significant environmental impact
2. have substantial controversy on environmental grounds
3. have significant impact on properties protected by Section 4(f) of the Department of Transportation Act or Section 106 of the National Historic Preservation Act
4. are inconsistent with any federal, state, or local law, requirement, or administrative determination relating to the environmental aspects of the action

Such projects may not qualify for categorical exclusion and in most instances, are not good candidates for RTP funding.

Section 106 of the National Historic Preservation Act

If selected, your proposal will be submitted to the Department of Historical Preservation (DHP) for review in compliance with [Section 106](#) of the National Historic Preservation Act of 1966 (16 USC 470), which considers the effects of projects on historic properties and cultural resources. DHP may require applicants to conduct additional archeological studies as necessary; this additional study is called an Archeological Resource Assessment (ARA). In addition, if the project involves impacts to a structure that is more than 50 years old, the DHP may require a review of the property to determine if the structure is eligible for listing on the National Register of Historic Places.

DHP may request an ARA for new trail construction projects and for when a project area is within a potentially archeologically sensitive area. If you know your project meets either of these known conditions, please be sure to incorporate an ARA into your budget and workplan prior to submission.

Learn more about the [Management of Historic Resources at FPR](#).

If you need an ARA for Section 106 archeology clearance, you will have two options for getting the ARA done:

- Option 1. You can wait to do the ARA until after FPR has received authorization of funds from the Federal Highway Administration. You do not need to wait until the grant agreement is signed. Costs for an ARA are the only eligible pre-agreement cost within the Vermont RTP Program. *FPR staff will work with you to add this to your scope of work and budget if it was not already planned. ARAs are an eligible expense for reimbursement.*
- Option 2. You can pay upfront for the ARA before FPR receives authorization of funds from the Federal Highway Administration and use those costs as pre-agreement match (you will not be able to be reimbursed for these costs).

In order to expedite that initial review to determine whether or not your project might need an ARA, please:

- Categorize your activities by selecting the appropriate boxes in the workplan activities question. Please note: that list includes both workplan activities that could trigger a more in-depth review as well as ones that are potentially exempt – so checking all boxes relevant to your project simply helps us review your project more efficiently.
- Answer the question in Section 5 to provide additional information about whether your project will have a known impact on any human-built resources more than 50 years old. Examples of human-built resources include buildings, signs, kiosks, fences, markers, bridges, culverts, guardrails, bridges, boardwalks, dams, and other similar structures. If the trail itself is more than 50 years old and you will not be impacting any other types of human-made structures, please select no.
- Answer the question in Section 5 about whether or not your project will only take place within an existing disturbed area. Examples of previously disturbed areas include preexisting trails and trailheads, class 4 roads, old logging or farm roads, plowed farm fields, or developed parks and playgrounds. If **any part** of your project will disturb more than five feet outside of a previously disturbed area (including access routes or staging areas), select yes to this question – and then share a description.
- *If you answer yes to either of the questions in the Section 106 review section, please upload photos if available of the planned work site, access roads, and/or staging areas in “SECTION 6: Supplemental Information.”*

Endangered Species Act

For RTP projects, the most common potential impact on endangered species is removal of trees over four inches in diameter, which could specifically impact Northern Long-Eared Bats. Prior to grant agreement development, FPR staff will complete the online [Information for Planning and Consultation \(IPaC\)](#) tool from the U.S. Fish and Wildlife Service to help with the federal environmental review process. Complete the required questions to provide the information we need to complete the Endangered Species Act Review.

Universally Accessible Trails and Accessible Design Standards

[Accessible design standards](#) are required to be used for all new trail construction projects. Exceptions are permitted for any portion of the trail where compliance would:

1. Cause substantial harm to cultural, historic, religious, or significant natural features or characteristics,
2. Substantially alter the nature of the setting or the purpose of the trail or recreational resource,
3. Require construction methods or materials that are prohibited by Federal, State, or local regulations or statutes, or
4. Not be feasible due to terrain or the prevailing construction practices.

The basis for all exceptions must be documented and submitted to FPR as part of the application where / when addressing universally accessible trails. You will be required to answer whether or not your project will meet accessibility standards, and if not, an explanation for why your project qualifies for an exception. For exceptions, include your rationale, which conditions for exception are present, and which exceptions apply to the project overall. You should keep these records on file with your project plans with the date of determination, and the name and contact who made the determination.

Other Pertinent Information: Sam.gov

If awarded grant funds, this program requires you to register and maintain an active SAM registration with a Unique Entity Identifier (UEI) number from Sam.gov. The UEI replaces the DUNS number previously required. Please note: this can be an extended process to secure or update, so **if you do not have a UEI already or if your UEI contact information is out-of-date, you should begin the process immediately at <https://sam.gov>**

SECTION 6: Supplemental Information

After uploading the above documents, please upload any additional information that will be helpful for the evaluation of the proposed project (e.g., photos, structural drawings, engineering design specifications or site plans for structures or plans for signs and kiosks). Please note that these materials should help the review committee better understand your project but will not be specifically used for any points in the review process.

Please note, this section is truly supplemental! If you have already submitted everything the review committee needs to understand your project, there is no need to upload anything here.

Review and Submit

We know that the application is long and a lot of work, but please take the chance to review the application in detail. It will be much easier for you to add documents before submitting than for us to ask for them later. Applications that are incomplete after the application deadline will not be considered.

Once you have double-checked your application, use this section to certify that the form is complete and accurate and then submit the RTP grant application form for grant program staff to review.

Be sure to save a copy of your responses in a separate document prior to submission.

Please note: Any work you perform filling out a form will not be accessible by grant staff until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to grant staff and it will become part of the public record, accessible per the Vermont Public Records Act.

After You Submit: Viewing or Revising Your Application

After you have submitted your application, you wish to review or download your submitted materials – or potentially revise your submission:

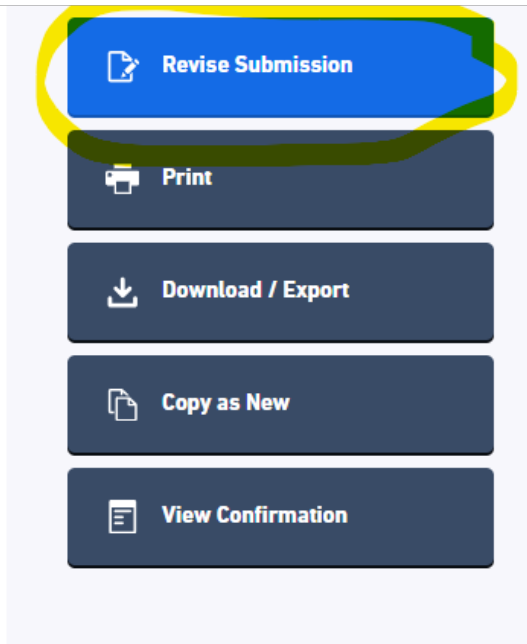
1. Go to <https://anonline.vermont.gov/>
2. Log into your account using the "Sign In" button on the right
3. Go to "My Submissions"
4. Select the proposal you'd like to edit by clicking the blue arrow next to where it says "Submitted"

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SUBMITTED



5. Once you're in, you can review your submission by clicking the blue "View Form" button on the top right.
6. If you would like to make any changes, you should see a blue button on the right that says, "Revise Submission." **Once you click this button, your application will no longer be considered as submitted.**



7. You can make any desired edits and then you must resubmit by the deadline - 11:59 pm on February 11, 2024 – for your application to be considered.