



FORESTS, PARKS & RECREATION
VERMONT



AGENCY OF NATURAL RESOURCES

2024 RECREATIONAL TRAILS PROGRAM FULL APPLICATION WEBINAR

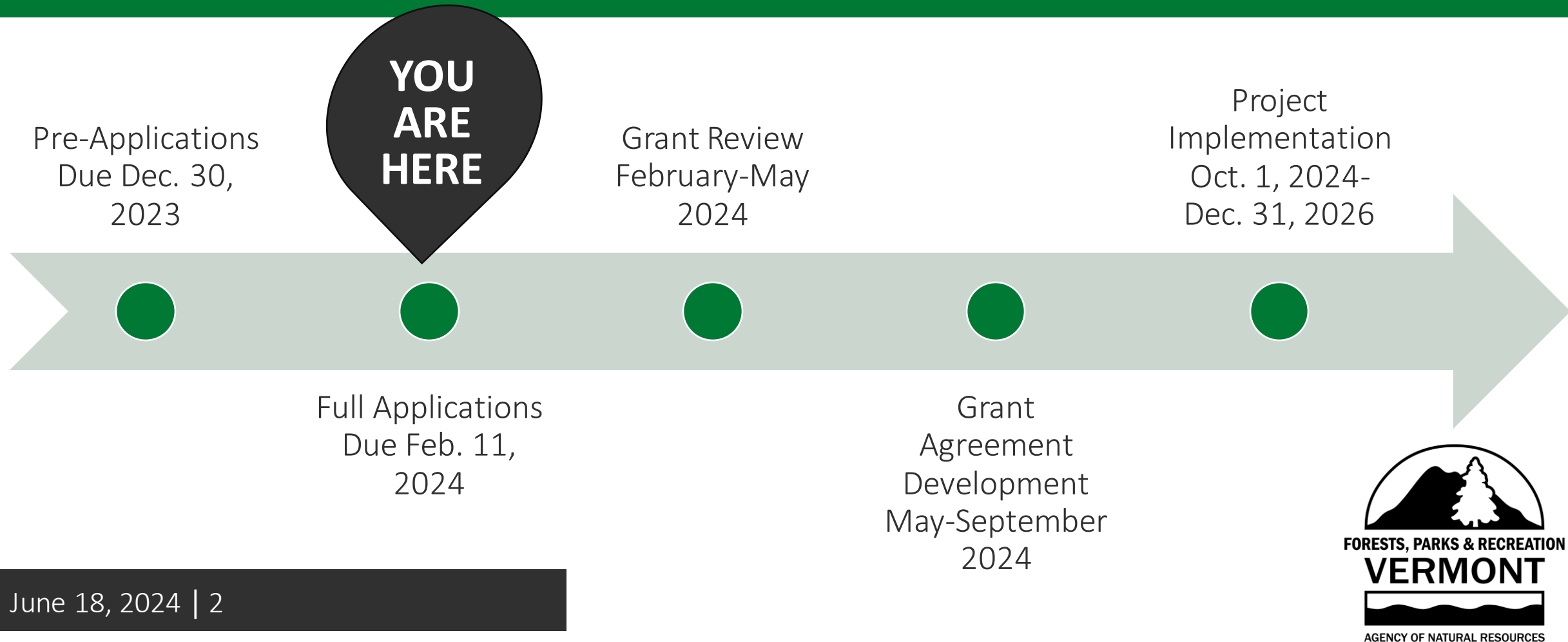
Lauren Pyle, Outdoor Recreation Grants Manager

Niels Rinehart, Land Administration and Historic Resources Coordinator



WELCOME

2024 RTP Timeline



Agenda

- Things to Know about RTP Grant Management
- Application Tips and Tricks
- Additional Resources
- Q&A



Why Are We Covering This?

So you can change your plan now,
and prep a stronger application!

Allowed Changes Between Pre-App and Full App:

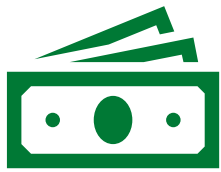
- Increases or decreases to budget, large or small!
- Changes to workplan (steps, who's involved, when things happen, small additions or any subtractions to scope)
- Addressing any FPR feedback, if provided

Not Allowed Changes (without permission):

- Changing or adding project sites
- Major scope of work additions



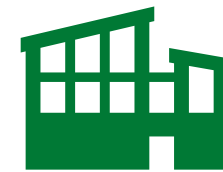
Things To Know About Managing an RTP Grant



Purchasing and
Finances



Reporting



State and Federal
Compliance



Photo Credit:
Town of Johnson, 2020 RTP



Photo Credit:
East Montpelier
Trails, 2021 RTP



Photo Credit:
VT Huts, 2021 RTP



Purchasing Requirements

- Procurement process must meet federal and state requirements
 - *See Sample Grant Agreement for details!*
- RTP Requirement: 3 written estimates, kept on file
 - Per [Bulletin 3.5](#), if not picking the lowest, must keep documentation of criteria used to make selection.
- **You cannot sign any contracts prior to grant agreement execution!!!**





Photo Credit: Killington,
2022 VCGP



Photo Credit:
Newbury, 2022 RTP



Photo Credit:
Newbury, 2022 RTP

Reporting

- Progress Reports – 1-page template
 - Quarterly, at maximum, submitted with a reimbursement request
 - Annually, at minimum
- Final Report
 - Documentation of physical deliverables: Photos of pre-improvement condition, construction/site work, and completed project components
 - Documentation of any digital deliverables (e.g. reports, plans, PDF files, links)
 - Reports on any defined metrics
 - Final progress report

Compliance Requirements



Fiscal

State
Requirements



Environmental

National Environmental
Protection Act,
State Permits, Northern
Long-Eared Bat Impacts



Universal Accessibility

Required – unless you
meet one of the
exceptions



Historical Preservation

Section 106

Financial Documentation Requirements

You will be required to submit documentation for all expenses and match:

- Copies of invoices, labor reports forms, timesheets, volunteer sign-in forms or other federally acceptable timekeeping records.
- Statements or invoices with donated services shall clearly indicate that the donation was made for the specific project component specified in this agreement.
- Donation documentation must include the donor's signature

Equipment purchases (over \$5,000) must be retained by grantee and only used for work on this project – even after end date.

Staff vs. Contractors

Both are eligible to use for RTP projects, but documentation is different!

- Contractor = competitive quotes + invoice(s)
- Staff = labor report (itemized description of time spent on the project) + timesheet (log of hours worked)

State Fiscal Compliance

If selected, you will need to submit:

- Act 154 Certificate of Good Standing
- Risk Assessment
- Certificate of Insurance, naming State of Vermont as an additional insured
- W-9

See Application Guidance for more information!



Environmental Compliance

- National Environmental Protection Act
- State Permits
 - Permit Navigator report + Project Review Sheet identify these, but you have to follow through on securing them!
- Endangered Species Act
 - Northern Long-Eared Bat Impacts

*Photo Credit: North Branch
Nature Center, 2022 RTP*



NHPA - Section 106: Introduction

What is the National Historic Preservation Act (NHPA) and Section 106?

“...take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register.” (54 U.S.C. § 306108 Section 106).

What is the National Register and what are eligible properties?

- A. Association
- B. Important People
- C. Structures
- D. Data

NHPA - Section 106: Process

Key words are **consultation** and **accommodation**

The goal is not to stop development but to manage change through consultation.

According to 36 CFR § 800.1(a), the applicant must:

“accommodate historic preservation concerns with the needs of Federal undertakings through consultation among the agency official and other parties... The goal of consultation is to identify historic properties potentially affected by the undertaking, assess its effects and seek ways to avoid, minimize or mitigate any adverse effects on historic properties”

36 CFR § 800.1(a).

NHPA - Section 106: Process *continued*



<https://fpr.vermont.gov/management-historic-resources-fpr>

1. Meet with DHP and present project information
2. DHP will:
 - a. Ask for more information
 - b. No effect
 - c. Request hiring a consultant
3. Hiring a consultant
 - a. Archaeological Resource Assessment (ARA)
 - b. Architectural Historian
4. Consultant report - recommendation
5. Submit concurrence letter to DHP
 - a. DHP signs
 - b. FHWA
6. Additional work
 - a. Phase I
 - b. Structural – modify design

Tips and Tricks

Workplan

- What are you doing? Who will do it? What will it accomplish? When will it happen?
- Separate activities that will require different people, materials/equipment, or timelines.
 - **No named contractors!**
- Potential activities might include:
 - Surveying/design/engineering
 - Permitting
 - Bids/quotes/final budget
 - Construction phases
 - Site visits, events, etc.

What's a Deliverable?

- A deliverable is a measurable item that we will add to your grant agreement as a performance measure = accountable measure of success
- When in doubt: narrow range, “at least,” “up to”
- Any major activity should have a deliverable, but it's ok to not have a deliverable for each line.

Example Deliverables

- Miles of new universally accessible trails
- Number of new universally accessible (UA) trailside facilities
- Miles of existing trails to be maintained
- Number of trail bridges to be constructed or restored
- Number of new culverts to be installed
- Number of new trailhead parking areas to be constructed
- Number of trailside facilities to be constructed or restored
- Number of people reached via education programs
- Number of passenger vehicle parking spaces at trailhead parking area
- Number of new trail signs
- Miles of snow trails to be groomed

Using the Workplan Template

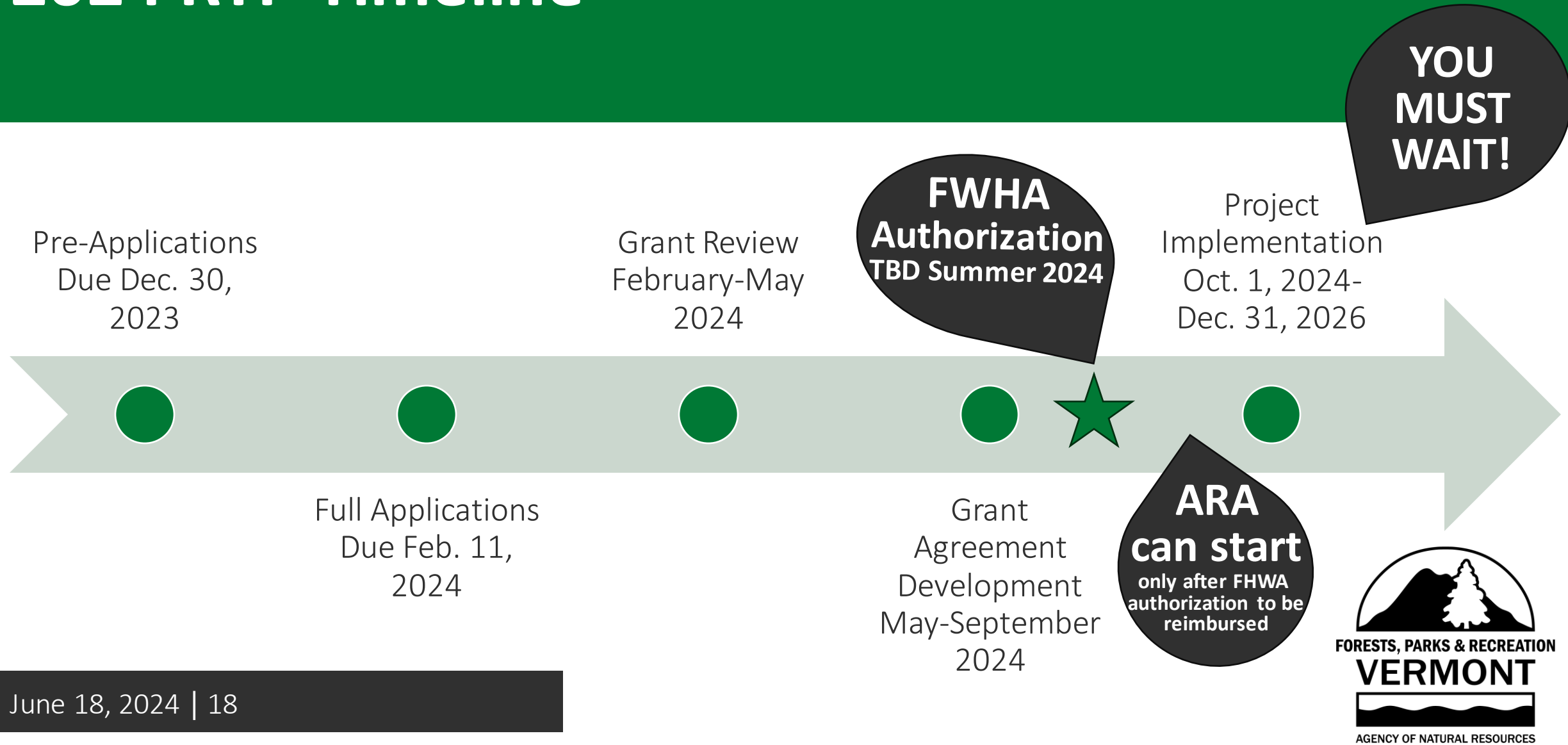
- Break it into steps. Use bullets.
 - Make sure you include *all* the steps – in timeline order.
 - Descriptions should be clear and concise for someone outside your organization/who does not have your same level of expertise to understand.
- If you have multiple trails or multiple major sections of trail, copy/paste the chart.

Your workplan should not read like a Great British Baking Show technical challenge!



Credit: Book Squad Goals

2024 RTP Timeline



Workplan Example

Trail Name	<i>Davidson River Trail (DRT) - Section between town and campground</i>			
City/Town	<i>Pisgah Forest, NC</i>			
Activity	Inputs/Description	Deliverables	Anticipated Start Date	Anticipated End Date
Wetlands Permitting	<ul style="list-style-type: none"> Town project manager will host RFP and select contractor. Contractor to complete wetlands delineation and prepare permit application. Town project manager to submit permit application to state for approval. 	State Wetlands Permit Secured	October 2024	March 2025
Replace Bridge Damaged by Flooding at DRT mile marker 1.4	<ul style="list-style-type: none"> Town project manager will host RFP and select construction company for old bridge removal, new metal bridge prefabrication and installation on existing footings. Construction company will provide labor, crane, tools, bridge structure and installation hardware, and waste disposal. Construction to begin after wetlands permit is secured. 	45-foot-long metal bridge installed	January 2025	June 2026
Repair rotted boardwalk treads on multiple small boardwalks from DRT mile marker 0.6-0.9	<ul style="list-style-type: none"> Volunteer trail crew will remove rotten wood board walk treads and replace with weather-resistant composite decking boards using hand tools. All materials and waste will be transported using town truck. 	100 linear feet of boardwalk treads replaced	May 2026	July 2026

Tips and Tricks

Budget

- Be thorough, detailed, and accurate. Your budget should be your best estimate of the costs for the project.
 - Engineering and design, permitting, ARA, project administration, grant administration, construction costs, labor, tools, materials, equipment rentals, publication research and design fees.
- **If we told you something was ineligible, take it out!**
- Remember: RTP is a reimbursement grant.

Budget Form Tips

Do

- Make sure 100% of your costs are in your budget!
- Include short descriptions for each line.
 - What it is and how you got that number: “Project Manager, 45 hours at \$X per hour” or “Gravel – X tons at \$Y per ton, plus \$Z delivery”
- Get multiple estimates.
- Plan for inflation *within the budget lines*.

Don't

- Name contractors.
 - Use more generic descriptions, but ok to reference estimate: “Contracted surveyor, valued based on quote from ABC Company”
- Lump numbers together. No flat-rate estimates or putting all match under admin.
- Change the formulas.

Recording Match

How to Calculate

- 20% of **total project** cost required as match.
 - RTP Request + Match = Total Project Cost
 - Ok to have more – but know you'll be held accountable to that number.
- Can be a cash or in-kind match
 - Other federal grants (check with us first!), state funds, local cash contributions (i.e., budget allocation), private contributions/grants, in-kind/non-monetary donations/volunteer labor
- Can match planning/permitting expenses up to 18 months pre-authorization (roughly Jan 2023)

How to Record

- Column C = WHAT the match is covering, split out by category.
 - Match can only include RTP-eligible expenses (ex: can't include marketing costs)
- Bottom of the form = summary of WHO is providing the match and the status of the match.
 - Combine contributions by source.

Budget Template Example

Expense Descriptions	RTP Requested Amount	Match Amount (Cash or in-kind value)
A. Environmental Permitting, Archeology and Engineering Costs		
1 Trail Design - Completed summer 2023. See attached invoice from ABC Company.		\$ 4,000.00
2 ARA estimate	\$ 2,500.00	
3		
Sub-Total:	\$ 2,500.00	\$ 4,000.00
B. Grant Administration		
1 Project Coordinator - \$35/hour, 60 hours at covered by RTP, 20 hours paid by town	\$ 2,100.00	\$ 700.00
Sub-Total:	\$ 2,100.00	\$ 700.00
C. Construction Design, Surveying, & Engineering		
1 Contracted Trail Builder 120 hours at \$90/hour	\$ 10,800.00	
2		
Sub-Total:	\$ 10,800.00	\$ -
D. Construction On-Site Labor		



Budget Template Example, Continued

	Total Grant Request	Total Match
	\$ 15,400.00	\$ 4,700.00
Total Project Cost	\$ 20,100.00	
Match Rate (Minimum match of 20% of the project's total cost required)	23%	
Sponsor Match Summary (Other Funding Committed)		
Funding Source of Sponsor's Match	Total Value	Status
A. Other Federal Funds		
1		
2		
B. State Funds		
1		
2		
C. Local Funds (local government/public funding)		
1 XYZ Town budget allocation	\$ 2,700.00	Committed
2		
D. Private Funds (Sponsor's Direct Match: non-federal, non-state, non-governmental contributions; Donations of labor or materials are to be included as part of the Sponsor's Private Funds; When using donations for match, Sponsors are to list the type of donation (i.e., Donations from another organization's laborers, contractor, youth corps crews, private business, volunteers) and the source of the donation (i.e., federal, state, local, or private donation from the entity making the donation))		
1 LMNOP Grant	\$ 2,000.00	Committed
2		
3		
4		
Total Sponsor Match (this amount should be identical to the "Total Match" value above)	\$ 4,700.00	

Tips and Tricks

Permitting

- You will need to submit a PDF of the Permit Navigator Results or Project Review Sheet for your project.
 - Even if you own the land or are working in an existing footprint, this is REQUIRED.
 - Detailed directions are available in the Pre-Application Guidance document.

Additional Permit Information

- Remember, the reports just flag environmental permits you might need at the state level!
 - Contact the DEC experts listed to check next steps – confirming whether or not you actually need those permits.
 - Check for municipal permit requirements. ARA requirements are also not included in the Permit Navigator or Project Review Sheet.
 - Most permit processes take 3-6 months, sometimes longer.
- You must wait for a signed grant agreement if you want to be reimbursed. Ok to proceed if covering with matching funds.

Include permitting in your Workplan and Budget!

- Get estimates now if you know you'll need permits – don't get surprised by costs later.
- Make sure they are in your budget – because if they aren't included, you can't use RTP fund to cover them!
- Make sure this is included in one or more steps in workplan. Suggested rough timeline:
 - Year 1: 2025 field season = permitting, final planning, bid processes
 - Year 2: 2026 field season = completing construction



Tips and Tricks

Landowner Permission

- Needed for any projects where the applicant doesn't own 100% of the land in full.
- Landowner permission documentation is *required* for the full application!
 - *Templates available on the RTP website.*

Using Your Own Landowner Forms

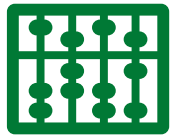
Do

- Include start and end dates for permission.
- Make sure those time windows meet or exceed our requirements:
 - 1 year: grooming snow
 - 5 years: maintenance or minor improvement
 - 10 years: trail building or major improvement
 - 25 years: permanent structures or facilities
- Make sure permission form lists grant applicant and includes statement allowing public access.
- Include landowner's signature and date.

Don't

- Use the provided FPR template for 25-year commitments! Easements are legal documents and need to be developed with a lawyer.
- Assume you have permission for everything just because you have trail access permission. Make sure your project scope is supported by the landowner.

Full Application Review Process



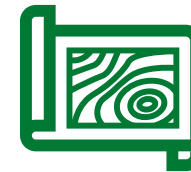
Scoring

Readiness,
Resilience,
Sustainability, Public
Benefit, Community
Support



Priorities

Maintenance vs.
new development,
Not a 2023 RTP
Grantee



Distribution

Geographic,
Trail Use (recreation
type, motorized v.
non-motorized)

What Next?

- If selected, you must provide a UEI before we can submit for FHWA authorization.
 - If you don't have one, get started at sam.gov NOW!
- Review the Sample Grant Agreement.
- Read the **Application** ★
★ **Guidance Document.** ★
 - Available at <https://fpr.vermont.gov/recreational-trails-program>



Technical Support

Vermont League of Cities and Towns

List of online resources

<https://www.vlct.org/resource/increasing-municipal-capacity-grants>

Municipal Technical Assistance Program

Application assistance for designated towns

<https://finance.vermont.gov/content/municipal-technical-assistance>

REDI

Review and editing support for towns with population under 5,000.

Deadline to request support: Jan. 19

<https://vhcb.org/redi>





Additional FPR Support

Office Hours

Thursday, Feb. 1 at 2:00 PM
See your email for the link!

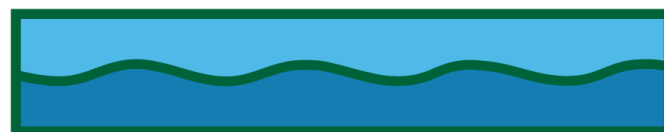
Email

ANR.FPRrecreationGrants@vermont.gov



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Questions and Answers

