



FORESTS, PARKS & RECREATION
VERMONT



AGENCY OF NATURAL RESOURCES

2025 RECREATIONAL TRAILS PROGRAM PRE-APPLICATION MATERIALS

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WELCOME

Agenda

- Pre-Application Form
- Workplan
- Budget
- Climate Resilience Risk Form
- Permit Navigator/Project Review Sheet
- Q&A

Pre-Application Form: Fillable PDF



Applicant

Applying entity,
Application
contact



Project

Title, Location, Track,
Project Type, Project
Overview (150 words!),
Trail Use



Landowner

Types of permission
needed, plan for
securing permission
(If applicable!)

2025 RTP PRE-APPLICATION FORM



13. Landowner Permission

- Applying entity **owns 100% of the land** where the project will take place. No permission form is needed.
- Applying entity **already has signed landowner permission** for all lands where this project will take place that meets that time requirements outlined in the Pre-Application Guidance.
- Applying entity **does not have signed landowner permission** yet for all lands where this project will take place that meets the time requirements outlined in the Pre-Application Guidance. *If you selected this box, please complete question #14.*

14. What is your plan for securing all needed landowner permission forms? (complete this question only if applying entity **does not have signed landowner permission**)

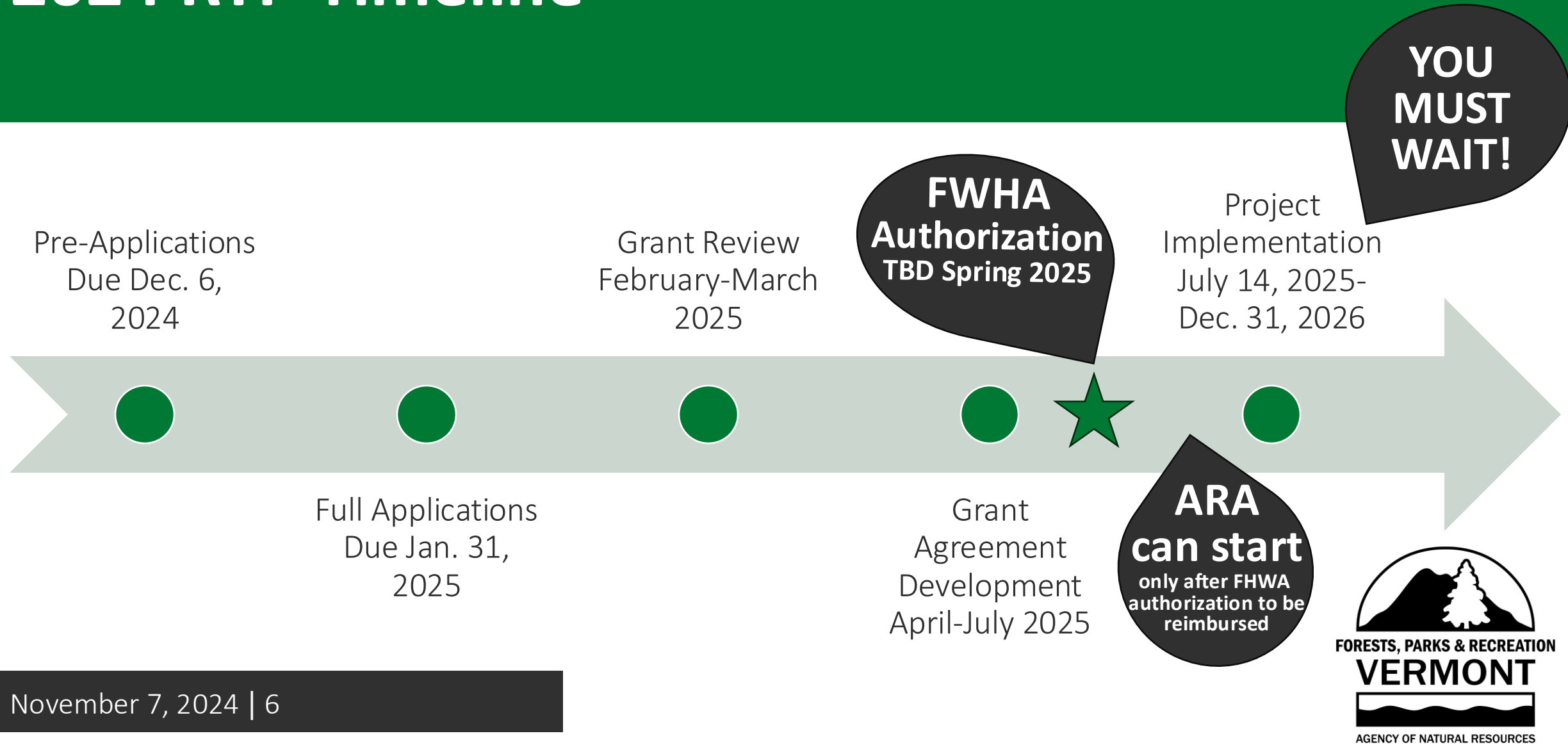
Written landowner permission for public trail access and to permit the trail work in this application is required for all projects when you submit your application. The final deadline to submit the full application is January 31, 2025. The next question will ask who you need permission from - so use this space to tell us how you will ensure you have this documentation to submit a full proposal on time.

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.

2024 RTP Timeline



Using the Workplan Template (MS Word)

- 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.
- Separate RTP Project Work from Complimentary Work.

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



Credit: Book Squad Goals

Workplan Example

Trail Name	<i>Davidson River Trail (DRT) – 2 mile section between town and campground</i>			
City/Town	<i>Pisgah Forest, NC</i>			
Activity (Briefly describe work component and, if applicable, the specific location on the trail)	Description (What tasks are included? In general terms, who will do the work? What tools, equipment, and/or materials will be used?)	Anticipated Results (Quantifiable list of what you will accomplish)	Anticipated Start Date (Month/Year)	Anticipated End Date (Month/Year)
Permitting	<ul style="list-style-type: none"> Town project manager will host RFP and select contractor. Contractor to complete wetlands delineation and prepare permit applications. Town project manager to submit permit applications to state for approval. 	State Wetlands Permit and Stream Alteration Permit Secured	October 2025	June 2026
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 permits are secured. 	45-foot-long metal bridge installed	May 2026	September 2026

What's an Anticipated Result?

- An easily defined measurable item that we can use as 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 an anticipated result for each line.

Example Results

- 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

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.
- **Ineligible costs cannot be used for match!**
- Remember: RTP is a reimbursement grant.



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)

Budget Form Tips (MS Excel)

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, 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 2024)

How to Record

- Column D = totals for WHAT the match is covering, split out by category.
- Be prepared for the full application: narrative summary of WHO is providing the match and the status of the match.
 - *NOT required for pre-app!*

Budget Template Example

Expense Name	Description/Calculation Explanation	RTP Requested Amount	Match Amount (Cash or in-kind value)
A. Environmental Permitting, Archeology, Surveying and Planning Costs			
Trail Design	Completed summer 2024. See attached receipt from ABC Company. Cash match.		\$4,000.00
ARA	Estimated from guidance	\$3,500.00	
Sub-Total:		\$3,500.00	\$4,000.00
B. Grant/ Project Administration			
Project Coordinator	\$35/hour, 60 hours covered by RTP, 20 hours paid by town.	\$2,100.00	\$700.00
Sub-Total:		\$2,100.00	\$700.00
C. Construction On-Site Labor Paid Labor (Project Manager, Work Crews, Professional Contractors, Services) and Donated On-Site Labor (Volunteers)			
Contracted Trail Builder	120 hours at \$130/hour, based on average cost from two estimates	\$15,600.00	
Volunteer Trail Labor	100 hours at \$32.73/hour. In-kind labor.		\$3,273.00
Sub-Total:		\$15,600.00	\$3,273.00

Climate Resilience Risk Form: Fillable PDF

What It Covers

- Project Context – where your project is located relative to other features
- General Design – materials, erosion prevention measures, and steepness
- Water Features – proximity to rivers, streams, and wetlands
- Ecological Considerations – invasive species, endangered species
- Visitor Management

Tips

- There's a separate guidance document just for this form!
- Should be completed by the project manager or someone with technical expertise.
- Walk the trail – ideally after a rain.
- Do your best to answer all the questions.
 - Only select “unknown” if it's a provided option.

RECREATION PROJECT CLIMATE RESILIENCE RISK FORM

For use when submitting an FPR Recreation Grant



Project Name:

Organization Name:

Directions: Please fill in this form with the best available information for your project area. Once it is complete, save it and submit it with your pre-application or upload it to your full application on ANR Online. If you have questions about the form, please contact anr.fprrecreationgrants@vermont.gov.

PROJECT CONTEXT

1. What is the project type (check all that apply)?

- Rehabilitation of entire trail Rehabilitation of trail section New trail/network New trail (network expansion)
 Rehabilitation of parking/trailhead New parking/trailhead Signs/kiosks Other

2. Where is the project located in terms of the local topography (check all that apply)?

- Ridgetop Mid-slope Toe of the slope Valley Bottom

3. What of the following are found **upslope** within approximately 500 feet of the project area (check all that apply)?

- Trail sections without adequate or functional drainage Natural or man-made constraints on water (e.g. a culvert)
 Seeps or wet areas Steep slopes (over 20%) Unstable slopes (e.g. active talus) Not applicable
 Man-made structures (e.g. roads, buildings) Waterbodies (e.g. beaver pond, reservoir)

4. What of the following are found **downslope** within approximately 500 feet of the project area (check all that apply)?

- Trail sections without adequate or functional drainage Natural or man-made constraints on water (e.g. a culvert)
 Seeps or wet areas Steep slopes (over 20%) Unstable slopes (e.g. active talus) Not applicable

Tips and Tricks

Permit Results

- 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.

Which Tool Do I Use?

Permit Navigator

- For projects that take place at one site or location
- Online tool that can be completed at any time.
- Answer as many questions as possible!

Project Review Sheet

- For linear projects or large projects that span multiple parcels.
- Form submitted to DEC staff for expert review.
- Start this at least one month before the deadline!

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



What Next?

- For the Full Application, you must provide a UEI.
 - If you don't have one, get started at sam.gov NOW!
- Review the Sample Grant Agreement.
- Read the **Pre-Application**★
★ **Guidance Document.**
 - Available at <https://fpr.vermont.gov/recreational-trails-program>

Using the Pre-Application Guidance

- Orange Boxes= examples

Example Project Title: “ABC Trail: Reroute and Maintenance” or “XYZ Trail Spur Construction.”

- Grey Boxes = tips/key info

Application Tip: For the full application, you will need to upload signed landowner permission forms (templates are available on the [RTP website](#)) - so if you don't already have those, start securing them now! Failure to provide written landowner permission where needed will result in an incomplete application that is not eligible for consideration in this grant round.

- Full workplan and budget examples at the end!



November 7, 2024 | 22

Additional FPR Support

Office Hours

Thursday, Nov. 21 at 2:00 PM

Tuesday, Dec. 3 at 11 AM

Check the RTP website for the link!

Email

ANR.FPRrecreationGrants@vermont.gov





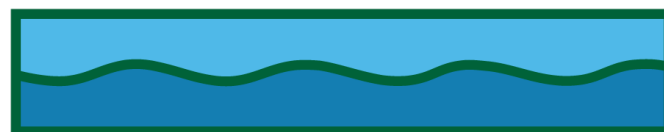
RTP PRE-APPLICATIONS DUE

DECEMBER 6, 2024



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Questions and Answers

