



**2019**

## Recreational Trails Program Application - DCR199-195.pdf

**\*Read the Recreational Trails Program Application Manual before completing application. All information provided may be used to draft the contract agreement if approved for funding. Please ensure all information is accurate.**

### Application Information

Organization Name	
Contact Name & Title	
Street Address	
City, State, Zip Code	
Telephone Number	
E-mail Address	

Applicant Type:      State                      Local                      Federal                      Non-Profit

Total Project Cost \$ \_\_\_\_\_ Award Request Amount \$ \_\_\_\_\_

US Congressional District Number \_\_\_\_\_ Name of Representative \_\_\_\_\_

Virginia State Senate District Number \_\_\_\_\_ Name of Representative \_\_\_\_\_

Virginia House District Number \_\_\_\_\_ Name of Representative \_\_\_\_\_

Project Classification:      New Trail Construction                      New Trailhead  
(Check all that apply.)                      Trail Rehabilitation                      Trailhead Rehabilitation  
   Other                      Acquisition

Project Category:      Non-motorized                      Motorized                      Diversified

Trail Uses :      Foot (walking, hiking, jogging, running, etc.)                      Mountain Biking  
   Cycling                      Equestrian  
   ATV                      Dirt Biking  
   OHV                      Biking  
   Other:

Right-of-Way Status:      Fee Simple Rights to project site                      Easement Rights to project site  
   Do not currently have control of ROW for project site  
   Other \_\_\_\_\_

What is the physical location of the property (including lat/long coordinates)? What is the FIPS code?

1. **A. Purpose and Need** - Give the purpose and need for the project. Indicate how the project is unique or significant.

**B. Project Summary:** Please provide a brief (less than 100 words) summary statement of project goals and expected outcomes.



4. Describe any **linkages** being made to other **existing** trails. Describe any extensions being made to existing trails.

#### **4. Project Design, Methods and Long-Term Maintenance**

- A. Give the life expectancy for the trail facility.
- B. Quantitatively indicate in miles, linear feet, or other applicable unit what the RTP funding will be used to accomplish.
- C. Give the length and width of the trail to be constructed and/or rehabilitated. Give the total land disturbance for the project. State what the trail surfacing will be.

D. Identify and defend the design standards that will be used for the project.

E. Indicate how the applicant will accomplish the RTP project. Will it be competitively bid for construction, involve volunteer and/or in-kind labor, donations, etc.?

F. Identify partners involved with the project and what their roles will be. Non-profit organizations are required to partner with a governmental body.

G. Describe how this proposal addresses ADA accessibility.

H. Indicate who will be responsible for the long-term maintenance of the trail facility. State what maintenance will occur and how often it will occur.

## **5. Project Readiness, Environmental Analysis and Permitting**

A. Describe the legal control/access for the project property.

B. Describe the environmental analysis that has been conducted for the proposed RTP project. Identify which resources were analyzed and the anticipated impacts to those resources as a result of this project. If no environmental analysis has been conducted for this project then state this because the project can be considered for PE funding.

C. List the Federal, State and local permits and approvals that will be required for the RTP project. Provide the purpose of each and their status.

D. Identify and describe any mitigation that is being required for the project.

E. Are construction plans complete for the project?

Yes      No      Other \_\_\_\_\_



**6. Virginia Outdoors Plan, Virginia Recreation Access Model(s) and Local or Regional Plans** (see <https://www.dcr.virginia.gov/natural-heritage/vaconvisrec> for Recreation Access Models and <https://www.dcr.virginia.gov/recreational-planning/vop> for Virginia Outdoors Plan )

- A. Indicate how this proposal addresses needs in the Virginia Outdoors Plan, Recreation Access Models and Local or Regional Plans. **Attach** maps from the Recreation Access Models and excerpts from relevant plan(s) with information highlighted to support statements.

B. Planning Process - Describe the planning process that led to the submission of this RTP application. Indicate if the project is a result of citizen survey, user survey, an approved local plan or other public input process. If public commenting periods were held indicate when they were held, how long the commenting period was open and how the project was modified as a result of receiving public input.

## 7. Budget

**Attach** a detailed, itemized budget showing the total project cost for the Preliminary Engineering (architectural and engineering work, environmental analysis, permitting). **Attach** a detailed, itemized budget showing the total project cost for the Construction. The total of the two budgets should match the “total project cost” on the first page of this application. Please be as detailed as possible in both the Preliminary Engineering budget and the Construction budget.

## 8. Match Composition

Please **attach** a document clearly identifying all funding sources and their amounts for the project. Identify which sources will be used as a match. Designate if the match is a hard match (cash) or soft (volunteer, donations, etc.) Do not list the RTP funding as a source. If other grants are involved with the proposed RTP project, a copy of the authorized agreement and contact information for the awarding agency must be included with the RTP grant application. Pending grants are ineligible.

Projects involving other federal funding must be able to adhere to the 95% rule for each reimbursement request.

The Recreational Trails Program is an 80-20 matching reimbursement program. In submitting the RTP application for funding the applicant is **certifying they have funding committed to the project for its completion while seeking periodic reimbursement.**

## 9. Application Attachments

- A. Project Timeline – please consider the time needed for both Engineering and Construction
- B. Location Maps: location within Virginia, location within locality, location within park, etc.
- C. Graphic showing trail alignment, location of trailheads, overlooks, linkages to other existing trails, etc.
- D. Graphic showing trail alignment with beginning, mid-point, and end point, latitudes and longitudes
- E. Documentation showing applicant has control of the right-of-way (deed, easement, license agreement, etc.)
- F. Supporting documentation to verify statements made within application (user data, financial commitments for project, public notice announcements, maps, Recreation Access Model results, Virginia Outdoor Plan citations, etc.)
- G. Photographs
- H. Letters of support (no more than 5)
- I. Budgets and Match Information – please also include documentation showing applicant’s financial capability of carrying out project while seeking periodic reimbursements.

## 10. Certification

By submitting this application for consideration for funding through the Recreational Trails Program, I hereby certify the information contained in this application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect or inaccurate data or an incomplete application can result in this application becoming ineligible for funding.

I hereby certify that the applicant will comply with all Federal, Commonwealth of Virginia and local laws and regulations.

I hereby certify that the applicant understands the Recreational Trails Program is an 80-20 matching reimbursement program requiring verification of expenditures in order to receive reimbursement, either partial or in full. Further, in signing and submitting this application, I hereby certify that the applicant has funding committed to the project and is capable of financing the project while seeking periodic reimbursement.

Name \_\_\_\_\_

Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_