VERMONT

Vermont Department of Forests, Parks & Recreation

RECREATIONAL TRAILS PROGRAM (RTP)

2021 Grant Application

Application Due Date: February 19, 2021

Please read the "2021 RTP Program Guide" in its entirety before submitting this application. It supersedes any prior guidance document provided through the VT Dept. of Forests, Parks and Recreation. It includes federal program requirements with links to resources, and instructions for completing the application: https://fpr.vermont.gov/recreational-trails-program

Refer to the 2021 RTP Program Guide when you complete your grant application. Do not substitute forms or alter the format of this application.

Application Submission Requirements: Send (1) electronic set of all application materials (grant application and attachments) by February 19, 2021 to: sherry.winnie@vermont.gov

Send the electronic set of application materials with a subject title of "2021 RTP Grant Application". Incomplete or late applications will not be considered.

2020 RECREATIONAL TRAILS PROGRAM (RTP) GRANT APPLICATION

Part I – Applicant Information

1.1 Name & Address of Applicant/Sponsor (governmental or non-profit organization): Click or tap here to enter text.

1.2 Sponsor Type: Choose an item.

1.3 **Sponsor's Contact (Name & Title):** Click or tap here to enter text.

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

1.5 Applicant's Website (if available, if not provide 1-2 sentences of an organizational overview)**:** Click or tap here to enter text.

1.6 Project Coordinator/Contact Person/Title (**if different from the applicant's contact**): Click or tap here to enter text.

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

Part II - Project Information/RTP Administrative Reporting

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

2.2 Project Location (City/Town, Name(s) of Landowner(s) and other relevant interests held on properties): Click or tap here to enter text.

2.3 Street Address of Trailhead or Public Access Area: Click or tap here to enter text.

2.4 Driving Directions to Trailhead or Public Access Area: Click or tap here to enter text.

2.5 Project Website (if there is a website for it): Click or tap here to enter text.

2.6 Purpose/Project Justification: *Write a short description (**30 words or less**) of your proposed project to tell: (*a) *Why this project is needed/What makes it a priority?*

Click or tap here to enter text.

2.7 Is there any crisis, emergency, or safety issue? If yes, explain (**30 words or less**)

Click or tap here to enter text.

2.8 Identify (1) of the (5) priorities in the current SCORP Action Plan this project will address: Click or tap here to enter text.

2.9 Identify (1) area of the local Town Plan this project will address: Click or tap here to enter text.

2.10 If the project is in a Town Forest identify (1) area of the Town Forest Management Plan this project will address: Click or tap here to enter text.

2.11 Total Project Cost/Value (Attach Budget Form with application): Click or tap here to enter text.

2.12 Grant Amount Requested: Click or tap here to enter text.

2.13 Matching Funds (20% of the Total Project Value): Click or tap here to enter text.

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

2.15 What other trail(s) or trail systems will this trail connect to? Click or tap here to enter text.

2.16 Primary Recreational Trail Use once project is completed: Choose an item.

2.17 Mark all trail uses below that apply:

☐ Hiking/Walking/Running ☐ Back- or Cross-Country Skiing ☐ ATV/OHV

☐ Snowshoeing ☐ Paddling ☐ Biking

☐ Snowmobiling ☐ Nature/Interpretive ☐ Universal Access

☐ Equestrian ☐ Other: Click or tap here to enter text.

2.18 What is the primary activity of the project? (Check one):

☐ Construction

☐ Maintenance

☐ Education – Trail-related, trail user, and trail safety education

2.19 Landowner Permission: To be eligible for RTP grants, all applicants must have written landowner agreements with affected landowners (privately-owned or public properties) giving permission for (1) all work in this application, (2) public access to the recreational trail improvements to be funded, and (3) public use of the trail upon completion of the work for use(s) intended, for a timeframe compatible to the public investment being made. FPR recommends a period of at least ten years (see RTP Guidebook).

Check the box below and sign to certify sufficient landowner(s) permission has been obtained for a sufficient term to meet the guidelines for this program and will be kept on file to make available to the State at any time if a grant is awarded.

☐ I, _____ (printed name of Applicant's authorized representative, title, and entity being represented) certify permission for the project as asked for in this application has been obtained.

Applicant's Signature: | Date:

2.20 Projects on public property: Will any work associated with this project take place on public land (federal, state, municipal)? Choose an item. If yes:

☐ Check here and attach to this application written permission from the public landowner for all the work submitted in this application, and for future public trail use upon completion.

2.21 Projects on private property: Will any work associated with this project (construction, maintenance, bringing in equipment, supplies, laborers) be done on privately owned land? Choose an item. <u>If yes, check the box below and attach</u>:

☐ A copy of a public trail easement or other acceptable written landowner permission given to the applicant, for work to be done on their privately-owned property and for public access and

public recreational trail use over their property for a sufficient timeframe upon completion.

2.22 Class IV Roads: Is any of the trail work proposed in this grant application to be done on any Vermont Class IV roads? Choose an item. If yes, to be eligible, attach a completed "**RTP Project Resolution of Commitment from Municipality**" form to this grant application (see last page).

Part III – RTP Established Scoring Criteria:

3.1 Ensuring Sustainability, Minimizing Environmental Impact, and Future Maintenance Commitment (15 points) & Stewardship Outreach

3.1.A. Ensuring Sustainability and Minimizing Environmental Impact:

1. *What set of acceptable trail standards, guidelines, or best practices in trail construction, trail maintenance and trail management will be used in this project to ensure sustainability, minimize environmental impact, and provide erosion control? For a list of suggested resources, click on "Recommended Trail Standards" at:* https://fpr.vermont.gov/recreation/partners-and-resources *Include a website link to standards you will use if available.* Click or tap here to enter text.

2. *How will work be done? Describe measures to be taken when work will be done, and what hand tools &/or equipment will be brought in and out of the work site, that will*
   - *Not affect water quality.*
   - *Not disturb surrounding natural environment and ecosystems.*
   - *Preserve the natural aesthetics of the existing landscape.*

   Click or tap here to enter text.

3. *How will you ensure best practices in construction or maintenance?* Tell who will provide project oversight to oversee contractors, crews, volunteers, or what systems are in place to ensure all work minimizes environmental impact? Click or tap here to enter text.

3.1.B. Future Maintenance Commitment:

1. *What is the applicant's commitment for continued operation and maintenance at this site once the project is completed?* Click or tap here to enter text.
2. *If not the applicant, who will maintain the trail (s) for future use once the work is done?* Click or tap here to enter text.
3. *List financial, community & organizational support set aside for future trail maintenance/general upkeep to ensure the useful life of the trail. Attach written agreements or plans referencing agreed upon efforts approved by the landowner and/or trail managing entity.* Click or tap here to enter text.

3.1.C. Educating Users and the Public about Stewardship:

1. *What measures are in place to: (a) provide public awareness about trail stewardship and promote stewardship opportunities; and (b) provide information and trail maps to the*

public to relate allowable trail activities, user-responsibilities, safe trail use, resource protection, respect for landowners and other trail users? Click or tap here to enter text.

3.2 Project Readiness (20 points)

3.2.A. Project Readiness:

What is the status of this project? How far in the planning process are you with this project? Provide a timeline of major activities/deliverables to get the project underway and completed.

Click or tap here to enter text.

Status of Permits: Check the box applicable below:

☐ All needed permits for this project have been obtained and verification is attached with this application.

☐ No permits were needed, all permit specialists checked off on the PRS were contacted and supporting documentation is attached with this application.

☐ Still in process of finalizing all potential permits for the project.

3.3 Public Recreation Benefits (30 points)

3.3.A Improved Linkages/Livability (10 points):

1. *How does this project create or strengthen linkages & connections to other existing trails or fill critical gaps within an existing trail/trail system?* Click or tap here to enter text.
2. *How will trail users have enhanced linkage to any natural, scenic, historic & agricultural destination areas, parks, forests, recreation areas, schools, jobs, developed growth centers, or designated downtown areas?* Click or tap here to enter text.

3.3.B User-ability, universal accessibility, multiple uses, and user benefits (20 points):

1. *How does this project contribute to engaging new and underserved audiences in outdoor recreation activities, and users having safe, affordable access for recreation and enjoyment?* Click or tap here to enter text.

2. *How does this project enhance opportunities for community health and wellness?* Click or tap here to enter text.

3. *List and provide references (i.e., weblinks) to any economic, health, or educational benefits known for users.* Click or tap here to enter text.

4. *Tell how this project will improve accessibility or capacity for people of various ages (young children – older citizens) with various abilities to use the trail.* Click or tap here to enter text.

5. *Tell whether any of the work in this proposal meets any universal accessibility standards. If not, list rationale why not.* Click or tap here to enter text.

3.4 Demonstrated Local Support, Citizen & Community Involvement: (30 points)

3.4.A Local Support, Citizen & Community Involvement:

1. *Describe and attach documentation of local support, public engagement efforts, and local community member involvement for the project in this application; (i.e., outreach efforts, public meeting minutes, surveys used to gather public input) Attach up to 3 letters of support, but do NOT include letters from contractors or organizations who will do work.* Click or tap here to enter text.

2. *What commitments of money, labor, or materials have been made by public and private sectors to support this project?* Click or tap here to enter text.

3.5 Project Identification / Plans in Place (15 points)

3.5.a Detailed Work Plan/Deliverables (specific tasks to be accomplished):

Click or tap here to enter text.

Be sure the detailed work plan/deliverables includes:

- *What work will be done where; The specific tasks to accomplish the goals of this project.*
- *Name(s) of trail(s) and their project components.*
- *Design specifications with length, width, and clearance height to accommodate use(s).*
- *Surfacing materials to be used.*
- *Tools and equipment to be used.*
- *Who you plan on doing work (i.e., contractors, volunteers, youth corps, etc.).*
- *If work is to be done on more than one trail, list each trail with its associated project components.*

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

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

3.5.b Performance Measures (and outcomes):

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

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

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

No. of trailhead facilities or amenities to be constructed or restored: Click or tap here to enter text.
No. of trail bridges to be constructed or restored: Click or tap here to enter text.
No. of new culverts to be installed: Click or tap here to enter text.
No. of new universally accessible trail or trailside/features: Click or tap here to enter text.
No. of new trailhead parking areas to be constructed: Click or tap here to enter text.
No. of existing trailhead parking areas to be improved: Click or tap here to enter text.
No. of new trail signs to be installed: Click or tap here to enter text.
No. of new kiosks to be installed: Click or tap here to enter text.

3.5.c Map Showing Location of Proposed Project

Attach a topographical map to the application. Maps are to be easily comprehendible. Include a map legend or key. A **map** legend or **key** is a visual explanation of the symbols used on the **map.** Use the checklist below to ensure each map element listed is included in your map:

- ☐ Trail(s) and its name(s) and location (city/town) are shown on the map.
- ☐ Project area (what parts of the trail will be worked on) is clearly and accurately shown.
- ☐ Work components to be done along the trail (from your work plan) are shown on the map.
- ☐ Roads (by name) and public access area(s)/trailhead parking areas are accurately shown;
- ☐ Parcel boundaries and names of landowner(s) where trail(s) exist are shown on the map;
- ☐ Names of city/town, rivers, lakes, are shown on the map.
- ☐ Streams and Wetlands are marked on the map; map key shows stream/wetland crossings;
- ☐ Work area along a Class IV road is accurately shown on the map, with its Class IV road name.
- ☐ Map includes a North arrow.
- ☐ Map shows/distinguishes existing trails vs. proposed new trails.
- ☐ Any separate roads, trails or access areas using to get materials to the project site is shown;
- ☐ Reviewers can look at the map and easily know how to get to the project site, and know what will be done at certain points along the trail. It serves as a pictorial of your work plan.

3.5.d Attachments (Photos, Site Assessments, Design Plans)

Attach any of the following very useful items to help reviewers in their review process:

- ☐ Pre-project site photos
- ☐ Professional site assessments
- ☐ Design plans for new structures (i.e., bridges, signs, kiosks, or other trailhead/trailside facilities)

3.5.e. Budget (reflects cost of work in the work plan): Attach a budget form with the grant application, available on-line with instructions: https://fpr.vermont.gov/recreational-trails-program The budget is an estimate of eligible costs associated with this project. Check what costs are eligible and follow instructions before finalizing. In match summary, tell where 20% match is coming from. Be thorough, detailed, and accurate. Keep written price quotes and explain below your basis used to formulate estimates for listed expenses.

Click or tap here to enter text.

Required Certifying Signature

By signing below, I hereby certify that the information in this 2021 Recreational Trails Program (RTP) Grant Application is true and accurate to the best of my knowledge. I have read the Federal Highway Administration (FHWA) RTP guidance materials found online regarding eligibility and a subrecipient's use of federal grant funds awarded, found online @: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/

It is understood that in the event this project will be funded, a grant agreement with FPR must first be fully executed by FPR, and the entity submitting this grant application, with its full execution indicating the grant request in this application's full approval.

I understand RTP is a reimbursement program, and any grant funds awarded for this project will be requested as a reimbursement of eligible costs incurred during the grant term for work specified in the agreement, in accordance with its federal and state provisions.

I have full authority on behalf of Click or tap here to enter text. (Name of the Applicant) to submit this grant application to the Vermont Department of Forests, Parks & Recreation (FPR) for the work proposed in this application.

X _____

Authorized Signature of the Applicant

Click or tap here to enter text.

_____

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

VERMONT RECREATIONAL TRAILS PROGRAM PROJECT
RESOLUTION OF COMMITMENT FROM MUNICIPALITY

for projects involving Class IV Town Highways

Whereas: The Vermont Recreational Trails Program, administered by the Vermont Department of Forests, Parks and Recreation (FPR) provides grants to non-profit trail organizations and municipalities for eligible recreational trail improvement projects.

Whereas: Eligibility for trail project grants is limited to recreational trails only and such grants shall not be used for road projects that result in roads suitable for travel by regular passenger vehicles.

Whereas: The recreational investment represented by a Recreational Trails Program grant must be protected for the useful life of the investment.

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

BE IT RESOLVED THAT the Town of Click or tap here to enter text.as represented by the Select Board is in full support of the project referred to herein; agrees to continually allow the referenced recreational activity to occur on the town highway for the useful life of the investment, which is determined by FPR to be a minimum of five years from the end date of the grant agreement; and commits to maintaining the funded recreational improvements in useful repair for their useful life as defined above.

BE IT FURTHER RESOLVED THAT if the Town should allow additional improvement to the affected length of highway to accommodate uses other than the referenced recreational activity, those uses shall not preclude the intended recreational activity for the stated useful life of the recreational investment.

BE IT FURTHER RESOLVED THAT the Town understands that failure to fulfill the commitments stated herein may result in having to reimburse the state and/or federal funds used on the project to FPR.

CERTIFICATION

We hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the town of _____, Vermont, this ____ (day) of _____ (month), _____ (year), effective upon passage.

Select Board members' names are printed below, with each of their signatures and date:

_____	_____	_____
Printed name of Select Board Member	Signature of Select Board Member	Date
_____	_____	_____
Printed name of Select Board Member	Signature of Select Board Member	Date
_____	_____	_____
Printed name of Select Board Member	Signature of Select Board Member	Date
_____	_____	_____
Printed name of Select Board Member	Signature of Select Board Member	Date
_____	_____	_____
Printed name of Select Board Member	Signature of Select Board Member	Date