



**Vermont Department of Forests, Parks & Recreation**

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# **RECREATIONAL TRAILS PROGRAM (RTP)**

## **2014 Grant Application**



**Application Due Date: February 28, 2014**

Please read the application instructions online in the 2014 RTP Grant Application Guidebook before completing this application: <http://www.vtfpr.org/recgrant/applicationmaterials.cfm>

Do not substitute forms or alter the format of this application.

**Application Submission Requirements:** Send (1) electronic set of all application materials by February 28, 2014 to: [sherry.winnie@state.vt.us](mailto:sherry.winnie@state.vt.us)

Applications must be emailed with a subject title of "2014 RTP Application" to be considered eligible. Please e-mail application completely with all materials attached. Incomplete or late applications will not be considered.

**Vermont Department of Forests, Parks and Recreation  
Recreational Trails Program (RTP) Grant Application Cover Page**

**Name of Project/Name of Trail(s) to be worked on):**

**Project Location (city/town):**

**Sponsor Contact Person:**

**Telephone:**

**E-mail:**

**Project Summary/Project Narrative:** Write a short project description (not a work plan, but a summary); Tell why this project is needed, how it improves recreational opportunities for the general public, note if there's any crisis, emergency, or safety issue to get this project done and attach letter from the landowner and designated land manager or trail management agency.  
(2,400 Character Limit)

**Attach (2) Maps:** (1) a “general topographical location map” to show where in your region the project is located in context of city/town; show trail, how to get to the trail with roads, show landowner/parcel boundaries; a (2nd) map, a “specific location map”, to mark the trail, proposed project area, site details; mark starting point, end point & trailhead/parking area(s). Specifically show what work will be done where along the trail. Maps should show linkages to other trails or other features about your project that you refer to in the grant application.

### Applicant (Sponsor) Information

**1. Sponsor: City/Town, Agency/Organization:**

**Sponsor’s Mailing Address:**

**Town/City, Zip Code:**

**2. Applicant Type (Sponsor):** Must be a governmental entity or non-profit organization

Federal Agency    State Agency    Municipality(City, Town)    Non-Profit Organization

**3. Is the Sponsor a member of the Vermont Trails & Greenways Council?**    Yes    No

**4. Is this trail part of the Vermont Trail System?**    Yes    No

**5. Will this trail link to a trail of the Vermont Trail System?**    Yes    No

**6. Primary Use:**

Non-motorized for a Single Use – primarily intended to benefit only one mode of nonmotorized recreational use, such as hiking only, cross-country skiing only, or equestrian only

Non-Motorized Diverse Use – primarily intended to benefit more than one mode of non-motorized recreational use, such as hiking and biking

Diverse Use or Multiple Use – including both motorized and non-motorized recreational uses intended to benefit both motorized and non-motorized users, such as equestrian use in summer and snowmobile use in winter;

Motorized Single Use: primarily intended to benefit only one mode of motorized recreational use

Motorized Diversified Use – primarily intended to benefit more than one mode of motorized recreational use, such as: snowmobile use in winter and ATV use in summer

**7. Check all trail uses that apply:**

Hiking	Accessible Access	Snowshoeing	Interpretive
Running/Walking	Equestrian	In-Line Skating	ATV
Biking	Cross Country Skiing	Snowmobiling	Other OHV
Paddling/Canoeing			

**8. This project is primarily:** Maintenance (to maintain, reconstruct, or rehabilitate an existing trail/trail system), Development (i.e., new trail, new trailhead or trailside facility) or Acquisition:

**9. RTP funds may be used for project components below. Please mark all that apply. Your detailed work plan & cost estimate should address all items marked:**

Construction of a new trail	Relocation of a section of existing trail
Construction of a new section of trail	Major restoration of an existing trail
Construction or rehabilitation of a trailside amenity	Trail/trail corridor maintenance or restoration
Develop new trailhead facilities/parking	Upgrade trail to meet multiple use standards
Accessible features	Signage and/or kiosks
Bridge construction	New culverts/drainage along existing trails
Acquisition of trail corridor easement	Trail safety education

**10. Land Ownership (please check all that apply):**

Trail work will be done on private property;  
Trail work will be done on public property;

**Landowner Permission & Public Access Requirements:**

**Maintaining or rehabilitating trails crossing private land:** Grant applicant must have written assurance from private landowner(s) that the landowner(s) will cooperate with the State, participate as necessary in activities proposed in this application, and provide public access for trail use(s) intended.

**Maintaining or rehabilitating trails crossing publicly owned land:** Attach public landowner approval for the work outlined in this grant application & their assurance of public access to the trail project for the use(s) intended.

**New Construction on private land:** Applicants proposing new trail construction on private land must have a trail easement, or other legally binding agreement filed of record, which ensures the recreational trail(s) on the privately owned land is and will be made accessible for public use(s) indicated on this application for at least a length of time consistent with the useful life of the investment being made.

**New Construction on public property:** Applicants proposing new trail construction on public property must have written approval from the public land owner to perform the activities

proposed in this application and their written assurance for continued public access for the intended recreational use(s);

Entities proposing work and/or future maintenance on public land should enter into a separate agreement with the public landowner/agency(s) to undertake the work;

**11. Sign below for any/all proposed trail projects on any private property (maintenance, new construction, education, acquisition):** I obtained written permission from the private landowner(s) that the landowner(s) will cooperate with the activities to be conducted in this grant application and for assurance to make the recreational trail(s) on the private landowner(s) land accessible for the public use(s) indicated on this application.

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RTP Sponsor/Date

**Sign below for any new construction on private property:** I obtained a trail easement of at least ten years, or another legally binding agreement filed of record, to ensure the recreational trail(s) on the privately owned land is made accessible for public use(s) indicated on this application for a length of time consistent with the useful life of the investment being made.

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RTP Sponsor/Date

**Sign below if any part of the project is on public property:** I obtained written approval from the public landowner to do work outlined in this grant application and to assure public access to the project for the use(s) indicated in this grant application, a copy is attached.

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RTP Sponsor/Date

**12. Will any work being proposed be done on any Vermont Class IV roads?**    Yes    No  
If yes, please complete & attach the “Class IV Town Road Resolution of Commitment from Municipality” form, found as an addendum to this grant application.

**13.** Describe the degree to which the project is identified in and furthers a specific goal, strategy, desired condition or addresses key findings in the **Vermont Trails and Greenways Plan** found in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). (760 Character Limit)

## **Evaluation Criteria**

Please answer the questions below. Limit of 1-2 paragraphs for each question, unless otherwise directed. Attach photos as addendums to the application.

### **A. PROJECT WORK PLAN AND BUDGET (20 points)**

**A-1. Work Plan (0-10 points):** Attach a copy of a detailed work plan for this project, preferably 250 words or less. Your work plan & cost estimate will be scored. A work plan should provide a sufficient enough description to understand what work needs to be done where; Include project components, design specifications, length/width of trail/trail section(s) to be worked on, materials & equipment to be used, how work will be performed & equipment brought in. See Guidebook. (2,800 Character Limit)

**A-2. Budget (0-10 points):** Applicants will be scored on their project’s budget. The budget reflects how well thought-out the project is, based on the level of details of listed components. Using the form below, complete the project budget with a detailed breakdown of the estimated labor and material costs planned to get this trail project done. Include only expenditures considered eligible under the RTP. Be thorough & accurate. Provide basis for costs; do not enter into any contracts or go out to bid, but attach any costs/estimates garnered;

**Project Budget**

See the *2014 RTP Grant Application Guidebook* for what is eligible and instructions to help you complete the Project Budget and Sponsor Match section. Only eligible project costs will be allowed;

**Project / Trail Name:** \_\_\_\_\_

<b>A. Environmental Permitting, Archeology and Engineering Costs</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>B. Grant Administration</b>	
1.	\$
<b>Sub-Total</b>	
<b>C. Construction Design &amp; Engineering</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>D. Construction On-site Labor</b>	
Professional labor/ services/contractor/crew rates:	\$
Skilled Volunteers:	\$
Unskilled Volunteers:	\$
<b>Sub-Total:</b>	\$

<b>E. Hand Tool Purchase</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>F. Construction Equipment Rental</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>G. Materials / Supplies</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>H. Publications: Research &amp; Design Fees</b>	
1.	\$
<b>Sub-Total:</b>	\$
<b>I. Other Eligible Expenses Not Listed Above</b>	
1.	\$
2.	\$
<b>Sub-Total:</b>	\$
<b>Total All Project Costs (Sections A – I)</b>	
	\$

**Sponsor Match**     

**Total Grant Request**  
**(Total project cost minus sponsor match)**

List volunteers as skilled or unskilled: Skilled volunteers are those who are professionally skilled in the work they perform; their hourly rate is equal to what the individual would normally be paid locally for their skills if you hired them;

Use the current minimum wage rate for unskilled volunteers. Unskilled volunteers are those who perform a task they are not professionally skilled in, or have not performed the task in a professional capacity.

### Sponsor Match Summary

List all sources of match for this project. Specify where match is coming from. Enter the value of match in the "Value" column. Match should be secured by the time the application is submitted or as close to the application date as possible. If other funds or grants are pending, you need to say so & list date when funds will be determined. See the *2014 RTP Grant Application Guidebook*.

Source of match	Value
<b>A. Federal Funding</b>	
1.	\$
<b>B. State Funding</b>	
1.	\$
<b>C Project Sponsor's Direct (Monetary) Contribution</b>	
1.	\$
<b>D Foundations/Cash Gifts</b>	
1.	\$
<b>E. Donations of Materials or Equipment</b>	
1.	\$
2.	\$
<b>F. Donations of Time &amp; Labor (Volunteers)</b>	
1.	\$
2.	\$
<b>Sponsor's Total Match (add all values above)</b>	\$

**B. RECREATION BENEFITS (20 Possible Points)**

**1. Improved Linkages/Livability (0-10 points):** Describe how this project helps develop or strengthens linkages & connections with other existing trails, or fill critical gaps within the existing trail/trail system. What connections will users have to natural, scenic, historic & agricultural destination areas, parks, forests, recreation areas, schools, developed growth centers and/or designated downtown areas? (1,300 Character Limit)

**2. User ability/User Benefits (0-10 points):** Describe the range of trail uses/users this project will serve; Tell how this project will improve access and capacity for people of various ages (young children – older citizens) or abilities to use the trail? What other economic, health, or educational benefits are there for users? (1,300 Character Limit)

**C. MANAGEMENT CONSIDERATIONS (30 possible points)**

**1. Sustainable trails (0-10 points):** What best practices in trail construction, trail maintenance or trail management will be used in this project to ensure sustainability, minimize environmental impact, and provide erosion control? (1,300 Character Limit)

**2. Future maintenance (0-10 points):** Describe the degree of commitment to continue operation and maintenance of the project after grant money is no longer available. What provisions of financial, community & organizational support are in place for future trail maintenance/general upkeep to ensure the useful life of this project? (1,300 Character Limit)

**3. Promoting stewardship (0-10 points):** What measures are in place to make the public more aware of trail opportunities, user-responsibilities, resource protection, respect for landowners, trail-user relations, safe trail use and future stewardship opportunities? (1,300 Character Limit)

**C. COLLABORATION & LOCAL SUPPORT (20 points)**

**1. Local support & involvement (0-10 points):** Describe local citizen and community involvement in the proposed project, and support obtained for project implementation. What commitments of labor, money, or materials to support the proposed project have been made by the sector, local community, public agencies or non-profit groups? (1,300 Character Limit)

**2. Meeting town & regional goals (0-10 points):** Tell how this project is achieving priorities, goals and objectives in the local town plan, regional plan, current-use land management and/or forest management plans. (1,300 Character Limit)

**D. PROJECT READINESS & COST EFFECTIVENESS (10 possible points)**

**1. Project readiness (0-10 points):** What is the current status of the project? Attach a timeline to show how this project will be completed before December 31, 2016. List any major activities that must still be accomplished before the project can begin. Is there urgency to move ahead with this project & what consequences are looming if it's not funded? (1,300 Character Limit)

**E. SPECIAL CONSIDERATIONS (0-10 points)** Grant reviewers will award up to ten bonus points for completeness and conciseness of applications. We strongly urge you to clearly & specifically answer each question omit any text or other materials that have not been requested.

### **Project Review Sheet & Status of Permits or Clearances for this Project**

1. Attach a Project Review Sheet (PRS), signed by a Permitting Specialist, from the Agency of Natural Resources Department of Environmental Conservation. This form provides a preliminary determination of what state, local & federal environmental permits or clearances this project may need. It lists agencies, departments & contact information for you to follow up with. Download a PRS from the website below & contact a permit specialist to advise you about permits: <http://www.anr.state.vt.us/dec/permits.htm> Environmental reviews are to ensure your project will not impact rare, threatened & endangered species, protected wildlife habitat areas, rivers, streams, wetlands or any archeological or historic resources.
2. Attach the status of permits or clearances marked on your project review sheet.

### **Historic Preservation Survey**

1. Will all proposed trail work be done within the existing trail corridor/existing trail?

Yes No If "No", explain what work will be done outside the existing trail's footprint and why, mark this on the specific location map, and attach photo if possible to show where work outside the existing trail is to be done. (375 Character Limit)

2. Describe any excavation involved in this project. Include width, length, & depth of excavation. (375 Character Limit)

3. Does the project include excavation, of any depth, within a floodplain or within 200 feet of a river or stream? Yes No (If yes, show on map)

4. Does this project involve any rehabilitation, demolition, removal, or use of a structure or building more than 50 years old? Yes No Unsure

5. Describe any work involving a stream crossing, or leading directly to a river: (630 Character Limit).

### **Certifying Signature**

The signature below indicates the sponsor's approval of submitting this grant application to the Vermont Department of Forests, Parks & Recreation (FPR) for a federal Recreational Trails Program (RTP) grant for work proposed in this application. It attests that the information contained in this application is true, accurate and complete. It is understood that in the event the proposed project is funded, a formal grant agreement will be prepared and both the Sponsor and FPR must sign the grant agreement in order for the work specified in this grant application to be carried out in a timely, cost effective manner, in compliance with RTP guidelines. A fully executed grant agreement, signed by FPR's Commissioner, will indicate FPR's final grant approval.

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Signature of Authorized Official from the Sponsoring Organization or Municipality/ Title and Date

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Printed or typed name of authorized official/Title

**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 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, \_\_\_\_\_ has proposed a recreational trail project described generally as \_\_\_\_\_ (title of project/trail name) on Class IV Town Highway (TH#) \_\_\_\_\_, \_\_\_\_\_ (name of Class IV Highway road) of the Town of \_\_\_\_\_,

BE IT RESOLVED THAT the Town of \_\_\_\_\_ 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, \_\_\_\_\_ (number of years) from the 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 stated commitments may result in having to return state and/or federal funds used on the project.

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by:

\_\_\_\_\_  
(Municipality)

Signed:

Witnessed:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

**Application Checklist: Send (1) electronic copy of all items in one e-mail please.**

Cover Page  
Applicant Information  
Landowner Permission & Assurances  
Public Landowner Approval  
Private Landowner Approval  
Project Work Plan & Cost Estimate/Sponsor Match Summary  
General location Map: shows how to get to the trail/parcel boundaries  
Specific Location Map: shows trail(s) & proposed project area/site plan  
Evaluation Criteria with support letters (best 3, no more please) & photos  
Project Review Sheet  
Historic Preservation Survey  
Signature Page (please send 1 original, rest may be copies)  
Addendums:  
Class IV Road Resolution Form  
Trail Easements (required for new construction projects on private land)  
Trail Design Plan, Bridge/Engineering Specs (structure components i.e., bridges)

To help show how ready-to-go this project is & how well it has been planned, check items below that are applicable to the status of your project:

All landowners impacted support this project (both public & private);  
Consideration has been given to the needs of intended trail user-group(s);  
Public need for this project has been identified by the local community; collaborative partners listed in application have been contacted & included in the planning of this project;  
Project area has already been assessed and work plan is based on the assessment made;  
Mock-up publication or sample signage (for educational publications or signs/kiosk info)  
Project permits are all obtained (attach supporting documentation/statement)  
Project permits are still pending  
Trail route is ready for permit reviewers; Permit reviews are still needed to approve final trail layout;  
Youth organization for youth involvement has been contacted  
Materials & labor costs have been researched for putting together budget for the cost estimate  
Sponsor has 100% of the money to initially pay costs of all labor & materials for this project;  
Sponsor understands if any purchases or work done prior to grant approval, which will be approximately 6 months from the application due date, the sponsor cannot be reimbursed those expenses;