

RECREATIONAL TRAILS PROGRAM GRANT APPLICATION AND GUIDE

2017



Oklahoma Tourism and Recreation Department
Division of State Parks – Federal Grants Section
900 N. Stiles Avenue
Oklahoma City, Oklahoma 73102

PREFACE

This guide will provide the Recreational Trails Program applicant (project sponsor) with the instructions and forms necessary to prepare and submit a complete application. Project sponsors must provide all requested information in this application and guide to be considered for funding; therefore, it is important to read all items carefully. A checklist is included in the Appendix to help ensure project sponsors have met all requirements.

Project sponsors must submit two (2) bound originals and a digital copy of the application and all supporting documents to:

Oklahoma Tourism & Recreation Department
Division of State Parks – Federal Grants Section
900 N. Stiles Avenue
Oklahoma City, OK 73104

Applications must be in our office by 4:00 P.M. , the last business day of January.

The digital copy is provided to the Oklahoma Trails Advisory Board members for review and scoring, so be sure to provide all supporting documents.

Thank you for your interest in the Recreational Trails Program. Please contact our office with any questions or for assistance with the application process.

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RECREATIONAL TRAILS PROGRAM

PROGRAM HISTORY AND SUMMARY

The Recreational Trails Program (RTP) is a state-administered, federal aid program managed through the Oklahoma Tourism and Recreation Department (OTRD) and the Federal Highway Administration (FHWA) in consultation with the Department of the Interior. The program began as part of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and is now included in SAFETEA-LU.

REIMBURSABLE GRANT

The Recreational Trails Program is a reimbursable grant, meaning the project sponsor must pay all project costs as they are incurred. Sponsors then may request reimbursement for 80% of eligible expenses up to the amount approved for the project. All costs must be incurred and paid by the project sponsor during the project period as identified in the approved Project Agreement.

Any project expenses incurred or paid by the sponsor before or after the project period will not be eligible for reimbursement or project match.

TRAILS ADVISORY BOARD

In order to be eligible for funding through the Recreational Trails Program, each State must have a Recreational Trails Advisory Board. This Board must represent both motorized and non-motorized trail users. The Oklahoma Trails Advisory Board (OTAB) has nine members, seven of whom represent various types of trails use statewide, and two at-large members.

PROGRAM FUNDING LIMITATIONS

The federal act outlines a formula for state grant spending: 30% of the funds are reserved for uses related to motorized trail recreation, 30% are for uses related to non-motorized trail recreation, and the remaining 40% is discretionary for “diversified” trail use that gives preference to project proposals which 1) provide for the greatest number of compatible recreational trail purposes, or 2) provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized recreational trail use.

PROJECT FUNDING LIMITATIONS

The Recreational Trails Program limits the amount granted for any individual project in one application period to a maximum grant amount set at the beginning of each funding cycle. This year the the maximum grant amount is \$240,000.00 (with at least a \$60,000.00 match) for total project cost of \$300,000.00.

Applicants may submit a maximum of four (4) motorized and four (4) non-motorized projects for a total maximum of eight (8) projects. However, the total amount granted for each project sponsor may not exceed the cap of \$240,000.00.

** Due to previous lack of **motorized** project applications, the funding cap is currently removed for qualified **motorized** projects.**

A project sponsor should not submit multiple phases for the same park in the same funding cycle.

When a sponsor wishes to submit an application for projects located at more than one site, a separate application should be submitted for each project site. The exception to this rule will be a single application for trail work of a similar nature on a system of trails in one jurisdiction. (Example: A city proposing drainage improvements to all trails in its area even though the trails are not connected and are at various locations around the city.)

ELIGIBLE TRAILS PROJECTS

The intent of the RTP is for funds to be used on recreational trails and trail-related projects. Permissible uses include trail maintenance and restoration, land acquisition, construction of new trails, trail accessibility for persons with disabilities, and development of trailhead and trailside facilities.

The following are examples of eligible projects:

- Materials required for trail work
- Equipment purchase or rental for development of trails
- Direct labor costs or service contracts
- Directional, regulatory and interpretive signage
- Trail grading, surfacing and drainage
- Crossing structures, bridges, railings and ramps
- Bank stabilization and retaining structures
- Trail corridor revegetation and erosion control
- Functional trail lighting and fencing
- Trailhead development (parking, restrooms and related facilities)
- Bike racks, hitching posts and unloading areas
- Acquisition of land or permanent easements essential to trail access
- Essential, site-specific engineering or professional design
- Required natural and cultural resource permits, surveys or clearances

NON-ELIGIBLE TRAILS PROJECTS

The following are examples of projects NOT eligible to receive RTP funding:

- Facilities that primarily provide access to commerce areas (golf cart trails, sidewalks, etc.)
- Trail feasibility studies
- Planning that is not part of a concurrent trail construction project
- Paths or sidewalks adjacent to public roads
- Facilities which are ornamental or have no direct benefit to trail users
- Application preparation, site design or any other pre-application costs
- condemnation of any kind of interest in property
- Routine law enforcement

PROJECT SPONSOR COMMITMENT AND RESPONSIBILITY

ELIGIBLE APPLICANTS

Only one entity will be considered the sponsor of any proposal. Even though projects are encouraged to be undertaken as partnerships, the sponsor for the project will be the one who signs the project application, not the partner who may be the land manager. The project sponsor is the responsible party who will account for the costs incurred and receive reimbursements. If the landowner is different from the sponsor, the application must include documentation of the owner's willingness to allow the trail. Applications from governmental agencies must include documented approval of the current director or chief officer.

Applications for trails projects will be accepted from:

- City and county governments
- State agencies
- Other governmental bodies created under state law (river authorities, planning districts, etc.)
- Federal land managers (U.S. Forest Service, Corps of Engineers, etc.)
- Private 501(c)(3) organizations (trail user groups, conservation clubs, etc.): Must have letter of tax exemption from IRS

PROGRAM COMPLIANCE

All federal laws apply. Projects approved to receive federal funds must meet federal contract compliance requirements. Generally, these requirements include:

1. Equal Opportunity Clause (41 CFR 60-1.4)
2. Non-segregated Facilities Statement (41 CFR 60-1.8)
3. Notice of Requirement for Affirmative Action (41 CFR 60-4.2)
4. Standard Federal Equal Employment Opportunity Specifications (41 CFR 60-3)
5. Any contract work that is \$50,000 or over must be put out to bid.
(Public law 100-463 H.R. 4781)
6. Facility designs must be in accordance with the Architectural Barriers Act of 1968 (Public Law 90-480 as amended 42 USC 4151 et seq), and the Americans with Disabilities Act (ADA) (Public Law 101-336, 1990) (Amended by PL110-325, 2008).
7. Civil Rights Assurance of Compliance
8. Compliance Report Title VI Civil Rights Act of 1964 (Form 424D)
9. Assurances Construction Programs
10. Debarment and Suspension Agreements (Forms DI-1953, DI-1954)
11. Accessibility (49 CFR – 27) implementing Section 504 of Rehabilitation Act (29 USC 794)

PROJECT EXECUTION

The Project Agreement is the grant contract between the OTRD and sponsor, setting forth the approved work, allowable costs, and the sponsor's commitment to follow required procedures. Project Agreements should be signed within 60 days of notice of the grant award. Evidence of land ownership or easement necessary for the project must also be shown within 60 days of notice of the grant award.

The project sponsor must initiate project development within one year of the effective date of the state project agreement and complete the project within two years of the effective date.

Any project extensions must be specifically approved by OTRD. If project sponsors believe an extension will be necessary, they must notify this office in writing at least 30 days before the project time period has lapsed. They must state the reason(s) why the project will not be completed according to the project agreement and request a time extension.

PROGRESS REPORTS

Every project sponsor is required to submit a progress report to this office at least once every four months. The report should state the current status of the project, whether or not the project is on schedule, and an explanation of any problems that might delay the project's completion.

Any changes regarding the project's primary contact information (such as change in personnel, phone numbers, email addresses, mailing address, etc.) should be reported to this office as soon as they occur.



PROJECT RESEARCH AND PLANNING

PUBLIC PARTICIPATION

Project sponsors are required to hold a public meeting to obtain input from the interested and affected public on the need and planning of each proposed project. The public hearing must be held prior to submitting the application to this office. A public notice about the meeting must appear in a local newspaper or local distribution prior to the date of the hearing.

Applications must include a description of this process as well as the minutes and attendance records of the meeting. Proof of publication of the notice and other methods of invitation to the public to participate in the public hearing are also required.

CONTRACT BIDS

Any contract work on this project that is \$50,000 or over must be put out to bid. Those bidding on the project must be aware that federal money is being used in the project as well as the percentage. Before funds are reimbursed, the project sponsor must provide a copy of the bid advertisement, a list of bidders with bid amounts, and a signed copy of the awarded contract.

DESIGN STANDARDS

All new and altered buildings and facilities proposed in the project are subject to the accessibility requirements contained in the *ADA Accessibility Guidelines for Buildings and Facilities*. All trailhead and trailside facilities, such as restrooms, parking, bridges, shelters, campsites and benches must be accessible. Any facility intended for use by pedestrians should be accessible to people using wheelchairs, whether manual or motorized. Projects in developed areas should place particular emphasis on accessibility.

Project plans and specifications must be certified to ensure compliance with all applicable building codes and ADA accessibility guidelines. City building inspectors and engineers should be familiar with these codes. Specific guidelines for accessible trails are available through this office and at www.access-board.gov.

If unusual circumstances exist, sponsors will need to justify why it is not feasible to make the trails facility fully accessible.

PLANS AND SPECIFICATIONS

Plans and specifications for the project should be in accord with established engineering and architectural practices. Emphasis should be given to the health and safety of the users, accessibility to the general public, and the protection of the recreational and natural values of the area.

After a proposed project has been approved for funding, the project sponsor will be required to sign a form (to be provided), certifying acceptable practice and code compliance.

PRELIMINARY CONSTRUCTION FLOOR PLANS

For projects that include enclosed buildings such as restrooms or storage buildings, the Project Sponsor must submit a preliminary floor plan for each building being constructed indicating the intended use of each room or area. Accurate dimensions must be shown, including door openings, stall openings and the size of exterior slab or foundation. All spaces and the entry to the building must meet accessibility requirements.

Flood Plain

If the project area is in a flood plain as designated by HUD, the Project Sponsor will be required to obtain flood insurance. A written assurance to purchase flood insurance to cover all walled or roofed structures being constructed must be included with the application. If the project area is not in a flood plain, the Project Sponsor must include a written statement to that effect.

COST ESTIMATE

A cost estimate should be drafted to determine the estimated costs and to assess the sponsor's resources to complete the project. In addition to actual construction costs, the budget should take into account expenses for items such as site clearing and preparation, administration of the grant project, accessibility, and signage.

A cost estimate is required in every project application. It must follow the format of the example included in the Appendix.

SIGNAGE

In order to encourage and support the RTP, sponsors must install a sign at the project site that designates the project as a product of the Recreational Trails Program. This sign may be attached to existing park or facility signs at the project site or included on signs to be constructed as part of the project. The sign should include "Recreational Trails Program" and be included in the budget for the project.

Sign specifications are provided in the Appendix.

ACQUISITION POLICIES AND PROCEDURES

MEANS OF ACQUISITION

Acquisition of land or interests therein (easements, leases, or other legal interests) may be accomplished through purchase, transfer, donation, or a combination of these methods. When the acquisition is proposed by donation, the nature of any restriction on the use of the area or condition of donation will be examined to ensure that it is compatible with the purpose of the project. Only the appraised value of land donations from private landowners may qualify as a match for all or a portion of the local matching share.

PROPERTY SUBJECT TO CONTINUING USE PROVISION, SECTION 6(F)(3)

The RTP allows states to decide if they wish to apply Section 6(f)(3) of the Land and Water Conservation Fund Act. Oklahoma has chosen to apply this provision only to the acquisition of fee simple property, but reserves the right to apply in certain other cases where it may be necessary. This provision ensures that once an area is protected by 6(f)(3), it will be continually maintained in public recreation use unless property of reasonable equivalent usefulness and location at equal fair market value is substituted.

ACQUISITION OF LESS THAN FEE SIMPLE PROPERTY

The RTP requires that easements be pursued as a priority; acquisition of fee simple title may occur when an easement is not feasible. Sponsors requesting funds for trails on private property are required to have an acceptable formal, written agreement, giving the public access to the trail for a minimum of twenty-five (25) years. Property with less than fee simple interest (usually easement, lease, or license) will only be eligible for fund support if it meets all of the following requirements:

1. Sponsor has (or will have) legal control of the surface rights that are relevant to trail use, and any rights retained by the owner are not incompatible with trail use; and
2. The term of the easement, lease, or license may not be less than twenty-five (25) years; and
3. The easement, lease, or license cannot be revocable at will by the grantor.

Prior to the submission of an application involving property with less than fee simple title, it is suggested that the sponsor contact OTRD to discuss program requirements. The sponsor should submit a copy of the draft legal document for approval prior to its execution to ensure eligibility and avoid unnecessary delays. The draft agreement should include a boundary map, project area metes and bounds (if possible), and a letter from the lessor indicating a willingness to enter into the agreement when the project is approved.

RESERVATIONS AND RIGHTS NOT ACQUIRED

Reservations and rights held by others are permissible only if it is determined that the outdoor recreation activities and environment would not be adversely affected by conditions such as the holding of mineral rights, property liens, easements, etc. The applicant shall list all outstanding rights or interests held by others on the boundary map. You may be asked to explain how the outstanding rights are to be dealt with to assure that the outdoor recreation interests and the environment will not be adversely affected.

ACQUISITIONS INVOLVING COMPATIBLE USE

Non-recreation uses such as timber management, grazing, mineral extraction, and other natural resource uses may be carried out within the project area only if they are: 1) Clearly described in the project application; and 2) Compatible with and secondary to outdoor recreation use. The sponsor should contact OTRD prior to any action that would cause the fund-assisted area to be converted to other than outdoor recreation uses.

ACQUISITIONS NOT ASSISTED

1. Lands already within the public domain that can currently be utilized for outdoor recreation
2. Land acquisitions that occur prior to grant approval or OTRD authorization (Consequently, value of land already owned by the project sponsor cannot be used as the sponsor's local match.)
3. Private land from an unwilling seller
4. Fee simple title property unless it has been shown why acquisition cannot be accomplished by easement

APPLICATION AND EVALUATION PROCEDURES

PRIORITY RATING SYSTEM

Complete applications received by the Oklahoma Tourism and Recreation Department by 4:00 P.M., the last business day of January, will be reviewed by this office and the Trails Advisory Board and ranked using the Priority Rating System. The Priority Rating System is included in the Appendix to assist project sponsors in preparing applications for achieving their highest possible scores.

This period of review and ranking will take place within the first few months following the application deadline.

APPROPRIATION AND PRE-APPROVAL

After all applications have been reviewed and this office receives official notification of Oklahoma's Recreational Trails Program appropriation, the applications will be selected for *recommended* funding by OTAB in order from the highest scoring project (according to the Priority Rating System) until the annual appropriation is exhausted.

The Trails Advisory Board will submit the recommended project applications to the Oklahoma Tourism Commission for final approval.

ENVIRONMENTAL REVIEWS

Upon receiving State approval, the project sponsor will be required to submit State environmental review documentation relating to the project to the Oklahoma Archeological Survey and the Oklahoma Historic Preservation Offices for their review and approval. Project sponsors will also be responsible for notifying appropriate Indian Tribes in the project area for their review. Additional reviews also may be required.

The Oklahoma Tourism & Recreation Department will provide the forms for obtaining these reviews.

Project sponsors should allow four to six weeks for the environmental reviews to be conducted.

INSPECTIONS

Once the proposed project has received environmental clearance, OTRD staff will conduct a pre-award inspection of the project site.

Note: A minimum of two more inspections will be conducted over the course of an approved project period. OTRD staff will conduct an inspection when a project is approximately 50% complete. A final inspection will also be required before the final reimbursement of funds is processed.

PROJECT AGREEMENT

Once the Federal Highway Administration provides official notice to our office that projects have been approved, we will prepare an agreement between OTRD and the project sponsor. The agreement will include the scope of the project and the project period. Any additional documents or forms needed specific to the project also will be obtained.

After all required documents are on file in this office and both parties have signed the agreement, the project sponsor will receive official notice to begin work on the project. Any project expenses incurred or paid by the sponsor *before* the Project Agreement is signed by both parties will not be eligible for reimbursement or project match.

REIMBURSEMENT PROCEDURES

After a Project Agreement is executed between the sponsor and OTRD, the sponsor may initiate the project's proposed work elements, spending from their own funds, and submitting billings to OTRD. Reimbursement from the federal funds will be paid to the sponsor by this office. Sponsors may submit requests for reimbursement on an interim basis in increments of no less than \$5,000.

Interim reimbursements may be made up to 80% of the total grant amount approved for the project until OTRD staff performs the final inspection and approves the release of the final 20% of funds.

Reimbursement procedure information and forms will be provided to sponsors after projects are approved for funding.

PROJECT RESUBMISSION

Applicants whose projects are not selected and approved for funding may resubmit the same project in the next grant cycle. To be considered, sponsors must submit this request in writing to OTRD prior to the application deadline for that cycle. Sponsors may request a review and modify their proposals for the possibility of a higher score. Sponsors may submit an unmodified project application no more than twice.



RECREATIONAL TRAILS PROGRAM PROJECT APPLICATION SUMMARY

Project Sponsor Information

Project Sponsor: _____
Federal ID#: _____
Primary Contact: _____
Contact Title: _____
Mailing Address: _____
City/Zip: _____
County: _____
Phone: _____
Fax: _____
Email: _____
Additional Contact Info/Instructions: _____

Project/Site Information

Project Title: _____
Motorized _____ Non-motorized _____
Trail Use (circle all that apply):
4 Wheel Drive Pedestrian/Hiking
ATV Bicycle/Roller Blade/Skateboard
Motorcycle Equestrian
Mountain Bike Other _____
Project Location: _____

First or second application submission for
this project? 1st _____ 2nd _____

Brief description of proposed project (include trail length, width, surfacing materials): _____

Project Cost

RTP Federal Funds Requested: \$ _____
Sponsor Match: \$ _____
Total Estimated Project Cost: \$ _____
Does the sponsor currently have the 20% match readily available? Yes _____ No _____

Certification

I hereby certify that the information contained in this application and all supporting documents are, to the best of my knowledge, both true and accurate. The submission of this application has been duly authorized by the governing body of the applicant (project sponsor), and the applicant/project sponsor will comply with the attached assurances if assistance is awarded.

Print Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

(Signature must be Mayor or City Manager or other such person with governing authority)

RTP PROJECT APPLICATION

Project Sponsors, please read all instructions thoroughly. All items are required as part of your application. Incomplete applications will not be considered for RTP funding. Organize your application in the order of the sections below and submit as a separate document: I. Project Narrative; II. Financial Profile; III. Property Information/Maps; IV. Environmental Assessment; V. Supplemental Attachments. Please use the Project Application Summary as a cover page and label, index or tab each major section for easy reference.

Answer all questions as completely and clearly as possible. Do not assume those reviewing your application will have any prior knowledge or information. The review members may include individuals who are not familiar with you or your area.

SECTION I. PROJECT NARRATIVE

A. Project Scope

1. Describe the purpose of the project.
2. Describe in detail the physical characteristics of the project. Include:
 - a) Location
 - b) Length
 - c) Width
 - d) Base/surface materials
 - e) Existing and proposed features at trailhead/along the trail
(wet land viewing, overlook, natural features, i.e. plants, animals)

B. Project Justification

1. Describe the degree to which the project provides for the greatest number of compatible trail uses and/or innovative trail corridor sharing (to accommodate motorized and non-motorized use) based on modes of travel. Modes of travel include pedestrian (Use of wheelchairs constitutes pedestrian use.), bicycle (includes roller blades, skateboards), equestrian, motorcycle, ATV, and 4-wheel drive.

If a paved trail will accommodate more than one use, it should be at least 8 feet wide.

2. Describe how the project improves trail opportunities for citizens with disabilities, the economically disadvantaged, and/or senior citizens.

3. Describe the degree to which the project ties into other trails; natural, cultural, scenic, historic, or recreation areas; streams, lakes or ponds; schools, neighborhoods, or other communities.

4. Describe the degree to which the project will create opportunities for new partnerships between trail users, private interests, and public agencies.

a) Describe any cooperative efforts such as joint funding or joint construction.

b) Describe and document any agreements (i.e. lease) between the Sponsor's project and property owned by another jurisdiction.

c) Show the percentage of the Sponsor's matching funds that will come from the private sector, non-profit, or an individual as land donation and/or cash donation.

5. Describe how the project is supported by local or regional plans and has positive public/community support and involvement. Provide documentation to support your answers (relevant sections of plans, public meeting rosters, meeting minutes, citizen surveys, etc.).

a) Does the project include documented citizen or community organization input in the planning process?

b) Is the project an identified priority in a local/regional trail or outdoor recreation plan?

c) Does the project show community support?

6. Describe the degree to which the project will stimulate or contribute to economic development in the area to be served.

- a) What unique qualities does your project have that will attract visitors?
- b) Do you plan to market your project? If so, how?
- c) How will the facility contribute to existing or proposed community activities?
- d) Provide documentation if your project is part of a larger economic revitalization plan, Main Street Program, Certified City, Historical area, etc.

7. Describe the degree to which the project will provide educational and/or interpretational benefits of natural resources, cultural resources, and/or trail safety and etiquette.

- a) Does the project contain environmental or cultural qualities that will be enhanced or protected, or solve a site problem?
- b) Does the project include proper tailhead signs, educational signs and/or interpretive displays?
- c) Is safety and trail etiquette information included in the project?
- d) When completed, will the trail facility be used as an outdoor education facility by a school or community education program? If so, describe.

8. Describe the degree of commitment to continue operation and maintenance of the project after the project is complete. A written commitment from the land manager (letter, resolution of intent, etc.), maintenance plan, budget, and any private resources should be included.

9. Describe the degree to which the project will improve the geographic distribution of recreational trail facilities in the State of Oklahoma and/or the availability of recreational trail facilities in a particular region and/or provide for or improve a particular trail use, which has demonstrated a demand (i.e. ORV use).

- a) Is this the first recreational trail facility in the project's service area (region or community that the project will serve)?
- b) Is this a new type of recreational trail facility in the project's service area?
- c) Has the project applicant demonstrated a need for this type of trail facility in the project's service area?

10. Provide documentation and describe how trail users, volunteers and/or the community support your project. Provide letters of support.

11. Describe the type of project. (Restoration; Upgrade and/or relocation of existing trail facility; Development of trail-side facilities; New construction; or Land acquisition).

- a) Will the project restore or upgrade existing trails damaged by usage (includes erosion control and mitigation projects)?
- b) Does the project include development of trail-side and trailhead facilities (benches, lights, signs, parking, etc.)?
- c) Does the project include new trail construction?
- d) Will the project include land acquisition?

C. Project History

1. Have you applied for funds through this program before? If so, did you receive funds?

- a) If you received funds, describe the project.
- b) Has the project been completed? If so, when was it completed?

SECTION II. FINANCIAL PROFILE

A. Cost Estimate and Sponsor's Matching Share

Provide documentation that shows the minimum required 20% local match for the project is readily available. Include tables detailing the sources and uses of funding, including line item expenses. An example is provided in the Appendix.

The following is a list of methods by which the local share of a project may be financed. You may use one or a combination of these methods:

Donated Cash: Strictly monetary contributions. Project sponsor will be required to provide documentation (invoices, etc.) how the money was used when requesting reimbursement.

Donated Land: Strictly the donation of real property by a non-public entity. Land must be appraised according to RTP guidelines. Do NOT take title prior to project approval or the land value will NOT be eligible for reimbursement.

Donated Equipment/Materials: The actual items are donated for permanent ownership.

Donated Labor and/or Equipment Use: **Donated Labor** is an estimated value of **unpaid** labor performed by volunteers on the project based on the wage scale of the job performed. **Donated Equipment Use** is the estimated value of donated equipment to be used on the project, based on FEMA hourly-use rates.

Land Acquisition: The purchase of real property. Land must be appraised according to RTP guidelines. Do NOT take title prior to project approval or the land value will NOT be eligible for reimbursement.

Cash Financing: The purchase of equipment or materials, hiring paid labor, or contracting for work performance by a private business.

In-kind Labor and/or Equipment Use: **In-kind Labor** is the estimated value of **wages to be paid to the sponsor's employees** for work on this project. **In-kind Equipment Use** is the estimated value of **sponsor-owned** equipment to be used on the project, based on FEMA hourly-use rates.

SECTION III. PROPERTY INFORMATION/MAPS

A. Location Map

Provide an aerial map showing the geographic location of the proposed project.

B. Site Map

Provide an aerial site map, showing boundaries of the project area. Include locations of all existing and proposed facilities. This map must be to scale, include a North arrow, and be dated and signed by the sponsor.

E. Floor Plan

Floor plans for all proposed support buildings (restrooms, shelters, etc.) must be submitted and clearly indicate Americans With Disabilities Act compliance.



SECTION IV. ENVIRONMENTAL ASSESSMENT

This Environmental Survey provides an initial screening to comply with the National Environmental Policy Act (NEPA) and must be included with application documents.

1. Project Name

2. Land Use/Ownership

- a) Briefly describe the land use in the project area and specify ownership.
- b) Briefly describe the status of mineral rights.
- c) Is the project consistent with development plans for the area?
- d) Provide the name and date of plan.

3. Socioeconomics

Will the proposed project adversely impact any of the following? Please provide a yes/no answer for each. If yes, please explain.

- a) Health/Education facilities
- b) Emergency service providers
- c) Public utilities
- d) Residential areas
- e) The disabled, minorities, low income, or elderly
- f) Local tax base
- g) Economic activity

4. Natural Resources

Are any of the following sensitive resources present in the project area? Please provide a yes/no answer for each. If yes, please describe.

- a) Moderately to highly erodible soils
- b) Surface water resources (lakes, ponds)
- c) Aquifer recharge zones
- d) Springs
- e) Streams, rivers
- f) Flood plains
- g) Wetlands
- h) Moderate to dense woody cover
- i) Bottomland hardwoods
- j) Native grasslands
- k) Threatened or endangered plants or animals
- l) Unique or rare natural communities
- m) Wildlife habitat
- n) Invasive plant or animal species

5. Historic and Archeological Resources

Historic/archeological clearance must be obtained before federal funds can be awarded.

- a) Are you aware of any historic buildings, ruins, or structures within sight of the trail?
- b) Are you aware of any archeological resources within 30 feet of the trail?
- c) Are you aware of any cultural resources?

6. Hazardous Wastes

Is there any potential involvement with hazardous waste or historic contamination (even if remediated)? If so, explain.

7. Noise

- a) Is there potential for the project to have a noise impact on the surrounding land uses? If so, explain.
- b) Are there sources of noise pollution on surrounding land uses? If so, explain.

SECTION V. SUPPLEMENTAL ATTACHMENTS

1. Complete and sign each of the forms on the following pages and submit in your bound application:
 - Land Manager Approval
 - Project Sponsor Certification

2. In addition to the provided forms, please include:
 - Estimated Project Construction/Implementation Schedule
 - Five-year Maintenance Plan and Budget

**LAND MANAGER APPROVAL
(USFS DISTRICT RANGER, COUNTY OR CITY ADMINISTRATOR, ETC.)**

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The project of facility will remain accessible for public use for not less than 25 years.
2. The project as described in this application has my approval.
3. If any portion of this project is located in a flood hazard area, any walled or roofed structure shall be covered with flood insurance.
4. All federal contract compliance requirements shall be met.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)

AUTHORIZED SIGNATURE

DATE

NOTE: If the landowner is different from the land manager or project sponsor, signed documentation of the owner's willingness to allow the trail must be included with this application.

PROJECT SPONSOR CERTIFICATION

As the official designated to represent the Project Sponsor, I am requesting assistance from the Oklahoma Recreational Trails Program. I agree to the following:

1. The Project Sponsor has the ability and intent to finance its share of the project costs, including long-term management and maintenance.
2. Actual project development will be started within one year of the effective date of the Project Agreement and completed within two years from the effective date.
3. Any changes made to the project must be submitted in writing for approval.
4. If this project is approved, archeological and historic clearances will be obtained from the Oklahoma Archeological Survey and the Oklahoma State Historical Preservation Office. Also, any properties listed in or eligible for the National Register of Historic Places shall be identified.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)

AUTHORIZED SIGNATURE

DATE

NOTE: If the landowner is different from the land manager or project sponsor, signed documentation of the owner's willingness to allow the trail must be included with this application.

APPENDIX



APPLICATION CHECKLIIST

Please ensure all information and documentation is included in your application prior to submission. In fairness to other applicants who have met all requirements, incomplete applications will NOT be considered for funding. If you have any questions or need additional clarification, please contact our office before submitting your application.

Signed Project Application Summary (Cover Page)

- Appropriate Authorized Representative

Section I. Project Narrative

- Documentation of Public Hearing
- Scope/Description of Project
- Project Purpose
- Justification/Impact of Project
- Public Support
- Commitment
- History

Section II. Financial Profile

- Documentation of Project Funding Sources
- Cost Estimate
- Line Item Expenses

Section III. Property Information/Maps

- Project Location Map
- Project Site Map
- Floor Plan (if applicable)

Section IV. Environmental Assessment

- NEPA Survey

Section V. Supplemental Attachments

- Land Manager Approval
- Project Sponsor Certification
- Project Schedule
- Five-year Maintenance Plan

PRIORITY RATING SYSTEM

- A. Describe the degree to which the project provides for the **greatest number of compatible trail uses and/or innovative trail corridor sharing** (to accommodate motorized and non-motorized use) based on modes of travel. Modes of travel include foot (use of wheelchairs constitutes pedestrian use), bicycle (includes roller blades, skateboards), horse, motorcycle, ATV, and 4-wheel drive. ***If a paved trail will accommodate more than one use, it should be at least 8 feet wide.***

_____ Project will provide for three or more modes of travel.

_____ Project will provide for two types of travel modes.

_____ Project will provide for one type of travel mode.

- B. Describe how the project improves trail opportunities for **citizens with disabilities, the economically disadvantaged and/or the elderly.**

- C. Describe the degree to which the project **ties into other** trails; natural, cultural, scenic, historic, or recreation areas; streams, lakes or ponds; schools, neighborhoods or other communities.

a) Project ties into other trails.

b) Project links natural, cultural, historic, scenic or recreation areas.

c) Project ties directly into a stream, lake or pond.

d) Project links a school, school facility or neighborhood.

e) Project links another community.

_____ Project will meet four or more of the above criteria.

_____ Project will meet three of the above criteria.

_____ Project will meet two of above criteria.

_____ Project will meet one of above criteria.

_____ Project will meet none of the above criteria.

- D. Describe the degree to which the project will create opportunities for **new partnerships** between trail users, private interests and public agencies.
- a) Describe any cooperative efforts such as joint funding or joint construction.
 - b) Describe and document any agreements (i.e., lease) between the Sponsor's project and property owned by another jurisdiction.
 - c) Show the percentage of the Sponsor's matching funds that will come from the private sector, non-profit, or an individual as land donation and/or cash donation.

_____ Project will meet all three of the above criteria.

_____ Project will meet two of the above criteria.

_____ Project will meet one of the above criteria.

_____ Project will meet none of the above criteria.

- E. Describe how the project is supported by **local or regional plans** and has positive **public/community support and involvement**. **Provide documentation** to support your answers (plans, public meeting rosters, meeting minutes, citizen surveys, etc).

a) Did the project include documented citizen or community organization input in the planning process?

b) Is the project an identified priority in a local/regional trail or outdoor recreation plan?

c) Does the project show community support?

_____ Project included documented citizen or community organization input in the planning process **and** is an identified priority in a local/regional trail or outdoor recreation plan.

_____ Project is an identified priority in a local/regional trail or outdoor recreation plan and shows community support.

_____ Project is not an identified priority in a local/regional trail or outdoor recreation plan, but shows community support.

_____ Project does not have or show community support.

F. Describe the degree to which the project will **stimulate or contribute to economic development** in the area to be served.

a) What unique qualities does your project have that will attract visitors?

b) Do you plan on marketing your project? If so, how?

c) How will the facility contribute to existing or proposed community activities?

d) Provide documentation if your project is part of a larger economic revitalization plan, Main Street Program, Certified City, Historical area, etc.

G. Describe the degree to which the project will provide **educational** and/or **interpretational** benefits of natural resources, cultural resources and/or trail safety and etiquette.

a) Does the project contain environmental or cultural qualities that will be enhanced or protected, or solve a site problem?

b) Does the project include proper trailhead signs, educational signs and/or interpretive displays?

c) Is safety and trail etiquette information included in the project?

d) When completed, will the trail facility be used as an outdoor education facility by a school or community education program? If so, describe.

_____Project will meet four or more of the above criteria.

_____Project will meet three of the above criteria.

_____Project will meet two of the above criteria.

_____Project will meet one of the above criteria.

_____Project will meet none of the above criteria.

H. Describe the degree of **commitment to continue operation and maintenance** of the project after the project is complete. A written commitment (letter, resolution of intent, etc.) **maintenance plan, budget and any private resources should be included.**

_____ Grant recipient has made an **actual, written commitment** (letter, resolution of intent, etc.) for continued maintenance of this project. **A maintenance plan, budget and some private resources are included** in this commitment **and are documented** by letter, resolution or other written material.

_____ Grant recipient has made an **actual, written commitment** for continued maintenance of this project. **A maintenance plan and budget are included** in this commitment **and are documented** by letter, resolution or other written material.

_____ Grant recipient has made an **actual, written commitment** for continued maintenance of this project.

_____ Grant recipient has not documented or is unable to commit to a maintenance plan.

I. Describe the degree to which the project will improve the **geographic distribution** of recreational trail facilities in the State of Oklahoma and/or the **availability** of recreational trail facilities in a particular region and/or provide for or improve a particular trail use which has demonstrated a demand (i.e. ORV use).

a) Is this the **first** recreational trail facility in the project's service area (region or community that the project will serve)?

b) Is this a **new type** of recreational trail facility in the project's service area?

c) Has the project applicant **demonstrated a need** for this type of trail facility in the project's service area (although there may already be similar facilities)?

_____ Project provides the **first** recreational trail facility in the project's service area (region or community that the project will serve).

_____ Project provides a **new type** of recreational trail facility in the project's service area.

_____ Project applicant has **demonstrated a need** for this type of trail facility in the project's service area (although there may already be similar facilities).

_____ Project applicant has **not** shown or application demonstrates **no significant need** for this type of trail facility in the project's service area.

J. Provide documentation and describe how **trail users, volunteers and/or the community supports** your project (provide letters of support).

K. Describe what **type of project**. (Restoration, Upgrade and/or relocation of existing trail facility, Development of trail-side facilities, New construction, or Land acquisition)

a) Project will **restore or upgrade existing trails damaged by usage** (includes erosion control and mitigation projects).

b) Project includes development of **trailside and trailhead facilities (benches, lights, signs, parking, etc.)**

c) Project will include **new trail construction**.

d) Project will include **land acquisition**.

_____ Project will **restore, upgrade or relocate existing trail or trail facilities damaged by usage** (includes erosion control and mitigation projects).

_____ Project includes development of **trailside and trailhead facilities**.

_____ Project will include **new** trail construction.

_____ Project will include **land acquisition**.

L. **Project History** -- Have you applied for funds through this Program before? Did you receive funds? If so, describe the project. Has the project been completed?

_____ Sponsor **has been previously funded** through this program.

_____ Sponsor **has not been previously funded** through this program.

_____ Sponsor **has previously submitted an application** through this program, **but was not approved for funding.**

_____ Sponsor **has previously submitted an application** through this program, **but was not approved for funding. The applicant has re-worked and resubmitted application.**

_____ Sponsor **has been previously funded** through this program and **all projects have not been completed within the time allowed.**

_____ Sponsor **has been previously funded** through this program and **project was withdrawn** and funds redistributed.

_____ Sponsor **has been previously funded** through this program and project was not completed according to the Project Agreement **or the use of the facility is no longer in compliance** with the Program.

Trails Advisory Board Overall Project Rating _____

*EXAMPLE * COST ESTIMATE

All figures rounded to nearest whole dollar.

The format below should be used when preparing the cost estimate. It should clearly show the dollar amounts of the grant request, total project cost, and the match for cash and In-kind/donated services.

Under "Source of Funds," list the applicant, partner agencies, organizations, and businesses, and their specific contributions.

Under "Use of Funds," list the major budget items or expenditures in categories appropriate to your project. The totals should match the totals of "Source of Funds."

Cost Estimate Sponsor City Recreational Trail

Source of Funds	Grant Request	Cash Match	In-kind Match	Donation Match	Totals
Recreational Trails Grant	\$ 148,000				\$ 148,000
Sponsor/Applicant		\$ 10,000	\$ 23,000		\$ 33,000
Grant, Foundation, etc.		\$ 5,000			\$ 5,000
County Partner		\$ 3,000		\$ 5,000	\$ 8,000
Neighborhood Association				\$ 4,000	\$ 4,000
Local Sand & Gravel Company				\$ 8,000	\$ 8,000
TOTALS	\$ 148,000	\$ 18,000	\$ 23,000	\$ 17,000	\$ 206,000

Use of Funds	Grant Request	Cash Match	In-kind Match	Donation Match	Totals
I. Professional Services					
Surveying	\$ 3,000				\$ 3,000
Engineering	\$ 4,000				\$ 4,000
II. Project Materials					
Crushed Rock	\$ 31,000	\$ 8,750			\$ 39,750
Culverts				\$ 8,000	\$ 8,000
III. Trail Construction					
Hauling and Grading			\$ 23,000		\$ 23,000
Trail Surfacing	\$ 110,000				\$ 110,000
Pedestrian Crossings		\$ 6,500			\$ 6,500
Corridor Revegetation				\$ 5,000	\$ 5,000
IV. Other					
Volunteer Support				\$ 4,000	\$ 4,000
RTP Signage		\$ 750			\$ 750
Other Trail Signage		\$ 2,000			\$ 2,000
TOTALS	\$ 148,000	\$ 18,000	\$ 23,000	\$ 17,000	\$ 206,000

SIGN SPECIFICATIONS AND EXAMPLES

MINIMUM SIZES

32 inches long, 8 inches wide **OR** 24 inches long, 12 inches wide

MINIMUM LOCATION/PLACEMENT

Place one sign at each trailhead. The minimum total should be 1 sign for a small park and 2-3 for a large park of 10 or more acres.

DESIGN INSTRUCTIONS

1. Please DO NOT include "Oklahoma Tourism and Recreation Department on the sign.
2. The following are examples only. Sponsors may choose designs of their own.
3. Please provide design plans for approval prior to sign construction and installation.

EXAMPLES

