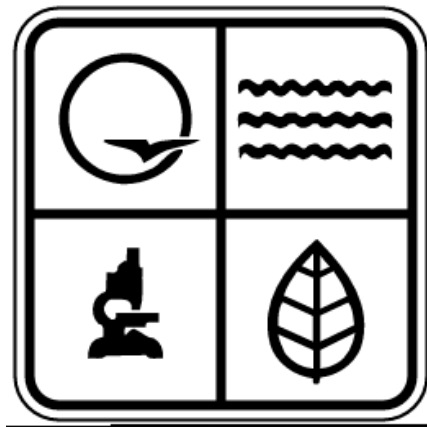


State of Missouri

RECREATIONAL TRAILS PROGRAM

FY2011 GUIDELINES/APPLICATION



APPLICATION DEADLINE: POSTMARK BY JUNE 13, 2011

MAIL COMPLETED APPLICATIONS TO:

**MO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
GRANTS MANAGEMENT SECTION
ATTN: BONNIE HIGDON
P.O. BOX 176 (or 1659 E. Elm St.)
JEFFERSON CITY, MO 65102-0176**

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Section 1 – RTP Guidelines

Recreational Trails Program Overview

a) What is the Recreational Trails Program?

The U.S. Congress first authorized the Recreational Trails Program in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). It was reauthorized in 1998 under the Transportation Equity Act for the 21st Century (TEA-21). Congress again authorized the program through the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005.

The Recreational Trails Program provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

b) Who administers the program?

The Recreational Trails Program is a funding assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). Each state receives funds from the FHWA to administer its own program. In Missouri, the Department of Natural Resources is the state administering agency. Each state develops its own procedures to solicit and select projects for funding and has a Recreational Trail Advisory Committee to assist with the program.

c) How much money is available?

Half of the national RTP funds are distributed equally among all states, and half are distributed in proportion to the estimated amount of off-road recreational fuel use in each state-fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles and off-road light trucks. The amount available for grants in Missouri is generally close to \$1 million.

d) What projects are eligible?

Recreational Trails Program funds may be used for:

- construction of new trails (with restrictions for new trails on federal lands);
- acquisition of property or easements for trails (must comply with federal land acquisition laws);
- preservation, renovation and/or restoration of existing trails;
- development, renovation and/or restoration of trailside and trailhead facilities and trail linkages;
- purchase and lease of trail construction, renovation and/or restoration equipment;
- production and or presentation of educational programs to promote safety and environmental protection related to trails (limited to 5% of a state's funds).

States must use 30 percent of their funds for motorized trail uses, 30 percent for non-motorized trail uses and 40 percent for diverse trail uses. Diverse motorized projects (such as ATV and motorcycle) or diverse non-motorized projects (such as pedestrian and equestrian) may satisfy two of these categories at the same time.

e) **What projects are not eligible?**

Recreational Trails Program funds may **not** be used for:

- property condemnation (eminent domain);
- constructing new trails for motorized use on National Forest or Bureau of Land Management lands unless the project is consistent with resource management plans;
- facilitating motorized access on otherwise non-motorized trails;
- road or sidewalk construction or improvement;
- racetracks or fitness tracks;
- planning in excess of 10% of the total project cost;
- segways or golf carts do not qualify for a motorized trail project;
- projects of any kind which exceed a 2 year timeframe to accomplish with the requested grant funding, except educational projects which under certain considerations may include a 3 year period (see the RTP Application for Interpretive/Educational projects).

f) **Who can sponsor a project?**

Business organizations as well as non-profits, municipal, county, state, or federal government agencies are eligible to apply for the funding. Projects may be on public or private land, but projects on private land must provide written assurances of public access for a minimum of 25 years.

The use of qualified youth conservation or service corps for construction, restoration or renovation of recreational trails under this program is encouraged with due consideration of child labor laws.

g) **How does project funding work?**

Recreational Trails Program grants require a match from the sponsor and are payable on a reimbursement basis. A matching grant means the project sponsor shares a certain percentage of the total cost of the project. The minimum allowable match is 20% (see page 20 of the RTP application – reimbursement request). Matching funds can include in-kind contributions and donations. The grant is reimbursed to the project sponsor once the project (or a phase of the project) is completed.

Note for Federal Agency project sponsors: federal funds must not exceed 95% of the total project costs (this includes grant and matching funds). A minimum of 5% of the total project costs must come from non-federal sources. Funds from any other federal programs may be used for the non-federal match if the project also is eligible under the other program.

h) **How do I obtain Recreational Trails Program project funding?**

In order to be considered for a Recreational Trails Program grant in Missouri, eligible project sponsors must fill out and submit nine copies of the FY2011 grant application by the postmark deadline (June 13, 2011). Applications are reviewed by the Missouri Trails Advisory Board, who makes funding recommendations to the Director of the Missouri Department of Natural Resources. Once the Department of Natural Resources' Director approves the projects, they are submitted to the Federal Highway Administration for federal approval. All applicants are notified of the results of the application review process.

Do not start your project before you find out the results. If you start your project before you receive a signed grant agreement, your costs incurred up to that point may not be able to count toward the cost of the project.

As a project sponsor, you should:

- Develop a workable project. What are your trail needs? What can you do realistically within a two-year project period?
- Get public support for your project. How does your project benefit your community? Are there other potential project sponsors?
- Find other funding sources. The grant is limited to 80% of the total project cost or less (up to \$100,000).
- Develop a good project design. Consider the project's natural environment. Consider user needs, including use by people with disabilities.
- Consider potential problems:
 - Environmental impacts - these must be documented and minimized.
 - Permits - you may need to obtain various permits prior to submitting your proposal.
 - Possible opposition - some people may oppose your project for various reasons, including concerns about property rights, liability, safety, or historic or environmental impacts.
- Complete the project application. **Check and double-check your application** before submitting it to our office. Please check that you have included your application support materials identified on page 26 which are **required** materials to support your application. **Incomplete applications WILL NOT BE SCORED and those with errors may or may not be scored depending on the gravity of the errors.**

Grant writing Tips

- Answer the questions completely but succinctly. Don't get too wordy.
- Use at least a 10 font size. If you need to make your font really small in order to meet the response space constraints, your answer is too long.
- Try to make it as easy as possible for an evaluator to understand your project. This includes labeling attachments and writing clearly and descriptively.

Section 2 – RTP Guidelines

Step-by-Step – The Application Questions

The following section provides an explanation and/or instructions for each question on the application. The RTP grant application begins on page 19.

QUESTION 1-7: GENERAL INFORMATION

Please complete these questions with accurate information pertaining to the agency or organization responsible for incurring costs and completing the project. If the person who prepared the application is different than the project contact person, please list both names. The application preparer will be contacted if there are any questions concerning the application. If the grant is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations of the program, as well as be our primary source for information on the project at any time throughout the life of the project. Your state and federal legislators will be notified of your award. Please provide legislator information that relates to the physical location of the project.

QUESTIONS 8 and 9:

This information is used to track each project. We also use project titles and location information to refer the general public to your area. Please provide GPS coordinates on the location of trailhead and start location of proposed trail project.

QUESTIONS 10 and 11:

Projects may be located on either public or private lands; however, the project must be available for public use regardless of the land ownership. Your project may be a combination of many types; please indicate the types that apply to your project.

QUESTION 12: TYPE OF TRAIL PROJECTS

New Trail Development: For a project to be designated as Trail Development, the sum of new trail construction costs must be at least 60% of total project costs.

Trail Renovation: For a project to be designated as Trail Renovation, the sum of the renovation costs must be at least 60% of the total project costs.

Trail Maintenance: For a project to be designated as Trail Maintenance, the sum of the maintenance costs must be at least 60% of the total project costs.

QUESTION 13: DESCRIBE YOUR TRAIL PROJECT

This question asks you to describe your project in words and please complete the following details for your Trail Project as applicable.

TIP: QUESTION BELOW SHOULD BE THE HEART OF YOUR APPLICATION

Example 1: In this project, we intend to construct 2.3 miles of crushed limestone trail. The trail will start at the Old Orchard trailhead going about 0.6 miles from the clearing into 1.3 miles of wooded area. In this wooded area, the trail will give the walker a chance to see many different types of vegetation and wildlife. The next 0.4 miles will run next to a small creek, ending up at the city park on the south side of the city.

If your project is part of a long-term plan, clearly describe what portion of the plan is proposed in this project. For example, "If funded, this one-mile trail project will complete the sixth mile of an eventual 20-mile trail system." Indicate what the hours of operation will be for the trail. Will you charge a fee for using the trail? If so, how much?

Example 2: In this project, we propose to renovate the north trailhead by expanding the parking lot, adding restrooms, and installing an informational kiosk.

Please provide attached support materials such as a project site plan clearly denoting the amenities and schematic plans (e.g. restrooms, parking lot addition) or illustrations (e.g. kiosk, bench) for each type of proposed amenity. Please describe the amenity's key material components (e.g. wood bridge deck with cordon steel structure).

Points will be awarded based on soundness of project concept. Is the project appropriate for the intended uses and location? Does your description give someone an accurate understanding of what your organization intends to do with the grant?

Briefly describe the features and benefits of this trail project for your community and the location of this trail project in the community.

Please describe the project scope of your trail project which will be tied to RTP grant agreement and cost estimate budget.

QUESTION 14: PROJECT SIGNIFICANCE

Listed below are definitions to identify if your trail project has national, regional or local significance: (Documentation is required)

National Significance: Existing trails that provide a variety of outdoor recreation uses in or reasonably accessible to urban areas recognized by the federal government (Secretary of Interior or Secretary of Agriculture, not Congressional action) as contributing to the National Trails System.

Regional significance (several counties or parts thereof): A trail or area uniqueness that will draw people from another area of the state. Explain the characteristics of this trail. 75% of trail users need to be outside of the county area in order to identify as regional significance.

Local significance (one city, town, or municipality): A trail or area uniqueness that will draw people within the county. 75% of trail users need to be within the county in order to identify as local significance.

QUESTIONS 15 thru 18: REQUIRED ENVIRONMENTAL PERMITS

Several state, local and possibly federal permits are required in order to complete your trail project and you will need to obtain your permits before you begin your trail project.

QUESTION 19 AND 20: APPLICANT'S BACKGROUND

Provide a brief description of the sponsor organization. If your organization is a non-profit, please indicate if it is a 501c(3) organization.

The Recreational Trails Program is a reimbursement program, meaning that the project sponsor pays for the project first and then requests grant reimbursement. This question is asking you to provide assurances that your organization can financially complete the project if the grant would be awarded. In order to show that your organization or agency has the funding available for the entire project, please attach an assurance letter from your organization's chief financial officer.

If your organization is relying on other organizations or individuals for donations for the project, you must submit letters from those businesses/individuals stating what materials or services are to be donated and their estimated value (these donations should also be specified on the Project Budget in the application).

Also, this question is asking if your organization can complete the proposed project within a two-year timeframe once the grant is awarded. Does your organization have the necessary staff to complete the project or will you use a contractor?

PROJECT ASSURANCES: Provide assurances that your organization can complete the project within two years of being awarded the grant.

QUESTION 21: COST ESTIMATE

There are two parts to the cost estimate – the Project Budget and Budget Details

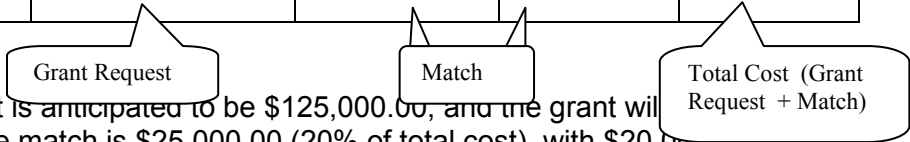
(1) Project Budget

In the Project Budget, several categories have been set up in which to enter information pertaining to your project. Most project costs will fall into these categories. If you anticipate costs that do not fall into one of these categories, please make sure it is eligible and then place it in an empty row. Keep in mind that any contract or purchase over \$10,000.00 must be formally advertised and sealed bids accepted. You may want to include the cost of formal bid advertisement in the project budget.

Separate the project costs into the specific categories. For example, don't just say "\$80,000 for trail." State how much is for materials, labor, equipment, etc. If information submitted in a proposal is unclear, the application may not be scored correctly. Funding requests may not exceed the maximum amount of \$100,000.00.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the sponsor (as match), or a third party donation (as match). An example: You are constructing a trail and you anticipate the total cost will be \$125,000. Materials will cost \$80,000. Labor will cost \$45,000. A local group is donating \$5,000 worth of materials and your organization will provide \$20,000 worth of labor. Regard the following sample budget table for this example:

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
Trail Materials	\$75,000.00		\$5,000.00	\$80,000.00
Labor	\$25,000.00	\$20,000.00		\$45,000.00
Totals	\$100,000.00	\$20,000.00	\$5,000.00	\$125,000.00



In this example, the total project cost is anticipated to be \$125,000.00, and the grant will be \$100,000.00 (80% of total cost). The match is \$25,000.00 (20% of total cost), with \$20,000.00 covered by the sponsor and \$5,000.00 donated by a third party.

The following table provides examples of the minimum match required at various cost levels.

<u>Maximum Grant Amount (80%)</u>	<u>Minimum Match Amount (20%)</u>	<u>Total Cost</u>
\$ 8,000.00	\$ 2,000.00	\$ 10,000.00
\$ 24,000.00	\$ 6,000.00	\$ 30,000.00
\$ 40,000.00	\$10,000.00	\$ 50,000.00
\$ 80,000.00	\$20,000.00	\$100,000.00
\$ 96,000.00	\$24,000.00	\$120,000.00
\$100,000.00	\$25,000.00	\$125,000.00

(2) Budget Details

Here is where you provide the details about your cost categories. List the materials you plan to use, equipment you propose to purchase, labor details, etc. For example,

Materials

Base rock	# tons at \$/ton	= \$x.xx
Crushed limestone	# tons at \$/ton	= \$x.xx
Lumber for bridge		= \$x.xx
Bollards	\$/per bollard	= \$x.xx
Signage	\$/per sign	= \$x.xx

Labor

2 equipment operators at \$x/hour, # hours	= \$x.xx
Use of in-house dozer, \$/hour, # hours	= \$x.xx

QUESTION 22: PARTNERSHIPS AND DONATIONS

In addition to the federal funding that may be obtained through this grant program, other methods of funding may be found through other federal agencies, state funds, and in the private sector. With a higher level of involvement in the creation of a new trail, more funding opportunities become available. Please provide documentation on partnerships, donations or contributions.

Partnerships that form during the trail project not only can provide funding, but also can support the trail in numerous ways, making it a safe, active, and fun part of the community or region. Many project sponsors take advantage of the services of local businesses, civic clubs and user organizations to conceptualize, build, sustain, program and market their project. Local organizations can participate in a variety of ways, including donating cash, equipment, materials or services, giving rate reductions or volunteering time to work on the project. Soliciting volunteers to maintain and to create or monitor trail activity is another way to get the public involved. Plaques that recognize donations allow individuals to have a part in the process and fund-raisers that allow groups to “adopt” sections of trail are popular as well.

Please remember that partners are truly contributing to the project in some tangible way, and are not only offering their support. This section also requires that you to attach Letter of Commitment from contributing partners.

(1) DONATIONS

The fair market value of donated land may be used to match the cost of developing trail on the donated property provided title to the land is not taken prior to project approval. Donated land may also be used to match other land acquisition and trail construction costs on non-donated land if these areas are outlined in your proposal. Please note that the value of a land donation can only be used as a match to those items/areas specifically identified in your proposal. A binding contract stipulating the donation,

pending the receipt of the grant award, must be included in your application packet. This contract should state that the donated land will be dedicated to trail development. Your community cannot accept title to donated land for use as match until your project has been finalized with a signed agreement. Any donated land must be appraised by a licensed appraiser.

Valuing donated labor:

- Use \$8.00/hour for unskilled labor (e.g., clearing brush). Request for a higher hourly rate for more skilled volunteers must have approval from the Grants Management Section.
 - If someone is donating their professional skills (i.e., what they normally do for a living), you can use their normal hourly rate.
 - For someone who is providing skilled labor that is not their normal profession, you can use a rate higher than \$8/hour, but less than the going rate for a professional in that area. For purposes of this grant program, skilled labor refers to labor that requires advanced skills like operating such machinery as chainsaws or trail dozers. You can also refer to Custom Rates prepared by University Extension Office (<http://muextension.missouri.edu/explore/agguides/agecon/g00302.htm>) for comparable rates for some types of labor. Call the Grants Management office at (573)751-0848 if you have any questions concerning what rate to use.
-

Costs NOT allowed through the program include:

1. Brand-Name Equipment or Materials – All purchases through the grant project need to be competitively bid. Specific brands should not be submitted in the grant application. Use generic descriptions of equipment or materials.
2. Sidewalks – A sidewalk is defined as a parallel path to a public road or street or as principally a pedestrian walk between facilities within a common park or property site. Sidewalks are not allowed unless the link is needed to connect other recreational trails.
3. Roads – Recreational Trails Program funds may not be used for improvements to roads and/or bridges intended to be generally accessible by low clearance passenger vehicles (regular passenger cars), unless those roads/bridges are specifically designated for recreational trail use by the managing agency. Funds may be used on high clearance primitive roads (generally not accessible by regular passenger cars, but accessible with higher clearance light trucks, such as high clearance sport utility vehicles), and for bridges on high clearance primitive roads. Eligible high clearance primitive roads/bridges may include old county, town, or township rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
4. Feasibility Studies – Only actual on-the-ground trail projects are allowed through the program. Feasibility studies, if necessary, must be completed prior to submission of your application.
5. Planning and Engineering – Some planning and engineering is allowed, however, the line item cost may not exceed 10% of the total cost of the project as indicated on the Project Budget. Can be used as part of your cost/budget match not more than one year prior to the start of your project agreement.
6. Condemned Land – Funds may not be requested to reimburse for condemning land, nor can the value of condemned land be used as matching funds.
7. Railroads – Trails should not place trail users on or between railroad tracks, except for purposes of an authorized railroad crossing. Trails may be located within or along railroad rights-of-way provided that trail users will not have to traverse on or between railroad tracks and adequate safety measures are taken with the railroad owner, operator and state agency with jurisdiction over railroads.

8. Law Enforcement – Routine law enforcement is not allowable as a cost.
9. Wilderness Areas – Federally designated Wilderness areas are subject to the restrictions of the Wilderness Act (16 U.S.C. 1131).
10. Tracks – Tracks are not considered trails for the purposes of the Recreational Trails Program. Examples include: fitness, motorized and bicycle tracks.

QUESTION 23: TRAIL STANDARDS RESOURCE WEBSITE LINK LISTING

- Universal Access to Outdoor Recreation - A Design Guide
refer to www.fs.fed.us/recreation/programs/accessibility/htm1pubs
- International Mountain Bicycling Association
refer to www.imba.com/resources
- Outdoor Stewardship Institute (formerly known as CODI)
refer to <http://mdc4.mdc.mo.gov/documents/16131.pdf>
- Equestrian Trail Guidelines for Construction and Maintenance
refer to <http://mdc4.mdc.mo.gov/documents/16131.pdf>
- USFS Service Standard Specifications for Construction & Maintenance of Trail
refer to www.fs.fed.us/database/acad/dev/trails/trails.htm
- ADA Standards for Accessible Design (Department of Justice)
refer to www.usdoj.gov/crt/ada/stdspdf.htm
- National Off-Highway Vehicle Conservation Council
refer to www.nohvcc.org/education/trailbuild.asp

QUESTION 24: TRAIL MANAGEMENT (PLANNING AND MAINTENANCE)

This question is asking if you have adequately planned for the intended user groups and will provide continued maintenance of the trail for the safety, comfort and enjoyment of these users.

Planning involves designing the trail and its amenities to appropriate standards for users' needs as well as social and environmental considerations, using appropriate trail surface materials and incorporating safety facets as needed (e.g., clear sightlines, slow downs at high-traffic areas, etc.). Signage is another key element to be included in that they provide direction to users, such as which side of a trail to follow, when certain activities are permitted on the trail and what to expect as the trail continues.

Post-completion maintenance: Trail etiquette programs, public awareness campaigns, ranger or law enforcement patrols and volunteer trail watcher programs all can enhance trail use. Trail inspection practices and routine maintenance need also be described as well as the responsible entity and their relative sustainability.

QUESTION 25: Did your Organization receive Recreational Trails Program grant last year (Fiscal Year 2010)?

To help distribute the grant funding to a variety of organizations, this question assigns five points to organizations that did not receive RTP grant funding the previous year.

QUESTION 26: Did your Organization participate in a Recreational Trails Grant workshop webinar this year (Fiscal Year 2011)?

This question assigns five points to those organizations participating in the Recreational Trails Grant Workshops/Webinars.

QUESTION 27: Overall Application Project Merit

Points are awarded to projects that are conceptually sound with applications that are well written, easy to understand, accurate, organized and complete.

QUESTION 28: Certification of Responsible Person

A responsible official of the sponsor organization must sign, print and date this final section to complete the application. Examples of officials may include but are not limited to a director, president, or manager of an organization or agency or the mayor of a city. This person does not need to be the contact person, but a person who has read the application and understands what will be involved should a grant be awarded. The responsible official would **not** be an independent grantwriter who is not affiliated with the sponsor organization. Any organization that submits false data or a significant lack of required data will be ineligible for scoring by the Missouri Trails Advisory Board.

Section – RTP Guidelines Additional Information

a) Grant Selection Process

Upon arrival at the Department of Natural Resources, all project applications are reviewed for eligibility and then are sent to the members of the Missouri Trails Advisory Board. The board members evaluate the project proposals and make funding recommendations to the Department. The board's recommendations are forwarded to the Director of the Department of Natural Resources for approval. Once approved at the state level, the applications are sent to the Federal Highway Administration for federal approval. This process, from beginning to end, may take from four to six months. Recipients will be notified by mail when the final determination is made. Sponsors of projects recommended for funding will be asked to provide additional information regarding the National Environmental Policy Act (NEPA) and the National Historic Preservation Act.

b) National Environmental Policy Act and National Historic Preservation Act

Part of the approval criteria during the Federal Highway Administration's review of the applications is compliance with the National Environmental Policy Act. Each project is reviewed to assure it does not have a significant impact on the environment.

All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review). If further information is required by the Historic Preservation Program, they may request a project sponsor to perform an archeological survey. The cost of an archeological survey can be included in the cost of the total project. More information about this requirement will be sent to project sponsors who are approved for funding.

c) Equipment Acquisition Projects

Recreational Trails Program funds may be used for the purchase of equipment for trail preservation, renovation or construction. The equipment must be maintained and used for this purpose for its useful life or twenty-five years, whichever comes first. The project sponsor holds title to the equipment, not the Department of Natural Resources. The department should be notified of any change in the equipment's status. A sponsor who disposes of grant-funded equipment prior to the end of its useful life must pay back a pro-rated share of the grant funding to the DNR. The use of previously funded equipment may not be used as match for a future RTP project. Procurement procedures apply to equipment purchases – all purchases must be competitively bid. Please note that the DNR Terms and Conditions states that: no party to this agreement and no officer, agency or employee of either party to this agreement who exercises any functions or responsibilities in the review and approval of the performance of this agreement shall participate in any decision relating to this agreement which would affect their personal or pecuniary interest, directly or indirectly.

d) Land Acquisition Projects

If you are intending to request grant funds to pay for the acquisition of land, it is important to remember that your organization can not take ownership of the property until after you have a signed project agreement. For purposes of the application, a letter from the landowner stating his/her willingness to sell the property contingent upon grant

approval will suffice. You will be required to follow federal law on land acquisition, which is the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the “Uniform Act.” A few of the requirements include an appraisal, a review appraisal and documentation that you notified the landowner of his/her rights under the law. You can read more about the requirements at: <http://www.fhwa.dot.gov/realestate/realprop/index.html> and <http://www.fhwa.dot.gov/realestate/lpaguide/index.htm>.

You can use the value of land acquired for the project as match, however, your organization will still be responsible for following the Uniform Act in acquiring the land (appraisal, review appraisal, notification to landowner, etc.). Compliance with the Uniform Act will need to be documented. If you previously acquired land for the purpose of the trail project but you cannot document that you acquired it in compliance with the Uniform Act, you will not be able to use the value as match for the grant. If you have any questions concerning land acquisition, please contact Chris Buckland at (573) 751-0848 or chris.buckland@dnr.mo.gov

e) **Permits**

Several state, local and possibly federal permits may be required in order to complete your project. Possible required permits at the state and local levels might include:

- Land Disturbance greater than 1 acre (stormwater management) from MO Department of Natural Resources’ (MDNR) Water Pollution Control Program – 1-800-361-4827
- Wastewater discharge permit (possibly, if a wastewater treatment facility is developed - public restrooms with a treated discharge) MDNR, Water Pollution Control Program
- Onsite wastewater treatment (septic system, if such a system is built). Local, county or regional health department may have jurisdiction and impose restrictions or require permits.
- Land Reclamation (reclamation of mined lands, esp. coal) from MDNR Land Reclamation Program
- 401 Certification (in-stream work, wetlands, floodways) from MDNR Water Pollution Control Program
- 404 permit (Permit is issued after 401 Certification) from US Army Corps of Engineers
- Flood plain compliance from the State Emergency Management Agency (SEMA) or Federal Emergency Management Agency (FEMA)

These permits may or may not be applicable to your project. For further information, visit the Department of Natural Resources Publications website: <http://www.dnr.mo.gov/pubs/pubs.htm> (see Environmental Permits and How to Obtain Them).

f) **User Fees**

Nothing in the Recreational Trails Program legislation prohibits project sponsors from charging fees for trail use. This issue will be determined on a case-by-case basis between the Department of Natural Resources and the applicant. The income from fees must be used to support the project.

Considerations for charging user fees include:

- The facility must be open (and advertised as such) to the public during reasonable hours, not only to club members or local residents.

- The fee must be “reasonable” as determined by both the applicant and the Department of Natural Resources. A fee should not be so high as to restrict general public access.
- It may be appropriate for club members to receive a discount, since a portion of their membership may be counted toward use of the area.

g) Accessibility

Trail projects must be made accessible to and usable by persons with disabilities where and when possible. Accessibility is to be considered for persons with alternative auxiliary aid or service use such as (wheelchair, braille materials or telecommunication devices for the deaf).

If it is not practically possible for the entire trail to be accessible, consider making a portion of the trail accessible. Accessible surfaces must be firm, stable and slip resistant. Not all accessible trails are made of asphalt or concrete, some other surfaces also meet the requirements. Refer to the Access Board’s ADA Accessibility Guidelines (ADAAG) and to the Final Report from the Regulatory Negotiations Committee on Accessibility Guidelines for Outdoor Recreation Areas, issued September 30, 1999. Both are available on-line at: <http://www.access-board.gov>

h) Regulatory Documents

Below is a list of the federal regulations that pertain to Recreational Trails Program grants.

Code of Federal Regulations (CFR)

Title 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

Title 49 CFR Part 19 – Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations

Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

Title 23 CFR Part 710 - Right-of-Way and Real Estate

Title 23 CFR Part 771 – Environmental Impact and Related Procedures

Office of Management and Budget (OMB) Circulars

Circular A-87 - Cost Principles for State, Local and Indian Tribal Governments

Circular A-122 – Cost Principles for Nonprofit Organizations

Circular A-21 – Cost Principles for Educational Institutions

RECREATIONAL TRAILS GRANT APPLICATION

Instructions:

- Step 1.** Complete the following application by answering each question as fully as you can without exceeding the response space limitations. **Incomplete Applications will not be scored!** Applications must be typewritten – handwritten applications will be returned to the sender.
- Step 3.** Proofread your application! Make sure all the pages are included and all information is correct. Our agency is not responsible for correcting any mistakes made in the application once it has been submitted.
- Step 4.** Submit NINE **duplex** copies of the application to the Grants Management Section office (address below). Application must be postmarked on or before **June 13, 2011**. Applications postmarked after **June 13, 2011** will be returned to the sender. If you are including photos, please include enough for all nine applications or else they will not be used in the evaluation. **You are encouraged to make double-sided copies to conserve paper and space.**
- Step 5: Items NOT to Include with your Application**
Please do not include the following items with your application submission. If you have questions concerning the allowability of items not on this list, please call (573) 751-3442.
- **NO** maps larger than 11"x17" will be accepted.
 - **NO** three-ring binders for applications. These may look professional, but the applications are taken out of the binders as soon as we receive them in order to mail them to our advisory board and to keep them in our limited file space. You may use soft folders, letter-size only. However, stapling or clipping the application together works just fine for us and is easy for the advisory board to manage as well.
 - **NO** handwritten applications.
- Step 6:** The Recreational Trails Grant Application Support Materials Checklist is on the last page of the grant application and this supporting documentation is required to accompany the application.

Send applications to: Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: BONNIE HIGDON
P.O. Box 176 (or 1659 E. Elm St.)
Jefferson City, MO 65102-0176

GPS COORDINATES OF THE LOCATION OF THE PROJECT TRAILHEAD AND THE GPS COORDINATES OF THE START LOCATION OF THE PROPOSED TRAIL PROJECT: _____

REGIONAL PLANNING COUNCIL _____

10. PROJECT WILL BE CONSTRUCTED ON WHAT CATEGORY OF LANDS:

Public Private Combination

11. DO YOU OWN OR LEASE THE LAND FOR THE PROJECT? (Check the one that applies)

OWN LEASE OTHER

(Note: Applicants who do not own the land for the project must attach a lease or a letter of intent to sell/lease from the current owner)

12. TYPE OF TRAIL PROJECTS: (CHECK ONLY ONE BOX BELOW) [up to 8 points]

- New Trail Development
- Trail Renovation
- Trail Maintenance

New Trail Development: (Construction of new trail with the total miles identified to be constructed for this new trail)

For a project to be designated as Trail Development, the sum of new trail construction costs must be at least 60% of total project costs.

New Trail Construction [8 points]

Trail Renovation: (Renovation or rerouting of an existing trail, expansion of a parking lot, adding a trail amenity to the trail, etc)

For a project to be designated as Trail Renovation, the sum of the renovation costs must be at least 60% of the total project costs.

Renovation of Existing Trails [4 points]

Trail Maintenance: (Maintaining an existing trail due to damages caused by weather conditions or the users of the trail)

For a project to be designated as Trail Maintenance, the sum of the maintenance costs must be at least 60% of the total project costs.

Maintenance of Existing Trails [4 points]

13. DESCRIBE YOUR TRAIL PROJECT: [up to 14 points]

This question asks you to provide a written description of your project for each question listed below: [Response limit = 1 page]

- What are you proposing to construct, renovate or maintain? If your project is one phase of a larger project, clearly specify and state what will be accomplished in this phase that you are requesting RTP funding for this project.
- Why are you proposing this trail project in your community area? Does this trail project have a unique facet, if so describe such (e.g. provides access to the only diamond mine in North America).
- Who will benefit from this trail project? Briefly describe the notable features and benefits your trail project will provide to your community.
- Where will this trail project be located in your community? Describe notable project features that your project provides access to features that may be aesthetic, cultural, historical and natural
- When do you plan to complete this trail project?
- How do you plan to inform trail users about this trail project if funded?
- Please describe the project scope of this trail project. The description of your project scope that you identify will be in your RTP grant agreement and tied to your cost estimate budget.

[up to 3 points]

PLEASE COMPLETE BELOW THE FOLLOWING BASIC DETAILS ON YOUR TRAIL PROJECT AS APPLICABLE: (Please circle your answer below)

- Trail Surface Materials _____ (No points)
- Trail Sub-base Materials _____ (No points)
- Width of trail _____ (feet) (No points)
- Length of trail _____ (feet/miles) (up to 5 points)

5 miles - plus (3 points) 0- 5 miles of trail (2 points)

14. PROJECT SIGNIFICANCE [up to 10 points]

(1) Please check the one box that most aptly identifies the geographic significance of the proposed trail project using the categories listed below. Documentation is required. [Response limit = 1/2 page]

- National or international significance (10 points)
- Regional significance (several counties or parts thereof) (3 points)
- Local significance (one city, town, or municipality) (1 point)

15. IS YOUR PROJECT IN A WETLAND? (permits) Yes No

16. IS YOUR PROJECT IN A FLOODPLAIN? (permits) Yes No

17. IS YOUR PROJECT IN A WILDLIFE REFUGE? Yes No

18. IS YOUR PROJECT IN A HISTORIC OR ARCHAEOLOGICAL LOCATION? (SECTION 106) Yes No

(2) Budget Details

Provide details for each cost category you list in the project budget. List the materials you plan to use, equipment you propose to purchase, labor details, etc. Include the assumptions used to determine the cost figures (e.g., wage rates, unit costs, etc.).

Please attach not more than one page of detailed budget data (may be double-sided).

22. PARTNERSHIPS

[up to 12 points]

Partners may be involved in the planning, land contribution shared, development and post-construction facets of the project including but not limited to maintenance, trail-watch security and condition inspection, and recreational program use of the trail and its facilities. Partners may include private citizens, organizations, businesses and/or governmental agencies. Describe the role of any contributing partners or donors involved with this project. What is their intended contribution (time, materials, equipment, cash, or land)? Is your project a shared-corridor that enhances what may be deemed otherwise undesirable (e.g. a greenway in a storm water, utility or transportation corridor)? Documentation required. (Attach your contributing partners' letters of commitment (time, materials, equipment, cash, land, etc) – Letter of Support are welcome but are not scored) *[Response limit = 1/2 page]*

(1) DONATIONS

[up to 5 points]

(THIS IS ONLY APPLICABLE IF YOU HAVE DONATIONS BY A 3RD PARTY IN YOUR COST ESTIMATE DONATION TOTAL ON PAGE 22) What is the total amount of donations to the project? (Include the value of land, labor, supplies, cash, and equipment). Donations are from an outside group, entity or person. In other words a city, county or school cannot donate to itself. This portion should be addressed very seriously because you will be requested to submit signatures, cancelled checks, or other documentation before processing reimbursements due to this is a part of your final application scoring process.

Donation of Land: \$ _____

Applicant may not take title to the property until a project application has been approved by the Federal Highway Administration. A letter of intent to donate from the landowner must accompany your application to receive points.

Donation of Labor: \$ _____

A letter of intent to donate from the volunteer/organization must accompany your application to receive points.

Donation of Supplies /Equipment: \$ _____

A letter of intent to donate from the donor must accompany your application to receive points.

Donation of Cash: \$ _____

A letter of intent to donate from the donor must accompany your application to receive points.

Donation Total: \$ _____

This donation total should match your cost estimate donation total on page 22.

Donation/Point Table

Scale		
Greater Than or Equal to	To	Points
---	9%	0
10%	20%	1
21%	40%	2
41%	60%	3
61%	80%	4
81%	100	5

23. WHAT STANDARDS/GUIDELINES ARE YOU USING TO BUILD THIS TRAIL?

(Check all that apply)

- Universal Access to Outdoor Recreation - A Design Guide
- International Mountain Bicycling Association
- Outdoor Stewardship Institute (formerly known as CODI)
- Equestrian Trail Guidelines for Construction and Maintenance
- USFS Service Standard Specifications for Construction & Maintenance of Trail
- ADA Standards for Accessible Design (Department of Justice)
- National Off-Highway Vehicle Conservation Council
- Please identify other trails standards and guidelines

24. TRAIL MANAGEMENT (PLANNING AND MAINTENANCE) [up to 4 points]

Describe how your organization will adequately plan and manage the operational aspect of this trail for the intended users. Examples of management considerations in the planning & design phase include planning adequate sightlines, trail width, head clearances, appropriate surface material, signage, lighting, vehicular barriers, etc. Please discuss your post-completion trail maintenance plan which could include trail etiquette programs, public awareness campaigns, safety programs, emergency preparedness and volunteer outreach. Be sure to include "who is doing what" in your discussion.

[Response limit = ¾ page]

25. **Did your organization receive a Recreational Trails Program grant last year (Fiscal Year 2010)?**
 Yes [0 points] No [5 points]

26. **Did your organization participate in a Recreational Trails Grant Workshop/Webinar this year in (Fiscal Year 2011)?**
 Yes [5 points] No [0 points]

27. **OVERALL APPLICATION PROJECT MERIT [up to 10 points]**

Your proposal will be given from 0-10 additional points based on the reviewer's overall impression of the proposed project, immediate need and the presentation of the grant application.

28. **CERTIFICATION OF RESPONSIBLE PERSON:**

"I hereby certify that the information contained in the attached application is true and correct to the best of my knowledge. I understand that this application will be rated solely on the basis of the information submitted. The submission of incorrect data or the lack of data submission can result in this application being withdrawn from consideration for funding."

Signature

Title

Printed Name

Date

**2011 RECREATIONAL TRAILS PROGRAM APPLICATION
TRAIL EQUIPMENT OR PARTS PURCHASING ONLY
SECTION 1 – NO POINTS**

**PLEASE NOTE THAT YOU CAN'T PURCHASE EQUIPMENT UNLESS YOU
CONSTRUCT, RENOVATE OR PRESERVE A TRAIL.**

Your Project includes:

- Purchase of heavy equipment for construction or renovation
 Parts for maintenance of heavy equipment

A. HAVE YOU RECEIVED PREVIOUS RTP FUNDS TO PURCHASE EQUIPMENT OR PARTS?

Yes No

IF YES, PLEASE PROVIDE A LIST OF THE EQUIPMENT OR PARTS PURCHASED WITH RTP FUNDING ALONG WITH THEIR CURRENT HOURS OF USE INCLUDING THE RTP GRANT NUMBER.

B. IS THIS RTP GRANT APPLICATION FOR REPLACEMENT OF EQUIPMENT OR PARTS PURCHASED PREVIOUSLY WITH RTP FUNDS?

Yes No

C. DESCRIBE HOW THIS EQUIPMENT OR PARTS WILL IMPROVE THE TRAIL FACILITIES?

D. HOW WILL THE TRAIL USERS BENEFIT FROM THE PURCHASE OF THIS EQUIPMENT/PARTS PROJECT?

E. HOW WILL YOUR ORGANIZATION ENSURE THE EQUIPMENT OR PARTS WILL BE MAINTAINED IN GOOD REPAIR AND SAFELY STORED THROUGHOUT ITS USEFUL LIFE? WHERE WILL THE EQUIPMENT OR PARTS BE STORED? PLEASE INCLUDE MAINTENANCE SCHEDULE.

F. WHAT FINANCIAL STEPS WILL BE TAKEN TO ENSURE FUNDING FOR REPLACEMENT OF EQUIPMENT OR PARTS DURING THE REQUIRED 25 YEAR COMMITMENT?

G. WHO WILL BE IN CHARGE OF THE EQUIPMENT OR PARTS? (PLEASE GIVE A POSTION TITLE IN THE ORGANIZATION, NOT A SPECIFIC PERSON'S NAME)

H. PLEASE PROVIDE PHOTOGRAPHS AND PICTURES FOR YOUR TRAIL EQUIPMENT PURCHASE.

**2011 RECREATIONAL TRAILS PROGRAM APPLICATION
TRAIL AMENITIES ONLY
SECTION 2 – NO POINTS**

A. HAVE YOU RECEIVED PREVIOUS RTP FUNDS FOR TRAIL AMENITIES PROJECTS?

Yes

No

IF YES, PLEASE PROVIDE A LIST OF THE TRAIL AMENITIES PROJECTS FUNDED THROUGH RTP ALONG WITH THEIR CURRENT HOURS OF USE INCLUDING THE RTP GRANT NUMBER.

B. IS THIS RTP GRANT APPLICATION FOR TRAIL AMENITIES PREVIOUSLY FUNDED THROUGH RTP?

Yes

No

C. DESCRIBE HOW THIS TRAIL AMENITIES WILL IMPROVE THE TRAIL FACILITIES?

D. HOW WILL THE TRAIL USERS BENEFIT FROM THIS TRAIL AMENITIES PROJECT?

E. HOW WILL YOUR ORGANIZATION ENSURE THAT THE AMENITIES WILL BE MAINTAINED FOR 25 YEARS? PLEASE INCLUDE MAINTENANCE SCHEDULE

F. WHAT FINANCIAL STEPS WILL BE TAKEN TO ENSURE FUNDING FOR THE TRAIL AMENITIES DURING THE REQUIRED 25 YEAR COMMITMENT?

G. WHO WILL BE IN CHARGE OF MAINTAINING THESE AMENITIES? PLEASE GIVE A POSITION TITLE IN THE ORGANIZATION, NOT A SPECIFIC PERSON'S NAME.

H. PLEASE PROVIDE PHOTOGRAPHS AND PICTURES FOR YOUR TRAIL AMENITIES.

Recreational Trails Grant Application Support Materials Checklist

The following items are **required** materials to support your application and **must** be included with your application. **An incomplete application will not be scored.** Please submit **nine** copies of each item, except for copies of land deeds or leases (only **one** copy of a land deed or lease is necessary).

- ❑ **Location Maps** – All maps **must highlight the proposed trail project location** and key project features or components as well as show some of the surrounding area. Please also indicate any floodplain, wetlands, park or wildlife/waterfowl refuges and any significant historical, cultural or natural features within or immediately adjacent to the project's area.
- ❑ **Maps to be included would be:**
 - ❑ A general location map (e.g. highway map showing locale within the State),
 - ❑ A specific location map (e.g. shows project site relative to the city, park, forest or conservation area),
 - ❑ A topographic map relative to the project site and,
 - ❑ An aerial photographic map of the project site

Note: If topographic information is indicated on the specific location map, the aerial map or the schematic plan referenced below, than a separate topographic map of the project site does not need to be included. Tip: You can acquire mapping via GPS coordinates at www.googleearth.com

- ❑ **Schematic Plan** – A schematic plan of the overall proposed project must be included for all construction and restoration projects. Note distances (i.e., length of trail) and include a key for pointing out other features such as trailheads, rest stops, benches, restrooms, ADA portions of the trail, etc. For project amenities, a schematic site (e.g. parking or benches) and/or elevation and floor plans (e.g. building or bridges) are to be included in addition to the overall project schematic plan.
- ❑ **Letters of Commitment or Intent to Donate** from organizations or individuals who are partnering on the project, providing work on the project, or making a donation (if applicable).
- ❑ **Financial Assurance Letter** from your organization's chief financial officer stating that your organization has the financial capability of completing the proposed project.
- ❑ **For Land Acquisition projects only:** letter of 'Intent to Lease/Sell/Donate' from landowner to your organization, contingent upon your organization receiving a grant.
- ❑ **Proof of land ownership or leaseholder rights** - If your organization now owns or leases the land for the project, send only **one** copy of the land deed or copy of lease (25 years commitment).
- ❑ **Multiple Phase Project** – Please clearly identify the **phase of the proposed project in bold** which you are requesting RTP funding in your application. In addition, please clearly denote any previous phases for this project with this application.
- ❑ Please fill out the **RTP Proposal Description and Environmental Screening Form** and attached it to your 2011 RTP grant application.

RTP Proposal Description and Environmental Screening Form

The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Recreational Trails Program (RTP) state assistance proposals submitted for Federal Highway Administration (FHA) review and decision. The completed PD/ESF becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The PD portion of the form captures administrative and descriptive details enabling the FHA to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the RTP proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State’s RTP proposal to FHA.



Name of RTP Proposal:

Date Submitted to Missouri State Parks:

Prior RTP Project Number(s) *List all prior RTP project numbers associated with this site:*

Project Sponsoring Agency

Sponsor Contact:
Name/Title:

Office/Address:

Phone/Fax:

Email:

Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.

Step 1. Type of RTP Proposal

New Project Application

Land Acquisition
Go to Step 2A

New Trail Development
Go to Step 2B

Trail Renovation
Go to Step 2C

Step 2. New Project Application

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with RTP assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).

Trail projects may be located on either public or private lands; however, the project must be available for public use regardless of land ownership. If you are intending to request grant funds to pay for the acquisition of land, it is important to remember that your organization can not take ownership of the property until after you have a signed project agreement. For purposes of the application, a letter from the landowner stating his/her willingness to sell the property contingent upon grant approval will suffice. You will be required to follow federal law on land acquisition, which is the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the "Uniform Act." A few of the requirements include an appraisal, a review appraisal and documentation that you notified the landowner of his/her rights under the law. You can read more about the requirements at: <http://www.fhwa.dot.gov/realestate/realprop/index.html> and <http://www.fhwa.dot.gov/realestate/lpaguide/index.htm>.

2. How and when will the trail be made open and accessible for trail users to use this trail?
3. Address each item in "D" below.

B. For a New Trail Development

1. Describe the new trail development that will be developed with RTP assistance, including basic details on your trail such as width, length and number of miles to be constructed. Describe notable trail project features such as cultural, historical, and natural.
2. All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review).
3. Several state, local and possibly federal permits may be required in order to complete your trail project. Possible required permits at the state and local level may include: wetland, floodplain, wildlife refuge, and a local noise impact study.
4. When will the trail project be completed and open for public for users of the trail?
5. Address each item in "D" below.

C. For a Trail Renovation

1. For renovation of the trail
 - a) Provide a brief narrative about the trail renovation such as the renovation or rerouting of the existing trail, expansion of parking lot, adding a trail amenity to the trail, etc. Describe the renovation improvements that will be developed with RTP assistance, including a site sketch depicting trail renovation, where and how the public will access the trail, parking, etc. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing amenities.
 - b) Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.)
2. All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review).
3. Several state, local and possibly federal permits may be required in order to complete your trail project. Possible required permits at the state and local level may include: wetland, floodplain, wildlife refuge, and a local noise impact study.
4. How and when will the renovated trail be made open and accessible for trail users?
5. Address each item in "D" below.

D. Additional items to address for a new application and amendments

1. Will this proposal create a **new** trail **where none previously existed** and is not an addition to an existing trail area? Yes ____ (go to #3) No ____ (go to #2)
2. What is the name of the pre-existing public area that this new site will be added to?
3. What will be the name of this **new trail or renovated trail**?
4. Who will hold title to the property assisted by RTP? Who will manage and operate the site(s)?
5. What is the sponsor's type of ownership and control of the property?
____ Ownership
____ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.
Who will lease area? Submit copy of lease with this PD/ESF.
6. Describe the nature of any rights-of-way, easements, and land based on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the "Uniform Act."
7. As a result of this project, describe **new** types of trail user opportunities and capacities, and short and long term public benefits of the trail.
8. Explain any existing additional phases of development for this trail project that might be proposed for the future.
9. Describe the planning process that led to the development of this proposal. Your narrative should address:

- a. How the public was notified and provided opportunity to be involved in planning for and developing your RTP proposal? Who was involved and how were they able to review the completed proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.
- b. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this PD/ESF submission.

List all source(s) and amounts of financial match to the RTP share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The RTP share and financial matches must result in a viable trail project and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

Source	Type of Match	Value
		\$
		\$
		\$

Step 3. Summary of Previous Environmental Review (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes?
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
7. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.
8. Was this proposed RTP action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where

the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD/ESF must be included in the submission for Missouri State Parks review.

Step 4. Environmental Screening Form (ESF)

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to Missouri State Parks. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary; or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission.

The scope of the required environmental analysis will vary according to the type of proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. At a minimum, a site inspection of the affected area must be conducted by individuals, who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to Missouri State Parks for review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS.

The ESF contains two parts that must be completed:

Part A. Environmental Resources

Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 5.	Not Applicable- Resource does not exist	No/Negligible Impacts- Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.					
2. Air quality					
3. Sound (noise impacts)					
4. Water quality/quantity					
5. Stream flow characteristics					
6. Marine/estuarine					
7. Floodplains/wetlands					
8. Land use/ownership patterns; property values; community livability					
9. Circulation, transportation					
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing					
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.					
12. Unique or important wildlife/ wildlife habitat					
13. Unique or important fish/habitat					
14. Introduce or promote invasive species (plant or animal)					
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.					
16. Accessibility for populations with disabilities					
17. Overall aesthetics, special characteristics/features					
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.					
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure					
20. Minority and low-income populations					
21. Energy resources (geothermal, fossil fuels, etc.)					
22. Other agency or tribal land use plans or policies					
23. Land/structures with history of contamination/hazardous materials even if remediated					
24. Other important environmental resources to address.					

MANDATORY CRITERIA If your RTP proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?			
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O. 11988); and other ecologically significant or critical areas.			
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?			
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?			
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects?			
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office. (Attach SHPO/THPO Comments)			
8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.			
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?			
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)?			
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)?			
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?			

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form.
List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit.

- 1.
- 2.
- 3.

The following individuals conducted a site inspection to verify field conditions.
List name of inspector(s), title, agency, and date(s) of inspection.

- 1.
- 2.
- 3.

RTP-applicant signature here:

Date _____

SUB-RECIPIENT INFORMATIONAL FORM
Federal Funding Accountability and Transparency Act 2006

Sub-recipient Name: _____	
Address: _____	
City: _____ State: _____	
Zip + 4: _____ Congressional District: _____	
DUNS #: _____ CCR Expiration Date: _____	
Name of Parent Entity: _____	
Parent Entity DUNS #: _____	
Primary Location of Performance:	
Address: _____	
City: _____ State: _____	
Zip + 4: _____ Congressional District: _____	
Sub-recipients annual gross revenues exceed 80% or more in Federal funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sub-recipients annual gross revenues equal or exceed \$25,000,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public does not have access to information about the compensation of the senior executive through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a) or section 6104 of the Internal Revenue Code of 1986	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to all the above was "Yes", provide the five most highly compensated officers' names and compensation for the calendar year in which this sub-agreement is being made. Compensation is defined as the cash and noncash dollar value earned by the executive during the sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p> <p>(1) salary and bonus</p> <p>(2) awards of stock, stock options, and stock appreciation rights (use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R)</p> <p>(3) earnings for services under non-equity incentive plans (this does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees)</p> <p>(4) change in pension value (this is the change in present value of defined benefit and actuarial pension plans)</p> <p>(5) above-market earnings on deferred compensation which are not tax-qualified</p> <p>(6) other compensation (examples: severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the aggregate value for the executive exceeds \$10,000)</p>	
Sub-recipient Highly Compensated Officers	Officer's Names
	Officer's Compensation
Comment:	
Prepared by:	
Name: _____	
Title: _____	
Email: _____	
Signature: _____	Date: _____