

2016 Recreational Trails Program Grant Application Guide

Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-751-3442
573-526-4395 (FAX)
lwcf.rtp@dnr.mo.gov



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

SECTION I. RECREATIONAL TRAILS PROGRAM OVERVIEW

A) What is the Recreational Trails Program (RTP)?

The RTP is a federally-funded assistance program authorized by the U.S. Congress under the Moving Ahead for Progress in the 21st Century (Map-21) Act. Its purpose is to help states provide and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational use. Examples of recreational trail uses include hiking, bicycling, in-line skating, equestrian use, boating, off-road motorcycling, all-terrain vehicle riding, four-wheel driving or using other off-road motorized vehicles.

The U.S. Department of Transportation, Federal Highway Administration (FHWA), oversees the RTP and has delegated administration of the program to each state. In Missouri, the Governor has designated the Department of Natural Resources (DNR) as the agency responsible for administering the RTP. The Division of State Parks (DSP), a division within the department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), an eight-member panel, assists DSP with administration of the program by evaluating the RTP grant applications and recommending projects for funding.

B) How much money is available in the RTP?

The RTP funds come from the Federal Highway Trust Fund, and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use, which is fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks. Each fiscal year, 50% of the national amount apportioned for the program is distributed equally among the states. The other 50% is distributed in amounts proportional to each state's fuel usage for non-highway recreational use from the preceding year. States must use 30% of their RTP funds for motorized uses, 30% for non-motorized uses and 40% for diverse uses (more than one type of trail use).

Missouri's available apportionment is typically between \$1 million and \$1.5 million each year. The maximum amount that can be requested and awarded per project is **\$150,000** for trail-related projects and **\$10,000** for educational projects.

C) What projects are eligible for RTP funding?

Below is a list of eligible project types. For a list of eligible project costs, see pages 16-17 for trail-related projects and pages 22-23 for educational projects. **All trail-related projects must be maintained and open to the public for a minimum of 25 years; all educational projects must be maintained for a minimum of three years.** No grant funding will be awarded to projects which, in whole or part, will not be open to the public. **Equipment and equipment parts or attachments purchased with RTP funding must be maintained for their useful life.** Project sponsors must provide written assurance of public access and long-term maintenance; see Supporting Documentation Checklist on pages 6-7 for documentation required.

Eligible RTP projects include:

- Construction of new recreational trails, including water trails.
 - New trails on state or federal lands are subject to additional requirements before being approved (see Paragraph E on page 2).
 - New trails on private land must have written assurance of public access for a minimum of 25 years.
 - Federal Buy America provisions (<http://www.fhwa.dot.gov/construction/cqit/buyam.cfm>) will apply to trail projects that include any steel or iron features permanently incorporated in the project, such as bridges that use steel I-beams.
- Construction of new trailside amenities, trailhead facilities and/or trail connectors. Trailhead and trailside amenities should have a direct relationship with a recreational trail; for instance, highway rest areas or visitor centers are not appropriate uses of RTP funds.
- Acquisition or lease of land or right-of-way easements for recreational trails.
- Rehabilitation, restoration and/or repair of existing recreational trails, trailside amenities, trailhead facilities and/or trail linkages. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.
- Purchase and/or lease of recreational trail construction and maintenance equipment. This category includes such equipment as lawn mowers and trail grooming machines, provided the equipment is used primarily to construct and/or maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a lawn mower purchased under RTP must be used primarily for trail and trailside maintenance, and not to maintain open lawn areas or sport fields. Trail grooming vehicles and motorized equipment primarily constructed with steel or iron must comply with Buy America requirements or must receive a waiver.
- Assessment of trail conditions for accessibility and maintenance. Projects in this category can include:
 - Assessment of existing trails to determine the level of accessibility for people who have disabilities.
 - Development of programs to provide trail access information.
 - Assessment of existing trails to determine current or future maintenance needs.

- Educational projects to promote safety and environmental protection related to the use of recreational trails. Funding for projects in this category can't exceed 5% of Missouri's annual apportionment. Educational projects can include:
 - Development and presentation of training programs related to trail planning, assessment, accessibility, design, construction, maintenance, sustainability and operation.
 - Development and production of trail-related educational materials, including print material, informational displays, informational and/or interpretive signage, audiovisual displays, interactive computer displays, etc.
 - Development and presentation of safety programs that instruct users on safe trail use.
 - Development and production of publications related to trail planning, assessment, accessibility, design, construction, maintenance, sustainability and operation.
 - Development and presentation of programs for environmental protection of recreational trails.

D) What projects are NOT eligible for RTP funding?

Below is a list of ineligible project types. For a list of ineligible project costs, see page 17 for trail-related projects and page 23 for educational projects.

- Property condemnation (eminent domain).
- Motorized recreational trails on lands designated as federal wilderness or state wild areas.
- Projects to upgrade, expand or otherwise facilitate motorized use or access to existing recreational trails predominantly used by non-motorized recreational trail users.
- Trail feasibility studies. Eligible projects relate to actual on-the-ground trail projects, so a project proposal for the purpose of performing a trail feasibility study would not be eligible.
- Trail planning. A project solely for the purpose of trail planning is not eligible; however, trail planning is an allowable cost of an eligible trail project (see page 16).
- Roads or sidewalks. A sidewalk may be included as an eligible cost if it links two trails or provides an accessible route to a trailhead or trailside amenity; however, prior approval from DSP is required before including in the project scope.
- Segway or golf cart paths.
- Race tracks or fitness tracks.

E) Who can sponsor an RTP project?

The following entities are eligible to apply for RTP funding.

- Both for-profit and not-for-profit private organizations, such as youth organizations, trail clubs, land trusts, conservation organizations, private schools, and private operators of recreational facilities open to the public.
- Municipal agencies such as cities, towns, counties, school districts, and public utilities.
- State agencies and state public education institutions.

Eligible projects can be sponsored by partnerships between public and private organizations. Additionally, state or private organizations can sponsor projects on state or federal lands; however, the state or federal land managing agency must provide written support of the project through a Memorandum of Agreement. In addition, the proposed project must meet all applicable state and federal laws and be consistent with the land management plans specific to the respective state or federal area.

F) How does project funding work?

The RTP is a matching grant program, which means the project sponsor shares a percentage of the project cost. The federal share for an RTP grant is a maximum of 80%, thus requiring a minimum match of 20% from the project sponsor. The sponsor's match can include in-kind contributions and donations.

Additionally, RTP grants are reimbursement grants, which means the grants provide funding to project sponsors after expenses have been incurred. Project sponsors may request up to four partial reimbursement requests a year.

G) How does a sponsor obtain RTP funding for a project?

Project sponsors can apply for funding for eligible trail-related projects or education-related projects. In order to be considered for an RTP grant, project sponsors must complete and return nine copies of the RTP Trail Project Application or the RTP Educational Project Application, postmarked by April 22, 2016. Project sponsors are strongly encouraged to attend one of the RTP application workshops or webinars scheduled in March; workshop/webinar dates and locations are listed at <https://www.mostateparks.com/page/55065/outdoor-recreation-grants>. These workshops/webinars are hosted by staff from the Grants Management Section (GMS) of the Division of State Parks, to assist project sponsors with the application process. GMS staff reviews the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis, with most of the application questions having a designated point value. The Missouri Trails Advisory Board evaluates the applications and assigns scores to the individual responses, which are then tallied and a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The board then makes funding recommendations to DSP's division director. After the division director approves the recommended projects, GMS staff conducts on-site pre-award inspections of each proposed project. Once the pre-award inspections are completed, GMS submits the list of recommended projects to the Federal Highway Administration for review. The number of ranked projects that will be recommended for funding is determined by the state's RTP apportionment for the current fiscal year. All applicants will be notified of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. The entire process may take up to eight months, from the initial call for project applications to notice of award.

H) What happens after a project sponsor receives notice of award from DNR?

Project sponsors must sign and submit a project agreement between the sponsor and the Department of Natural Resources. Sponsors are then **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2016 RTP Grant Administration Guide. During the workshops/webinars, GMS staff will explain the requirements for administering the RTP grants. Additionally, GMS staff will help project sponsors understand the Federal Highway Administration's statutory provisions for Buy America as well as the federal requirements specific to the National Historic Preservation Act of 1966 (NHPA), the National Environmental Policy Act of 1970 (NEPA), and the Endangered Species Act of 1973 (ESA).

These federal laws were enacted to protect the nation's cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the laws by conducting a NEPA review. As part of the review, project sponsors are required to complete a Categorical Exclusion (CE) Determination Form and provide concurrence documentation from various state and federal agencies in order for DSP and FHWA to determine if a project is classified as a CE under NEPA. Most RTP projects will qualify as CEs. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational or historic resources. Sponsors have up to six months to complete the NEPA review and submit the CE Determination Form and all concurring documentation to GMS staff.

Once DSP and FHWA review and concur with the CE determination, FHWA authorizes funding for the project and DNR issues a notice to proceed (NTP) letter to the project sponsor. **Sponsors cannot begin any construction activities, finalize designs, acquire property or acquire equipment until receiving a NTP letter.** Any costs incurred prior to receiving NTP will not be reimbursed; however, some costs incurred prior to receiving NTP may be used as match (see page 16 for trail-related projects and page 22 for educational projects). Sponsors have **three years** from date the project agreement is signed to complete their RTP project; however, a project sponsor can request an extension if the project cannot be completed within three years. Extension requests will be approved on a case-by-case basis by GMS staff.

SECTION II. TIPS FOR PROJECT SPONSORS

A) In order to develop a sound project proposal, project sponsors should consider the following:

- a. Determine trail needs in your area.
 - Are there unmet trail needs within your community or area? Will this project meet a need?
 - How will this project benefit the community, area or region?
 - Is this project part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or other trail, greenway or transportation master plan?
- b. Determine project viability.
 - Can this project realistically be completed within the required three-year timeframe, or should the project be developed in phases? Project sponsors can submit funding requests for multiphase projects.
 - As the project sponsor, does your organization have the funding resources and commitment to complete the proposed project and maintain it long term?
 - Are there other organizations or individuals who might assist with funding, donations and/or in-kind contributions?
- c. Determine public support for the project.
 - Have you provided opportunity for stakeholders to comment on the project?
 - Have you considered various users' needs in determining what type of project to implement?
 - How have you addressed concerns or issues raised by stakeholders regarding the project?
- d. For new construction, identify design considerations.
 - What are the intended uses?
 - Will the design incorporate recommended design standards for the identified intended use(s)? See pages 13-14 for a list of suggested design manuals and guidelines.
 - Will the project incorporate accessible features and elements or avoid barriers that would make it difficult to use for people with disabilities?
 - What is the projected user capacity and will the supporting infrastructure, such as parking, restroom facilities, etc., be able to accommodate the projected use?
 - Is the project sustainable? For instance, what will be the long-term maintenance needs of the chosen project design?

B) Documentation of compliance with the National Environmental Policy Act (NEPA) and other federal environmental laws and regulations must be provided as part of an authorized project under the RTP.

Most RTP projects will qualify as Categorical Exclusions (CE) under NEPA. However, each project must be reviewed to ensure that it does not have a significant impact to the environment. Projects recommended for funding will be required to conduct a NEPA review and complete a CE Determination Form, which will be reviewed and approved by GMS and FHWA staff. Sponsors of recommended projects will be given instructions during a mandatory grant administration workshop on conducting the NEPA review, completing the CE Determination Form and obtaining the appropriate concurrence documentation. For a schedule of workshops, see <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>.

In order to expedite the NEPA review process, project sponsors are encouraged to begin considering early in the conceptual and design stages how best to mitigate or avoid impacts to the following resources:

- Cultural, historical and/or archaeological
- Threatened or endangered species
- Wetlands or streams
- Water quality
- Floodplains
- Air quality
- Farmlands
- Wild and Scenic Rivers
- Lands protected under 6(f) designation

Other concerns to consider include noise pollution, hazardous waste, environmental justice, accessibility, demonstration of public involvement and compliance with Buy America provisions.

C) Projects are selected on the merit of their applications, so it's important for project sponsors to provide well-written and complete application packets. Project sponsors should:

- Attend one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly but concisely, within the space allowed on the application.
- Have an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- Double-check the application packet to ensure it is complete and accurate; incomplete packets will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on pages 6-7 to ensure all supporting documentation is included in the packet.
- Attempt to submit application packets prior to the deadline date. This will allow GMS staff opportunity to contact project sponsors if information is missing from the packet or is inaccurate, and will subsequently allow project sponsors time to rectify omissions or inaccuracies.

SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

The following items are required documents to support your application and must be included in your application packet. **An incomplete application will not be scored.** Please submit **nine copies** of each item, with the exception of land deeds or leases (see below). Use this checklist to ensure that you've included all required documentation in your application packet, and in the order listed below.

- General Location Map** no greater than 11"x17", showing the project's location within the state, its proximity to nearby communities, and its proximity to nearby roads and highways. Include a north arrow and GPS coordinates of the project on the map. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Specific Location Map** no greater than 11"x17", showing the project's location within a community, park or recreation area, state forest or conservation area, state park or state historic site, national park, national forest or other federal facility. Please indicate any floodplain, wetland, park, wildlife/waterfowl refuge, significant natural feature, archaeological site, significant cultural/historical feature, road or highway within or immediately adjacent to the project. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Topographic Map with Project Site Plan** no greater than 11"x17", for construction and renovation projects. Note distances (i.e., length of trail) and include trailheads, parking areas, rest stops, benches, restrooms, shelters, ADA portions of the trail, etc. For new trail construction in the initial design phase, a conceptual site plan is acceptable. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Aerial Photo with Project Site Plan** no greater than 11"x17", for construction and renovation projects, noting trailheads, parking areas, rest stops, benches, restrooms, shelters, ADA portions of the trail, etc. For new trail construction in the initial design phase, a conceptual site plan is acceptable. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Schematic Plan** if a building or structure is included in the proposed project, such as a restroom, bridge, picnic shelter or kiosk. Include a materials list on the plan. Buildings must be designed to conform to ABA/ADA standards and this must be indicated in the schematic plans. Plans should be no greater than 11"x17". If the project is still in the conceptual stage, a preliminary plan can be submitted. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Signed 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 of time, materials or funding.
- Signed Letter of Support** from the state or federal land management agency, for projects sponsored by an outside entity on state or federal land (or on behalf of the state or federal agency, if the project is for the purchase of equipment that will be used on state or federal land). The letter must indicate if the proposed project is consistent with the area's land management plan. For proposed projects within a state park or state historic site, project sponsors must coordinate with the park or site's facility manager before proposing a project. For trail connections to Katy Trail or Rock Island Trail state parks, contact the Katy Trail Coordinator at 573-449-7402.
- Signed Memorandum of Agreement** with the state or federal land management agency for projects on state or federal land that are sponsored by an outside entity. The agreement must show the land managing agency's commitment to maintaining public access to the project for a minimum of 25 years, and must give the project sponsor temporary construction access or easement to complete the work. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- Tax Exempt Letter** for 501(c)3 organizations and other organizations that are exempt from federal income tax.
- Financial Assurance Letter** from the sponsoring organization's chief financial officer stating that your organization has the financial capability of completing the proposed project and maintaining it long term.
- Resolution** ensuring commitment of project sponsor to maintain public access to the project for a minimum of 25 years and/or commitment that trail construction/maintenance equipment purchased with grant funding is being purchased in support of trail projects and will be maintained for its useful life. See example on page 8.
- Intent to Lease/Sell/Donate Letter** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing a trail easement or temporary construction easement. Leases and trail easements must have a minimum 25-year timeframe. The letter may stipulate that the transfer of land ownership is contingent upon project funding. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*

- Proof of Land Ownership or Leaseholder/Easement Rights** if the project sponsor currently owns or leases the land for the project, or has a permanent trail easement. Only one copy of the land deed, lease or easement agreement is required. The lease or easement agreement must show a 25-year commitment or include a letter from the landowner indicating willingness to renew the agreement if the original agreement was for less than 25 years. For projects only for the purpose of purchasing trail construction or trail maintenance equipment, the project sponsor must show proof of ownership or leaseholder/easement rights if the equipment will be used on property owned or leased by the project sponsor or on property to which the sponsor has right of access through an easement.

- Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last 12 months regarding the proposed project. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and/or copy of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.

SAMPLE PROJECT RESOLUTION

WHEREAS, the _____ *(insert name of organization/agency)* _____ is applying for federal assistance from the Recreational Trails Program for the purpose of _____ *(insert project title as entered on question 18 of the trail project application or question 17 of the educational project application)* _____,

NOW, THEREFORE, BE IT RESOLVED BY THE _____ *(insert name of organization/agency)* _____, that

1. _____ *(insert name of person signing application)* _____ of _____ *(insert name of organization/agency)* _____ is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.
2. The _____ *(insert name of organization/agency)* _____ currently has the written commitment for the minimum 20% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the _____ *(insert name of organization/agency)* _____ will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for _____ years (a minimum of 25 years for a trail-related project, a minimum of three years for an education-related project) and/or will maintain trail maintenance/construction equipment purchased with grant funding for its useful life and in support of trail projects.
4. In the event a grant is awarded, the _____ *(insert name of organization/agency)* _____ is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the _____ *(insert name of organization/agency)* _____ will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders and all state laws that govern the grant applicant during the performance of the project.

PASSED AND RESOLVED BY THE _____ *(insert name of organization/agency)* _____ THIS ____ DAY OF _____, 2016.

ATTEST: (Clerk)

(SIGNATURE)

BY: _____
(SIGNATURE)

(SEAL)

SECTION IV. GRANT APPLICATION INSTRUCTIONS

- A) Step One:** Complete an electronic application by answering each question as fully as you can without exceeding the space allocated for the question – please do not include supplemental answer sheets. For trail-related projects, use the RTP Trail Project Application. For education-related projects, use the RTP Educational Project Application.

An electronic application form has been created for your convenience at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. You will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once you've filled out the form, you will need to save it to your computer and print it off.

- B) Step Two:** Submit **nine copies** of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before April 22, 2016. You are encouraged to make double-sided copies to conserve on paper and space. If you are including photos with your application packet, please include nine copies.

It is highly recommended that you submit your application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from your packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

- C) Step Three:** Use the Supporting Documentation Checklist on pages 6-7 to ensure that your application packet is complete. Only one copy of the land deed or lease is needed. For questions about your application packet or the process, call (573) 751-3442 or email lwcf.rtp@dnr.mo.gov.

Items NOT to include with your application packet:

- Maps larger than 11"x17".
- Three-ring binders or folders for applications. Stapling or clipping the application packet together is encouraged.
- Hand-written applications. Use the electronic application provided.
- Supplemental attachments to answer the application questions. Please limit your responses to the spaces allocated for each question on the application. Photos may be submitted, but ensure nine copies are included.

- D) Step Four:** Mail the application packet to:

Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: RTP Planner
PO Box 176
Jefferson City, MO 65102-0176

SECTION V. TRAIL PROJECT APPLICATION QUESTIONS

For trail-related projects, project sponsors should fill out the RTP Trail Project Application. For education-related projects, sponsors should fill out the RTP Educational Project Application. Both electronic applications can be found at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. The following section provides a description of the information needed for each question on the Trail Project Application and explains the purpose of each question. For a guide to the Educational Project Application questions, see Section VI on page 19.

- **Questions 1-9** are general questions pertaining to the agency or organization (project sponsor) responsible for incurring costs and completing the project. No points are assigned to responses in this section.
 - **Question 1, AGENCY OR ORGANIZATION** – this is the name and address of the agency or organization that is requesting grant funds and will be responsible for administering the grant, if awarded.
 - **Question 2, AGENCY/ORGANIZATION DUNS NUMBER** – all agencies or organizations that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
 - **Question 3, APPLICATION PREPARER** – if the person who prepared the application is different from the project contact person, please provide name and contact information. If there is an issue with the application, the application preparer will be contacted.
 - **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the RTP grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) and provide the name of the new contact person.
 - **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
 - **Question 8, REGIONAL PLANNING COUNCIL** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://www.macogonline.org/rpcs.htm>.
 - **Question 9, LOCATION OF PROJECT** – for trail construction projects, provide GPS coordinates for the start location of the proposed project. For trail renovation projects, use the location of any major supporting infrastructure, such as a trailhead or parking lot. For land acquisition, provide the GPS coordinates for the primary entrance or access to the property. For projects requesting funding for purchase of trail construction/maintenance equipment only, provide the location information of the agency or organization acquiring and maintaining the equipment.
- **Questions 10-12** elicit information about the project sponsor’s organization, such as whether it is a government agency or a private for-profit or non-profit organization; how long the organization has been in existence; the organization’s paid or volunteer staffing levels; etc. Additionally, a project sponsor’s past performance in administering previous RTP grants will be reviewed and factored into the score. Up to five points may be given for responses to this section.
 - **Question 10, PROJECT APPLICANT IS** – indicate whether the project sponsor is a state or local governmental agency; a for-profit organization; a not-for-profit organization and whether or not the organization has 501(c)3 tax exempt status; or other type of organization. A tax exempt letter is required for 501(c)3 organizations; refer to the Supporting Documentation Checklist on page 6 of this guide.
 - **Question 11, DESCRIBE PROJECT SPONSOR’S ORGANIZATION** – this question is asking for information specific to the mission of the organization; how long the organization has been in existence; and how many staff, members and/or volunteers are affiliated with the organization.
 - **Question 12, PREVIOUS PERFORMANCE** – information for this section should include whether or not the project sponsor has past experience successfully administering an RTP grant. Previous performance on completing previous RTP grant projects within the allotted timeframe will be a factor considered by the Missouri Trails Advisory Board when scoring

applications. The project sponsor should also indicate what, if any, experience, the organization has had in completing a similar type of project, irrespective of funding source.

- **Questions 13-19** require the project sponsor to provide a description of the project, including a detailed project narrative. Up to 25 points may be given for this section since considerable weight is given to the detailed project narrative in question 19.
 - **Question 13, PROJECT CATEGORY IS** – this question relates to the 30-30-40 requirement, which requires states to use 30% of their RTP funds for motorized uses, 30% for non-motorized uses and 40% for diverse uses (more than one type of trail use). To provide more flexibility in RTP project selection, FHWA has established the following five categories to account for the 30-30-40 requirements. Select the category that best describes the project.
 - **Non-motorized single use** – a project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, bicycling only or equestrian only. RTP projects serving various pedestrian uses (such as walking, hiking, backpacking and running) still constitute a single use for the purpose of this category.
 - **Non-motorized diverse use** – a project primarily intended to benefit more than one mode of non-motorized recreational trail use, such as pedestrian and bicycling, or bicycling and equestrian.
 - **Both non-motorized and motorized diverse use** – a project that includes both motorized and non-motorized uses, such as an ATV trail that also allows hiking or a water trail that allows both kayak/canoe use and outboard motor use. This category also includes projects where the uses are separated seasonally, such as a trail that allows ATV use in the summer but equestrian use in the winter.
 - **Motorized single use** – a project primarily intended to benefit only one mode of motorized recreational trail use, such as an ATV trail.
 - **Motorized diverse use** – a project primarily intended to benefit more than one mode of motorized recreational trail use, such as an ATV trail that also functions as an off-highway motorcycle trail.
 - **Question 14, PROJECT TYPE IS** – project sponsors should select the type or types that best describe the proposed project. While a project may incorporate both new development and rehabilitation/repairs, it should be classified as new development if the sum of new construction costs will equal 60% or more of the total project costs. A project should be classified as rehabilitation/repair if the sum of the rehabilitation/repair costs equals 60% or more of the total project costs. For trail assessment projects, use the rehabilitation/repairs classification. In addition to determining which of the above project types is most applicable, project sponsors should also check the relevant boxes if property acquisition and/or equipment acquisition will be a part of the project or if either are the sole purpose of the project. For projects that include acquisition of equipment, fill out the supplemental sheet on page 9 of the application.
 - **Question 15, PROJECT WILL BE CONSTRUCTED ON** – for trail-related construction/rehabilitation projects, indicate whether the project is on private or public lands, or a combination of both. If the trail project is on state or federal lands, a signed letter of support and a signed memorandum of agreement from the state or federal agency must be submitted with the application. See Supporting Documentation Checklist on pages 6-7 of this guide.
 - **Question 16, INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND** – if the project sponsor owns or leases the property, a deed or lease agreement must be submitted with the application. If the project sponsor has a permanent trail easement or a temporary construction easement, a copy of the easement agreement must be submitted as well or, in the case of projects on state or federal lands, a memorandum of agreement between the agency and sponsor must be submitted that shows the project sponsor has access to project land. See Supporting Documentation Checklist on pages 6-7. If the proposed project will be completed on a combination of land that is partially owned and partially leased, the project sponsor should check the “Other” category and provide an explanation of ownership in the space provided.
 - **Question 17, INTENDED USES OF THIS PROJECT** – check all that apply to indicate for which user groups this project is intended.
 - **Question 18, PROJECT TITLE** – provide a one-sentence description and include the current phase, if the project is being completed in phases; for example, “Wolf Creek Trail, construction of 21 miles of natural surface trail (bicycling, hiking, and running), Phase I.” Another example is, “Rehabilitate 5.2 miles of trail surface and improve trailheads within the Frisco Highline Trail corridor.” The project title description will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.

- **Question 19, PROVIDE A DETAILED PROJECT NARRATIVE** – the project narrative is one of the most important elements in the application and is the sponsor’s opportunity to “sell” the project and convince the Missouri Trails Advisory Board of the project’s merit. In the narrative, project sponsors should consider the following questions.
 - **What is being constructed, rehabilitated/repaired and/or acquired?** Describe all aspects of the project that this grant will be funding.
 - If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase; for example, “If funded, phase III of this project will complete 2.3 miles of an eventual 20-mile trail system.” To ensure that federal funds are being used effectively, project sponsors should develop their phased project so that it functions as intended, even if the remaining phases are never completed. For instance, each trail section of a multiphase project should have a logical start and end point, and should have a way for users to access.
 - For trail projects, include distance in miles, width in feet, and surface materials; for example, “In this project, we intend to construct 2.3 miles of 8 foot wide crushed limestone trail.”
 - If more than one trail is being developed or rehabilitated/repaired, indicate how many and list their names.
 - For trail linkages, include the names of trails that will be linked by the project.
 - For rehabilitation projects, list the site name or the trail name and location on the trail where the renovation will be taking place.
 - For trailside and/or trailhead amenities, list specific amenities and their key material components (e.g. wood bridge decking with cordon steel structure); for example, “In this project, we propose to improve the North Trailhead of Willow Creek Trail by expanding the parking lot to add 10 additional parking spaces, constructing a pre-cast vault toilet, and installing a wooden informational kiosk.”
 - Indicate if informational and/or way-finding signs, maps and/or brochures will be included as project costs.
 - For equipment acquisition, list type of equipment but NOT brand name. Additionally, projects requesting funding for equipment acquisition should indicate if the project sponsor is an outside entity planning to acquire and donate the equipment to a local, state or federal agency for use on trails on public lands. Projects requesting funding for equipment acquisition are also required to complete the supplemental sheet on page 9 of the application.
 - **How is this project beneficial and what will it provide for users?** Explain why this project is being proposed and how it will benefit the public. Is there a targeted group that will be most benefited? Does it fill a need for an under-served segment of the population? For trail projects, does it link two or more communities, provide connection within a community to a park or open space, or provide access to important facilities within a community? Will it provide benefits beyond trail use? For instance, does it provide a wildlife corridor or protect a riparian corridor? Will it provide increased economic development to a local or regional area?
 - **Are there unique features or aspects of this project?** Describe any unique features or special characteristics that this project has or will provide access to, such as significant aesthetic, cultural, historical or natural elements. Color photos may be included in the application packet to further highlight any unique feature or special characteristic, but make sure to include nine copies. For trail projects, describe what a user will see and experience on the trail. Indicate whether the trail will connect to a National Historic or National Recreation Trail. For a list of National Historic Trails in Missouri, visit the following website http://www.recreation.gov/marketing.do?goto=acm/Explore_Go_Lists/The-National-Trails-System.htm. For National Recreation Trails in Missouri, American Trails has provided a database searchable by state at <http://www.americantrails.org/NRTDatabase/search.php>.
 - **Is there urgency to completing this project?** Will this project be addressing a public health and safety issue, an environmental concern, or a compliance issue with a local, state or federal requirement? Is there a time-sensitive aspect to the project, such as a land sale for property needed to complete the project?
- **Questions 20-26** ask the sponsor to demonstrate that the project is a well-planned and feasible project, one that can reasonably be expected to be completed within three years. Up to 25 points may be given for this section.
 - **Question 20, HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN THE STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP) FOR MISSOURI AND/OR A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN** – project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at the statewide, regional and/or local levels will be given priority points. The project sponsor should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Additionally, the project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, trail system plan, capital improvement plan, transportation plan or other land use management

plan. If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted.

- **Question 21, DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE LAST 12 MONTHS** – project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as public meetings, open houses, surveys, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on page 7). If the project sponsor has not provided opportunity for public input within the past 12 months, the sponsor should indicate if there will be opportunity for the public to comment and what methods will be used to solicit public input.
- **Question 22, DOES THE PROJECT ADDRESS AMERICANS WITH DISABILITIES (ADA) AND/OR ARCHITECTURAL BARRIERS ACT (ABA) GUIDELINES** – it may not be practicable to implement accessibility guidelines for all projects, but project sponsors are encouraged to consider incorporating where feasible. Additionally, sponsors must not install barriers or other features that would make it more difficult for people with disabilities to use the trail project. Sponsors should seek opportunities to incorporate accessible features and elements, and to include trail routings that meet accessibility criteria to ensure that there are recreation opportunities for a variety of users. Where trail-related facilities, such as parking, shelters, restrooms, drinking fountains, and other features are provided, they should provide the required level of accessibility and be served by an accessible route. Extra points are awarded for projects that meet accessibility guidelines.

While specific technical standards have not yet been finalized for recreational trails and recreational facilities, the following manuals and guidelines will provide information useful for trail and facility design and construction.

- The United States Access Board has compiled a manual of accessibility standards that meet the requirements in the Architectural Barriers Act (ABA). The ABA Accessibility Standards manual should be used for facilities designed, built, altered, or leased with federal funds. This includes facilities that are relevant to trail projects, such as restrooms, parking lots, drinking fountains, etc. The manual is available as printable html pages at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/aba-standards>.
- The United States Access Board has also compiled accessibility guidelines for trails and other outdoor recreation facilities in their manual, *Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas*, available here as a free pdf download or as printable html pages (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>). Note: the pdf download is very large and may take time to download.
- The U.S. Forest Service (USFS) has compiled accessibility guidelines for new or rehabilitated outdoor recreation facilities and trails on national forest lands, but these guidelines also have applicability for non-federal projects. The guidelines are provided as free pdf downloads or Microsoft Word documents at <http://www.fs.fed.us/recreation/programs/accessibility/>.
- **Question 23, FOR NEW DEVELOPMENT, INDICATE RECOMMENDED STANDARDS/GUIDELINES BEING USED** – project sponsors are encouraged to use industry guidelines or standards when constructing new trails. While not an exhaustive list, the below are recommended as resources to assist project sponsors in implementing well-planned and well-constructed projects. Project sponsors should indicate which of the below guidelines/standards they will be using for their project, or indicate what other guidelines/standards they will be using.
 - Projects that incorporate signs that function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm. Signs which do not function as traffic control devices are not subject to the MUTCD. However, informational signs and kiosks must take into consideration the needs of various users, such as people who are blind or have impaired vision, people who use wheelchairs or other personal assistance mobility devices, and children.
 - The FHWA and the USFS have compiled a list of trail design and construction resources and, in many cases, made them available as free pdf downloads or html files (http://www.fhwa.dot.gov/environment/recreational_trails/publications/):
 - *Trail Construction and Maintenance Notebook* (http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806/index.cfm)
 - *Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds* (http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232816/)
 - *Designing Sustainable Off-Highway Vehicle Trails: An Alaska Trail Manager's Perspective* (http://www.fs.fed.us/t-d/php/library_card.php?p_num=1123%202804P)

- International Mountain Biking Association (IMBA) offers two publications for sale through its online bookstore for building and maintaining mountain bike trails (<https://www.imba.com/resources/trail-building>):
 - *Trail Solutions: IMBA's Guide to Building Sweet Singletrack*
 - *Managing Mountain Biking: IMBA's Guide to Providing Sweet Riding*
 - American Trails, through its National Trails Training Partnership webpage, has compiled a fairly comprehensive list of trail planning guides and manuals developed by other states and provided many of them as free pdf downloads or html files: <http://americantrails.org/resources/trailbuilding/index.html>
 - The National Off-Highway Vehicle Conservation Council has a webpage devoted to information about off-road facilities: <http://www.nohvcc.org/Materials.aspx>
 - The Pennsylvania Department of Conservation & Natural Resources offers a free pdf download of their manual, “The Pennsylvania Trail Design Manual for Off-highway Recreational Vehicles” (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_002295.pdf)
 - The Iowa Department of Natural Resources has put together a guide for designing water trails, available as a free pdf download: <http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development-Tools/Water-Trails-Toolkit>
- **Question 24, DESCRIBE WHAT ENVIRONMENTAL FACTORS, SUSTAINABILITY CONSIDERATIONS AND SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – this question is asking project sponsors to describe what steps they will take to avoid impacts to cultural, historical and archaeological resources; threatened or endangered species; wetlands or streams; water and air quality; floodplains; farmlands; lands protected by the Land and Water Conservation Fund (LWCF) Act; etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing noise pollution; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Additionally, sponsors should include any design features they will incorporate that will increase sustainability of the project, such as features that provide erosion control and minimize stormwater runoff; or design elements that are unique, such as use of recycled materials. Lastly, sponsors should list design elements that address user safety, such as trail width, adequate sightlines, overhead clearance, lighting, signage, vehicle barriers, etc.
 - **Question 25, FOR CONSTRUCTION AND/OR REHABILITATION PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK** – the project sponsor should list who is completing what work for each stage of the project. For instance, will the planning and engineering work be contracted out or completed in-house? Will the construction and/or rehabilitation work be completed by contract labor, youth crews, staff or volunteers?
 - **Question 26, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN THREE YEARS** – information in this section includes assurances that the sponsor’s organization has the ability to complete the project within the three-year timeframe. The sponsor should reference supporting documents in their response, such as the financial assurance letter and letters from donors and/or partners. See Supporting Documentation Checklist on page 6 of this guide.
- **Question 27, PROJECT MAINTENANCE AND MANAGEMENT**, asks the project sponsor to describe their long-term maintenance plan for the project. Project sponsors should consider the following questions in their response. Up to 10 points may be awarded for this question.
 - **How will maintenance be accomplished after project completion?** Sponsors should describe how routine maintenance of the project will be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur.
 - **What assurances can the project sponsor provide that the project will be maintained for public access for a minimum of 25 years?** Project sponsors should demonstrate sufficient funding and manpower to maintain public access to the project for 25 years. In their response, sponsors should reference the supporting documentation they have included in their packet that provides financial assurance and provides proof of either ownership of or access to the property on which the project will be constructed or used. See Supporting Documentation Checklist on page 6.
 - **How will the project be operated post-completion to ensure user safety and project sustainability?** Sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the 25-year timeframe. For trail projects, will the project sponsor implement trail etiquette signage or programs, public awareness campaigns, volunteer trail watch or other safety programs? Will there be volunteer outreach efforts to solicit assistance with trail beautification or trail repair projects? For equipment purchase, will the project sponsor provide operator training and/or certification?

- **Questions 28-29** asks the project sponsor to describe any partnerships and donations associated with the project. Up to seven points may be awarded for this section.
 - **Question 28, WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT** – project sponsors are encouraged to utilize youth conservation or youth service corps to assist with completion of the proposed project, such as trail-building or repair, construction of trail amenities, etc. If utilizing youth or service corps, project sponsors will need to indicate which group or groups will be assisting and for which aspects of the project they will be providing assistance. For a list of national youth and service corps or a list by state, visit <http://www.corpsnetwork.org/impact/corps-by-state>.
 - **Question 29, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the “Donor” column, list any individual partners or donors that intend to contribute to the project. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it’s labor, cash, materials, land or equipment. Only include partners that are truly contributing to the project in some tangible way. Reference page 6 of the Supporting Documentation Checklist for the supporting documentation required for donations.
- **Questions 30-31** ask the project sponsor to provide information about each cost category and to provide budget line items within each cost category. The maximum grant amount that may be requested is \$150,000. The minimum amount a project sponsor is required to provide as match is 20% of the total project cost. Up to eight points may be given for this section, based on the percent matching funds.
 - **Question 30, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Enter the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the project sponsor (matching funds), or a third party donation (matching funds). Use whole dollar amounts only. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$187,500. The project sponsor is requesting the maximum grant amount of \$150,000 and is providing a match of \$37,500, which is 20% of the total cost and the minimum matching amount allowable. Of the matching funds, \$30,500 is being provided by the project sponsor and \$7,000 is being provided by a third party donation.

| COST CATEGORY | GRANT REQUEST | MATCHING FUNDS | | TOTAL PROJECT COST |
|--|---|----------------|-------------------------------------|--------------------|
| | | APPLICANT | DONATION (by 3 rd party) | |
| 1. Labor | \$ 25,000 | \$ 25,000 | \$ 1,000 | \$ 51,000 |
| 2. Materials | \$ 75,000 | \$ | \$ 6,000 | \$ 81,000 |
| 3. Equipment Purchase/Lease | \$ 10,000 | \$ | \$ | \$ 10,000 |
| 4. Trailhead/Trailside Amenities | \$ 37,500 | \$ | \$ | \$ 37,500 |
| 5. Land/Easement Acquisition/Lease | \$ | \$ | \$ | \$ |
| 6. Planning/Engineering/Environmental Review (≤ 10% of total project cost) | \$ | \$ 4,500 | \$ | \$ 4,500 |
| 7. Signage | \$ 2,500 | \$ | \$ | \$ 2,500 |
| 8. Equipment Use | \$ | \$ 1,000 | \$ | \$ 1,000 |
| 9. Other (Please specify) _____ | \$ | \$ | \$ | \$ |
| 10. Other (Please specify) _____ | \$ | \$ | \$ | \$ |
| TOTALS | \$ 150,000 (Not to exceed \$150,000) | \$ 30,500 | \$ 7,000 | \$ 187,500 |

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

| Maximum Grant Amount (80%) | Minimum Match Amount (20%) | Total Project Cost |
|----------------------------|----------------------------|--------------------|
| \$10,000 | \$2,500 | \$12,500 |
| \$25,000 | \$6,250 | \$31,250 |
| \$50,000 | \$12,500 | \$62,500 |
| \$75,000 | \$18,750 | \$93,750 |
| \$100,000 | \$25,000 | \$125,000 |
| \$125,000 | \$31,250 | \$156,250 |
| \$150,000 | \$37,500 | \$187,500 |

- **Eligible Costs** include:
 - **Labor** costs. Labor costs that may be requested in the “Grant Request” column include contracted labor and new staff hired specifically to complete project tasks that would not be accomplished otherwise. For example, project sponsors may hire a professional trail builder or someone professionally trained to conduct trail assessments. Project sponsors may also hire a professional to provide on-the-job training for others to conduct trail assessments. Salaries of existing staff are eligible for the project sponsor’s match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<http://www.dol.gov/whd/contracts/dbra.htm>). Use of an agency’s or organization’s internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer’s donated time will be valued at \$10/hour unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used.
 - **Materials** for new trail construction or for trail rehabilitation/repair. Examples of costs include trail surface materials such as wood bark, gravel, concrete, asphalt, recycled materials, etc.; trail stabilization materials such as geogrid, geotextiles, pervious pavers, etc.; materials for water-crossing structures, such as culverts, bridges, boardwalks, etc; lighting; landscaping; etc. Federal Buy America provisions will apply to trail projects that include any steel or iron features permanently incorporated in the project, such as bridges that use steel I-beams (<http://www.fhwa.dot.gov/construction/cqit/buyam.cfm>). Donated materials should be valued at their fair market value.
 - **Materials** for new or rehabilitated trailside and trailhead amenities, such as benches, shelters, restrooms, water fountains, parking lots, etc.
 - **Purchase or lease of equipment**, covering the entire spectrum of trail-related equipment from hand tools, to GPS units used in laying out trails, to motorized equipment. Mowers, heavy equipment, and All-Terrain Vehicles (ATVs) and Utility Track Vehicles (UTVs) are eligible if they will be used predominantly for trail construction, repair, grooming or maintenance. Specific brand names of equipment should **not** be submitted in the grant application; all equipment purchases must be competitively bid. Purchase of equipment primarily constructed with steel or iron must comply with Buy America requirements or receive a waiver.
 - **Land/Easement Acquisition/Lease**. RTP legislation prohibits condemnation of any kind of interest in property; therefore, acquisition or lease of land or right-of-way easements must be from a willing seller. Additionally, project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl). Requirements under this act include conducting an appraisal and an appraisal review, as well as notifying the landowner of their rights under the law. Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the Federal Highway Administration has approved the project and the Department of Natural Resources has issued a notice to proceed. Project sponsors may use the value of newly donated or newly purchased property or right-of-way as match if it was acquired specifically for the trail project. This does not include the value of land already owned or managed by the agency or organization, such as land already established as a park. Refer to the Supporting Documentation Checklist on pages 6-7 for the various documentation required to demonstrate ownership, access and/or intent to donate.
 - **Planning/Engineering/Environmental Review** costs, up to 10% of the total grant request. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples of planning costs include property appraisals and appraisal reviews for land acquisition and/or land donations. Examples of engineering costs include development of design and/or construction documents; costs associated with the bidding process, such as advertisement and development of bid packets; etc. Examples of environmental review costs include costs associated with cultural evaluation such as archaeological surveys, environmental approvals, and applicable permits.
 - **Signage**, including route-marking/way-finding, interpretive, trail etiquette/rules, and traffic control signs. Signs that function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm.
 - **Print publications**, such as trail maps or trail brochures, if they are components of a construction project. For print publications that are stand-alone projects, complete the RTP Educational Project Application instead.
 - **Use/operation of equipment**. Use the Federal Emergency Management Agency’s (FEMA) 2015 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment

(<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the “Labor” cost category.

- **Training costs.** Certain costs for employee training in trail assessment techniques are eligible.

▪ **Ineligible Costs** include:

- **Routine trail maintenance**, which includes work that should be conducted on a frequent basis in order to keep a trail in its originally constructed state (e.g., mowing, tree and brush pruning, leaf and debris removal, cleaning and repair of culverts and other drainage structures, etc.).
- **Overhead costs** that include regular operating expenses, such as building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
- **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.
- **Law enforcement costs** are not eligible, but trail safety programs developed for use by law enforcement are eligible educational projects (see Section VI. Educational Project Application Questions).
- **Budget contingencies** included as budget line items.

- **Question 31, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example:

Materials

| | | |
|-------------------|---------------------------------|----------|
| Base rock | # tons at \$/ton | = \$x.00 |
| Crushed limestone | # tons at \$/ton | = \$x.00 |
| Lumber for bridge | total square feet at \$/sq. ft. | = \$x.00 |
| Bollards | total # by \$/per bollard | = \$x.00 |
| Signage | total # by \$/per sign | = \$x.00 |

Labor

2 equipment operators at \$/hour by # of hours = \$x.00

Equipment Usage

Use of bulldozer at \$/hour by X of hours = \$x.00

- **Question 32, PREVIOUS RTP APPLICANT** – to ensure that all eligible agencies and organizations have equal opportunity to apply for RTP funding, this section assigns five points to project sponsors who did not receive RTP funding during the previous year.
- **Question 33, RTP APPLICATION WORKSHOP ATTENDANCE** – project sponsors are encouraged to attend one of the application workshop/webinars hosted by Grants Management Section staff; five points will be assigned to those in attendance.
- **DISCRETIONARY BOARD MEMBER CRITERIA** – this section provides up to 10 points that may be used by the Missouri Trails Advisory Board at their discretion. The board represents a broad range of motorized and non-motorized trail interests throughout the state. This assessment allows board members to bring their specific knowledge of statewide and local recreation patterns, resources and needs into consideration. Members may award points based on their subjective evaluation of the project application. Evaluation criteria may include packet appearance and organization, previous performance administering RTP grants, use of volunteers and partners, public involvement, demonstration of need, accessibility considerations, evidence of early planning efforts, overall soundness of project, etc.
- **SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors. For a detailed summary of each required item, see pages 6-7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency or organization **must** sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency or organization, and **cannot** currently be serving as a board member on the Missouri Trails Advisory Board. An incomplete or inaccurate application packet will be ineligible for scoring by the Missouri Trails Advisory Board.

SUPPLEMENTAL SHEET:

EQUIPMENT PURCHASE FOR TRAIL-RELATED PROJECTS – for grant requests that include purchase of trail construction or trail maintenance equipment, project sponsors are required to fill out page 9 of the application. No points are awarded for the supplemental sheet.

- **Question 1, HAS THE PROJECT SPONSOR RECEIVED PREVIOUS RTP FUNDS TO PURCHASE EQUIPMENT AND/OR EQUIPMENT PARTS/ATTACHMENTS** – the project sponsor should indicate whether or not previous RTP funding was received to purchase trail construction or trail maintenance/grooming equipment or to purchase parts/attachments for trail construction or trail maintenance/grooming equipment. If no previous RTP funding was received for equipment purchase, skip to question 6.
- **Question 2, IF YES, PROVIDE THE FOLLOWING INFORMATION** – list the six-digit project number (e.g., 2011-05) of each previous RTP project that included purchase of equipment and/or parts/attachments. The project number can be found on the project agreement signed by the project sponsor, as well as the grant award letter sent to the project sponsor. In the space provided, also include a description of each piece of equipment or part/attachment purchased, and its current mileage or estimated hours of use.
- **Question 3, IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR PARTS/ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS** – the project sponsor should indicate whether or not the grant request is for funds to replace trail equipment or parts/attachments purchased with previous RTP funding. If not, skip to question 6.
- **Question 4, IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT** – the project sponsor should indicate whether or not the old equipment or parts/attachments will be sold to offset the cost of purchasing the new trail equipment or parts/attachments. If not, skip to question 6.
- **Question 5, IF YES, CALCULATE THE NET PURCHASE VALUE OF THE NEW EQUIPMENT BY SUBTRACTING THE ESTIMATED TRADE VALUE OF THE OLD EQUIPMENT FROM THE PURCHASE PRICE OF THE NEW EQUIPMENT** – in the spaces provided, the project sponsor should enter the purchase price of the new equipment and the trade value of the old equipment. The trade value of the old equipment should then be subtracted from the purchase price of the new equipment and the sum entered in the space provided for the net purchase value of the new equipment.
- **Question 6, DESCRIBE NEW EQUIPMENT OR PARTS/ATTACHMENTS IN DETAIL** – this question asks the project sponsor to provide a detailed description of the equipment or part/attachment that will be purchased, including whether or not it is motorized and/or predominantly constructed of steel or iron.
- **Question 7, DESCRIBE HOW THE NEW EQUIPMENT OR PARTS/ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS** – this question asks the project sponsor to provide a detailed summary of how the new trail construction or maintenance equipment will be used to improve trail facilities and benefit trail users.
- **Question 8, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR PARTS/ATTACHMENTS WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE** – the project sponsor should provide a detailed summary of where and how the equipment or parts/attachments will be stored as well as who will be providing preventative maintenance and how often.

SECTION VI. EDUCATIONAL PROJECT APPLICATION QUESTIONS

For education-related projects, sponsors should fill out the RTP Educational Project Application, found at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. The following section provides a description of the information needed for each question on the Educational Project Application and explains the purpose of each question.

- **Questions 1-9** are general questions pertaining to the agency or organization (project sponsor) responsible for incurring costs and completing the project.
 - **Question 1, AGENCY OR ORGANIZATION** – this is the name and address of the agency or organization that is requesting grant funds and will be responsible for administering the grant, if awarded.
 - **Question 2, AGENCY/ORGANIZATION DUNS NUMBER** – all agencies or organizations that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
 - **Question 3, APPLICATION PREPARER** – if the person who prepared the application is different from the project contact person, please provide name and contact information. If there is an issue with the application, the application preparer will be contacted.
 - **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the RTP grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) and provide the name of the new contact person.
 - **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
 - **Question 8, REGIONAL PLANNING COUNCIL** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://www.macogonline.org/rpcs.htm>.
 - **Question 9, LOCATION OF PROJECT** – for educational projects not associated with a specific trail site, provide the location information of the agency or organization requesting grant funds. When providing the GPS coordinates for educational projects associated with specific trails or trailheads, such as signage projects, use the start location of the proposed project or the entrance to the trailhead or parking lot.
- **Questions 10-12** elicit information about the project sponsor’s organization, such as whether it is a government agency or a private for-profit or non-profit organization; how long the organization has been in existence; the organization’s paid or volunteer staffing levels; etc. Additionally, a project sponsor’s past performance in administering previous RTP grants will be reviewed and factored into the score. Up to five points may be given for responses to this section.
 - **Question 10, PROJECT APPLICANT IS** – indicate whether the project sponsor is a state or local governmental agency; a for-profit organization; a not-for-profit organization and whether or not the organization has 501(c)3 tax exempt status; or other type of organization. A tax exempt letter is required for 501(c)3 organizations; refer to the Supporting Documentation Checklist on page 6 of this guide.
 - **Question 11, DESCRIBE PROJECT SPONSOR’S ORGANIZATION** – this question is asking for information specific to the mission of the organization; how long the organization has been in existence; and how many staff, members and/or volunteers are affiliated with the organization.
 - **Question 12, PREVIOUS PERFORMANCE** – information for this section should include whether or not the project sponsor has past experience successfully administering a RTP grant. Previous performance on completing previous RTP grant projects within the allotted timeframe will be a factor considered by the Missouri Trails Advisory Board when scoring applications. The project sponsor should also indicate what, if any, experience the organization has had in completing a similar type of project, irrespective of funding source.

- **Questions 13-18** require the project sponsor to provide a description of the project, including a detailed project narrative. Up to 25 points may be given for this section since considerable weight is given to the detailed project narrative in question 18.
 - **Question 13, PROJECT CATEGORY IS** – this question relates to the 30-30-40 requirement, which requires states to use 30% of their RTP funds for motorized uses, 30% for non-motorized uses and 40% for diverse uses (more than one type of trail use). To provide more flexibility in RTP project selection, FHWA has established the following five categories to account for the 30-30-40 requirements. Select the category that best describes the project.
 - **Non-motorized single use** – an educational project primarily intended to benefit only one mode of non-motorized recreational trail use, such as a bicycle safety course.
 - **Non-motorized diverse use** – an educational project primarily intended to benefit more than one mode of non-motorized recreational trail use, such as a trail-building presentation that demonstrates how to build a multi-use trail for bicyclists and equestrian users.
 - **Both non-motorized and motorized diverse use** – an educational project that includes both motorized and non-motorized uses, such as developing a regional trail guide that provides information about both mountain bike and dirt bike trails.
 - **Motorized single use** – an educational project primarily intended to benefit only one mode of motorized recreational trail use, such as developing an instructional video on building sustainable ATV trails.
 - **Motorized diverse use** – an educational project primarily intended to benefit more than one mode of motorized recreational trail use, such as hosting a safety training session for ATV and off-highway motorcycle uses.
 - **Question 14, PROJECT TYPE IS** – project sponsors should select the type or types that best describe the proposed project. For educational projects that include acquisition of equipment, fill out the supplemental sheet on page 6 of the application.
 - **Question 15, PROJECT WILL BE CONSTRUCTED ON** – for trail or site-specific educational projects, indicate whether the project is on private or public lands, or a combination of both. If the project is on state or federal lands, a signed letter of support and a signed memorandum of agreement from the state or federal agency must be submitted with the application. See Supporting Documentation Checklist on pages 6-7 of this guide.
 - **Question 16, INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND** – this question pertains to trail or site-specific educational projects. If the project sponsor owns or leases the property, a deed or lease agreement must be submitted with the application. If the project sponsor has a permanent trail easement or a temporary construction easement, a copy of the easement agreement must be submitted as well or, in the case of projects on state or federal lands, a memorandum of agreement between the agency and sponsor must be submitted that shows project sponsor has access to project land. See Supporting Documentation Checklist on pages 6-7 of this guide. If the proposed project will be completed on a combination of land that is partially owned and partially leased, the project sponsor should check the “Other” category and provide an explanation of ownership in the space provided.
 - **Question 17, PROJECT TITLE** – provide the name of the project as a one-sentence description and include the current phase, if the project is being completed in phases; for example, “Regional Trail Guide mapping and safety project, phase I.” The project title description will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.
 - **Question 18, PROVIDE A DETAILED PROJECT NARRATIVE** – the project narrative is one of the most important elements in the application and is the sponsor’s opportunity to “sell” the project and convince the Missouri Trails Advisory Board of the project’s merit. In the narrative, project sponsors should provide the following information.
 - **Summarize the educational/interpretive project and include its proposed life and major phases of its life cycle.** Describe all aspects of the project that this grant will be funding. If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase. For example, “We intend to develop a regional trail guide that maps our entire trail system. If funded, phase I of this project will GPS a 30-mile trail system that includes 20 individual trails. Subsequent phases include writing descriptive text, finding images and laying out the trail guide, and developing a trail safety checklist, before submitting it for publication.”
 - **How is this project beneficial and what will it provide for users?** Explain why this project is being proposed and how it will benefit the public. Is there a targeted group that will be most benefited? Does it fill a need for an under-served segment of the population? How does the project aid in the restoration, enhancement, or preservation of trails and trail corridors and their use?

- **Are there unique features or aspects of this project?** Describe any innovative techniques that will be utilized in either developing or presenting the educational project.
- **Questions 19-22** ask the sponsor to demonstrate that the project is a well-planned and feasible project, one that can reasonably be expected to be completed within three years. Up to 35 points may be given for this section.
 - **Question 19, HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN THE STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP) FOR MISSOURI AND/OR A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN** – project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at the statewide, regional and/or local levels will be given priority points. The project sponsor should indicate if the project is fulfilling a need identified in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Additionally, the project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, trail system plan, capital improvement plan, transportation plan or other land use management plan. If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted.
 - **Question 20, DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE LAST 12 MONTHS** – project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as public meetings, open houses, surveys, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on page 7). If the project sponsor has not provided opportunity for public input within the past 12 months, the sponsor should indicate if there will be opportunity for the public to comment and what methods will be used to solicit public input.
 - **Question 21, DOES THE PROJECT ADDRESS AMERICANS WITH DISABILITIES (ADA) AND/OR ARCHITECTURAL BARRIERS ACT (ABA) GUIDELINES** – it may not be practicable to implement accessibility guidelines for all projects, but project sponsors are encouraged to consider incorporating where feasible. Accessibility considerations should include access by wheelchair or other personal mobility devices, Braille materials, or telecommunications devices for the hearing impaired. If an element of the educational project involves a site that can't practicably be made accessible, then reasonable accommodations should be considered to make the site accessible through video or other experiential means. Extra points are awarded for projects that meet accessibility guidelines.
 - **Question 22, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE AND MAINTAIN THE PROJECT A MINIMUM OF THREE YEARS** – information in this section includes assurances that the sponsor's organization has the ability to complete and maintain the project for a minimum of three years. The sponsor should reference supporting documents in their response, such as the financial assurance letter and letters from donors and/or partners. See Supporting Documentation Checklist on page 6 of this guide.
- **Questions 23-24** asks the project sponsor to describe any partnerships and donations associated with the project. Up to seven points may be awarded for this section.
 - **Question 23, WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT** – project sponsors are encouraged to utilize qualified youth conservation or youth service corps to assist with completion of the proposed project, such as using a youth conservation corps to develop and provide training. If utilizing youth or service corps, project sponsors will need to indicate which group or groups will be assisting and for which aspects of the project they will be providing assistance. For a list of national youth and service corps or a list by state, visit <http://www.corpsnetwork.org/impact/corps-by-state>.
 - **Question 24, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the "Donor" column, list any individual partners or donors that intend to contribute to the project. In the corresponding "Contribution" column, indicate what each partner or donor intends to contribute, whether it's labor, cash, materials, or equipment. Only include partners that are truly contributing to the project in some tangible way. Reference page 6 of the Supporting Documentation Checklist for the supporting documentation required for donations.

- **Questions 25-26** ask the project sponsor to provide information about each cost category and to provide budget line items within each cost category. The maximum grant amount that may be requested is \$10,000. The minimum amount a project sponsor is required to provide as match is 20% of the total project cost. Up to eight points may be given for this section, based on the percent matching funds.

- **Question 25, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Enter the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the project sponsor (matching funds), or a third party donation (matching funds). Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$12,500. The project sponsor is requesting the maximum grant amount of \$10,000 and is providing a match of \$2,500, which is 20% of the total cost and the minimum matching amount allowable. Of the matching funds, \$2,000 is being provided by the project sponsor and \$500 is being provided by a third party donation.

| COST CATEGORY | GRANT REQUEST | MATCHING FUNDS | | TOTAL PROJECT COST |
|--|---------------------------------------|----------------|-------------------------------------|--------------------|
| | | APPLICANT | DONATION (by 3 rd party) | |
| 1. Labor | \$ 5,000 | \$ 1,700 | \$ | \$ 6,700 |
| 2. Materials | \$ 5,000 | \$ | \$ | \$ 5,000 |
| 3. Equipment Purchase/Lease | \$ | \$ | \$ 500 | \$ 500 |
| 4. Signage | \$ | \$ | \$ | \$ |
| 5. Planning (≤ 10% of total project cost) | \$ | \$ | \$ | \$ |
| 6. Equipment Use | \$ | \$ | \$ | \$ |
| 7. Other (Please specify) <u>Room rental at Civic Center</u> | \$ | \$ 300 | \$ | \$ 300 |
| 8. Other (Please specify) _____ | \$ | \$ | \$ | \$ |
| TOTALS | \$ 10,000 (Not to exceed \$10,000) | \$ 2,000 | \$ 500 | \$ 12,500 |

- **Eligible Costs** include:
 - **Labor** costs. Labor costs that may be requested in the “Grant Request” column include contracted labor and new staff hired specifically to complete project tasks that would not be accomplished otherwise. Salaries of existing staff are eligible for the project sponsor’s match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<http://www.dol.gov/whd/contracts/dbra.htm>). Use of an agency’s or organization’s internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer’s donated time will be valued at \$10/hour unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used.
 - **Materials** for the educational project. Donated materials should be valued at their fair market value.
 - **Purchase or lease of equipment**, covering the entire spectrum of trail-related equipment from hand tools, to GPS units used in laying out trails, to motorized equipment. Specific brand names of equipment should **not** be submitted in the grant application; all equipment purchases must be competitively bid.
 - **Planning** costs, up to 10% of the total grant request. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor.
 - **Signage**, including route-marking/way-finding, interpretive, trail etiquette/rules, and traffic control signs. Signs that function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm.
 - **Use/operation of equipment**. Use the Federal Emergency Management Agency’s (FEMA) 2015 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the “Labor” cost category.
 - **Print publication** such as brochures, guides, or training material. Some materials are only partially educational. For example, a trail system map generally is not an education project. However, if one side of a map is dedicated to

trail safety and environmental protection education, then educational funds may be used to pay half the costs of printing and publishing the map.

- **Other media publication** such as audio-visual, web, etc.

- **Ineligible Costs** include:

- **Overhead costs** that include regular operating expenses, such as building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
- **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.
- **Law enforcement costs** are not eligible, but trail safety programs developed for use by law enforcement are eligible educational projects.
- **Budget contingencies** included as budget line items.

- **Question 26, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example:

Materials

| | | |
|-----------|------------------------|----------|
| Brochures | # cases by \$/case | = \$x.00 |
| Cardstock | # cases by \$/case | = \$x.00 |
| Stamps | # of books \$/book | = \$x.00 |
| Signage | total # by \$/per sign | = \$x.00 |

Labor

| | |
|--|----------|
| 2 instructors at \$/hour by # of hours | = \$x.00 |
|--|----------|

Vehicle Usage

| | |
|-----------------------|----------|
| # of miles by \$/mile | = \$x.00 |
|-----------------------|----------|

- **Question 27, PREVIOUS RTP APPLICANT** – to ensure that all eligible agencies and organizations have equal opportunity to apply for RTP funding, this section assigns five points to project sponsors who did not receive RTP funding during the previous year.
- **Question 28, RTP APPLICATION WORKSHOP ATTENDANCE** – project sponsors are encouraged to attend one of the application workshop/webinars hosted by Grants Management Section staff; five points will be assigned to those in attendance.
- **DISCRETIONARY BOARD MEMBER CRITERIA** – this section provides up to 10 points that may be used by the Missouri Trails Advisory Board at their discretion. The board represents a broad range of motorized and non-motorized trail interests throughout the state. This assessment allows board members to bring their specific knowledge of statewide and local recreation patterns, resources and needs into consideration. Members may award points based on their subjective evaluation of the project application. Evaluation criteria may include packet appearance and organization, previous performance administering RTP grants, use of volunteers and partners, public involvement, demonstration of need, accessibility considerations, evidence of early planning efforts, overall soundness of project, etc.
- **SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors. The items marked with an asterisk are only needed for projects that are trail or site-specific. For a detailed summary of each required item, see pages 6-7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency or organization **must** sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency or organization, and **cannot** currently be serving as a board member on the Missouri Trails Advisory Board. An incomplete or inaccurate application packet will be ineligible for scoring by the Missouri Trails Advisory Board.

SUPPLEMENTAL SHEET:

EQUIPMENT PURCHASE FOR EDUCATIONAL PROJECTS – for grant requests that include purchase of trail construction or trail maintenance equipment, project sponsors are required to fill out page 6 of the application. No points are awarded for the supplemental sheet.

- **Question 1, HAS THE PROJECT SPONSOR RECEIVED PREVIOUS RTP FUNDS TO PURCHASE EQUIPMENT AND/OR EQUIPMENT PARTS/ATTACHMENTS** – the project sponsor should indicate whether or not previous RTP funding was received to purchase trail construction or trail maintenance/grooming equipment or to purchase parts/attachments for trail construction or trail maintenance/grooming equipment. If no previous RTP funding was received for equipment purchase, skip to question 6.
- **Question 2, IF YES, PROVIDE THE FOLLOWING INFORMATION** – list the six-digit project number (e.g., 2011-05) of each previous RTP project that included purchase of equipment and/or parts/attachments. The project number can be found on the project agreement signed by the project sponsor, as well as the grant award letter sent to the project sponsor. In the space provided, also include a description of each piece of equipment or parts/attachments purchased, and its current mileage or estimated hours of use.
- **Question 3, IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR PARTS/ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS** – the project sponsor should indicate whether or not the grant request is for funds to replace trail equipment or parts/attachments purchased with previous RTP funding. If not, skip to question 6.
- **Question 4, IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT** – the project sponsor should indicate whether or not the old equipment or parts/attachments will be sold to offset the cost of purchasing the new trail equipment or parts/attachments. If not, skip to question 6.
- **Question 5, IF YES, CALCULATE THE NET PURCHASE VALUE OF THE NEW EQUIPMENT BY SUBTRACTING THE ESTIMATED TRADE VALUE OF THE OLD EQUIPMENT FROM THE PURCHASE PRICE OF THE NEW EQUIPMENT** – in the spaces provided, the project sponsor should enter the purchase price of the new equipment and the trade value of the old equipment. The trade value of the old equipment should then be subtracted from the purchase price of the new equipment and the sum entered in the space provided for the net purchase value of the new equipment.
- **Question 6, DESCRIBE NEW EQUIPMENT OR PARTS/ATTACHMENTS IN DETAIL** – this question asks the project sponsor to provide a detailed description of the equipment or part/attachment that will be purchased, including whether or not it is motorized and/or predominantly constructed of steel or iron.
- **Question 7, DESCRIBE HOW THE NEW EQUIPMENT OR PARTS/ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS** – this question asks the project sponsor to provide a detailed summary of how the new trail construction or maintenance equipment will be used to improve trail facilities and benefit trail users.
- **Question 8, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR PARTS/ATTACHMENTS WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE** – the project sponsor should provide a detailed summary of where and how the equipment or parts/attachments will be stored as well as who will be providing preventative maintenance and how often.