

2017 Grant Application Workshop

Recreational Trails Program (RTP)



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

Who ya gonna call?



The Grants Management Section

- Rebecca Young, rebecca.young@dnr.mo.gov, 573-522-8191
- Dawn Fredrickson, dawn.fredrickson@dnr.mo.gov, 573-751-0848
- OR, when in doubt, lwcf.rtp@dnr.mo.gov



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

What is RTP?

A federal pass-through grant that...

- ...was first created by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991
 - 1998 Transportation Equity Act for the 21st Century (TEA-21)
 - 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
 - 2012 Moving Ahead for Progress in the 21st Century Act (MAP-21)
 - Fixing America's Surface Transportation (FAST) Act
- ...is administered at the federal level by the Federal Highway Administration
- ...is funded out of the federal Highway Trust Fund, from federal tax on fuel used for nonhighway recreation
- ...provides funds for recreational trails, trail-related facilities and trail-related educational projects

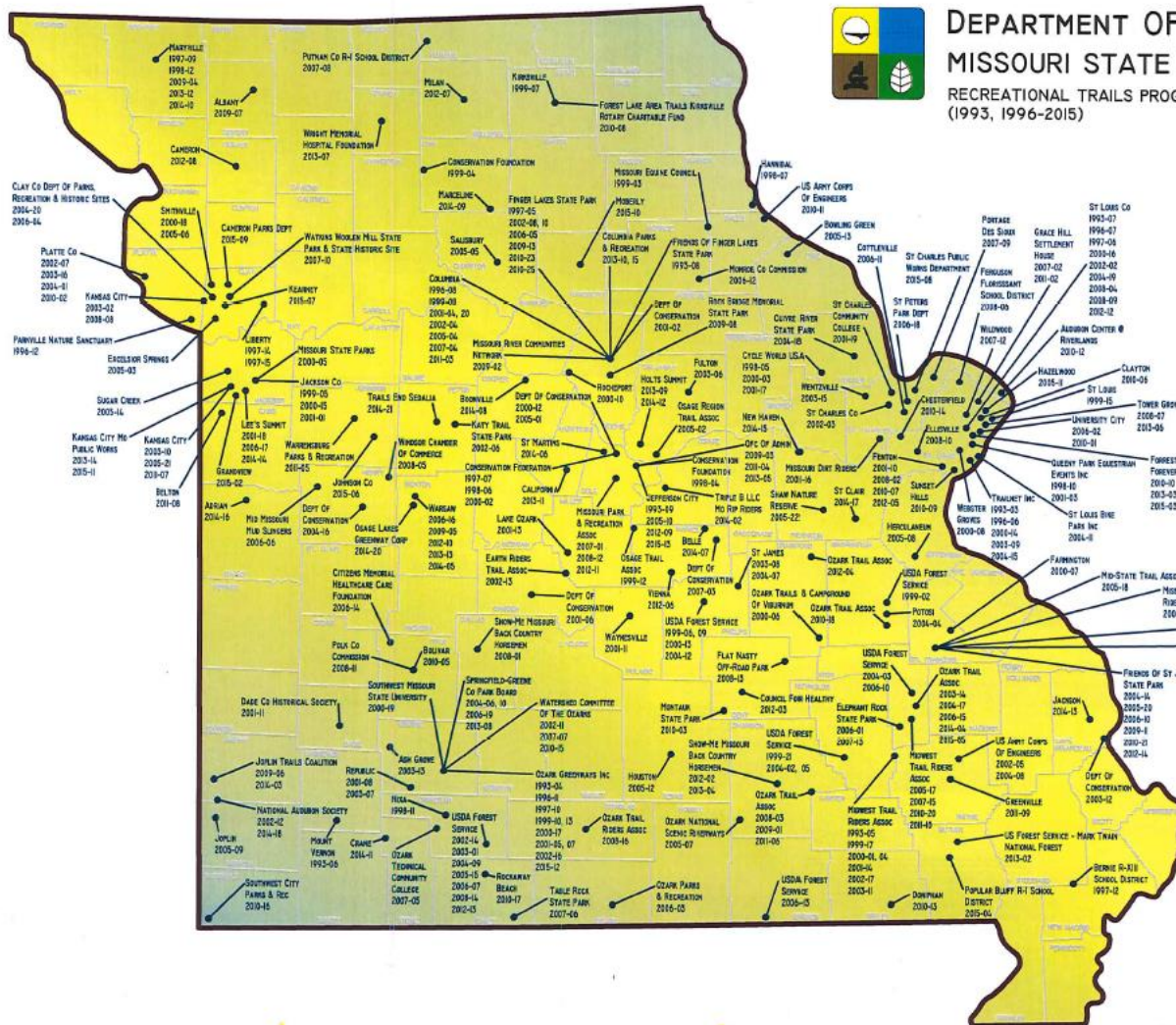
FAST
ACT



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

In the 20+ years that Missouri has had RTP funding, over \$24 million has been awarded and over 340 projects have been completed.



DEPARTMENT OF NATURAL RESOURCES
MISSOURI STATE PARKS
RECREATIONAL TRAILS PROGRAM
(1993, 1996-2015)

RECREATIONAL TRAILS PROGRAM GRANTS
FROM 1993, 1996-2015
AWARDED 342 GRANTS
TOTALING \$24,161,844

LEGEND
ORGANIZATION OR AREA RECEIVING FUNDS
FISCAL YEARS OF FUNDS & FILE NO.

MISSOURI STATE PARKS	MISSOURI PARKS & RECREATION ASSOCIATION - STATISTICAL
1993-10	2014-19
1998-03	
1997-08	
1998-01, 02	
2000-02, 03	
2000-04	
2001-01, 02	
2001-03	
2001-04	
2001-05	
2001-06, 07, 08	
2001-08, 09	
2001-10	
2001-11	
2001-12	
2002-01	
2002-02	
2002-03	
2002-04	
2002-05	
2002-06	
2002-07	
2002-08	
2002-09	
2002-10	
2002-11	
2002-12	
2003-01	
2003-02	
2003-03	
2003-04	
2003-05	
2003-06	
2003-07	
2003-08	
2003-09	
2003-10	
2003-11	
2003-12	
2004-01	
2004-02	
2004-03	
2004-04	
2004-05	
2004-06	
2004-07	
2004-08	
2004-09	
2004-10	
2004-11	
2004-12	
2005-01	
2005-02	
2005-03	
2005-04	
2005-05	
2005-06	
2005-07	
2005-08	
2005-09	
2005-10	
2005-11	
2005-12	
2006-01	
2006-02	
2006-03	
2006-04	
2006-05	
2006-06	
2006-07	
2006-08	
2006-09	
2006-10	
2006-11	
2006-12	
2007-01	
2007-02	
2007-03	
2007-04	
2007-05	
2007-06	
2007-07	
2007-08	
2007-09	
2007-10	
2007-11	
2007-12	
2008-01	
2008-02	
2008-03	
2008-04	
2008-05	
2008-06	
2008-07	
2008-08	
2008-09	
2008-10	
2008-11	
2008-12	
2009-01	
2009-02	
2009-03	
2009-04	
2009-05	
2009-06	
2009-07	
2009-08	
2009-09	
2009-10	
2009-11	
2009-12	
2010-01	
2010-02	
2010-03	
2010-04	
2010-05	
2010-06	
2010-07	
2010-08	
2010-09	
2010-10	
2010-11	
2010-12	
2011-01	
2011-02	
2011-03	
2011-04	
2011-05	
2011-06	
2011-07	
2011-08	
2011-09	
2011-10	
2011-11	
2011-12	
2012-01	
2012-02	
2012-03	
2012-04	
2012-05	
2012-06	
2012-07	
2012-08	
2012-09	
2012-10	
2012-11	
2012-12	
2013-01	
2013-02	
2013-03	
2013-04	
2013-05	
2013-06	
2013-07	
2013-08	
2013-09	
2013-10	
2013-11	
2013-12	
2014-01	
2014-02	
2014-03	
2014-04	
2014-05	
2014-06	
2014-07	
2014-08	
2014-09	
2014-10	
2014-11	
2014-12	
2015-01	
2015-02	
2015-03	
2015-04	
2015-05	
2015-06	
2015-07	
2015-08	
2015-09	
2015-10	
2015-11	
2015-12	

Who can apply?



- Local and state governments
- Public and private schools, including colleges and universities
- Not-for-profit organizations such as trail clubs, land trusts, youth groups, etc.
- For-profit organizations and businesses, such as private recreational facilities that are open to the public



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources



Show me the money!

How does the funding work?

- It's a matching grant program
 - Federal share is a max of 80%
 - Applicant share is a minimum of 20%
 - Cash
 - In-kind contributions (labor, equipment)
 - Donations (labor, equipment, materials)
- It's a reimbursable program
 - Gotta spend some to get some
 - Up to four reimbursements a year
- The maximum amount that can be requested is
 - \$150,000 for trail projects
 - \$25,000 for education projects



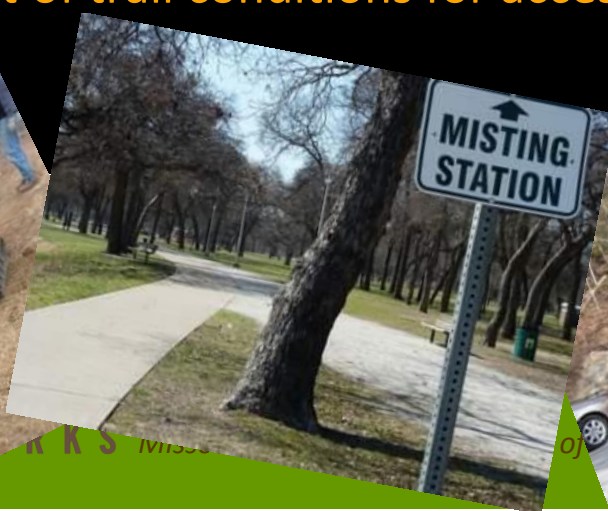
Missouri's 2017 apportionment is approximately \$1.5 million.

Missouri State Parks – a division of the Missouri Department of Natural Resources

What projects are eligible?

Trail-related:

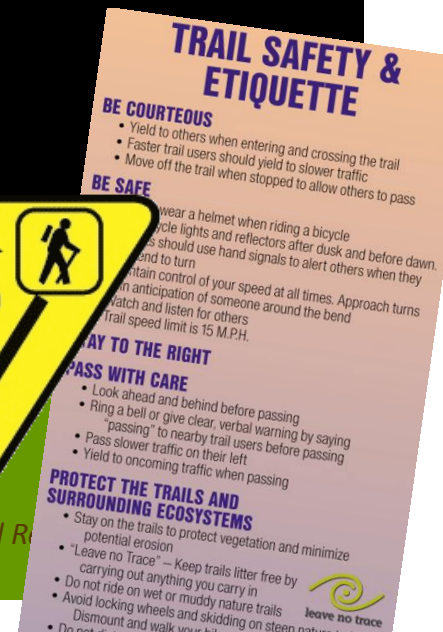
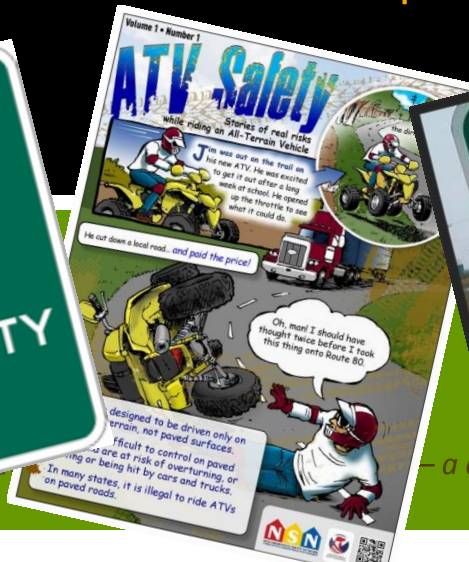
- Construction of new recreational trails
- Construction of trailside amenities, trailhead facilities and trail connectors
- Acquisition of land or right-of-way easements
- Restoration and repair of existing recreational trails, trailside amenities, trailhead facilities and trail connectors
- Purchase or lease of trail construction and maintenance equipment
- Assessment of trail conditions for accessibility and maintenance



What projects are eligible?

Education-related:

- Training programs related to trail planning, design, construction, operation, etc.
- Trail-related educational materials, including print material, informational displays, informational and/or interpretive signs, audiovisual displays, etc.
- Safety programs that instruct users on safe trail use
- Publications related to trail planning, design, construction, operation, etc.
- Programs for environmental protection of trails



How do I apply?

- Attend a grant application workshop 😊.
- Complete the RTP project application.
- Submit ten copies of the application and supporting documentation to the Grants Management Section.
- Application packets must be postmarked by February 17, 2017.
- Submit your draft application to us by Feb. 3 and we'll give it a courtesy review.
- **Call or email us if you have ANY questions or aren't sure how to fill something out.**



KEEP
CALM
WE'RE
HERE TO
HELP



Missouri State Parks – a division of the Missouri Department of Conservation

What happens after I apply?

- The application packets are sent to the Missouri Trails Advisory Board for scoring.
- The Board will meet on Saturday, April 8, to rank the applications and recommend projects for funding.
- In April, the Grants Management Section will conduct pre-approval site inspections.
- Recommended projects will be submitted to our Division Director and the Federal Highway Administration in May.
- Notice of award letters, project agreements, and regret letters will be sent to the applicants in July.
- Applicants of funded projects will need to attend a mandatory grant administration workshop, to be scheduled in August.
- Applicants have three years to complete their projects; this includes six months to complete the NEPA review.



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Conservation






RTPOPOLY

Don't pass GO and collect your \$200 until you receive a Notice to Proceed letter.

1. Complete and submit application packet.
2. MTAB scores, ranks and recommends projects.
3. Project sponsor receives Notice of Award Letter and project agreement.
4. Project sponsor attends mandatory grant administration workshop.
5. Project sponsor conducts NEPA review for Categorical Exclusion determination.
6. Once Categorical Exclusion is determined, project sponsor receives a Notice to Proceed letter.
7. Project sponsor can begin incurring project costs.
8. Project sponsor can make quarterly reimbursement requests.



Grant Application Overview

 MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 1 of 10)

QUESTIONS 1-9: GENERAL INFORMATION

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS
ADDRESS
CITY

DIVISION OF STATE PARKS USE
PROJECT #
PROJECT CATEGORY

2. AGENCY/ORGANIZATION DUNS NUMBER

3. APPLICATION PREPARER
APPLICATION PREPARER ADDRESS
CITY
EMAIL ADDRESS

4. PROJECT CONTACT PERSON
PROJECT CONTACT ADDRESS
CITY
EMAIL ADDRESS

5. US REPRESENTATIVE

6. STATE REPRESENTATIVE

7. STATE SENATOR

8. REGIONAL PLANNING COUNCIL

9. LOCATION OF PROJECT: COUNTY IN WHICH THE PROJECT IS LOCATED
CITY OR TOWN IN WHICH THE PROJECT IS LOCATED
TOWNSHIP, RANGE, SECTION

10. PROJECT APPLICANT IS:
 STATE LOCAL GOVERNMENT FOR-PROFIT NOT-FOR-PROFIT OTHER (Explain)

11. DESCRIBE PROJECT SPONSOR'S ORGANIZATION:
HOW LONG HAS THE ORGANIZATION BEEN IN EXISTENCE?
(Indicate number of years. If less than a year, give date organization was established.)
LATTITUDE
LONGITUDE

DOES THE ORGANIZATION EMPLOY FULL-TIME STAFF?
 NO YES (If yes, designate how many) _____

DOES THE ORGANIZATION EMPLOY PART-TIME STAFF?
 NO YES (If yes, designate how many) _____

DOES THE ORGANIZATION HAVE VOLUNTEERS?
 NO YES (If yes, designate how many) _____

DOES THE ORGANIZATION HAVE A BOARD WITH OVERSIGHT RESPONSIBILITIES?
 NO YES (If yes, designate how many members) _____

SUMMARIZE THE ORGANIZATION'S MISSION

MO 780-2610 (1/21/6)





MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 1 of 10)

DIVISION OF STATE PARKS USE ONLY	
PROJECT #	
PROJECT CATEGORY	

QUESTIONS 1-9: GENERAL INFORMATION

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS
This needs to be the agency or organization applying for and administering the grant funds.

ADDRESS

CITY STATE ZIP

2. AGENCY/ORGANIZATION DUNS NUMBER

3. APPLICATION PREPARER
This needs to be the person preparing the grant application, even if it's someone not with the agency/organization.

APPLICATION PREPARER ADDRESS

CITY STATE ZIP

EMAIL ADDRESS PHONE

4. PROJECT CONTACT PERSON
This needs to be the person who will be administering the project.

PROJECT CONTACT ADDRESS

CITY TITLE OF PROJECT CONTACT PERSON

Also the person who needs to attend the mandatory administration workshop later this August.

9. LOCATION OF PROJECT: COUNTY IN WHICH THE PROJECT IS LOCATED

CITY OR TOWN IN WHICH THE PROJECT IS LOCATED (If project is not located within city limits, indicate nearest city or town)

TOWNSHIP, RANGE, SECTION

LATITUDE

LONGITUDE

- Provide location information for site-specific projects.
- For non site-specific projects (such as equipment purchases or some types of educational projects), provide location information for the organization/agency.

QUESTION 12: PREVIOUS PERFORMANCE (UP TO 10 POINTS)

12. HAS THE PROJECT SPONSOR RECEIVED A RTP GRANT WITHIN THE LAST 10 YEARS?

NO

YES (If yes, designate how many)

IF YES, DOES THE SPONSOR HAVE A RTP GRANT CURRENTLY OPEN?

NO

YES (If yes, designate how many projects)

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO WITHDRAW A RTP PROJECT AND DE-OBLIGATE FUNDING?

NO

YES

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT?

NO

YES (If yes, indicate how many)

IF THE PROJECT SPONSOR HAS HAD TO REQUEST AN EXTENSION OR WITHDRAW A PROJECT WITHIN THE PAST 10 YEARS, PLEASE PROVIDE AN EXPLANATION

QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
- NON-MOTORIZED DIVERSE USE [3 points]
- BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]

- MOTORIZED SINGLE USE* [1 points]
- MOTORIZED DIVERSE USE* [3 points]

*At least 60% of total project costs must be motorized-related costs.



Non-motorized single use

QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
- NON-MOTORIZED DIVERSE USE [3 points]
- BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]

- MOTORIZED SINGLE USE* [1 points]
- MOTORIZED DIVERSE USE* [3 points]

*At least 60% of total project costs must be motorized-related costs.



Non-motorized diverse use

QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
- NON-MOTORIZED DIVERSE USE [3 points]
- BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]

- MOTORIZED SINGLE USE* [1 points]
- MOTORIZED DIVERSE USE* [3 points]

*At least 60% of total project costs must be motorized-related costs.

Non-motorized and motorized diverse use



Motorized use = at least 60% of total project costs.

QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
 - NON-MOTORIZED DIVERSE USE [3 points]
 - BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]
 - MOTORIZED SINGLE USE* [1 points]
 - MOTORIZED DIVERSE USE* [3 points]
- *At least 60% of total project costs must be motorized-related costs.

Non-motorized and motorized diverse use



+



QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
- NON-MOTORIZED DIVERSE USE [3 points]
- BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]

- MOTORIZED SINGLE USE [1 points]
- MOTORIZED DIVERSE USE* [3 points]

*At least 60% of total project costs must be motorized-related costs.



Motorized single use

QUESTIONS 13-20: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS: (Please select one)

- NON-MOTORIZED SINGLE USE [1 point]
- NON-MOTORIZED DIVERSE USE [3 points]
- BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]

- MOTORIZED SINGLE USE* [1 points]
- MOTORIZED DIVERSE USE* [3 points]

*At least 60% of total project costs must be motorized-related costs.



Motorized diverse use

14. PROJECT TYPE IS: (Check either new development OR rehabilitation/repair AND property and equipment acquisition, if applicable)

NEW DEVELOPMENT (if 60% of total project costs)
(If new development, indicate subtype below; check all that apply)

← EITHER/OR →

REHABILITATION/REPAIR (if 60% of total project costs)
(If rehab./repair, indicate subtype below; check all that apply)

NEW TRAIL CONSTRUCTION

REHABILITATION/REPAIR OF EXISTING TRAIL(S)

NEW TRAILSIDE AND/OR TRAILHEAD AMENITIES

REHABILITATION/REPAIR OF EXISTING AMENITIES

NEW TRAIL CONNECTOR(S) TO EXISTING TRAIL(S)

REHABILITATION/REPAIR OF EXISTING CONNECTORS

PROPERTY/EASEMENT ACQUISITION OR LEASE FOR TRAIL DEVELOPMENT

PURCHASE/LEASE OF TRAIL CONSTRUCTION/ MAINTENANCE EQUIPMENT*

* For projects that include the purchase of trail construction/maintenance equipment, also complete the supplemental sheet on page 10 of the application.

15. PROJECT WILL BE CONSTRUCTED ON (for trail-related construction/rehabilitation projects):

PUBLIC LAND

PRIVATE LAND

COMBINATION

16. INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND:

OWN

LEASE

PERMANENT TRAIL EASEMENT

TEMPORARY CONSTRUCTION EASEMENT

*Additional documentation required. Refer to Supporting Documentation Checklist

Supporting documentation includes:

- Letter of support
- MOA
- Proof of ownership or lease/easement

17. INTENDED USES OF THIS PROJECT (Check all that apply)

BICYCLING

CANOEING/KAYAKING

OTHER (Please specify)

WALKING/JOGGING

MOTORIZED BOATING

HIKING

ATV (FOUR-WHEEL) USE

BACKPACKING

MOTOCROSS/MOTORCYCLE USE

EQUESTRIAN

OFF-ROAD VEHICLE USE

18. PROJECT TITLE

Provide a short one-sentence title with current phase, if project is being completed in phases, "Wolf Creek Trail Construction, Phase I." This will be how your project is referred to on the project agreement and all future documents.

19. PROJECT SCOPE

Provide a one- to two-sentence description and mileage (as appropriate), "Phase I of the Wolf Creek Trail project is construction of 21 miles of natural surface trail for bicycling, hiking and running." OR "This project will rehabilitate 5.2 miles of trail surface and improve two trailheads within the Frisco Highline Trail corridor."

20. PROVIDE A DETAILED PROJECT NARRATIVE.

(Include specific information about what is being constructed, rehabilitated/repaired and/or acquired as well as how the project is beneficial and who it benefits. See application guide for clarification. Answer within the space provided.)

What is being constructed, rehabilitated/repaired and/or acquired?

- indicate what phase, if multi-phased project, and exactly what will be accomplished this phase.
- indicate distance in miles, width in feet, and surface materials, "In this project, we intend to construct 2.3 miles of 8-foot wide crushed limestone trail.
- if more than one trail is being constructed or repaired, indicate how many and list their names.
- if a trail spur or link is being constructed or repaired, include the names of the trail that will be connected or linked.
- for repair projects, list the site or trail name and location on the trail or trailhead where the repair will be taking place.
- for projects providing trailhead or trailside amenities, list the specific amenities and their key material composition (e.g. wood bridge decking with cordon steel structure).
- indicate if informational signs, maps and brochures will be included as project costs.
- for equipment purchase, list type of equipment but NOT brand name.

How is the project beneficial and what will it provide users?

- is there a targeted group that will most benefit?
- does it fill a need for an under-served segment of the population?
- does it link two more communities or provide a connection to a park or another trail?
- will it provide benefits beyond trail use, such as act as a wildlife corridor or protect a riparian corridor?
- will it assist with increasing economic development to a local or regional area?

Are there unique features or aspects to the project?

- does it have any special natural or cultural/historical elements?
- will it connect to a National Historic Trail or National Recreation Trail?
- will it connect to a long-distance trail, such as the Katy Trail?

Is there an urgency to completing this project?

- will the project be addressing a public health and safety issue?
- will it be addressing an environmental issue?
- will it be addressing a compliance or enforcement issue?
- is there a time-sensitive aspect to the project, such as an imminent land sale?



Sell it!

QUESTIONS 21-28: PROJECT PLANNING AND IMPLEMENTATION (UP TO 35 POINTS)

21. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN OR THE STATEWIDE COMPREHENSIVE MASTER PLAN (SCORP)? [UP TO 5 POINTS]

<https://mostateparks.com/page/55072/facts-and-figures#scorp>

22. DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS? [UP TO 5 POINTS]

YES (If yes, describe how and provide the documentation outlined in the Supporting Documentation Checklist)

NO (If no, indicate if the public will be given opportunity to comment and how)

Supporting documentation required.

23. DOES THE PROJECT ADDRESS AMERICANS WITH DISABILITIES (ADA) ACT? [UP TO 5 POINTS]

NO (If no, please indicate why)

YES (If yes, please describe how)

Outdoor structures and built features must meet ADA requirements:

- Parking areas
- Access routes
- Restrooms
- Water fountains
- Benches, trash receptacles, picnic tables, signs, etc.

If possible, trails should consider incorporating federal accessible guidelines:

- Surface
- Tread obstacles
- Tread width
- Passing spaces
- Slope

ADA checklist provided at:

<https://www.mostateparks.com/page/61220/recreational-trails-program-rtp-grants>

Federal guidelines provided at:

<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>

<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>

24. FOR NEW DEVELOPMENT, INDICATE RECOMMENDED STANDARDS/GUIDELINES BEING USED. [UP TO 4 POINTS]

If using trail-specific standards or guidelines, indicate which. The application guide provides a list of recommended standards/guidelines.

25. DESCRIBE WHAT ENVIRONMENTAL FACTORS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN. [UP TO 4 POINTS]

List steps you will be taking to avoid impacts to cultural/historical resources, threatened/endangered species and habitats, water resources, air quality, farmlands, LWCF areas, etc.

List steps you will be taking to use native landscaping, prevent the spread of noxious or invasive species, minimize noise pollution, and be a good neighbor.

26. DESCRIBE WHAT SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN. [UP TO 4 POINTS]

List any design features your project will be incorporating that will provide erosion control, minimize stormwater runoff, use recycled materials, conserve energy, etc.

List any design features that your project will incorporate that will address user safety, such as trail width, adequate sightlines, appropriate overhead clearance, lighting, signage, vehicle barriers, etc.

List who is completing each phase of the work, such as who will be doing the engineering/design phase (in-house or contract), who will be doing the construction (in-house, contract, volunteers), etc. Do not list specific vendors.

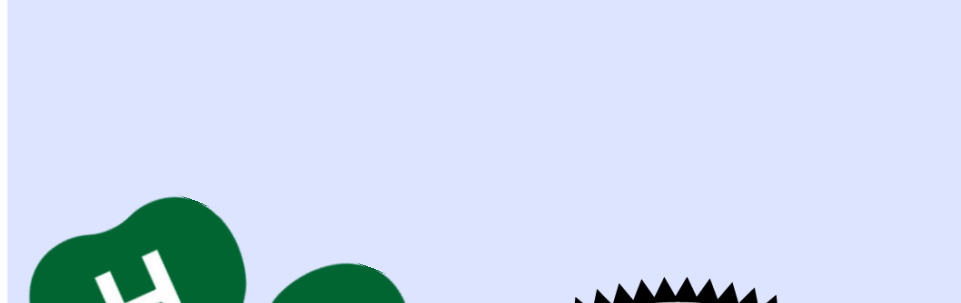
Long-term maintenance plan:

- Routine maintenance – who does it and how often?
- Public access – is there sufficient funding and manpower to ensure access for 25 years?
- Post-completion operation – how will user safety and project sustainability be ensured?

QUESTIONS 30-31: PARTNERSHIPS AND DONATIONS [UP TO 7 POINTS]

30. WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT? [UP TO 2 POINTS]

- NO YES (If yes, indicate what group or groups and in what aspect of the project they will be assisting)





Only list partners or donors truly contributing in a tangible way. Do not list vendors promising discounts on materials. You may list vendors who will be donating materials or services.

31. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENTIONS
(A letter of intent to donate from each donor must accompany the application packet; see Supporting Documents)

DONORS	
A.	A.
B.	B.
C.	C.
D.	D.
E.	E.
F.	F.
G.	G.
H.	H.
I.	I.
J.	J.

- Supporting documentation includes:**
- Letters of commitment or intent to donate from donors/partners who are providing labor, materials or funding.
 - Letters of intent to donate land.

Provide assurances that you have the up-front cash to begin the project, and enough funding/donations and manpower to complete the project within three years.

Supporting documentation includes:

- **Letters of commitment or intent to donate from partners.**
- **Financial assurance letter.**

33. 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. (Use whole dollar amounts only. The maximum grant request is \$150,000, and the minimum match percentage is 20%.)

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
1. Labor	\$ 10,000	\$ 25,000	\$ 1,000	\$ 36,000
2. Materials	\$ 50,000	\$	\$ 6,000	\$ 56,000
3. Equipment Purchase/Lease	\$ 40,000	\$	\$	\$ 40,000
4. Trailhead/Trailside Amenities	\$ 47,500	\$	\$	\$ 47,500
5. Land/Easement Acquisition	\$	\$	\$	\$ 0
6. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$ 15,000	\$	\$ 15,000
7. Signage	\$ 2,500	\$	\$	\$ 2,500
8. Equipment Use	\$	\$ 2,000	\$	\$ 2,000
9. Other (Please specify) _____	\$	\$	\$	\$ 0
10. Other (Please specify) _____	\$	\$	\$	\$ 0
TOTALS	\$ 150,000 (Not to exceed \$150,000)	\$ 42,000	\$ 7,000	\$ 199,000

Percent of matching funds: 25%

MATCHING FUNDS POINT VALUES

% Match	Points
40% and up	8
30% to 39%	5
20% to 29%	2



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

34. PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY.

USE WHOLE DOLLAR AMOUNTS

In-house labor - two (2) heavy equipment operators at \$xx an hour/xxx hours = \$xxxx; four (4) carpenters \$xx an hour/xxx hours = \$xxxx; 4-member trail crew a \$xx an hour/xxx hours = \$xxxx.

Donated labor - xx volunteers to do finish work and landscaping at \$10 an hour/xx hours = \$xxx; professional welder to volunteer services to weld bridge supports at \$xx an hour/xx hours = \$xxx.

Contracted labor - construction company to construct parking lot, restroom, bridge and trailside shelter = \$xx,xxx (Don't specify vendor; contract labor must be competitively bid. Take into account that contract labor must also use prevailing wage, which will impact your budget).

Materials - xxx sq. ft. of lumber for bridge decking at \$xx/sq. ft. = \$xxxx; 1" rebar at \$xx/ft. = \$xxx; structural steel tubing at \$xxx/ft. = \$xxxx; xx cubic yards of concrete at \$xx/cubic yard = \$xxxx; xxx cubic yards of asphalt at \$xx/cubic yard = \$xx,xxx; xxx ton of base rock at \$x/ton = \$xxx, including delivery; x ton of crushed limestone at \$x/ton = \$xxx, including delivery. (Any steel or iron features or elements that are permanently incorporated into your project will have to be domestically manufactured per the federal Buy America provisions. Remember to factor this in when developing your budget.)

Equipment purchase - 15"-16" wide compact track loader = \$xx,xxx. (Don't specify brand name; equipment purchase must be competitively bid. Equipment with steel or iron must also comply with Buy America or receive a waiver.)

Trailhead/trailside amenities - prefabricated double-occupancy ADA vault toilet = \$xx,xxx; xx sq. ft. of lumber for trailhead kiosk at \$xx/sq. ft. = \$xxx; xxx sq. ft. of lumber for trailhead shelter at \$xx/sq. ft. = \$xx,xxx; three (3) recycled plastic benches at \$xxx/bench = \$xxxx; five (5) picnic tables at \$xxx/table = \$xxxx.

Planning/Engineering/Environmental Review - contracted trail design = \$xxxx; contracted bridge design = \$xxxx; contracted archaeological survey for Section 106 Review (part of NEPA documentation) = \$xxxx.

Signage - interpretive sign for kiosk = \$xxxx; directional signs and blazes = \$xxx; RTP acknowledgment sign for trailhead = \$xx.

Equipment use - use of bulldozer at \$xx/hr by xxx hours = \$xxxx; use of track loader at \$xx/hour by xxx hours = \$xxxx.

Eligible Costs

Grant Request	Sponsor Match
Labor – contract labor and new staff specifically hired to complete project tasks that would not be accomplished otherwise. Contract labor must be competitively bid and follow prevailing wage.	Labor – in-house (current hourly wage) and volunteer labor (\$10/hour or at normal wage rate, for professional services).
Materials – federal Buy America provisions may apply.	Materials – federal Buy America provisions may apply.
Equipment purchase or lease of trail construction or trail maintenance equipment. Includes motorized equipment such as mowers, heavy equipment and all-terrain vehicles, if predominantly used for trail purposes . Federal Buy America provisions may apply. Equipment purchase must be competitively bid.	Equipment purchase or lease of trail construction or trail maintenance equipment. Includes motorized equipment such as mowers, heavy equipment and all-terrain vehicles, if predominantly used for trail purposes . Federal Buy America provisions may apply. Equipment purchase must be competitively bid.
Land/easement acquisition – can't be through eminent domain and must comply with the Uniform Act of 1970, as amended. Can't take title to property or easement until after receiving Notice to Proceed.	Land/easement acquisition – can't be through eminent domain and must comply with the Uniform Act of 1970, as amended. The value of newly acquired or newly donated land can be used as match if it was acquired specifically for the trail project.
Planning/Engineering/Environmental Review – can't exceed more than 10% of total grant request.	Planning/Engineering/Environmental Review Costs incurred up to 18 months prior to project approval can be used as match.
Signage	Signage
Use/operation of equipment – use FEMA's Schedule of Rates.	Use/operation of equipment – use FEMA's Schedule of Rates.
Print publications such as trail brochures.	Print publications such as trail brochures.

DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

CONSISTENT WITH RTP REQUIREMENTS, THE EIGHT-MEMBER MISSOURI TRAILS ADVISORY BOARD (MTAB) REVIEWS AND SCORES THE RTP GRANT APPLICATIONS. BOARD MEMBERS MAY AWARD THE PROJECT ADDITIONAL POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION.

SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE. (For information specific to each item, refer to the RTP Application Guide)

SPECIFIC LOCATION MAP*

SIGNED MEMORANDUM OF AGREEMENT* (IF PROJECT IS ON PUBLIC LAND.)

AERIAL PHOTO WITH PROJECT SITE PLAN*

FINANCIAL ASSURANCE LETTER

SCHEMATIC PLAN*

RESOLUTION

SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE

INTENT TO LEASE/SELL/DONATE LETTER*

SIGNED LETTER OF SUPPORT (IF PROJECT IS ON PUBLIC LAND.)

PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS

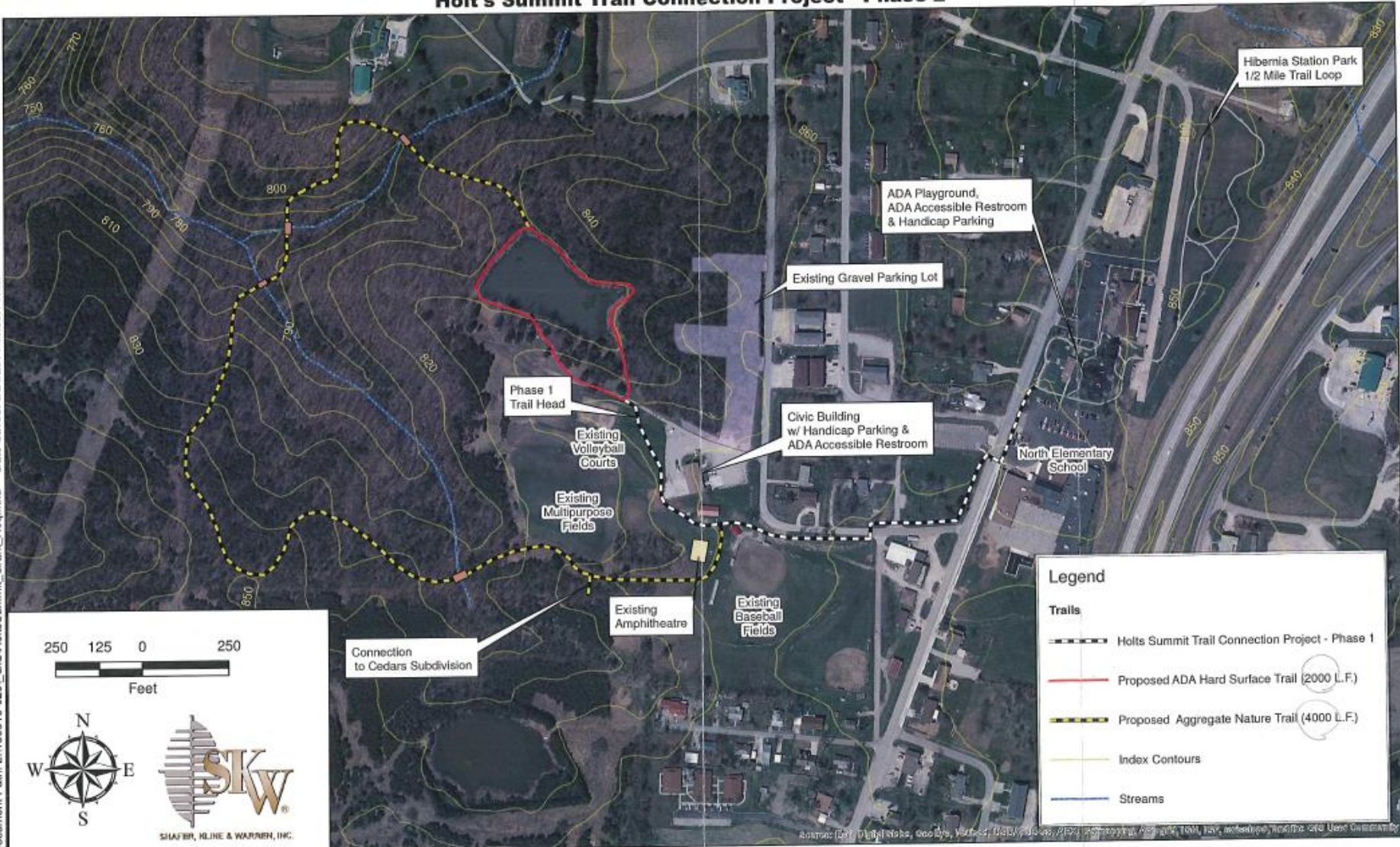
PROOF OF PUBLIC INVOLVEMENT

*Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.

Greenway Park, Holt's Summit, MO

Holt's Summit Trail Connection Project - Phase 2

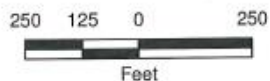
Document Path: L:\130515-020_GIS\Holt'sSummit_Grant_Req.mxd Date Saved: 3/24/2014 11:36:14 AM



Legend

Trails

- Holts Summit Trail Connection Project - Phase 1
- Proposed ADA Hard Surface Trail (2000 L.F.)
- Proposed Aggregate Nature Trail (4000 L.F.)
- Index Contours
- Streams



Autodesk Civil 3D 2014.1.0.0, 3/24/2014 11:36:14 AM, L:\130515-020_GIS\Holt'sSummit_Grant_Req.mxd

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE SPONSORING ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE	TITLE
PRINTED NAME	DATE



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

SUPPLEMENTAL SHEET – EQUIPMENT PURCHASE FOR TRAIL-RELATED PROJECTS

1. HAS THE PROJECT SPONSOR RECEIVED PREVIOUS RTP FUNDS TO PURCHASE EQUIPMENT AND/OR EQUIPMENT PARTS/ATTACHMENTS?

- NO (If no, skip to question 6) YES (if yes, go to question 2)

2. IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

THE PROJECT NUMBER ASSIGNED TO EACH PROJECT THAT INCLUDED PURCHASE OF EQUIPMENT OR PARTS/ATTACHMENTS.

A DESCRIPTION OF EACH PIECE OF EQUIPMENT OR PART/ATTACHMENT AND ITS MILEAGE OR ESTIMATED HOURS OF USE.

RECREATIONAL TRAILS PROGRAM
PROJECT AGREEMENT
BETWEEN THE STATE OF MISSOURI
AND A STATE AGENCY, POLITICAL SUBDIVISION,
OR ORGANIZATION

PROJECT SPONSOR

Acme Park
PROJECT TITLE

No Name Trail

PROJECT NUMBER

2013-72



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

3. IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR PARTS/ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS?

- NO (If no, skip to question 6) YES (If yes, go to question 4)

4. IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT?

- NO (If no, skip to question 6) YES (If yes, go to question 5)

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:

New equipment purchase price \$ 10500 - Trade value of old equipment \$ 2500 = Net purchase value \$ 8000

6. DESCRIBE THE NEW EQUIPMENT OR PARTS/ATTACHMENTS IN DETAIL (Include what type of equipment or part/attachment it is, whether or not it is motorized, etc.)

[Empty text area for describing the new equipment or parts/attachments in detail.]



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources

7. DESCRIBE HOW THE NEW EQUIPMENT OR PARTS/ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS.

8. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR PART/ATTACHMENT WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE? (Please include a maintenance schedule)



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources



MISSOURI
STATE PARKS

Missouri State Parks – a division of the Missouri Department of Natural Resources