

Missouri Department of Natural
Resources

Division of State Parks

Recreational Trails Program

Open Project Selection Process



U.S. Department of Transportation
Federal Highway Administration



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES



PROGRAM OVERVIEW

The Recreational Trails Program (RTP) is a federally-funded assistance program authorized by the U.S. Congress under the Fixing America's Surface Transportation (FAST) Act. The RTP was originally authorized under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. In 1998, the Transportation Equity Act for the 21st Century (TEA-21) codified the RTP in Section 206 of Title 23 United States Code (U.S.C.). Subsequent surface transportation authorization legislation has retained Section 206. The program's 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), a nine-member panel, assists DSP with administration of the program by evaluating the RTP grant applications and recommending projects for funding.

USE OF THE ANNUAL APPORTIONMENT

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 \$1.6 million each year. One percent (1%) of Missouri's annual apportionment is returned to FHWA for federal administration of the program. Seven percent (7%) of the annual apportionment is reserved for DSP's administration of the program. Five percent (5%) of the apportionment may be used to fund educational projects that promote safety and environmental protection related to the use of recreational trails. Twenty-five percent (25%) of the remaining funds is allocated to state park trail projects, and the remaining 75% is allocated to fund local trail projects. All projects, both state and local, will collectively meet the 30-30-40 requirements. In the event that the division does not receive enough educational project proposals to meet the 5% allocation, any unallocated educational funds from the annual apportionment will then be applied to trail-related projects.

The number of ranked projects that will be recommended for funding is determined by the state's RTP apportionment for the current fiscal year. The division makes every effort to fully use each year's apportionment and to avoid leaving a remaining balance of unobligated funds. Should total project and administrative expenditures be less than the annual obligated amount, the unexpended balances roll over to the following fiscal year and will be added to that fiscal year's apportionment amount. Annual apportionment remainders not allocated each fiscal year may also be applied to cost overruns on active projects. Amendments to increase federal assistance without further competition through the Open Project Selection Process (OPSP) may be approved in an amount not to exceed 25% of the original agreement amount and only when the increased costs are associated with project components approved in the original project scope. Requests for increased funding greater than 25% of the original request or resulting from a change in the project scope must undergo competition through the OPSP during the following year's grant round.

Advances and working capital advances are permitted by the RTP on a case-by-case basis, subject to approval by the Division of State Parks director. A working capital advance may be issued to a project sponsor to initiate a project when the project sponsor has insufficient funds to do so. For example, a project sponsor may need initial funds to purchase materials to begin a project. In this case, with the concurrence of the division director, GMS will advance a portion of the grant funds to the sponsor. A full advance may be issued to a project sponsor when the sponsor needs the full amount to complete a project. For instance, a project may consist of purchasing trail construction or maintenance equipment. Again, with the concurrence of the division director, GMS will issue the full amount to the project sponsor to acquire the equipment.

OPEN PROJECT SELECTION PROCESS

The Grants Management Section (GMS) of the Division of State Parks has developed an Open Project Selection Process (OPSP) by which RTP grant project proposals are prioritized and recommended for funding. Missouri's OPSP has been designed to accomplish the following goals:

- a. Ensure all potential applicants are aware of the availability of and process for obtaining RTP assistance;
- b. Provide opportunities for all eligible entities to submit project applications and have them considered on an equitable basis;
- c. Ensure a fair and equitable evaluation process of all applications for RTP assistance; and
- d. Assure that distribution of RTP assistance is accomplished in a non-discriminatory manner, especially with regard to minority, elderly, disabled, and other underserved populations.

APPLICANT NOTIFICATION

To ensure that all eligible entities are informed of the availability of federal funding assistance, information is posted on the Division of State Parks' website (<https://www.mostateparks.com/page/55065/outdoor-recreation-grants>). Information posted includes a description of the RTP program; eligibility requirements; and the process for

submitting a project application, including a copy of the trail project application (Appendix A) and a copy of the RTP Project Application Guide (Appendix B). Additionally, the division coordinates with the Missouri Parks and Recreation Association, the Missouri Association of Council of Governments and the University of Missouri-Extension offices to disseminate information to local governments regarding the annual call for projects. The division also broadcasts the information to local officials through the Missouri Municipal League's email listserv, as well as to public school administrators through the Missouri Department of Secondary and Elementary Education's email listserv. Throughout the year, GMS staff also man informational booths at various conferences in an effort to promote the funding opportunity.

PROGRAM ASSISTANCE

In addition to the RTP Project Application Guide, GMS staff provides technical program assistance to all potential applicants via livestream webinars. The webinars assist with the grant application process by providing instruction and guidance for filling out the application and by describing supporting documentation requirements. Recordings of the webinars are also subsequently made available on the division's website at <https://www.mostateparks.com/page/63306/grant-workshops>. Additionally, GMS staff conducts courtesy reviews of draft grant applications and provides feedback to applicants regarding modifications to their applications before final submission. Applicants are also encouraged to submit their application packets prior to the deadline date. This allows GMS staff opportunity to contact the applicant if information is missing from the packet or is inaccurate, and will subsequently allow the applicant time to rectify omissions or inaccuracies. In addition, GMS staff responds to email and phone enquiries from potential applicants regarding the application process, as well as provides critique and feedback on projects not recommended for funding, for future submissions.

PRIORITY RANKING

Project applications for RTP assistance are reviewed by GMS staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with RTP program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix C) has been developed by GMS staff to assist in the priority ranking process. Scoring criteria places emphasis on:

- how the project aligns with a priority listed in local or regional master plan, or Missouri's Statewide Comprehensive Outdoor Recreation Plan (SCORP);
- whether the project demonstrates strong public support and indication of need, solicited through public comment forums;
- whether and how the project addresses accessibility and the Americans with Disabilities Act (ADA);
- environmental factors, sustainability considerations and safety concerns that have been addressed or incorporated into the project's design;
- what assurances the project sponsor can provide that there is adequate funding and manpower to complete the project within the established timeframe;

- what assurances the project sponsor can provide that the project will be managed and maintained in public use for 25 years; and
- whether the project sponsor is partnering with qualified youth service organizations or other partners or donors to complete the project.

PROJECT SELECTION PROCESS

Once GMS staff reviews project applications for eligibility and previous RTP history, the approved applications and all supporting documentation are forwarded to the Missouri Trails Advisory Board (MTAB). The MTAB 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 GMS. GMS staff conducts on-site pre-award inspections of each recommended project to confirm eligibility. Once the pre-award site inspections are completed, GMS submits the list of approved projects to the division director for approval. After receiving concurrence from the division director, GMS submits the list of recommended projects to FHWA for review to ensure they meet the federal requirements. Obligation of funds would then occur after all required clearances have been obtained.

OPSP TIMELINE

The OPSP will occur annually, beginning with a call for projects that usually occurs in January of each year. The following is a typical timeline for the OPSP.

December	Notices are distributed in a variety of formats to local entities. Important upcoming dates are posted on the website, as well as a pre-application checklist for potential applicants to begin compiling required supporting documentation.
January	The OPSP commences with a call for project proposals. The applications and application guide are posted on the website. Application webinars are hosted for project applicants.
February	Draft applications are given a courtesy review by GMS staff. Final application submittals are due by mid- to late-February. GMS staff submits approved applications to the MTAB.
March	The MTAB reviews, scores and ranks the approved applications.
April	GMS staff and the MTAB meet in early April to discuss project proposals. GMS staff conducts pre-award site inspections of recommended projects to confirm field conditions and eligibility. A draft list of recommended projects is submitted to the division director for approval.
May-June	The draft application packets are submitted to the FHWA for review and concurrence.
July-August	Once the FHWA has reviewed and concurs with project eligibility, applicants will be notified of the results of the application review process, and sponsors of the approved projects will receive a notice of award and a project agreement. Sponsors are then required to attend a mandatory grant administration workshop. Once all required clearances have been obtained, GMS will request FHWA to obligate funds.

MISSOURI TRAILS ADVISORY BOARD

The Missouri Trails Advisor Board consists of nine citizen trail advocates appointed by the division director. Members may serve two consecutive three-year terms. Board members are appointed based upon experience with trail use and trail construction, community involvement, trail user group participation, ability to represent other trail users, ability to devote adequate time to the duties, and understanding of ADA requirements. Board members represent each of the following trail user interests and are active members and volunteers within the groups they represent: Pedestrian, Equestrian, Off-Highway Motorcycling, All-Terrain Vehicle Riding, Bicycling, Mountain Bicycling, Accessibility, Water Trail and General Trail Use. Members are listed on the division's website at <https://mostateparks.com/page/61887/missouri-trails-advisory-board-members>.

The board meets twice per federal fiscal year and its responsibilities include representing trail users in Missouri, providing guidance to the Division of State Parks in developing grant selection criteria, reviewing RTP grant applications and making grant funding recommendations. The board may also be asked to advise on program policy issues. The board may choose to become active in other trail causes at its discretion.

APPENDIX A. RTP TRAIL PROJECT APPLICATION



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DIVISION OF STATE PARKS USE ONLY

PROJECT #

PROJECT CATEGORY

QUESTIONS 1-9: GENERAL INFORMATION

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS		
ADDRESS		
CITY	STATE	ZIP
2. AGENCY/ORGANIZATION DUNS NUMBER		
3. APPLICATION PREPARER		
APPLICATION PREPARER ADDRESS		
CITY	STATE	ZIP
EMAIL ADDRESS		PHONE
4. PROJECT CONTACT PERSON		TITLE OF PROJECT CONTACT PERSON
PROJECT CONTACT ADDRESS		
CITY	STATE	ZIP
EMAIL ADDRESS		PHONE
5. US REPRESENTATIVE		DISTRICT
6. STATE REPRESENTATIVE		DISTRICT
7. STATE SENATOR		DISTRICT
8. REGIONAL PLANNING COUNCIL		
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

QUESTIONS 10-11: PROJECT SPONSOR'S BACKGROUND

10. PROJECT APPLICANT IS: <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL GOVERNMENT <input type="checkbox"/> FOR-PROFIT <input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> 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.) _____	WHAT IS THE ORGANIZATION'S ANNUAL OPERATING BUDGET? (Please indicate)
DOES THE ORGANIZATION EMPLOY FULL-TIME STAFF? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, designate how many) _____	DOES THE ORGANIZATION EMPLOY PART-TIME STAFF? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, designate how many) _____
DOES THE ORGANIZATION HAVE A BOARD WITH OVERSIGHT RESPONSIBILITIES? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, designate how many members) _____	DOES THE ORGANIZATION HAVE VOLUNTEERS? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, designate how many) _____

SUMMARIZE THE ORGANIZATION'S MISSION



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QUESTION 12: PREVIOUS PERFORMANCE [UP TO 10 POINTS]

12. HAS THE PROJECT SPONSOR RECEIVED A RTP GRANT WITHIN THE LAST 10 YEARS?	<input type="checkbox"/> NO	<input type="checkbox"/> YES (If yes, designate how many) _____
IF YES, DOES THE SPONSOR HAVE A RTP GRANT CURRENTLY OPEN?	<input type="checkbox"/> NO	<input type="checkbox"/> 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?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT?	<input type="checkbox"/> NO	<input type="checkbox"/> 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)		
<input type="checkbox"/> NON-MOTORIZED SINGLE USE [1 point]	<input type="checkbox"/> MOTORIZED SINGLE USE* [1 points]	
<input type="checkbox"/> NON-MOTORIZED DIVERSE USE [3 points]	<input type="checkbox"/> MOTORIZED DIVERSE USE* [3 points]	
<input type="checkbox"/> BOTH NON-MOTORIZED & MOTORIZED DIVERSE USE* [5 points]	*At least 60% of total project costs must be motorized-related costs.	
14. PROJECT TYPE IS: (Check either new development OR rehabilitation/repair AND property and equipment acquisition, if applicable)		
<input type="checkbox"/> NEW DEVELOPMENT (if 60% of total project costs) (If new development, indicate subtype below; check all that apply)	<input type="checkbox"/> REHABILITATION/REPAIR (if 60% of total project costs) (If rehab./repair, indicate subtype below; check all that apply)	
<input type="checkbox"/> NEW TRAIL CONSTRUCTION	<input type="checkbox"/> REHABILITATION/REPAIR OF EXISTING TRAIL(S)	
<input type="checkbox"/> NEW TRAILSIDE AND/OR TRAILHEAD AMENITIES	<input type="checkbox"/> REHABILITATION/REPAIR OF EXISTING AMENITIES	
<input type="checkbox"/> NEW TRAIL CONNECTOR(S) TO EXISTING TRAIL(S)	<input type="checkbox"/> REHABILITATION/REPAIR OF EXISTING CONNECTORS	
<input type="checkbox"/> PROPERTY/EASEMENT ACQUISITION OR LEASE FOR TRAIL DEVELOPMENT	<input type="checkbox"/> 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):		
<input type="checkbox"/> PUBLIC LAND	<input type="checkbox"/> PRIVATE LAND	<input type="checkbox"/> COMBINATION
16. INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND*: (Check all that apply)		
<input type="checkbox"/> OWN	<input type="checkbox"/> OTHER (Please explain)	
<input type="checkbox"/> LEASE		
<input type="checkbox"/> PERMANENT TRAIL EASEMENT		
<input type="checkbox"/> TEMPORARY CONSTRUCTION EASEMENT		
*Additional documentation required. Refer to Supporting Documentation Checklist in the application guide.		
17. INTENDED USES OF THIS PROJECT: (Check all that apply)		
<input type="checkbox"/> BICYCLING	<input type="checkbox"/> CANOEING/KAYAKING	<input type="checkbox"/> OTHER (Please specify)
<input type="checkbox"/> WALKING/JOGGING	<input type="checkbox"/> MOTORIZED BOATING	
<input type="checkbox"/> HIKING	<input type="checkbox"/> ATV (FOUR-WHEEL) USE	
<input type="checkbox"/> BACKPACKING	<input type="checkbox"/> MOTOCROSS/MOTORCYCLE USE	
<input type="checkbox"/> EQUESTRIAN	<input type="checkbox"/> OFF-ROAD VEHICLE USE	
18. PROJECT TITLE		
19. PROJECT SCOPE		



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20. PROVIDE A DETAILED PROJECT NARRATIVE.

(Include specific information about what is being constructed, rehabilitated/repared 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. A 500 word limit is encouraged.)



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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]

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

<input type="checkbox"/> YES (If yes, describe how and provide the documentation outlined in the Supporting Documentation Checklist)	<input type="checkbox"/> NO (If no, indicate if the public will be given opportunity to comment and how)
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23. DOES THE PROJECT MEET AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS? [UP TO 5 POINTS]

<input type="checkbox"/> NO (If no, please indicate why)	<input type="checkbox"/> YES (If yes, please describe how)
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24. FOR NEW DEVELOPMENT, INDICATE RECOMMENDED STANDARDS/GUIDELINES BEING USED. [UP TO 4 POINTS]

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

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

27. DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN. [UP TO 4 POINTS]

28. FOR CONSTRUCTION AND/OR REHABILITATION/REPAIR PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. [UP TO 4 POINTS]



QUESTION 29: PROJECT MAINTENANCE AND MANAGEMENT [UP TO 5 POINTS]

29. PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED FOR 25 YEARS.

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)

31. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS. [UP TO 5 POINTS]
(A letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide.)

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



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QUESTION 32-34: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 13 POINTS]

32. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING TO COMPLETE THE PROJECT WITHIN THREE YEARS? [UP TO 5 POINTS]

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 \$250,000, and the minimum match percentage is 20%.)

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
1. Labor	\$	\$	\$	\$
2. Materials	\$	\$	\$	\$
3. Equipment Purchase/Lease	\$	\$	\$	\$
4. Trailhead/Trailside Amenities	\$	\$	\$	\$
5. Land/Easement Acquisition	\$	\$	\$	\$
6. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$	\$	\$
7. Signage	\$	\$	\$	\$
8. Equipment Use	\$	\$	\$	\$
9. Other (Please specify) _____	\$	\$	\$	\$
10. Other (Please specify) _____	\$	\$	\$	\$
TOTALS	\$ (Not to exceed \$250,000)	\$	\$	\$
Percent of matching funds:		MATCHING FUNDS POINT VALUES		
		% Match		Points
		40% and up		8
		30% to 39%		5
		20% to 29%		2



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



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DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

CONSISTENT WITH RTP REQUIREMENTS, THE NINE-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)

<input type="checkbox"/> SPECIFIC LOCATION MAP*	<input type="checkbox"/> DRAFT MEMORANDUM OF AGREEMENT* (IF PROJECT IS ON PUBLIC LAND.)
<input type="checkbox"/> AERIAL PHOTO WITH PROJECT SITE PLAN*	<input type="checkbox"/> FINANCIAL ASSURANCE LETTER
<input type="checkbox"/> SCHEMATIC PLAN*	<input type="checkbox"/> RESOLUTION
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> INTENT TO LEASE/SELL/DONATE LETTER*
<input type="checkbox"/> SIGNED LETTER OF SUPPORT (IF PROJECT IS ON PUBLIC LAND.)	<input type="checkbox"/> PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS
<input type="checkbox"/> E-VERIFY	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT

*If recommended for funding, a signed Memorandum of Agreement will have to be executed.

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

SUBMIT COMPLETED APPLICATION

The Department of Natural Resources is now using an online [Funding Opportunities Portal](#) to receive, award, and manage grants. This system allows project sponsors applying for funding to submit their application, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunities Portal](#).
- Under New User, click the "[Click Here](#)" link to request an account.
- Complete and submit the **Funding Opportunity Portal Access Request** form.
- Check Outdoor Recreation - State Parks at the bottom of the form, in the section used to indicate the program(s) in which the project sponsor applying for financial assistance. Project sponsors may select other options in addition to Outdoor Recreation-State Parks.

This form may take 24 to 48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials. Please see Section 6 in the Application Guide for instructions on using the Funding Opportunities Portal.

If project sponsors are unable to access the Funding Opportunities Portal, they should submit **two copies** of the completed application to the address below:

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

Application packets must be submitted or postmarked on or before **February 15, 2019**. For questions about an application packet or the process, call (573) 522-8191 or (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.



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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.

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 \$ _____ - Trade value of old equipment \$ _____ = Net purchase value \$ _____

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.)

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)

APPENDIX B. RTP GRANT APPLICATION GUIDE

2019 Recreational Trails Program Grant Application Guide

Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-751-0848 or 573-522-8191
573-526-4395 (FAX)
lwcf.rtp@dnr.mo.gov



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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 Fixing America's Surface Transportation (FAST) 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 (MoDNR) as the agency responsible for administering the RTP. The Division of State Parks (DSP), a division within MoDNR, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), a nine-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 **\$250,000** and the minimum grant request is **\$25,000**.

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 22-23. **All trail-related projects must be maintained and open to the public for a minimum of 25 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 7-8 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.
 - The FHWA's Buy America policies (<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. Federal law requires all RTP grant assisted transportation infrastructure projects to be built with American-made products. Specifically, any project that permanently incorporates steel or iron products in the project (such as steel I-beams for bridges) or purchases a motorized piece of equipment used for trail construction or maintenance (such as a tractor) must ensure that the product or equipment is domestically produced.
- 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. Eligible trailhead and trailside amenities include, but are not limited to, the following:

○ Restrooms	○ Trash receptacles	○ Misting stations
○ Parking lots	○ Recycling receptacles	○ Mile marker and wayfinding signs
○ Shade structures and shelters	○ Security cameras	○ Accessible routes from parking lots to trail
○ Signs	○ Bicycle racks	○ Vehicle barriers
○ Informational kiosks	○ Bicycle repair stations	○ Water hydrants
○ Benches	○ Picnic tables	○ Hitching rails (equestrian trails)
○ Water fountains	○ Dog waste stations	○ Mounting blocks (equestrian and ATV trails)
○ Workout stations	○ Lighting	○ Emergency phones

- 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 with mobility disabilities.
 - Development of programs to provide trail access information.
 - Assessment of existing trails to determine current or future maintenance needs.

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 23.

- 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 18).
- 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. Prior approval from DSP is required before including sidewalks in the project scope.
- Segway or golf cart paths.
- Race tracks or fitness tracks.
- The purchase of vehicles used solely for transportation or law enforcement/security patrolling.

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, including youth organizations, trail clubs, land trusts, conservation organizations, private schools, and private operators of recreational facilities open to the public.
- Political subdivisions such as cities, towns, counties, school districts, and public utilities.
- State departments and divisions and state public education institutions.

Eligible projects can be sponsored by partnerships between public and private organizations. Additionally, public or private organizations may sponsor projects on state or federal lands; however, the state or federal land managing agency must provide written support of the project through a letter of support. 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. Projects on state property may be subject to the supervision of the Office of Administration, Division of Facilities Management, Design, and Construction per 8.110 RSMo.

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. MoDNR is now using an online [Funding Opportunities Portal](#) to receive, award, and manage grants. This system allows project sponsors applying for funding to submit their

application, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunities Portal](#).
- Under New User, click the "Click Here" link to request an account.
- Complete and submit the Funding Opportunity Portal Access Request form.
- Check Outdoor Recreation-State Parks at the bottom of the form, in the section used to indicate the program(s) in which the project sponsor is interested in applying for financial assistance. Project sponsors may select other options in addition to Outdoor Recreation-State Parks.

This form may take 24 to 48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials. Please see Section 6 for instructions on using the Funding Opportunities Portal.

If project sponsors are unable to access the Funding Opportunities Portal, they should submit two copies of the completed application to the address below:

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

Application packets must be submitted or postmarked on or before **February 15, 2019**. For questions about an application packet or the process, call (573) 522-8191 or (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.

Project sponsors are strongly encouraged to attend one of the RTP application workshops or webinars scheduled in January. Workshop/webinar dates and locations are listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. These workshops/webinars are hosted by staff from the DSP, Grants Management Section (GMS) to assist project sponsors with the application process. GMS staff review 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 by the MTAB. Most of the application questions have a designated point value. The MTAB evaluates the applications and assigns scores to the individual responses, which are then tallied and a cumulative score is given to each application. The overall application score determines the project's ranking against other proposed projects. The MTAB then makes funding recommendations to DSP's director. After the DSP 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 FHWA 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. GMS staff notify all applicants 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 nine months, from the initial call for project applications to notice of award.

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

Project sponsors must sign and submit a financial assistance award agreement between the sponsor and MoDNR. Sponsors are then **required** to attend a **mandatory** project administration workshop or webinar, where they will receive a copy of the FY2019 RTP Project Administration Guide and a copy of the Sub-Recipient Informational Form. The Sub-Recipient Informational Form is required in response to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is www.USASpending.gov.

During the workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the RTP grant funding. Additionally, GMS staff will help project sponsors understand FHWA'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 MoDNR 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 23 for a list of eligible pre-award costs). Sponsors have **three years** from date the project agreement is signed to complete their RTP project.

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 19-20 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 NEPA 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 NEPA 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
- Property previously developed or acquired with the assistance of the federal Land and Water Conservation Fund Act
- Land subject to other use restrictions

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

C) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review and Buy America (if applicable).

There may be aspects of the project that will result in unforeseen costs. It is important that project sponsors develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, project sponsors may decide to hire a professional environmental consultant to conduct the NEPA review. Additionally, the Section 106 review in consultation with the State Historic Preservation Office (SHPO) may require project sponsors to hire a professional archaeologist or architectural historian to conduct a cultural or archaeology survey. Project sponsors may also consider hiring a design or engineering consultant to assist with developing the project design. Up to 10% of the total project cost may be used for planning, engineering, and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed may be used as match by the project sponsor. Lastly, if the project incorporates steel or iron, project sponsors will want to ensure that the budget estimate reflects the cost of acquiring domestically-produced steel or iron products.

D) Projects are selected on the merit of their applications, so it is 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. If project sponsors have questions or concerns about their application responses, they can request that GMS staff conduct a preliminary review of their draft application as a courtesy. The request must be submitted by February 1, 2019.
- 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 7-8 to ensure all supporting documentation is included in the packet.
- Attempt to submit the complete application packet 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 the application and must be included in the application packet. **An incomplete application will not be scored.** Please submit one electronic copy of each item with the application using the Funding Opportunities Portal. If project sponsors are submitting the application in hard copy, two copies of each document is required, with the exception of land deeds or leases (see below). Use this checklist to ensure that all required documentation is included in the application packet, and in the order listed below.

- ☐ **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.)*
- ☐ **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 compliant 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, real estate, 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.
- ☐ **Draft 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 commit the land managing agency to maintaining public access to the project for a minimum of 25 years, and must outline the roles and responsibilities for bidding or contracting for any design and construction work involved in the project. If this applies, please notify the GMS during the application phase. If recommended for funding, a signed Memorandum of Agreement must be executed prior to the award of grant funds. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **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 9.
- ☐ **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.
- ☐ **E-Verify (Affirmation of Enrollment and Participation in a Federal Work Authorization Program):** As a condition for the award of any grant by MoDNR to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company’s name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization (sample included on page 10-13). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov).

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 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)

EXHIBIT
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The project sponsor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (**Company/Individual Name**) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**
- ☐ The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (**Company/Individual Name**) is awarded a Recreational Trails Program Grant for _____ (**Project Title**) and if the business status changes during the project period to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to proceeding with the project as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Department of Natural Resources, Division of State Parks with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

EXHIBIT 1, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the project sponsor must perform/provide each of the following. The project sponsor should check each to verify completion/submission of all of the following:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the project sponsor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed, at minimum, by the project sponsor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the project sponsor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT 1, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The project sponsor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the proposed Recreational Trails Program project with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the proposed Recreational Trails Program project for the duration of the project period, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

EXHIBIT , continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Recreational Trails Program project with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed by the project sponsor's and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted:

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____
(if known)

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

SECTION IV. GRANT APPLICATION INSTRUCTIONS

- A) Step One:** Complete an electronic application by answering each question as fully as possible without exceeding the space allocated for the question – please do not include supplemental answer sheets.

An electronic application form has been created for your convenience at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. Project sponsors will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once a project sponsor has filled out the form, he/she will need to save it to their computer and upload it to the Funding Opportunities Portal. Project sponsors may send their draft application to GMS staff for a courtesy review, if submitted by February 1, 2019.

- B) Step Two:** Upload the application and supporting documentation in the Funding Opportunities Portal. If submitting a hard copy, mail two copies of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before February 15, 2019. Project sponsors are encouraged to make double-sided copies to conserve on paper and space. If the application packet includes photographs, please include two copies.

It is highly recommended that project sponsors submit their application packet prior to the deadline date. This will allow GMS staff opportunity to contact project sponsors if information is missing from their packet or is inaccurate, and will subsequently allow project sponsors time to rectify omissions or inaccuracies. **If the application packet arrives by the deadline date, but it is missing required documentation, or is substantially incomplete, the project will be deemed ineligible for scoring.**

- C) Step Three:** Use the Supporting Documentation Checklist on pages 7-8 to ensure that the application packet is complete. Only one copy of the land deed or lease is needed for hard copy submissions. For questions about the application packet or the process, call (573) 522-8191 or (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.

Items NOT to include with the 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 responses to the spaces allocated for each question on the application. Photos may be submitted, but ensure two copies are included when submitting in hard copy.

- D) Step Four:** Submit the application in the Funding Opportunities Portal or 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

The electronic application 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 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. 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 10-11** 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 organizations paid or volunteer staffing levels; etc.
 - **Question 10, PROJECT APPLICANT IS** – indicate whether the project sponsor is a state or local governmental agency; a for-profit organization; or a not-for-profit organization.
 - **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 includes whether or not the project sponsor has had a RTP grant within the past 10 years. Previous performance on completing previous RTP grant projects within the allotted timeframe as well as whether or not a project sponsor already has an active RTP project will be factors considered by GMS staff when scoring the applications. Up to 10 points may be given for this question.
- **Questions 13-20** require the project sponsor to provide a description of the project, including a detailed project narrative. Up to 20 points may be given for this section since considerable weight is given to the detailed project narrative in question 20.

- **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 below category that best describes the project. Up to five points may be given for this question, with the most points assigned to those projects that provide for a diversity of uses.
 - **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. **At least 60% of the total project costs must be motorized-related costs for a project to fall within this category.**
 - **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 10 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. Public lands include property that is owned or managed by a county or municipal government, a public school district, or a state or federal agency. 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 7-8 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 draft 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 7-8. 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.
 - **Bicycling** – refers to either a bicycling path, such as a paved greenway trail; or a mountain bike trail, such as a natural surface trail that has more strenuous terrain and may include trail obstacles.
 - **Walking/jogging** – typically occurs on a relatively flat surface, such as an asphalt or concrete path.
 - **Hiking** – typically occurs on a natural surface trail that may require more physical effort, and have terrain or elevation changes.
 - **Backpacking** – refers to hiking a long-distance and staying overnight; backpacking requires the user to physically carry their overnight gear, food and other supplies in a backpack. A backpacking trail is generally 10+ miles long and typically provides some type of overnight accommodation, such as trail-side shelters or primitive campsites.

- **Equestrian** – refers to riding a horse, donkey or mule on a trail.
 - **Canoing/kayaking** – refers to the use of non-motorized boats on a water trail.
 - **Motorized boating** – refers to the use of motorized boats on a water trail, and includes both inboard and outboard motors.
 - **ATV (Four-wheel) use** – refers to the use of an all-terrain vehicle (ATV) on a trail designed for motorized use. An ATV is also known as a quad, quad bike, three-wheeler, four-wheeler, or quadricycle, and is defined by the American National Standards Institute (ANSI) as a vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control.
 - **Motocross/motorcycle use** – refers to the use of off-road motorcycles or dirt bikes on a trail designed for motorized use. Motocross is a form of off-road motorcycle racing held on enclosed off-road circuits.
 - **Off-road vehicle use** – refers to the use of an off-highway vehicle (ORV) on a trail designed for motorized use. An ORV is a motor-driven, off-road recreational vehicle capable of cross-country travel without benefit of a road or trail. ORVs are multi-track or multi-wheel drive vehicles that include, but are not limited to ATVs; off-road motorcycles or related 2-wheel, 3-wheel, or 4-wheel vehicles; and utility terrain vehicles (UTVs) and other 4x4 vehicles, such as dune buggies.
- **Question 18, PROJECT TITLE** – provide a short one-sentence title and include the current phase, if the project is being completed in phases; for example, “Wolf Creek Trail Construction, Phase I.” Another example is, “Frisco Highline Trail Corridor Rehabilitation.” The project title will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.
 - **Question 19, PROJECT SCOPE** – provide a brief one- to two-sentence description of the project, along with the mileage being completed and the current phase, if the project is being completed in phases; for example, “Phase I of the Wolf Creek Trail project is construction of 21 miles of natural surface trail for bicycling, hiking, and running.” Another example is, “This project will rehabilitate 5.2 miles of trail surface and improve two trailheads within the Frisco Highline Trail corridor.” The project scope should be concise, but written in such a way that all major components of the project are identified and the purpose of your project is immediately apparent.
 - **Question 20, 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 (consider limiting your response to 500 words or less).
 - **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 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 10 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 underserved 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 two copies if submitting the application in hard copy. 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.nrtdatabase.org>.
 - **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 21-29** ask the sponsor to demonstrate that the project is a well-planned and feasible project. Up to 35 points may be given for this section.
 - **Question 21, HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN OR THE STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP) FOR MISSOURI** – 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/55072/facts-and-figures>. 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. Up to five points may be given for this question.
 - **Question 22, 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, social media postings, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on pages 7-8). 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. Up to five points may be given for this question.
 - **Question 23, DOES THE PROJECT MEET AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS** – project sponsors should indicate if and how their project meets ADA standards. Up to five points may be given for this question. For projects that use RTP funding for the development of trailhead amenities, such as restrooms, parking areas, access routes, shelters, drinking fountains, etc., these facilities must be ADA-compliant. For your convenience, an accessibility checklist has been posted at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants> that provides ADA design standards for the most common trailhead-related amenities, such as parking, access routes, restroom facilities, water fountains and hydrants, overlooks, etc. Project sponsors are encouraged to consult with a design professional for further assistance to ensure ADA compliance.
- It may not be practicable to implement accessibility standards for your trail development project (as opposed to a trailhead development project). There are several conditions or exceptions that may preclude making a trail accessible. For instance, a trail's intended user group may make it impossible to design and construct a trail that is considered accessible – a mountain bike trail is a good example of this. Other conditions include the following:

- When existing terrain would make it impractical to design an ADA-compliant trail, such as a trail that is steeply sloped and would require extensive cuts or fill that would be difficult to construct and maintain, or would be difficult to prevent erosion and other drainage issues from occurring.
- When prevailing construction practices would prohibit the ability to construct an ADA-compliant trail. For instance, an area may only allow the use of hand tools for trail construction because of resource concerns or policy prohibitions (such as in a state-designated wild area), which would make the construction of an accessible trail virtually impossible.
- When constructing an accessible trail would fundamentally alter the setting or purpose of the area. For example, primitive trails in natural settings with little to no development or trails intended to provide a rugged experience would not be capable of being made accessible.
- When federal, state or local laws would prevent the construction activities required to make a trail accessible, because of impacts to a resource protected under the Endangered Species, National Historic Preservation, Wilderness, or National Environmental Policy acts or other federal, state or local laws protecting significant resources.

In addition, trail accessibility standards have not yet been developed and incorporated into the ADA for non-federal entities, so the Department of Justice does not currently require local governments and private organizations to make their trails accessible. However, project sponsors are strongly encouraged to consider incorporating ADA standards 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. To this end, GMS staff recommends project sponsors use the U.S. Access Board's accessibility standards manual entitled, "Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas," which includes trail standards for pedestrian trails (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>). Although this manual was developed for federal facilities, it has applicability to other agencies and organizations attempting to develop accessible and sustainable outdoor recreation areas. Additionally, the U.S. Forest Service (USFS) has compiled a comprehensive manual that incorporates accessible design standards for outdoor settings and trails that uses the Access Board's standards manual, but provides a more detailed explanation of each standard's technical requirements with illustrative graphics (<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>). For your convenience, the most common pedestrian trail accessibility standards from both the Access Board and Forest Service manuals have been added to Section 4 in the accessibility checklist at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>.

Both the U.S Access Board and USFS manuals only cover trails intended for pedestrian use and do not cover trails for other types of use, such as bicycling, equestrian, water or ATV trails. For accessibility guidance in developing trails for other than pedestrian use, the following resources may be helpful:

- *Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds* (http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232816/index.cfm)
- *Pennsylvania Trail Design & Development Principles: Guidelines for Sustainable Non-Motorized Trails* (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20028130.pdf)
- American Trails' Resource Library for Accessible Trails (<https://www.americantrails.org/user-types/trail-user/accessible/p3?&sort=featured%20desc&sort=publishedDate%20desc>)
- American Trails' Resource Library for Motorized Trail Recreation (<https://www.americantrails.org/tags/ohv>)
- The Federal Highway Administration's resource webpage for manuals and guides on trail design, construction, maintenance, operation and signs (http://www.fhwa.dot.gov/environment/recreational_trails/guidance/manuals.cfm)
- *Pennsylvania Trail Design Manual For Off-Highway Recreational Vehicles* (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_002295.pdf)
- For water trails that include launch ramps, see the Access Board's guide on boating facilities (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/boating-facilities>).
- The Iowa Department of Natural Resources has put together a guide for designing water trails, available as a free pdf download. Chapter 3 of the guide addresses universal design in water trails (<http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development>).
- For assistance with providing information about trails to trail users with disabilities, visit Access Recreation's website at http://www.accessrecreation.org/home/Access_Recreation_Home.html. FHWA has compiled a list of resources related to trail design, construction and maintenance at http://www.fhwa.dot.gov/environment/recreational_trails/publications/.

- **Question 24, 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. Up to four points may be given for this question.

- 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)
- The Bureau of Land Management (BLM), in partnership with the International Mountain Biking Association (IMBA), has compiled a mountain bike trail design guide and made it available as a PDF download at https://www.blm.gov/sites/blm.gov/files/uploads/Travel-and-Transportation_Guidelines-for-a-Quality-Trail-Experience-2017.pdf.
- 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: <https://www.americantrails.org/resources/review-of-trail-planning-design-development-guidelines>
- The National Off-Highway Vehicle Conservation Council has a webpage devoted to information about off-road facilities: <https://www.nohvcc.org/education/manager-education/great-trails-guidebook/>
- 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>.
- **Question 25, DESCRIBE WHAT ENVIRONMENTAL FACTORS 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. Up to four points may be given for this question.
- **Question 26, DESCRIBE WHAT SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – project 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. Up to four points may be given for this question.
- **Question 27, DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – sponsors should list design elements that address user safety, such as trail width, adequate sightlines, overhead clearance, lighting, signage, vehicle barriers, etc. Up to four points may be given for this question.
- **Question 28, 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? If the work will be completed by contract labor, do not list a

specific vendor because the competitive bidding process may need to be followed, depending on the cost threshold. Up to four points may be given for this question.

- **Question 29, 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 five 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 7.
 - **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 30-31** 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 30, 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 <https://www.corpsnetwork.org/members-by-state>. Local Boy Scout, Girl Scout and 4-H groups qualify. Up to two points may be given to this question.
 - **Question 31, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the “Donor” column, list any partners or donors who intend to contribute to the project. Include any youth groups mentioned in question 30. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it’s labor, cash, materials, land or equipment. Reference the Supporting Documentation Checklist on page 7 for the supporting documentation required for donations. Up to five points may be awarded for this question.

Only include partners that are truly contributing to the project in some tangible way. If vendors are listed as partners, only include vendors who will be donating cash, materials, or equipment. Do not list vendors promising to provide discounts on materials. Discounts are not considered donations and, depending on the cost threshold of materials needed for the project, acquiring materials may have to be done through the competitive bidding process in order to comply with state and federal purchasing requirements.
- **Questions 32-34** ask the project sponsor to provide assurances that there is adequate funding and manpower to provide the match, and to provide information about budget cost categories.
 - **Question 32, 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, specifically that the sponsor has the upfront cash to begin the project and enough manpower to finish the project. 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 7 of this guide. Up to five points may be given for this question.
 - **Question 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** – 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 and only enter numbers. Do not enter characters such as dollar signs, commas or decimals. The maximum grant amount that may be requested is \$250,000 and the minimum amount is \$25,000. 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 \$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/Trailsides 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 \$250,000)	\$ 30,500	\$ 7,000	\$ 187,500

The minimum amount a project sponsor is required to provide as match is 20% of the total project cost. The percent matching funds will automatically calculate by adding the applicant and donor funds to equal the total matching funds, and then by dividing the total matching funds by the total project cost. Up to eight points may be given for this section, based on the percent matching funds. 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
\$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
\$175,000	\$43,750	\$218,750
\$200,000	\$50,000	\$250,000
\$225,000	\$56,250	\$281,250
\$250,000	\$62,500	\$312,500

▪ **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 projects involving contracted labor, the Davis-Bacon Act, as amended, and related federal acts regarding the use of prevailing wages for construction contracts in excess of \$2,000, may apply in certain circumstances. Additionally, if the project constitutes a public works project as defined by 290.210, RSMo, state law prevailing wage requirements may apply in certain circumstances. 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. For assistance in determining the wage rates by occupation in your area, visit the U.S. Department of Labor’s Bureau of Labor Statistics website at <https://www.bls.gov/bls/blswage.htm>.

- **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, also known as the "Uniform Act" (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 up to 18 months prior to the grant award, was acquired specifically for the trail project, and complies with the provisions in the Uniform Act. Consult with GMS staff before listing the value of newly acquired property as match. The value of land already owned or managed by an agency or organization, such as land already established as a park, cannot be used as match. The value of land transferred from one governmental agency to another also cannot be used as match. Refer to the Supporting Documentation Checklist on pages 7-8 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 project cost. Because 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 hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys. Note: if the project is occurring on state property, design work must follow the Office of Administration's Qualified Bidder Selection Process.
- **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 brochures.
- **Use/operation of equipment**. Use the Federal Emergency Management Agency's (FEMA) 2017 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/media-library/assets/documents/136901>). 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.
- **Budget contingencies** included as budget line items.
- **Purchase of vehicles** used solely for transportation or law enforcement/security patrols.

- **Question 34, 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
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Equipment Usage

Use of bulldozer at \$/hour by X of hours	= \$x.00
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- **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, and should be completed before submitting the application packet. For a detailed summary of each required item, see pages 7-8 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 10 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.

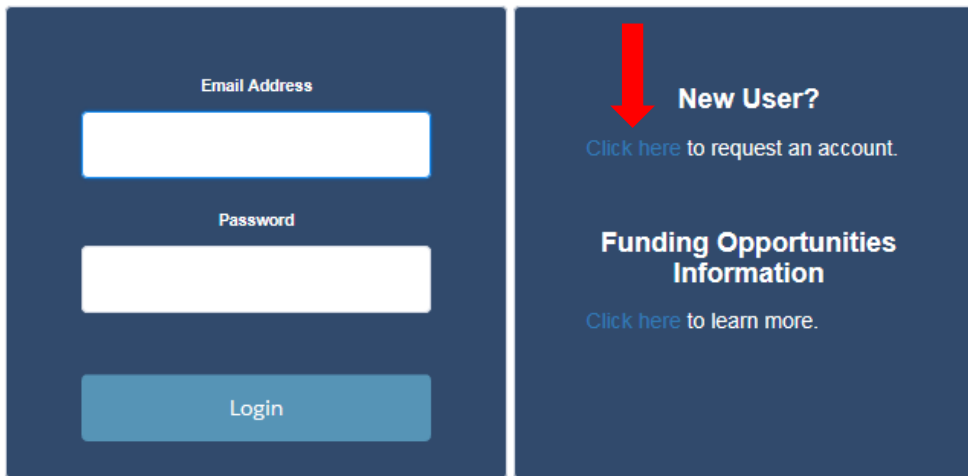
Grant Tracking System (SalesForce) User Guide - Entities

This system is used for the entire grant life cycle and is used for both federal funds and state funds. This system will assist in managing the grant program (the source of the incoming funds) as well as the issuance of the funds to include the solicitation process, funding request (entered manually or entered by the entity), invoice and report submittal by entity, invoice payment, and other grant reporting and monitoring.

Entity Portal Access

- Entities will learn of the funding opportunity either by an email by the program or they will go to the Department Grants and Loans page and see information about the funding opportunity. When they review the information on the Grants and Loans page about applying for the funding opportunity, they will be directed to the Funding Opportunities Portal (link is above) or there is also a link on the Department Grants and Loans page. Before they can access the portal, they must obtain a user id and password.
- To request access to the Funding Opportunities Portal without an email go to:
 - DNR.mo.gov
 - Select ‘Online Services’
 - Under the first section ‘Multi-use’ click on ‘Funding Opportunities Portal’
 - Existing user: go ahead and log in
 - New User: To request access to the Funding Opportunities Portal, the entity will click the “**Click here**” link under **New User**
 - This will bring you to the Funding Opportunities Portal Access Request form


Funding Opportunities Portal



[Forgot Your Password?](#)

- Funding Opportunities Portal Access Request form – Whether the Entity requests access on their own, through the DNR website, or via an email from DNR containing a link, you will be taken to the Funding Opportunities Portal Access Request form.
 - Please complete as much information as possible.
 - This is where you will indicate which program(s) you are interest in applying for financial assistance.
 - The individual’s name indicated as the Contact Name will be the person granted access to the system, using the email address provided.
 - DUNS numbers are need for federal funding.
- The entity will be presented with the following **form** which they must complete and then click the **Submit** button. This form will be routed to Administrative Support staff that will set up the user. Once set up, the user will receive an email with their user id and password.

Funding Opportunity Portal Access Request

You can now electronically submit your responses for available financial assistance from the Department of Natural Resources through this funding opportunity portal. This method is easy, convenient, and provides the user the ability to submit funding request information as well as reports and reimbursement requests electronically. For guidance on establishing access and using the portal, please see the [Instructions](#)  for submitting a Funding Opportunity Proposal.

Entity Information

Entity Name *

Telephone Number *

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

Fax Number

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

Street Address

City

State

Zip Code

Mailing Address

City

State

Zip Code

Federal ID Number

DUNS Number

[Legislator Lookup](#)

Senate District Number

House District Number

County

Fiscal Year Start

Month

Day

Contact Information

Contact Name *

First

Last

Title

Telephone Number *

 - -

###

###

####

Mobile Phone Number

 - -

###

###

####

Fax Number

 - -

###

###

####

Email *

Street Address

City

State

Zip Code

Mailing Address

City

State

Zip Code

Indicate the programs(s) which you are interested in applying for financial assistance: *


- ☐ Air Quality
- ☐ Hazardous Waste
- ☐ Historic Preservation
- ☐ Outdoor Recreation – State Parks
- ☐ Soil and Water Conservation
- ☐ Solid Waste Management
- ☐ Water Protection

- User should log on to ensure their **user id** and **password** work. Once logged on, they will see their home page which will look similar to this:

Grant Management Community

Leigh Ann Wilbers ▾

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WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES
GRANT MANAGEMENT SYSTEM

Available Grant Programs							
Click to View Record							
View Record							
View Record							
	Program Title		Program		Division		
	Non-Playground Scrap Tire Surface Material Grant		Solid Waste Management Program		Division of Environmental Quality		
	Playground Scrap Tire Surface Material Grant		Solid Waste Management Program		Division of Environmental Quality		

Active Funding Requests							
Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing

Submitted Invoices							
Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice	

Entities' Home Screen

- The entities' Home screen will update as different activities take place. Initially, the only section that may have information will be the **Available Grant Programs** section. This section will display all open funding requests for programs that an entity requested when requesting access to the system. If an individual wants to apply for a funding opportunity that is open and they are not able to view it, they should **submit an email** to DNR.fundingopportunityrequest@dnr.mo.gov and staff will adjust their access.
- Once an entity submits a funding request, summary information about that request will populate in the **Active Funding Requests** section. Users should watch this page to look for changes in the status of their request.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00		Application Submitted		Not Available

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
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- Once the status changes to **Awarded**, the **flag** will turn green and the link to submit an invoice will become active and change to **Submit Invoice**.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
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- If an entity has submitted invoices through this portal, invoice information will appear in the **Submitted Invoices** section.

Funding Request Submittal

- When the entity is ready to submit their application for a funding opportunity, they need to log into the Funding Opportunity Portal with their **userid** and **password**.
- They will be taken to their home screen.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES
GRANT MANAGEMENT SYSTEM

Available Grant Programs

Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests

Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
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Submitted Invoices

Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice
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- They must review the section Available Grant Programs to locate the applicable grant program that is offering the funding opportunity. If the funding opportunity they are looking for is not listed, they need to contact DNR.fundingopportunityrequest@dnr.mo.gov and provide their entity and contact name. Administrative Support staff will verify they are registered for the proper programs and if necessary, adjust their entity record.
- To apply for the funding opportunity, the entity will click the **View Record** link to the left of the **Program Title** they are interested in.
- The screen will display information similar to this:

Scott Approval Test Record

Hide Feed

Post

File

Question

More

Write something...

Share

Follow

Followers

No followers.

Show All Updates

There are no updates.

Notes & Attachments (0)

Approval History (5+)

Grant Program Detail

Liquidation Date 9/30/2020

Begin Application

Grant Title	Scott Approval Test Record	Funding Request Status	Open for Applications
Program Description	<p>The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund launched the LWCF State Assistance Program, which provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate nonfederal investments in the protection and maintenance of recreation resources across the United States.</p> <p>The LWCF program is funded through revenue from off-shore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act.</p>		
Types of Assistance			
How to Qualify	<p>To ensure that all eligible political subdivisions are informed of the availability of federal funding assistance, information is posted on the Division of State Parks' website (https://www.mostateparks.com/page/55065/outdoor-recreation-grants). Information posted includes a description of the LWCF program; eligibility requirements; a web link to the SCORP (https://mostateparks.com/page/55072/facts-and-figures) and the process for submitting a project application, including a copy of the application (Appendix A); a copy of the federally required Project Description/Environmental Screening Form (Appendix B); and a copy of the LWCF Project Application Guide (Appendix C).</p> <p>Project applications for LWCF assistance are reviewed by GMS staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with LWCF program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix E) has been developed by GMS staff to assist in the priority ranking process.</p> <p>The Missouri Department of Natural Resources, Division of State Parks, is pleased to announce that the 2018 grant rounds for the Land & Water Conservation Fund (LWCF) are now open. LWCF grants are available to cities, counties and public school districts to be used for outdoor recreation projects. For more information about this program, to download the grant applications, and to register for a grant application workshop, visit https://mostateparks.com/page/55065/outdoor-recreation-grants. For questions, contact grants management staff at lwcf.rtp@dnr.mo.gov. Deadline to apply is February 16, 2018.</p>		
General Notes			

- The entity will review the information. If they decide they want to apply for the funding, they click the **Begin Application** button.



- The entity must enter a **title** for their project and click **Next**.

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Next

What is the name of your project

Next

- The entity must provide a **summary** of their project. They may copy/paste into this field. A detailed scope should be provided as an attachment. When finished, click **Next**.

PreviousNext

Please provide a detailed description of your project

PreviousNext

- The entity must indicate if the project will include **research and development** and click **Next**.

PreviousNext

Does your project include research and development

No

PreviousNext

- If **Yes** was selected, the entity will go to this screen and provide **details** about the research and development activities that are included with the project. When finished, click **Next**. If **No** was selected, they will skip this screen.

PreviousNext

Research & Development Comments

PreviousNext

- Click the **Finish** button to go to the Budget page.

PreviousFinish

Please click Finish to continue to add budget line items.

PreviousFinish

- The following page will be displayed. The entity must enter their **budget line information**. They need to enter **amounts** for all applicable sections and have the option to **add description** information about each budget line requested. When finished, click **Next**.
 - Grant Budget Amount – is the amount the grant (state or federal) will cover
 - Entity Match – is the amount the entity will contribute
 - Donation Match – is the amount that will be donated
 - The 3 combined equals the total budget of the project.

Home Grant Management Training Guides Chatter

Type	Grant Budget Amount	Entity Match	Donation Match	Description
Contracts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fringe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PSD/Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


- The entity needs to review the application packet and ensure all required forms and documentation is complete and included in their submittal documentation. Documentation should also be in the order as stated in the application packet. If possible, documents should be scanned into one document. If unable to do this, name each document so it is identifiable to reviewers. Required documentation will be listed on the page below.
- In order to attach documents, the entity should open their **Windows Explorer** and locate their **documents**. They need to **click** on each document or if they are in a folder, they may **click** on the **folder**. Multiple documents can be uploaded at one time. Once the documents are selected, **drag and drop** them into the **drag and drop area**. There may be a couple of seconds delay. When finished, click **Next**.

If for some reason the entity is not able to drag and drop their files, skip this step by clicking **Next**. Another method for uploading documents will be described later in this document.

[Back](#) [Next](#)

Required Document

Upload Attachments



DRAG & DROP

Upload Document Here

- The entity must review the **three statements** on the next screen and **check** the boxes. When finished, the entity clicks **Submit Application**.

The persons signing this Agreement have read and understand the Terms and Conditions for this Agreement.	<input type="checkbox"/>
The persons signing this Agreement each represent that they are duly authorized, with full authority to bind the Parties. The Parties agree that the encrypted digital signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.	<input type="checkbox"/>
The persons signing this Agreement understands to add all required attachments.	<input type="checkbox"/>

Submit Application

- After the entity submits their application, a Funding Request summary page will appear. The entity has the ability to modify their information or to add documents if they need to on this screen.



Funding Request

Test Funding Request

[Printable View](#)[Hide Feed](#)[Post](#) [File](#) [Question](#) [More](#)

Write something...

[Share](#)[+ Follow](#)

Followers

[Show All Updates](#)

No followers.

There are no updates.

[Notes & Attachments \(4\)](#) | [Budgets \(3\)](#) | [Invoices \(0\)](#) | [Approval History \(0\)](#)

Funding Request Detail

[Edit](#)

Project Title	Test Funding Request	Status	Application Submitted
Grant Program	Scott Approval Test Record	Status Indicator	
Entity	Tammy L Wilson Company	Date Application Submitted	6/21/2018
Terms and Conditions		Award Date	
Electronic Signature Clause		Pre-Award Amount	
Attachments Required		Amount Approved	
Grant Amount Requested (per Budget)	\$32,000.00	Grant Remaining Funds	\$0.00
Entity Match Total (per Budget)	\$5,000.00	Entity Match Remaining Funds	\$5,000.00
Donated Match (per Budget)	\$0.00	Donated Match Remaining Funds	\$0.00
Grantee Total Match	\$5,000.00	Total Match Remaining Funds	\$5,000.00
Indirect Cost Rate for Grantee			
PO Code			
PO Number			
PO Line Number			

Fiscal Year Summary

Fiscal Year: Beginning Month	July	Fiscal Year: Ending Month	June
Fiscal Year: Beginning Day	1	Fiscal Year: Ending Day	30

Project Information

Project Number	
Project Period Start Date	
Project Period End Date	
Scope of Work	The project's goal is to determine methods to minimize DBP formation at public water supply systems in Missouri to improve drinking water quality. This Agreement allows for collaboration between cutting edge research capabilities of the University and the real life emerging contaminant issues experienced by two Missouri drinking water systems: Concordia and Archie. Additionally, with the assistance of the University, water plant treatment process studies for DBPs has helped optimize treatment strategies and with the overall increase in the compliance rate that we continually try to improve. The continued research under this contract will help with treatment strategies for an emerging brominated species of DBPs causing noncompliance in a group of Missouri water systems.
Research & Development	Yes
If Yes, Add Comments	

Key Contacts

Project Contact	Leigh Ann Wilbers	Funding Request Manager	
Project Contact Phone	(573) 659-7886	Funding Request Manager Phone	
Project Contact Email	nellysunshine4@live.com	Funding Request Manager Email	

Grant Budget Summary: Budgets, Budget Balances, Approved Expenditures

Budget Period Start Date			
Budget Period End Date			
Contract Budget	\$5,000.00	Contract Expenditures Approved	\$0.00
Contract Remaining Funds	\$5,000.00		
Equipment Budget	\$2,000.00	Equipment Expenditures Approved	\$0.00
Equipment Remaining Funds	\$2,000.00		
Fringe Budget	\$0.00	Fringe Expenditures Approved	\$0.00
Fringe Remaining Funds	\$0.00		
Indirect Budget	\$0.00	Indirect Expenditures Approved	\$0.00
Indirect Remaining Funds	\$0.00		
Personnel Budget	\$25,000.00	Personnel Expenditures Approved	\$0.00
Personnel Remaining Funds	\$25,000.00		
PSD/Construction Budget	\$0.00	PSD/Construction Expenditures Approved	\$0.00
PSD/Construction Remaining Funds	\$0.00		
Supply Budget	\$0.00	Supply Expenditures Approved	\$0.00
Supplies Remaining Funds	\$0.00		
Travel Budget	\$0.00	Travel Expenditures Approved	\$0.00
Travel Remaining Funds	\$0.00		
Other Budget	\$0.00	Other Expenditures Approved	\$0.00
Other Remaining Funds	\$0.00		
Total Budget	\$32,000.00	Total Expenditures Approved	\$0.00

General Summary of Other Action Items

Total Number of Amendments	0	Total Number of Monitoring Sessions	0
Total Number of Environmental Reviews	0	Total Number of Audits Conducted	0

System InformationCreated By [Leigh Ann Wilbers](#), 6/21/2018 4:05 PMLast Modified By [Leigh Ann Wilbers](#), 6/21/2018 4:30 PM[Edit](#)

Notes & Attachments				
New Note Attach File View All				
Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MST FY19 060318Final.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	DUNS info 2018 05 02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	P10190 Budget MDNR rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	dnr-federal-assistances-agreement-general-terms-and-conditions 12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers

Budgets New Budget						
Action	Link to Budget Record	Type	Grant Budget Amount	General Description	Approved for Expenditure Payment Total	Grant Budget Balance
Edit Del	Budget Item - 001068	Contracts	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001069	Equipment	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001070	Fringe	\$5,000.00		\$0.00	\$5,000.00
Edit Del	Budget Item - 001071	Indirect	\$3,000.00		\$0.00	\$3,000.00
Edit Del	Budget Item - 001072	Personnel	\$20,000.00		\$0.00	\$20,000.00
Show 2 more » Go to list (7) »						

Grantee Reports or Tasks				
Action	Link to Report or Task Record	Report or Task	Frequency	Description
	Grantee Report/Task-000834	Performance Report	Quarterly	
	Grantee Report/Task-000835	Technical Report	Final	

Invoices New Invoice	
No records to display	

Attaching Documents – Adding Notes

- If the entity needs to attach their documents initially or they need to add documents, they click the **Attach File** button in the Notes and Attachments section. Another option is to hover over the **Notes and Attachments** link at the top and click **Attach File**.

Notes & Attachments New Note Attach File View All				
Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MST FY19 060318Final.doc	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	DUNS info 2018 05 02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	P10190 Budget MDNR rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	dnr-federal-assistances-agreement-general-terms-and-conditions 12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers

- The following window will open. To attach documents, click **Attach File**. The entity will browse for the document(s) they need to upload, select it, click **Open**, and click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.



Attach File to Funding Request Test Funding Request

1. Select the File

Type the path of the file or click the Browse button to find the file.

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

- If the entity needs to add a note, they may click on the **New Note** button in the Notes and Attachments section.

Notes & Attachments <input type="button" value="New Note"/> <input type="button" value="Attach File"/> <input type="button" value="View All"/>				
Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MST FY19 060318Final.doc	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	DUNS info 2018 05 02.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	P10190 Budget MDNR rev 053118.xlsx	6/21/2018 4:25 PM	Leigh Ann Wilbers
Edit View Del	Attachment	dnr-federal-assistances-agreement-general-terms-and-conditions 12-2-15 - Copy.docx	6/21/2018 4:25 PM	Leigh Ann Wilbers

- The entity will indicate if the note is **private** or not, provide a **title** for the note, and then add the note in the **description** box. When finished, the entity will click **Save**. If the note is marked private, it will not be visible to the Department.



Note Edit

Test Funding Request

Note Edit

SaveCancel

Note Information

Private

☐

Title

Body

Save

Cancel

Budget Modifications

- If after the entity submits their initial funding request and they notice something is incorrect with their budget information, they have the ability to modify the budget information by going to the **Budgets** section or using the **Budgets link** at the top of the summary page.
- Within the **Budgets** section, an entity may **edit**, delete or **add** budget information by clicking on the appropriate buttons. To view a specific budget line, the entity may click on the **Link to Budget Record** of the budget link they want to review.

Budgets		New Budget				
Action	Link to Budget Record	Type	Grant Budget Amount	General Description	Approved for Expenditure Payment Total	Grant Budget Balance
Edit Del	Budget Item - 001063	Contracts	\$5,000.00	Contract for some type of service	\$0.00	\$5,000.00
Edit Del	Budget Item - 001064	Equipment	\$2,000.00	Need to rent heavy equipment	\$0.00	\$2,000.00
Edit Del	Budget Item - 001065	Personnel	\$25,000.00	Staff time	\$0.00	\$25,000.00

- If an entity is reviewing a budget record, the screen will look similar to the one below. The entity may edit this record by clicking the **Edit** button, may copy the record by clicking the **Clone** button, or may delete the record by clicking the **Delete** button. The entity must click either the “**Back to Funding Request**” link at the top or click on the **Funding Request** name within the Budget Detail information to return to the funding request page.

Home Grant Management Training Guides Chatter

[Back to Funding Request: Test Funding Request](#)

Budget
Budget Item - 001065

Hide Feed

Post File Question More

Write something...

Share Follow

Followers

No followers.

Show All Updates

There are no updates.

[Back to Funding Request: Test Funding Request](#)

Expenditures (0) Notes & Attachments (0)

Budget Detail

Edit Delete Clone

Link to Budget Record	Budget Item - 001065	Funding Request	Test Funding Request
Type	Personnel		
Grant Budget Amount	\$25,000.00	Entity Match Expense Total	\$0.00
Entity Match	\$5,000.00	Donated Match Expense Total	\$0.00
Donated Match			
Total Budget	\$30,000.00		
General Description	Staff time		
Grant Amount Approved for Payment	\$0.00		
Grant Budget Balance	\$25,000.00		
Entity Match Budget Balance	\$5,000.00		
Donated Match Budget Balance	\$0.00		

System Information

Created By [Leigh Ann Wilbers](#), 6/21/2018 4:20 PM

Last Modified By [Leigh Ann Wilbers](#), 6/21/2018 4:20 PM

Edit Delete Clone

Expenditures

New Expenditure

No records to display

Notes & Attachments

New Note Attach File

No records to display

Invoice Submittal

- We are currently working on this portion.

- To submit invoices, the entity will have the invoice (reimbursement request) to be submitted and all necessary documentation saved electronically on their computer. They will click the **Submit Invoice** link from their home screen.
- The entity will enter the **Invoice Number**, indicate the **amount** for each budget category the invoice is for including any match amounts, a **description** may be entered of the expense. When all information is completed, the entity will click the **Submit Invoice** button.

Home Grant Management Training Guides Chatter

Invoice Details

Invoice Number :

Invoice Total: \$ 0.00

Type	Original Budget Amount	Budget Balance	Grant Expense	Entity Expense	Donation Expense	Description	Action
Contracts	\$5,000.00	\$5,000.00					Add Expenditure
Equipment	\$2,000.00	\$2,000.00					Add Expenditure
Personnel	\$25,000.00	\$25,000.00					Add Expenditure

Submit Invoice

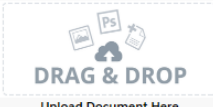
The following window will appear providing a summary of what was entered and provide the ability for the invoice and supporting documentation to be uploaded.

- The entity should open their **Windows Explorer** and locate their **documents**. They need to **click** on each document or if they are in a folder, they may **click** on the **folder**. Multiple documents can be uploaded at one time. Once the documents are selected, **drag and drop** them into the **drag and drop area**. There may be a couple of seconds delay. When finished, click **Save and Exit**.

If for some reason the entity is not able to drag and drop their files, skip this step and click **Save and Exit**. Another method for uploading documents will be described later in this document.

Invoice Details				
Invoice Number : Test456		Invoice Total: \$11,000.00		
Your invoice has been submitted successfully!				
Type	Original Budget Amount	Budget Balance	Expenditure	Description
Contracts	\$5,000.00	\$5,000.00	\$2,000.00	
Equipment	\$2,000.00	\$2,000.00	\$500.00	
Personnel	\$25,000.00	\$25,000.00	\$8,500.00	

Upload Attachments




DRAG & DROP

Upload Document Here


Save & Exit

- The summary invoice information will populate in the **Submitted Invoices** section of the entities' **Home** screen. The entity may view the invoice information by clicking on the **View Record** link in the **Submitted Invoices** section. If the entity was not able to upload their invoice and supporting documentation by using the drag and drop function, they must click this link to add those documents.



WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES GRANT MANAGEMENT SYSTEM

Available Grant Programs			
Click to View Record View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests							
Click to View Record View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices						
Click to View Record View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice Review Invoice
View Record	Test456	\$11,000.00	6/25/2018		\$0.00	

- If the entity needs to upload their invoice and supporting documentation, they may click on the **Notes and Attachments** link at the top or go to the **Notes and Attachments** section and click **Attach File**.

Invoice
Invoice-000108 Printable View

[Show Feed](#)

[Expenditures \(2\)](#) | [Notes & Attachments \(1\)](#)

Invoice Detail

[Edit](#) [Delete](#) [Clone](#)

Link to Invoice Record	Invoice-000108	Owner	Leigh Ann Wilbers [Change]
Invoice Number	Test456	Approved	<input type="checkbox"/>
Date Submitted	6/25/2018		
Invoice Total	\$11,200.00		
Grant Amount	\$11,000.00	Funding Request	Test Funding Request
Approved for Payment	\$0.00	Funding Request Manager	Leigh Ann Corrigan
		Funding Request Manager Email	leighann.corrigan@dnr.mo.gov
Entity Match Amount	\$200.00	Document Number	GS0000000302
Donated Match Amount	\$0.00	Document Number2	GS0000000302
Brief Description		Reference Number	790
SAMH Payment Total	\$0.00		
Scheduled Pay Date			

System Information

Created By [Leigh Ann Wilbers](#), 6/25/2018 11:51 AM Last Modified By [Leigh Ann Wilbers](#), 6/25/2018 11:51 AM

[Edit](#) [Delete](#) [Clone](#)

Expenditures

[New Expenditure](#)

Action	Expenditure: Link to Expenditure Record	Type	Submission Date	Grant Expense Amount	Approved for Payment	Date Approved
Edit Del	Expenditure Item - 000176	Contracts	6/25/2018	\$2,000.00		
Edit Del	Expenditure Item - 000177	Equipment	6/25/2018	\$500.00		
Edit Del	Expenditure Item - 000178	Personnel	6/25/2018	\$8,500.00		

Notes & Attachments

[New Note](#) [Attach File](#) [View All](#)

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MB Addresses.xlsx	6/25/2018 11:59 AM	Leigh Ann Wilbers

[Back To Top](#) Always show me [more](#) records per related list

- Browse for your document and select it, click **Open**, and click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.

Attach File to Invoice Invoice-000108

1. Select the File

Type the path of the file or click the Browse button to find the file.

[Browse...](#)

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

[Attach File](#)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)


[Done](#)


- Entitles will be able to review their home screen to see when the invoice has been approved.

Report Submittal

- Entities should use the portal to submit any reports or information required of them. To submit reports, the entity should click on the **View Record** link in the **Active Funding Requests** section next to the appropriate **Project Title**.

Home	Grant Management Training Guides	Chatter
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WELCOME TO THE STATE OF MISSOURI DEPARTMENT OF NATURAL RESOURCES			
Available Grant Programs			
Click to View Record	Program Title	Program	Division
View Record	Land & Water Conservation Fund	Budget Program	Division of Administrative Support
View Record	Non-Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality
View Record	Scott Approval Test Record	Budget Program	Division of Administrative Support
View Record	Playground Scrap Tire Surface Material Grant	Solid Waste Management Program	Division of Environmental Quality

Active Funding Requests							
Click to View Record	Project Title	Date Application Submitted	Amount Requested	Amount Approved	Status	Status Indicator	Invoicing
View Record	Test Funding Request	6/21/2018	\$32,000.00	\$32,000.00	Approved		Submit Invoice

Submitted Invoices							
Click to View Record	Invoice Number	Grant Amount	Date Submitted	Brief Description	Approved Expenditures Payment Total	Review Invoice	
View Record	Test456	\$11,000.00	6/25/2018	First Quarter Reimbursement Request	\$0.00	Review Invoice	

- The entity will need to review the reports and tasks that are due in the **Grantee Reports or Tasks** section. To submit the documentation for a specific task or report, the entity must click the **appropriate link** under **Link to Report or Task Record**.

Grantee Reports or Tasks				
Action	Link to Report or Task Record	Report or Task	Frequency	Description
	Grantee Report/Task-000834	Performance Report	Quarterly	
	Grantee Report/Task-000835	Technical Report	Final	

- In the **Notes and Attachments** section of the **Report/Task**, The entity should click the **Attach File** button.

[Back to Funding Request: Test Request #2](#)

[Printable View](#)



Grantee Report/Task-000834

[« Back to Funding Request: Test Request #2](#)

[Notes & Attachments \(0\)](#)

Grantee Report or Task Detail

Link to Report or Task Record	Grantee Report/Task-000834	Source of Funds	
Report or Task	Performance Report	Funding Request	Test Request #2
Frequency	Quarterly		
Description			

System Information

Created By [Leigh Ann Wilbers](#) 6/25/2018 4:30 PM

Last Modified By [Leigh Ann Wilbers](#) 6/25/2018 4:30 PM

Notes & Attachments

[New Note](#) [Attach File](#)

No records to display

[^ Back To Top](#)

Always show me [▼ more records per related list](#)

- The entity needs to have saved the documents on their computer. To attach the documents, they must click **Browse** to locate their document, select it and click **Open**, click **Attach File**. When finished attaching all documents, click **Done**. Steps 1 and 2 may be done multiple times before going to step 3.



Attach File to Funding Request Test Funding Request

1. Select the File

Type the path of the file or click the Browse button to find the file.

[Browse...](#)

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

[Attach File](#)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

[Done](#)

Acceptance of Award

- Once the funding request has been reviewed and approved by DNR, the Entity now needs to access the Funding Opportunities Portal and accept the financial assistance.
- The Entity will receive an email from DNR directing them to access the Funding Opportunities Portal and submit the note indicated in the email for the Funding Request Project. The following email is the template email the Entities will receive from DNR:

Financial assistance is being awarded under the ____ *(Grant Program Name or Description)* ____.

Please access the Department of Natural Resources [Funding Opportunities Portal](#) and do the following:

- Locate your funding request and click the link to view the record.
- Review all information.
- Go to the Notes and Attachments section and click on **New Note**.
- In the title, enter the following: **Acceptance of Funds**.
- In the body, enter the following: **The ____ *(Entity Name)* ____ accepts the financial assistance as stated in the funding request along with all terms and conditions. The person accepting this funding on behalf of ____ *(Entity Name)* ____ represents and warrants that they have full authority, and have obtained all necessary approvals to do so.**
- Click the **Save** button.
- Reply back to this email to let us know to your agreement to the acceptance of funds as stated within 10 business days.

The Funding Opportunities Portal is also used to submit reports and invoices.

If you have questions please contact ____ *(Employee Name)* ____ at ____ *(Phone Number)* ____.

- If the Entity has not already done so, the Entity will need to request access to the Funding Opportunities Portal.
 - Once the Entity has access to the Funding Opportunities Portal under the section Active Funding Request find the relevant funding request and attach the note as described in the email from DNR.

APPENDIX C. RTP GRANT APPLICATION SCORING MATRIX

**Recreational Trails Program
FY 2019 Grant Application Score Sheet**

Sponsor:
Title:

Application Number:

Scope:

Amount Requested:

Non-Motorized:

Motorized:

Previous RTP Funding History by Applicant:

County:

GMS Comments:

Grants Management Section Scoring		Points
#12 Previous Performance	Up to 10 points	
#13 Project Category	Up to 5 points	
#33-34 Project Budget Estimate and Budget Details:	20-29%- 2pts 30-39%- 5pts 40% & up- 8pts	
Grants Management Section Total:	Up to 23 points	
Trails Advisory Board Scoring Section		
#14-20 Project Description	Up to 15 points	
#21 SCORP	Up to 5 points	
#22 Public Opinion	Up to 5 points	
#23 ADA	Up to 5 points	
#24 Guidelines	Up to 4 points	
#25 Environmental Factors	Up to 4 points	
#26 Sustainability Factors	Up to 4 points	
#27 Safety Factors	Up to 4 points	
#28 Construction	Up to 4 points	
#29 Maintenance	Up to 5 points	
#30 Partnerships	Up to 2 points	
#31 Donations	Up to 5 points	
#32 Financial Assurance	Up to 5 points	
Discretionary Board Member Criteria	Up to 10 points	
Trails Advisory Board Section Total:	Up to 77 points	
Total Score	100 Points	

Please provide feedback in the following areas for this application:

Application Strengths
Application Weaknesses

Recommendations for Improvements