

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 Bipartisan Infrastructure Law, Infrastructure Investment and Job 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 Missouri Department of Natural Resources as the agency responsible for administering the RTP. The Division of State Parks, a Division within the Department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), a nine-member panel, assists the Department 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 \$1.5 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 the Department'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 Department 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 Department 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.

OPEN PROJECT SELECTION PROCESS

The Department 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 under-served populations.

APPLICANT NOTIFICATION

To ensure that all eligible entities are informed of the availability of federal funding assistance, information is posted on the Department's 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 Department 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 Department 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, the Department 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, Department staff provide 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://mostateparks.com/page/63306/grant-workshops>. Additionally, Department staff conduct 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 Department staff the 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, Department staff respond 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 Department 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 Department 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 Comprehensive Outdoor Recreation Plan (SCORP);
- whether the project demonstrates strong public support and indication of need (i.e. recreation, public health and safety, etc.), 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 labor 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 collaborating with qualified youth service organizations or other partners or donors to complete the project.

PROJECT SELECTION PROCESS

Once Department 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 the Department. Department staff conduct on-site pre-award inspections and risk assessments of each recommended project to confirm eligibility and ability to perform. Once the pre-award site inspections are completed, the Department submits the list of approved projects to the Department director for approval. After receiving concurrence from the division Department director, the Department 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 December of each year. The following is a typical timeline for the OPSP:

December	The OPSP commences with a call for project proposals. The application and application guide are posted on the website. Notices are distributed in a variety of formats to local political subdivisions. 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	Application webinars are hosted for project applicants. Draft application are given a courtesy review by Department staff.
February	Final application submittals are due by mid- to late-February. Department staff submit approved applications to the MTAB.
March	The MTAB reviews, scores and ranks the approved applications.
April - July	Department staff and the MTAB meet in early April to discuss project proposals. Department staff conduct risk assessments and pre-award site inspections of recommended projects to confirm field conditions and applicant capability to perform. A draft list of recommended projects is submitted to the Department director for approval.
August	The draft application packets are submitted to the FHWA for review and concurrence.
October- November	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, the Department will request FHWA to obligate funds.

MISSOURI TRAILS ADVISORY BOARD

The Missouri Trails Advisory 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 typically meets two (2) times per federal fiscal year, but is only required to meet at least one (1) time during the year. The board members responsibilities include representing trail users in Missouri, providing guidance to the Department 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 members may choose to become active in other trail causes at their discretion, subject to conflict of interest considerations.

APPENDIX A. RTP TRAIL PROJECT APPLICATION



DIVISION OF STATE PARKS USE ONLY

PROJECT #

PROJECT CATEGORY

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? YES NO

RESET

If the vendor provides any "personal information" as defined in Section 105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo.

QUESTIONS 1-9: GENERAL INFORMATION

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS

ADDRESS

CITY STATE ZIP

NAME AND TITLE OF RECEIVING OFFICIAL

EMAIL ADDRESS PHONE

2. AGENCY/ORGANIZATION UEI NUMBER

3. APPLICATION PREPARER

EMAIL ADDRESS PHONE

4. PROJECT CONTACT PERSON TITLE OF PROJECT CONTACT PERSON

EMAIL ADDRESS PHONE

IS THIS PROJECT CONTACT A LPA PROJECT CERTIFIED PERSON IN RESPONSIBLE CHARGE? NO YES

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: STATE LOCAL GOVERNMENT NOT-FOR-PROFIT FEDERAL AGENCY

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

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



SUMMARIZE THE ORGANIZATION'S MISSION

QUESTION 12: PREVIOUS PERFORMANCE [UP TO 10 POINTS]

12. HAS THE PROJECT SPONSOR RECEIVED A DNR GRANT WITHIN THE LAST 10 YEARS? NO YES (if yes, designate how many)

IF YES, DOES THE SPONSOR HAVE A DNR GRANT CURRENTLY OPEN? NO YES (if yes, designate how many projects)

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO WITHDRAW A DNR PROJECT AND DE-OBLIGATE FUNDING? NO YES

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT? NO YES (if yes, indicate how many)

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

QUESTIONS 13-22: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS (please select one)

- NON-MOTORIZED SINGLE USE [1 point] MOTORIZED SINGLE USE* [1 points]
- NON-MOTORIZED DIVERSE USE [3 points] MOTORIZED DIVERSE USE* [3 points]
- 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)

- NEW DEVELOPMENT (if 60% of total project costs)
(if new development, indicate subtype below; check all that apply)
 - NEW TRAIL CONSTRUCTION
 - NEW TRAILSIDE AND/OR TRAILHEAD AMENITIES
 - NEW TRAIL CONNECTOR(S) TO EXISTING TRAIL(S)
 - PROPERTY/EASEMENT ACQUISITION OR LEASE FOR TRAIL DEVELOPMENT
- REHABILITATION/REPAIR (if 60% of total project costs)
(if rehab./repair, indicate subtype below; check all that apply)
 - REHABILITATION/REPAIR OF EXISTING TRAIL(S)
 - REHABILITATION/REPAIR OF EXISTING AMENITIES
 - REHABILITATION/REPAIR OF EXISTING CONNECTORS

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

16. INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND* (check all that apply)

- OWN PERMANENT TRAIL EASEMENT OTHER (please explain)
- LEASE (minimum of 25 years, and signature of owner/other holders acknowledging 25 year commitment to maintain in outdoor recreation use, required) TEMPORARY CONSTRUCTION EASEMENT

*Additional documentation required. Refer to Supporting Documentation Checklist in the application guide.

17. LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.

18. ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY? NO YES (if yes, please explain)

19. INTENDED USES OF THIS PROJECT (check all that apply)

- BICYCLING CANOEING/KAYAKING OTHER (please specify)
- WALKING/JOGGING MOTORIZED BOATING
- HIKING ATV/UTV (four-wheel)
- BACKPACKING OFF-HIGHWAY MOTORCYCLING
- EQUESTRIAN OFF-ROAD VEHICLE

20. PROJECT TITLE



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21. PROVIDE A DETAILED PROJECT NARRATIVE.
(include specific information about what is being constructed, rehabilitated/repared and/or acquired; see application guide for clarification; answer within the space provided; a 400 word limit is encouraged)

22. DESCRIBE THE BENEFITS OF THIS PROJECT (include how the project is beneficial and who it benefits; answer in the space provided).



QUESTIONS 23-31: PROJECT PLANNING AND IMPLEMENTATION [UP TO 35 POINTS]

23. 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]

Empty response area for question 23.

24. DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS? [up to 5 points]

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

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

Empty response area for question 24.

25. IDENTIFY WHICH STANDARDS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIER ACT (ABA) ARE BEING ADDRESSED IN THIS PROJECT. DESCRIBE WHAT ACCESSIBILITY CHALLENGES EXIST AND HOW YOU INTEND TO OVERCOME THEM. [up to 5 points]

Empty response area for question 25.



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26. HOW WILL THIS PROJECT ADD VALUE TO YOUR CURRENT/FUTURE TRAIL PLANS? PLEASE EXPLAIN THE ROLE OF TRAILS IN YOUR COMMUNITY. PLEASE INCLUDE MAPS. [up to 4 points]

27. WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE. WHAT OTHER ENVIRONMENTAL CONCERNS WILL YOU HAVE TO ACCOUNT FOR IN REGARDS TO THE PROJECT? [up to 5 points]

28. DESCRIBE WHAT LONGTERM SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN AND CONSTRUCTION. [up to 5 points]

29. DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN (include photo). [up to 4 points]

30. FOR CONSTRUCTION AND/OR REHABILITATION/REPAIR PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. IF YOU INTEND TO USE IN-HOUSE LABOR FOR THE CONSTRUCTION OF THE PROJECT, SUBMIT A COST ANALYSIS THAT COMPARES IN-HOUSE LABOR VS CONTRACT LABOR. [up to 2 points]



QUESTION 31: PROJECT MAINTENANCE AND MANAGEMENT [UP TO 5 POINTS]

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

QUESTIONS 32-33: PARTNERSHIPS AND DONATIONS [UP TO 5 POINTS]

32. 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)

33. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS. [up to 3 points]
 (a letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide)

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



QUESTION 34-36: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 15 POINTS]

34. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING TO COMPLETE THE PROJECT WITHIN THREE YEARS? [up to 3 points]

35. FOR EACH PHASE OF THE PROJECT, FILL OUT THE BUDGET TABLE BELOW 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%). [up to 7 points for quality and accuracy of budget]

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
Phase 1. Planning/ Engineering/Environmental Review Process (≤ 10% of total project cost)	\$	\$	\$	\$ 0
Phase 2. Right-of-Way Acquisition	\$	\$	\$	\$ 0
Phase 3. Construction	\$	\$	\$	\$ 0
TOTALS	\$ 0 (Not to exceed \$250,000)	\$ 0	\$ 0	\$ 0

Percent of matching funds: 0.00%	MATCHING FUNDS POINT VALUES	
	% Match	Points
	40% and up	5
30% to 39%	3	
20% to 29%	1	



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36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of October 15, 2023 ; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
1. PLANNING/ ENGINEERING/ ENVIRONMENTAL REVIEW PROCESS (≤ 10% OF TOTAL PROJECT COST)	ENVIRONMENTAL		6 months Environmental/ 6 months Planning/ Engineering	
	ENGINEERING			
	OTHER			
2. RIGHT-OF-WAY ACQUISITION	LEASE/EASEMENT/LAND ACQUISITION		6 months	
	APPRAISALS, FILING			
	OTHER			



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36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of October 15, 2023; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
3. CONSTRUCTION	LABOR		18 months	
	MATERIALS			
	EQUIPMENT			
	SIGNAGE			
	OTHER			
	OTHER			



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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 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 FROM GOVERNING BODY
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> LETTERS OF INTENT TO LEASE/SELL/DONATE REAL PROPERTY
<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"/> BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION (State and Federal E-Verification)	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> PHOTOGRAPHS OF PROJECT AREA	<input type="checkbox"/> COPY OF RELEVANT PORTION OF COMPREHENSIVE OR MASTER PLAN
<input type="checkbox"/> EXISTING TRAIL MAP	<input type="checkbox"/> ENVIRONMENTAL REVIEW (if applicable)

*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."

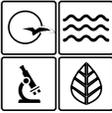
SIGNATURE	TITLE	
PRINTED NAME		DATE

SUBMIT COMPLETED APPLICATION

Submit two (2) copies of the application and supporting documentation to the Grants Management Section (address below):

Missouri Department of Natural Resources Division of State Parks
Grants Management Section Attn: RTP Planner
PO Box 176
1659 E. Elm Street
Jefferson City, MO 65102-0176

Application packets must be submitted or postmarked on or before February 23, 2023. For questions about an application packet or the process, call (573) 522-8773 or (573) 751-8661 or email msspgrants@dnr.mo.gov.



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THIS SECTION OF THE FORM MUST BE COMPLETED FOR ALL REQUESTS TO PURCHASE/REPAIR/REPLACE TRAIL CONSTRUCTION/ REPAIR/ MAINTENANCE EQUIPMENT UNDER THE RECREATIONAL TRAILS PROGRAM. **PROCUREMENTS MUST BE IN ACCORDANCE WITH 2 CFR 200.319 AND 200.320.**

QUESTIONS 1-6: REPAIR OF EXISTING EQUIPMENT (COMPLETE IF EQUIPMENT REPAIR IS A PART OF THIS GRANT)

1. WHAT IS THE MAKE, MODEL, YEAR, TYPE, AND HOURS OF THE PIECE(S) OF EQUIPMENT THAT WILL BE REPAIRED AS PART OF THE GRANT?

2. WAS IT ORIGINALLY PURCHASED USING FEDERAL FUNDS?
 NO
 YES (if yes, please provide the name of the grant program, project number, and year it was acquired.
Provide a copy of any commitment you have agreed to as it relates to the equipment. (i.e. disposition instructions)

3. DESCRIBE THE EXISTING CONDITION OF THE EQUIPMENT AND ITS ESTIMATED MILEAGE/HOURS.

4. DESCRIBE WHAT REPAIRS/MAINTENANCE AND OTHER ASSOCIATED COSTS WILL BE COMPLETED USING GRANT FUNDS.

5. WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE PARTS NEEDED TO COMPLETE THESE REPAIRS?
 NO YES (complete and include a copy of the BUILD AMERICA BUY AMERICA waiver request form)

6. DESCRIBE HOW THIS EQUIPMENT IS INTEGRAL TO MAINTAINING YOUR TRAIL SYSTEM
(i.e. How is the equipment used? How many miles of trail and/or trailhead amenities are constructed/repaired/maintained using this equipment?).

QUESTIONS 7-14: PROJECT SPONSOR'S BACKGROUND

7. WHAT IS THE TYPE OF THE PIECE(S) OF EQUIPMENT AND/OR ATTACHMENT(S) THAT WILL BE PURCHASED AS PART OF THE GRANT?

8. WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE EQUIPMENT OR ATTACHMENT(S)?
 NO YES (complete and include a copy of the Build America Buy America Waiver request form)

9. IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS?
 NO (If no, skip to question 12) YES (if yes, go to question 10)

10. 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 12) YES (If yes, go to question 11)

11. 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
	-	=



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12. DESCRIBE THE NEW EQUIPMENT OR ATTACHMENTS IN DETAIL.

13. DESCRIBE HOW THE NEW EQUIPMENT OR ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS.

14. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR 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

2023 Recreational Trails Program Grant Application Guide

Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-522-8773
mspgrants@dnr.mo.gov



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

SECTION I. RECREATIONAL TRAILS PROGRAM OVERVIEW

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

The RTP is a federally funded assistance program authorized by the U.S. Congress under the Bipartisan Infrastructure Law, Infrastructure Investment and Jobs 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 Missouri Department of Natural Resources as the agency responsible for administering the RTP. The Division of State Park, a division within the Department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), a nine-member panel, assists the Department 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 23-26. **All trail-related projects must be maintained and open to the public for a minimum of 25 years.** Grant funding will only be awarded to projects that are open to the public. 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 Build America Buy America provisions are to be included in all bid documents. (<http://www.fhwa.dot.gov/construction/cqit/buyam.cfm>). Build America Buy America provisions are further described in Section 2C on page 5.
- 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.

- Equipment maintenance and the purchase of trail equipment may be eligible if it is used for the sole purpose of trail rehabilitation, maintenance, and construction.
- 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.
- 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.
- Racetracks or fitness tracks.
- The purchase of vehicles used solely for transportation or law enforcement/security patrolling.

E) Who can sponsor a RTP project?

The following entities are eligible to apply for RTP funding.

- Not-for-profit 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.
- Federal Agency can only apply for motorized funding.

Eligible projects can be sponsored by partnerships between public and not-for-profit organizations. Additionally, public or not-for-profit 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 and a draft Memorandum of Agreement. In addition, the proposed project must meet all applicable state and federal laws and be consistent with the land management plans specific to the respective state or federal area. 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 a 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.

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

Project sponsors can apply for funding for eligible trail-related projects. In order to be considered for a RTP project, project sponsors must complete and return two (2) copies of the current RTP Project Application, postmarked on or before February 23, 2023, to the following address: Missouri Department of Natural Resources, Division of State Parks, Grants Management Section, Attn. RTP Planner, P.O. Box 176, 1659 East Elm Street, Jefferson City, MO 65102-0176.

For questions about an application packet or the process, call (573) 522-8773 or (573) 751-8661 or email mspgrants@dnr.mo.gov.

Project sponsors are strongly encouraged to attend the RTP application webinar scheduled in January. The webinar date and location is listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. Staff from the Department host this webinar to assist project sponsors with the application process. Department 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 the Department's director. After the Department director approves the recommended projects, Department staff conducts risk assessments and on-site pre-award inspections of each proposed project. Once these have been completed, the Department 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. Department 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 ten months, from the initial call for project applications to notice of award.

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

Project sponsors must sign and submit a financial assistance award agreement between the sponsor and the Department. Sponsors are then **required** to attend a **mandatory** project administration workshop, where they will receive a copy of the FY2023 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 workshop, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the RTP grant funding. Additionally, Department staff will help project sponsors understand FHWA's statutory provisions for Build America 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 the Department 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 Department staff.

Once the Department and FHWA review and concur with the CE determination, FHWA authorizes funding for the project and the Department issues a notice to proceed (NTP) letter to the project sponsor. **Sponsors are not authorized to begin any construction activities, finalize designs, or acquire property 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 a project period of **three years** to complete the 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 to 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 18-19 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 Department 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 Build America Buy America provisions.

C) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review and Build America 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 Phase I planning, engineering, and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to construction authorization and notice to proceed may be used as match by the project sponsor. The RTP is funded with Title 23 funds, project sponsors who use RTP funds to purchase any of the following must ensure that these items are manufactured in the United States: any iron/steel product and construction materials permanently incorporated into the project (such as bridges that use steel I-beams, fencing, rebar, posts, bolts, PVC, lumber, drywall, etc.).

The Bipartisan Infrastructure Law (BIL) established new Buy America requirements known as the Build America, Buy America Act (BABA). The Act requires the following Buy America preference:

- (1) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- (3) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. Pending OMB's issuance of final standards on construction materials, and absent any existing applicable standard in law or regulation that meets or exceeds these preliminary standards, agencies should consider "all manufacturing processes" for construction materials to include at least the final manufacturing process and the immediately preceding manufacturing stage for the construction material.

The BABA extends the application of Buy America to "Construction materials" which includes an article, material, or supply that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

Items excluded from "Construction materials" include cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives. Asphalt concrete pavement mixes are typically composed of asphalt cement (a binding agent) and aggregates such as stone, sand, and gravel. Accordingly, asphalt is also excluded from the term construction materials.

An article, material, or supply should only be classified into one of the following categories: (1) iron or steel; (2) a manufactured product; or (3) a construction material. For ease of administration, an article, material, or supply should not be considered to fall into multiple categories. Agencies should apply the iron and steel test to items that are predominantly iron or steel unless another standard applies under law or regulation.

Since the Recreational Trails Program is funded with Title 23 funds, project sponsors who use RTP funds to purchase any of the following must ensure that these items are manufactured in the United States: any iron/steel product and construction materials permanently incorporated into the project (such as bridges that use steel I-beams, fencing, rebar, posts, bolts,, PCC, lumber, drywall, etc.). Additionally, any coating material applied to the iron/steel products must be applied in the United States. All advertisements for bids and all contracts must include a Buy America provision. FHWA requires step certifications for iron/steel, where each handler (supplier, fabricator, manufacturer, processor, applier of coatings, etc.) certifies that their step in the process was domestically performed. The contractor or vendor must provide these certifications prior to incorporation of the material in the project. See Appendix F for the step certification forms.

Buy America Waiver Requests

Sponsors may request a waiver of the Buy America provisions by following 23 CFR 635.410(c)(1). **If a project sponsor intends to request a waiver, a letter accompanying the application should detail the purpose of that request. For all equipment purchase requests, a supplemental sheet has been added to this application. Department staff will work with all applicants recommended for funding who need a waiver to facilitate that request process. All waiver requests must be approved prior to grant award and purchase.**

For more information about BABA, please see: <https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>.

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 the grant application workshop scheduled by GMS staff. The workshop will help project sponsors understand the application requirements. To attend the workshop, please register at: <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 January 27, 2023.
- 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 or hand written applications 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 Department staff the 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 two (2) hard copies of each item, 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.
- 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.
- 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.
- Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are collaborating on the project, providing work on the project, or donating 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. 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.
- Draft Memorandum of Agreement** with the local, state or federal land management agency for projects on local, 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 acknowledge their commitment to record the Declaration of Dedication to Outdoor Recreation Use to the deed of the property. The agreement must also give the project sponsor access to construct on the property, and must outline the roles and responsibilities for bidding or contracting for any design and construction work involved in the project. If the applicant is a not-for-profit organization constructing on public land, the landholding agency must also agree to fulfill the 25 year stewardship requirements should the not-for-profit organization dissolves before the end of the stewardship period. 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.
- 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 for 25 years. See template on page 9.
- Resolution from Governing Body** ensuring commitment of project sponsor to maintain public access to the project for a minimum of 25 years. If the organization is a not-for-profit, please provide a resolution of support from the governing body whose jurisdiction the project will take place within. See template on page 10.
- Letters of Intent to Lease/Sell/Donate Real Property** 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 and signature of owner/other interest holders acknowledging 25-year commitment to maintain in outdoor recreational use. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with RTP funds or as part of a RTP project, whether through purchase, donation, easement or lease, must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act of 1970 (Uniform Act). Before initiating negotiation with the landowner, a yellow book appraisal and review appraisal must be completed. This act has additional compliance requirements, so it is important to contact GMS staff prior to beginning the acquisition process.**

- 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 and acknowledging 25-year commitment to maintain in outdoor recreation use or include a letter from the landowner indicating willingness to renew the agreement if the original agreement was for less than 25 years and commitment to maintain in outdoor recreational use.
- 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 or concern should be submitted as well.
- Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization (State and Federal E-Verification):** As a condition for the award of any grant by the Department 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).
- Copy of Relevant Portion of Comprehensive or Master Plan** if the proposed project has been identified in a local, school, regional, county and/or parks comprehensive or master plan. Do not submit a copy of the entire plan, only the relevant portion that references the project.
- Photographs of the Project Area** include photographs of the project area to illustrate the existing condition of the site and any facilities that are proposed for replacement or renovation.
- Existing Trail Map** if the project sponsor manages any trails, include a map that shows all the trails.
- Environmental Review** if a previous environmental review has been conduct within the project area; include a copy of the report.
- Build America Buy America Waiver Request Form** if the project sponsor is requesting a waiver of goods, products, or materials, mined, produced, or manufactured outside of the United States.

TEMPLATE FINANCIAL ASSURANCE LETTER

Date
RTP Planner
Grants Management Section
Missouri State Parks
PO Box 176
Jefferson City, MO 65102-0176

RE: Financial Assurance for RTP Proposal (insert project name as entered on question 18 of the project application)

To Whom It May Concern:

I, the undersigned as the Chief Financial Officer of (insert name of project sponsor), confirm that our governing body insert name of governing body, such as park board, county commission, etc.) has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that (insert name of project sponsor) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project for 25 years for the benefit of public outdoor recreation.

OR

I, the undersigned as the Chief Financial Officer of (insert name of project sponsor), confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that (insert name of project sponsor) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project for 25 years for the benefit of public outdoor recreation.

Sincerely,

(insert Chief Financial Officer's name and signature)

TEMPLATE 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 (insert percentage from question 34 of the application) _____ 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 a minimum of 25 years.
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, all state laws that govern the grant applicant during the performance of the project, and stewardship requirements after the project is completed

PASSED AND RESOLVED BY THE _____ (*insert name of agency*) _____

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of (agency) _____, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the (governing board of agency) _____, that said meeting was held in accordance with state and local laws on _____ and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Clerk and have affixed the seal of (agency) _____, this _____ day of _____, 20____.

ATTEST: (Clerk)

By: _____

(SEAL) _____ (printed name)

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

(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, print and mail two (2) hard copies to the address in step three. **Hand-written applications will not be accepted.** Project sponsors may send their draft application to GMS staff for a courtesy review, if submitted by January 27, 2023.
- B) Step Two:** 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) 522-8773 or (573) 751-8661 or email msspgrants@dnr.mo.gov.
Items NOT to include with the application packet:
- Maps larger than 11"x17".
 - Three-ring binders or folders for applications. 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.
- C) Step Three:** Mail two (2) copies of the application and supporting documentation to the Department's Grants Management Section (address below). Applications must be postmarked on or before February 23, 2023. 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 the 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 is not on the current year application, is missing required documentation, or is substantially incomplete, the project will be deemed ineligible for scoring.**
- Mail the application packet to:
- Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: RTP Planner
PO Box 176
1659 East Elm Street
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 for responses in this section.
 - **Question U.S. ARMED FORCES** -To be filled out by the application preparer about themselves and their family members.
 - **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. This question also asks you to provide contact information for the receiving official, or the person who is authorized to accept grant funding on behalf of the agency.
 - **Question 2, AGENCY/ORGANIZATION UEI NUMBER** – all agencies or organizations that apply for federal grants are required to have a Unique Entity Identifier (UEI) 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 UEI 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. Please identify if this person is a Local Public Agency Project Certified Person in Responsible Charge. If the contact person changes at any time during the life of the project, please contact the Department 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** – Department 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.
- **Questions 10-11** elicit information about the project sponsor’s organization, such as whether it is a government agency or a 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 not-for-profit organization; or federal agency.
 - **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 Department of Natural Resources grant within the past 10 years. Previous performance on completing previous Department of Natural Resources grant projects within the allotted timeframe as well as whether or not a project sponsor already has an active Department of Natural Resources project will be factors considered by Department S staff when scoring the applications. Up to 10 points may be given for this question.

- **Questions 13-22** 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 will be a part of the project or if either are the sole purpose of the project.
- **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 6-7 of this guide.
- **Question 16, INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND** – if the project sponsor owns or leases the property, a deed or lease agreement must be submitted with the application. The lease must be a minimum of 25-years, and signature of owner/other interest holder acknowledging 25-year commitment to maintain in outdoor recreational use. 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 6-7. If the proposed project will be completed on a combination of land that is partially owned and partially leased, the project sponsor should check the “Other” category and provide an explanation of ownership in the space provided.
- **Question 17, LIST ALL PRESENT EXISTING AND REASONABLE ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.** Identify outstanding mortgages, loans, etc., amount still owed, and describe how these will affect the current project. If a loan will be required to complete this grant, please include how much you anticipate borrowing and for what duration. Because the property located within the RTP project will be dedicated to public outdoor recreation use for 25 years, it is important to identify any parties who may have a superior interest.

- **Question 18, ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?** Please list all right-of-way, easements (permanent or temporary), or reversionary interests associated with the site.
- **Question 19, 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.
 - **Canoeing/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/UTV (Four-wheel)** – refers to the use of an all-terrain vehicle (ATV) and/or utility terrain vehicle (UTV) 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.
 - **Off-Highway Motorcycling** – refers to the use of off-highway 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** – 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 other 4x4 vehicles, such as dune buggies.
- **Question 20, 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 21, 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 explain in detail the components of the project. In 400 words or less, explain what is being constructed, rehabilitated/repared and/or acquired. Be sure to address the following:
 - 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/repared, 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.

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.

- Projects that incorporate signs that function as traffic control devices must conform to the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm. Signs that 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 22, DESCRIBE THE BENEFITS OF THIS PROJECT** – This is the project sponsor's opportunity to "sell" the project and convince the Missouri Trails Advisory Board of the project's merit.

- **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 with the application. 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 23-31** 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 23, 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. FOR THE SCORP PRIORITY, PLEASE REFERENCE THE GOAL AND OBJECTIVE IN THE SCORP AND EXPLAIN WHY IT MEETS THE GOAL.** – 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 must indicate which of the needs that the project is fulfilling in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors_SCORP_Final.pdf and explain why it meets the goal. Please specify the goal and objective number in your response. 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 24, 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 6-7). If the project sponsor has not provided opportunity for public input within the past 12 months, the sponsor should indicate if there will be opportunity for the public to comment and what methods will be used to solicit public input. Up to five points may be given for this question.
- **Question 25, IDENTIFY WHICH STANDARDS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIER ACT (ABA) ARE BEING ADDRESSED IN THIS PROJECT. DESCRIBE WHAT ACCESSIBILITY CHALLENGES EXIST AND HOW YOU INTEND TO OVERCOME THEM.** – project sponsors should indicate how their project meets the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) standards. Explain any challenges that impact your ability to comply with ADA/ABA standards and how the project’s design will overcome the challenges. 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.
You are encouraged to consider providing access to the greatest extent possible for your project. However, 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, Department 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. The U.S. Access Board has also developed proposed regulations for Pedestrian Rights-of-Way Accessibility Guidelines for Shared-Use Paths that should be consulted: <https://www.regulations.gov/document?D=ATBCB-2013-0002-0001>. 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.docs.dcnr.pa.gov/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 pdfdownload. 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 https://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 26, HOW WILL THIS PROJECT ADD VALUE TO YOUR CURRENT/FUTURE TRAIL PLANS? PLEASE EXPLAIN THE ROLES OF TRAILS IN YOUR COMMUNITY. PLEASE INCLUDE MAPS** – project sponsors should describe how the proposed project will add value to the current/future trail plans. Provide details about the roles of your trail and how/what they provide for the community. Are your trails connected to a larger greenway system? Include a map of the existing trail system, with the application. Up to 4 points may be given for this question.
- **Question 27, WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE. WHAT OTHER ENVIRONMENTAL CONCERNS WILL YOU HAVE TO ACCOUNT FOR IN REGARDS TO THE PROJECT**– If an environmental review has been

completed within the project area, include a copy of the report with the application. 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 five points may be given for this question.

- **Question 28, DESCRIBE WHAT LONGTERM SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN AND CONSTRUCTION** – 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 five points may be given for this question.
- **Question 29, 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. Include photographs of the project area. Up to four points may be given for this question.
- **Question 30, FOR CONSTRUCTION AND/OR REHABILITATION PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. IF YOU INTEND TO USE IN-HOUSE LABOR FOR THE CONSTRUCTION OF THE PROJECT, SUBMIT A COST ANALYSIS THAT COMPARES IN-HOUSE LABOR VS. CONTRACT LABOR.** – the project sponsor should list who is completing what work for each stage of the project. For instance, will the project be designed by an engineer and if so is the engineer an employee of the project sponsor or will they be contracted? 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. If the construction is being completed by in-house labor, you should include a cost analysis that compares the total cost of the project when using in-house labor vs. contract labor. In order to be approved to use in-house labor, you must demonstrate that in-house labor is more cost effective than contracted labor. Up to two points may be given for this question.
- **Question 31, 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 would 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 labor 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 pages 6-7.
 - **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?
- **Questions 32-33** asks the project sponsor to describe any partnerships and donations associated with the project. Up to five points may be awarded for this section.
 - **Question 32, 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>. Please note: this is not an all-inclusive list. Local Boy Scout, Girl Scout and 4-H groups may not show up on the list, but do qualify. Up to two points may be given to this question.

- **Question 33, 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 31. In the corresponding “Contribution/Value” 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 pages 6-7 for the supporting documentation required for donations. Up to three 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 34-36** ask the project sponsor to provide assurances that there is adequate funding and labor to provide the match, and to provide information about how the funding will be expended over the phases of the project. Up to ten points may be awarded for this section.

- **Question 34, 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 pages 6-7 of this guide. Up to three points may be given for this question.

- **Question 35, FOR EACH PHASE OF THE PROJECT, FILL OUT THE BUDGET TABLE BELOW WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – Up to 7 points will be given to the budget based on quality and accuracy of the budget table and budget narrative. The total project cost of each phase on the table should equal the totals in the narrative and vice versa. Be sure to include all costs associated with the project (i.e. include both the cost of the materials and labor required to construct). All items that are listed in the project narrative (Question 20) should be listed with a cost in the budget narrative. Project sponsor in-house labor, volunteer labor and donations should clearly be listed in the narrative that match the totals in the table. In the budget table, three project phases have been established in which to enter information pertaining to the project.

- **Phase 1: 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 construction authorization and notice to proceed may be used as a match by the project sponsor. See question 34 for examples of eligible costs.
- **Phase 2: Right-of-Way Acquisition (Land/Easement Acquisition/Lease)**. 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 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 construction authorization, was acquired specifically for the trail project, and complies with the provisions in the Uniform Act. See the eligible costs section in question 34 for more information.
- **Phase 3: Construction** includes the costs associated with completing the construction work associated with the project, including any labor, materials, equipment use, signage, or other expenses outlined as eligible costs in question 34.

Separate the project costs into the specific phase. All project costs must fall into one of these three phases. 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, the project sponsor is providing \$30,500 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)	
Phase 1. Planning/ Engineering/Environmental Review Process (≤ 10% of total project cost)	\$ 10,000	\$ 5,000	\$ 1,000	\$ 16,000
Phase 2. Right-of-Way Acquisition	\$ 75,000	\$	\$ 6,000	\$ 81,000
Phase 4. Construction	\$ 65,000	\$25,500	\$	\$ 90,500
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 seven 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

Question 36, FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (ASSUMING A START DATE OF OCTOBER 15, 2023. IF ELIGIBLE COSTS WERE INCURRED PRIOR TO THE PROJECTED START DATE, PLEASE PROVIDE THE DATE OF COMPLETION FOR THE EXPENSE). – in the table provided on the application, project sponsors should list detailed cost estimates for each phase of the project using the eligible cost categories referenced below and provide a timeline for completion. For example, in the first three columns for Phase 3. Construction, a detailed breakdown should look like this:

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
3. Construction	Labor: 2 equipment operators at \$/hr by # of hours = \$x.00	Total cost in labor (\$)	18 Months	MM/YYYY
	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	Total cost in materials (\$)		
	Equipment: Use of bulldozer at \$/hour by X of hours = \$x.00	Total cost of equipment (\$)		
	Signage: total # by \$/per sign= \$x.0	Total cost of signs (\$)		
	Other:	Total cost of other (\$)		

▪ **Eligible Cost Categories** should be detailed in question 35 and include:

- **Planning/Engineering/Environmental Review Process** 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 construction authorization and notice to proceed may be used as a match by the project sponsor. Examples of environmental review costs include costs associated with hiring a consultant to conduct the environmental reviews or costs associated with cultural evaluation such as archaeological surveys. 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. Note: if the project is occurring on state property, design work must follow the Office of Administration's Qualified Bidder Selection Process.
- **Right-of-Way (ROW) Acquisition** - 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 a yellowbook 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 construction authorization, 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. Examples of ROW costs include property appraisals and appraisal reviews for land acquisition, land donations and temporary construction easements. Refer to the Supporting Documentation Checklist on pages 6-7 for the various documentation required to demonstrate ownership, access and/or intent to donate.
- **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 Section 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 \$12/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 iron/steel product and construction materials permanently incorporated into the project, such as bridges that use steel I-beams, fencing, rebar, posts, bolts, PVC, lumber, drywall, etc. (<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.
- **Equipment** - 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 to lease if they will be used for trail construction or repair. Use/operation of in-house equipment should use the Federal Emergency Management Agency's (FEMA) 2021 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/media-library/assets/documents/136901>). Add the cost code for the each piece of equipment listed. Labor costs for equipment operators using the equipment are not included in the rates and

should be entered in the “Labor” cost category. Equipment purchase or repair is eligible so long as it is used exclusively for trail construction, repair, or maintenance and complies with the provisions of Build America Buy America.

- **Signage**, including RTP acknowledgement sign, route-marking/way-finding, interpretive, trail etiquette/rules, and traffic control signs. Signs that function as traffic control devices must conform to the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm.
- **Other** – This can include the cost of Print publications, such as trail brochures or training costs. Certain costs for employee training in trail assessment techniques may be 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.
- **DISCRETIONARY BOARD MEMBER CRITERIA** – The Missouri Trails Advisory Board makes recommendations based on review and scoring of application, and may award points based on discretionary criteria, up to 10 points. 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 6-7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency or organization **must** sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency or organization, and **cannot** currently be serving as a board member on the Missouri Trails Advisory Board. **An incomplete or inaccurate application packet will be ineligible for scoring by the Missouri Trails Advisory Board.**

SUPPLEMENTAL SHEET:

EQUIPMENT PURCHASE FOR TRAIL-RELATED PROJECTS – for grant request to purchase/repair/replace trail construction/repair/maintenance equipment, project sponsors are required to fill out page 11-12 of the application. No points are awarded for the supplemental sheet.

- **Question 1, WHAT IS THE MAKE, MODEL, YEAR, TYPE, AND HOURS OF THE PIECE(S) OF EQUIPMENT THAT WILL BE REPAIRED AS PART OF THE GRANT** – List each piece of equipment including the make, model, year, type, and hours for the equipment that will be repaired as part of the grant.
- **Question 2, WAS IT ORIGINALLY PURCHASED USING FEDERAL FUNDS?**
 - **IF YES PLEASE PROVIDE THE NAME OF THE GRANT PROGRAM, PROJECT NUMBER, AND YEAR IT WAS ACQUIRED. PROVIDE A COPY OF ANY COMMITMENT YOU HAVE AGREED TO AS IT RELATES TO THE EQUIPMENT. (I.E. DISPOSITION INSTRUCTIONS)** – the project sponsor should indicate whether or not Federal Funds were previously used to purchase the equipment. For each piece of equipment that was purchased using Federal funds, provide the grant program, project number, and year the equipment was purchased. Provide all documentation regarding commitments that were agreed to with the agency who granted the funds.
- **Question 3, DESCRIBE THE EXISTING CONDITION OF THE EQUIPMENT AND ITS ESTIMATED MILEAGE/HOURS** – the project sponsor should describe each piece of equipment’s current condition and operational hours/mileage.
- **Question 4, DESCRIBE WHAT REPAIRS/MAINTENANCE AND OTHER ASSOCIATED COSTS WILL BE COMPLETED USING GRANT FUNDS** – this question ask the project sponsor to describe the repairs/maintenance and other associated costs that they are requesting grant funding to complete.
- **Question 5, WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE PARTS NEEDED TO COMPLETE THESE REPAIRS?**
 - **IF YES, (COMPLETE AND INCLUDE A COPY OF THE BUILD AMERICA BUY AMERICA WAIVER REQUEST FORM)** – if a Build America Buy America waiver is required, the project sponsor should complete the waiver request form and submit it with the application.
- **Question 6, DESCRIBE HOW THIS EQUIPMENT IS INTEGRAL TO MAINTAINING YOUR TRAIL SYSTEM (I.E. HOW IS THE EQUIPMENT USED? HOW MANY MILES OF TRAIL AND/OR TRAILHEAD AMENITIES ARE CONSTRUCTED/REPAIRED/MAINTAINED USING THIS EQUIPMENT?).** – the project sponsor should explain why each piece of equipment is integral to the maintenance of their trails. The explanation should include details such as, how the equipment is used and for what purpose and the trail mileage the equipment is used on.
- **Question 7, WHAT IS THE TYPE OF THE PIECE(S) OF EQUIPMENT AND/OR ATTACHMENT(S) THAT WILL BE PURCHASED AS PART OF THE GRANT?** – in the space provided, the project sponsor should list each type of equipment or attachments that they are requesting to be purchased with grant funds.
- **Question 8, WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUESTED TO PURCHASE THE EQUIPMENT OR ATTACHMENT(S)?**
 - **IF YES, (COMPLETE AND INCLUDE A COPY OF THE BUILD AMERICA BUY AMERICA WAIVER REQUEST FORM)** - if a Build America Buy America waiver is required, the project sponsor should complete the waiver request form and submit with the application.
- **Question 9, IS THE RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR 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 12.
- **Question 10, 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 12.
- **Question 11, 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 space 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 12, DESCRIBE THE NEW EQUIPMENT OR 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 13, DESCRIBE HOW THE NEW EQUIPMENT OR 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 14, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR ATTACHMENT 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.

APPENDIX C. RTP GRANT APPLICATION SCORING MATRIX

**Recreational Trails Program
FY 2023 Grant Application Score Sheet**

Sponsor:
Title:

Application Number:

Scope:
Amount Requested:
Non-Motorized:
Previous RTP Funding History by Applicant:
County:

Motorized:

GMS Comments:

Missouri Trails Advisory Board Scoring Sheet		Points
#12 Previous Performance	Up to 10 points	
#13 Project Category	Up to 5 points	
#14-21 Project Description	Up to 15 points	
#22 SCORP	Up to 5 points	
#23 Public Opinion	Up to 5 points	
#24 ADA/ABA	Up to 5 points	
#25 Existing Trail System	Up to 4 points	
#26 Environmental Factors	Up to 5 points	
#27 Sustainability Factors	Up to 5 points	
#28 Safety Factors	Up to 4 points	
#29 Labor	Up to 2 points	
#30 Maintenance	Up to 5 points	
#31 Partnerships	Up to 2 points	
#32 Donations	Up to 3 points	
#33 Financial Assurance	Up to 3 points	
#34 Project Matching Share Points (by percent of match)	20-29%- 1pts 30-39%- 3pts 40% & up- 5pts	
#34-35 Budget Quality & Accuracy	Up to 7 points	
Discretionary Board Member Criteria	Up to 10 points	
Total Score	100 Points	0

Please provide feedback in the following areas for this application:

Application Strengths
Application Weaknesses
Recommendations for Improvements