



# FEDERAL RECREATIONAL TRAIL PROGRAM

## 2016 Trail Grant Application

### INSTRUCTIONS

**Delete this page before submitting Application**



**Before completing this application read and study the program manual, all information on the program website, and these instructions.**

**APPLICATION DUE DATE: Friday, February 29, 2016**

#### COMPLETING THE APPLICATION:

- Carefully review the Project Eligibility section of the program manual to understand the different requirements and eligible expenditures and tips in the How To Apply section.
- Type all responses within the blank boxes associated with each question. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- Replace the sample resolution page with the actual approved resolution.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible, but thoroughly answer all parts of a question. Answers should focus on the project for which the funds will be utilized and less on future phases (if applicable) of your project.

#### HOW TO SUBMIT THE APPLICATION:

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to [Trailgrants.DNR@state.mn.us](mailto:Trailgrants.DNR@state.mn.us). This is the official submittal e-mail box. Submitting to any other e-mail will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation e-mail should arrive within one business day after you have submitted your application.** Each e-mail is opened to insure the files are readable and then followed with a confirmation e-mail.

Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact the program staff below.

#### GENERAL INFORMATION:

This is a competitive grant program. Staff members are available to discuss your project or review application materials. You are encouraged to submit a draft application or materials by February 5, 2016 if you would like staff to provide comments. For assistance, please contact:

Traci Vibo, Grant Coordinator <a href="mailto:traci.vibo@state.mn.us">traci.vibo@state.mn.us</a> (651) 259-5619
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Project #	
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## FEDERAL RECREATIONAL TRAIL PROGRAM

### 2016 Trail Grant Application

#### **1) GENERAL CONTACT INFORMATION:**

Grant Applicant (Unit of Government Required):	
Contact Person:	
Contact Title:	
Mailing Address (include street address):	
Phone:	
E-mail address:	
<i>If the project has a trail club, organization, or project partner, please include below:</i>	
Organization/Club Name:	
Contact Person:	
Contact Title:	
Mailing Address (include street address):	
Phone:	
E-mail address:	

#### **2) GENERAL PROJECT INFORMATION:**

Project Name:	
Project Summary <i>(30 words or less):</i>	
Project Completion Date:	
Trail Name:	
Website with Trail Info:	

#### **3) FINANCIAL INFORMATION:**

Grant Request:	\$	Source of Cash Match (describe below in the box next to \$ amount):	Are these match funds secured? (Check below):	
			YES	NO
Matching Funds (25% match required):	\$			
	\$			
	\$			
Total Project Cost:	\$	(Grant Request + Matching Funds must = Total Project Cost)		

If this project has received federal funding through the Enhancements Program or Transportation Alternative Program, please indicate which year the project is programmed for construction?

**4) PROJECT LOCATION:**

County Project is Located:	
State Legislative (House) District:	
State Senate District:	
State House Representative:	
State Senator:	
Congressional District:	

**5) MEASURABLE TARGETS/OUTCOMES FOR THIS PROJECT ONLY:**

It is required that measurable targets and outcomes be collected for your project. Complete the boxes below on the right with exactly how many miles of trail that will be acquired, newly developed or existing trail miles improved, along with the number of trailhead facilities, bridges, and/or culverts that will be developed or restored as part of just this project, not the whole trail. After the project is complete the measurable outcome will be compared with the target included.

Trail Miles to be Acquired:	
New Trail Miles to be Developed/Created:	
Existing Trail Miles to be Restored or Improved:	
Number of Trailhead Facilities to be Developed or Restored:	
Number of Trail Bridges/Culverts to be Developed or Restored:	
Existing Trail Miles to be Maintained:	

**6) RECREATIONAL USES FOR PROJECT:**

**6A)** Below, indicate which primary and secondary recreation uses will directly benefit from the proposed project:

Primary Use	Secondary Use	
		Walking/Hiking
		Bicycling
		Mountain Bicycling
		Horseback Riding
		Cross-Country Skiing
		In-Line Skating
		Snowmobiling
		ATV Riding
		Off-Highway Motorcycling
		Off-Road Vehicles (4x4, Jeep, etc.)
		Other (specify):

**6B)** Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above. Letters of support attached to this application for both primary and secondary usage strongly encouraged. See manual for secondary usage criteria.

**6C)** Will this project provide year round trail use? If it is planned to provide year round use, outline which users indicated above will benefit and how the facility will be maintained for those uses.

**7) PROJECT DESCRIPTION:**

Provide a description sufficient enough to understand the project. Indicate prominently whether this is primarily a new trail or facility development request, an enhancement to an existing trail or facility, or an acquisition. Make sure to include the design specifics of the project, such as the trail width (paved multi-use bicycle/pedestrian trails must be at least 10 feet wide). Include how this project will be immediately available for use by the general public. If this project is a phase of a larger project, very briefly describe how it fits into the larger plan, however, focus specifically on how the grant funds will be used for this project. Also, briefly explain why it is important for this project to be funded. Use the box below.

## 8) PROJECT COST BREAKDOWN:

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each for just this grant request. Include materials, landscaping, design/engineering services, contract service, etc. Add or delete rows in the text boxes below as appropriate. For acquisition projects, fill out the acquisition table below.

***ACQUISITION*** (if applicable):

Description of Parcel	Acres or Miles of Trail	Reasonable Market Value Estimate	Expected Acquisition Date
<b>Total</b>		\$	

**9) PROJECT LOCATION MAP:**

It is important for reviewers to have an idea of where in the state and/or your region the project being proposed is located. This map must be 8 1/2" X 11" in size ONLY, should be in color, and be able to show where the project is generally located within the state or region. So typically the scale of this map is very large. Insert the map here.

**10) PROJECT SITE LEVEL MAP:**

It is also important for the reviewers to be able to see where the project is located within the context of a city, county, park, etc. This map must be 8 1/2" X 11" in size ONLY, should be in color, and should be very effective at showing how the project fits within its specific context. The map must show existing trails/facilities, proposed trails/facilities as directly proposed as part of the project, and future trail/facility development/acquisition plans. Make sure to include a key to the map. A clear and high quality map is very important in explaining the project. The scale of this map is usually small. Insert the map here.

**11) SITE AND PROJECT QUALITY:**

What considerations have been given to the needs of the intended trail user groups and are they appropriate for the location? What attractive features exist on site or within view of the proposed project that may bring in potential user groups to this project location? What other facilities (if any) are on site or within the trail corridor that enhances this project? Describe what attractive features exist on the site or within view. Use the box below.

**12) PROJECT READINESS:**

What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? At a minimum, please reference land acquisition requirements, status of engineering/design, and relevant permits and approvals that have/have not been obtained for the project. Is there urgency to move ahead with this project now, and what consequences are looming if it is not funded? Use the box below.

**13) ACCESSIBILITY (ADA):**

All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities or be eligible for an exemption. The Americans with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities and is available at [www.access-board.gov](http://www.access-board.gov). Will the project facilitate and/or improve ADA access to existing trails or trail related facilities? Describe how the trail or facility is designed for use by persons of all abilities and takes into consideration ADA design standards. Do not just state the trail will be ADA compliant. If your project will not be ADA accessible, list the specific exemption permitted in ADA guidelines. Use the box below.

**14) CONNECTIVITY (If applicable):**

<b>14A)</b> Describe how the trail project will connect multiple destinations and/or communities. Use the box below.	
<b>14B)</b> Does the trail project connect directly to an existing state or regional trail? Check all that apply to the right and describe in the box below if applicable.	Connects to Designated and Existing State Trail:
	Connects to Designated and Existing Regional Trail:
<b>14C)</b> Does the trail project connect directly to an existing state park, state recreation area, regional park, high quality natural resource, local recreation area, or local park? Check all that apply to the right and describe in the box below if applicable.	Connects Directly to a State Park or State Recreation Area:
	Connects Directly to a Regional Park or Regional Recreation Area:
	Connects Directly to a Local Park or Recreation Area:
	Connects Directly to a High Quality Natural Resource (not included above):
<b>14D)</b> Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Use the box below.	

**15) NATURAL RESOURCE IMPACT:**

Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, noise, odors, dust control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, landscaping that includes native planting, and historical/archaeological sites. Also, demonstrate the compatibility of the proposed project with existing adjoining land uses. To the extent possible, all landscaping or plantings that are done in the project area must be native to Minnesota and preferably of the local ecotype, and describe below how this project will comply with this requirement.

**16) COMMUNITY COMMITMENT TO TRAIL USE:**

Identify steps that your community has taken to improve the conditions for trail users accommodated by this proposed trail development or enhancement project. Examples would include safety education, enforcement, signing, fund raising, comprehensive barrier identification/removal, trail vehicle parking opportunities, etc.

## ATTACHMENT CHECKLIST

<b>REQUIRED ATTACHMENTS (All attachments MUST be 8 1/2 by 11 ONLY)</b>	
	<p><b>Attachment A – Required Certifications</b>  The first signature block is to be signed by the proper authority for the grant applicant. The specific manager of the facility that is being rehabilitated, enhanced or developed should sign the second section. If the proposed project will utilize public land that is not under the jurisdiction of the grant applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.</p>
	<p><b>Attachment B – Resolution Supporting Application</b>  The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language required to support accepting the grant award, names the fiscal agent, and states that the facility or trail will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant. If the applicant is awarded, <u>all three items must be mentioned in the resolution in order to accept the grant.</u></p>
	<p><b>Attachment C – 20 Year Operations and Routine Maintenance Plan</b>  Outline how this project will be maintained after the grant is completed. How often will maintenance occur? What funding sources will be used to ensure that this project is available for public use for the next 20 years?</p>
<b>ADDITIONAL ATTACHMENTS (if applicable)</b>	
	<p><b>Attachment D – Letters of Support</b>  Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project, especially from the primary and secondary user groups you identify in Question 6. The applicant is also welcome to provide letters of support from all other sources as well. There is no limit on how many letters may be submitted, and diversity is favorable.</p>
	<p><b>Attachment E – Transportation Funding Award Letter</b>  If this project is scheduled to receive Federal Transportation funds, then your local MnDOT district should have notified you in some manner. Please attach this notification and fill in the year in which you are scheduled to receive the funding under question 3.</p>
	<p><b>Attachment F – Grant-in-Aid Award Letter</b>  If the proposed project is also receiving funding from one of the DNR grant-in-aid programs (snowmobile, cross-country ski, all-terrain vehicle, off-highway motorcycle, or off-road vehicles), typically the recipients are notified by the DNR, Parks and Trails Area Supervisor with an award letter. Copy the letter and provide as attachment F if applicable.</p>

**Attachment A – REQUIRED CERTIFICATIONS**

Complete the Required Certifications form below with original signatures (see checklist for instructions)

**For Grant Applicants:**

“I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by **June 30, 2018**, and no reimbursement will be sought for an in-house labor services and/or to meet existing payroll. I also preliminarily agree with plans to develop the proposed trail related project on land administered by my agency.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**For Trail and Park Administrators (if applicable):**

“I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage**

(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):

“I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

**Attachment B – RESOLUTION SUPPORTING APPLICATION**  
(See attachment checklist for instructions)

## **SAMPLE RESOLUTION**

**DELETE THIS PAGE AND REPLACE WITH ACTUAL RESOLUTION**

WHEREAS, the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to construct five (5) miles of paved trail for the Sunnybrook Recreational Trail System. The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS, the City of Sunnybrook recognizes that it has secured \$50,000 in local cash matching funds for this project and must provide a twenty-five percent (25%) cash match

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural resources, the City of Sunnybrook agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe  
Director of Finance/Treasurer  
City of Sunnybrook  
87224 Happy Trails Avenue  
Sunnybrook, MN 26395

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the Sunnybrook Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

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MARY DOE - MAYOR

ATTEST:

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JOHN DOE - CITY CLERK