

2023 Virginia Recreational Trails Program Application

- Please read the **Recreational Trails Program 2023 Maintenance and Amenity Grants Application Manual** before completing this application. Additional guidance on completing this application can be found in **Appendix A: Application Guidance**.
- Answer all questions in the box provided unless instructed to include as an attachment. There are no maximum word count limits for each question, but please maintain a minimum of 10 pt font and keep responses concise enough to not exceed the total maximum page allowance as described below.
- It is preferred that you create a PDF of the completed application form and insert attachments at the locations indicated between each section. Keep the combined document with the signed certification page, this application form, and attachments to a maximum of **25 pages**. Additional pages will not be reviewed by the scoring committee.

Section A – Project Details
<p>1. Applicant name Click or tap here to enter text.</p>
<p>2. Project title Click or tap here to enter text.</p>
<p>3. RTP award request amount <i>(up to 80% of total project cost but not more than category maximum)</i> Click or tap here to enter text.</p>
<p>4. Total project cost (100%) Click or tap here to enter text.</p>
<p>5. Project category <i>(check one from list)</i></p> <p><input type="checkbox"/> Non-motorized single use, <input type="checkbox"/> Motorized, or <input type="checkbox"/> Diversified</p>
<p>6. Project classification <i>(check one or all that apply from list)</i></p> <p><input type="checkbox"/> Trailhead rehabilitation <input type="checkbox"/> Trail rehabilitation <input type="checkbox"/> Trail reroute <input type="checkbox"/> Wayfinding and/or signage <input type="checkbox"/> New amenity <input type="checkbox"/> Accessibility improvement <input type="checkbox"/> Other (please specify) Click or tap here to enter text.</p>
<p>7. What is the name of the existing trail and/or trail system on which the project is located? Click or tap here to enter text.</p> <p>Attach a map of the existing trail/ trail system with the project locations identified to the end of this section as outlined in the Section A Attachments list below.</p> <p>Also attach up to five photos of the existing site conditions to the end of this section.</p>
<p>8. Trail uses <i>(check one or all that apply from list)</i></p> <p><input type="checkbox"/> Pedestrian (walking, hiking, jogging, running, etc.)</p>

Section A – Project Details

- Skating
- Cycling
- Mountain biking
- E-biking
- Equestrian
- All-Terrain vehicle
- Off-Highway vehicle
- Dirt biking
- Paddling
- Motorboat
- Other (please specify) [Click or tap here to enter text.](#)

9. Trail surface types (check one or all that apply from list)

- Native soil
- Asphalt
- Concrete
- Crushed rock
- Boardwalk
- Bridge (please specify)
- Other (please specify) [Click or tap here to enter text.](#)

10. Quantitatively indicate in miles, linear feet, square feet, numbers, or other applicable unit/s what the RTP-funded project will accomplish.

Example: Expand gravel parking lot at trailhead from 1000 to 5000 square feet, constructing one ADA accessible asphalt paved parking space and access aisle, installing 64 square foot single user ADA accessible vault toilet, constructing 50 linear feet of 5 foot wide asphalt pathway, installing one trail information sign.

[Click or tap here to enter text.](#)

11. Property street address (address that can be used to access the project site - if there is no street address for the nearest access point/trailhead, then provide an approximate street address and directions to the access point).

Attach location maps as described in the Section A attachments list below.

[Click or tap here to enter text.](#)

12. Latitude and longitude (location/s where work will occur, e.g.: 37.539701, -77.438768)

[Click or tap here to enter text.](#)

13. Please state the owner of the property where the work will occur. If property owner is not the applicant, please describe the applicant’s legal control or access rights to the project property.

If applicant is not the property owner or applicant is a non-profit organization, include the proof of control/ letter of support attachments as described at the end of the Section A attachments list below.

[Click or tap here to enter text.](#)

End Section A

Insert Section A attachments and page break:

- Question 7. Trail map** - Include a one page map or plan of the existing trail or trail system with the proposed project location/s identified.
- Question 7. Site condition photos** - Include up to five photos of the existing site conditions that demonstrate the project need.
- Question 11. Location maps** - Include two location maps: 1. the project location on an aerial map of the county with major roads and towns identified, and 2. A more zoomed in version with the project location and immediately adjacent roads identified.
- Question 13. Proof of right of way control (if applicable)** - If applicant is not the property owner, attach documentation of the easement, use agreement, or other proof of right of way control for the proposed project or attach letter of support from the property owner.
- Question 13. Non-profit letter of support from locality (if applicable)** - If applicant is a non-profit organization, attach a letter of support for the project from the locality in which the project is located.

Section B – Project Need, Planning, and Impact

14. Project need

14a. What caused or contributed to the need for this project? *(check one or all that apply from list)*

- Design not appropriate for site
- End of reasonable lifespan
- Flooding
- Other weather or climate-related issue (please specify in response to 14b. below)
- High use
- Illegal or inappropriate trail use
- Maintenance shortfall, lack of funding
- Maintenance shortfall, lack of capacity
- Accessibility standard/best practice not available at time of trail construction
- User request or complaint
- Other (please specify in response to 14b. below)

14b. Explain the issue or need that led to this project proposal. Details to address in your response:

- Age of the trail,
- Level of use compared to other nearby trails and how this was collected or estimated,
- Description of the issue/need this project will address, including:
 - Length of time the issue/need has existed,
 - Causes or contributing factors to the issue/need,
- Any routine or preventative maintenance that the trail receives,
- Any work or efforts to resolve the issue that have already been completed,
- What has prevented the issue from being resolved up to this point?

[Click or tap here to enter text.](#)

Section B – Project Need, Planning, and Impact

15. Describe the planning process that led to this project proposal. Details to address in your response:

- How was this solution selected or identified?
- How is the solution especially innovative and/or unique for the area or for this issue?
- Describe any public involvement in identifying the project need or in the planning or design process.
- Describe any volunteer involvement, community involvement, or youth workforce development that has or will occur with the proposed project.

[Click or tap here to enter text.](#)

16. Project impact

16a. How will this project impact trail users? Describe if the project will benefit or expand access to any new, disadvantaged, or underserved users.

[Click or tap here to enter text.](#)

16b. How will the project improve access for people with disabilities? How does this project fit in with the applicant's approach to ensuring accessibility in all of the programs and services (including trails) that it offers?

Include information on how the project will meet or exceed the minimum relevant accessibility standards, and how the project will provide an equitable experience for users with sensory, cognitive, neurological and/or mental health disabilities.

[Click or tap here to enter text.](#)

16c. Briefly describe how will the project impact the surrounding natural environment (water resources, soils, plant and animal species, air quality, noise, invasive species, etc.) both during and after construction.

[Click or tap here to enter text.](#)

End Section B

Section C – Project Implementation

17. Insert a detailed project schedule in the space provided. Include projected timelines and interim milestones for both the preliminary engineering and construction phases of the project. *Note that RTP grants typically allow a three year project period from date of authorization (expected start September 2023).*

[Click or tap here to enter text.](#)

18. Design

18a. Describe the level of design and engineering required for the project. What is the level of completeness of any construction drawings or design plans at the time of this application? Please describe any design standards or guidelines that are being followed. **Attach up to 4 pages of drawings at the end of this section.**

[Click or tap here to enter text.](#)

Section C – Project Implementation

18b. How will the project design minimize the need for future resource inputs (time, money, materials)? How is the project designed to be resilient against possible future impacts of high usage and both typical and uncommon severe weather events?

[Click or tap here to enter text.](#)

19. Provide a clear plan of how you will maintain the proposed work to ensure longevity. Include in your response: what routine and preventative maintenance will be performed and how frequently, details on the staff or volunteers who will perform the maintenance, and how the maintenance labor and materials will be funded.

[Click or tap here to enter text.](#)

20. Cost and funding

20a. Attach a detailed budget (max. one page) to the end of this section that lists estimated itemized costs for the entire project. Then in the space below, explain how this budget was estimated and how you can ensure the costs are reasonable.

[Click or tap here to enter text.](#)

20b. Identify all funding sources and their amounts for the project. This should include all cash, force account labor, volunteer and in-kind labor, donated and in-kind materials and equipment, other grant awards, if using, and the requested RTP grants. Indicate if each funding source is secured/confirmed or pending.

[Click or tap here to enter text.](#)

End Section C

Insert Section C attachments and page break:

- Question 18a. Design drawings** - Attach up to 4 pages of construction or preliminary design plans and/or renderings, if available at the time of application.
- Question 20a. Budget** - Attach a one page itemized project budget.

Section D – Grant Administration

21. Environmental review - All RTP-funded projects must complete an environmental review in compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act. This includes utilizing online project assessment tools, submitting project details and receiving comments from state and federal agencies, and determining and acquiring permits. **Please outline your plan to conduct this review for the proposed project.** Please also describe any previous environmental review or NEPA work that has been done on the project site.

[Click or tap here to enter text.](#)

22. Procurement

22a. Method of procurement - RTP-funded projects must comply with local, state, and federal-aid procurement regulations. **Please list the anticipated labor and material needs for the project and the method of procurement that will be used to hire/purchase each.**

Section D – Grant Administration

Example:

- *Hire engineering firm to turn schematic design into construction documents – Request for Proposals will be solicited through competitive negotiation in accordance with Virginia Public Procurement Act.*
- *Purchase crushed stone – town’s approved small purchase procedures will be followed, allowing three written quotes for purchases up to \$15,000.*
- *Equipment rental and operator – will use on-call contractor procured through competitive bidding process in October 2022.*

Click or tap here to enter text.

22b. List anticipated iron, steel, and construction materials (including aluminum, lumber, composites, glass) that will be needed for the project and their estimated monetary value.

How will you ensure these materials are Buy America compliant?

Click or tap here to enter text.

23. Please describe the applicant’s past experience with federal recreation or active transportation grants. Please list the year awarded and project name of any previously-received Recreational Trails Program (RTP), Land and Water Conservation Fund (LWCF), Department of Transportation, or similar grants. Has the trail system the proposed project is located on received grant funding in the past? If so, please describe the scope of work covered by the previous grant and any connections to the proposed project scope.

Click or tap here to enter text.

End Section D

----- End of Application -----

Complete applications must be submitted via email to recreationgrants@dcr.virginia.gov by 4:00 pm on May 9th, 2023.

If your document file or email size is larger than 25MB please contact Recreation Grants staff (804-786-1119) prior to the submission deadline for instructions on how to submit.