

2021 Virginia Recreational Trails Program Application

Please read the **2021 Recreational Trails Program Manual** before completing this application. Guidance on completing this application can be found in **Appendix B: Application Resources**.

Section A – Applicant Information	
1. Organization Name	
2. Contact Name & Title	
3. Organization Street Address	
4. Mailing Address (if different from street address)	
5. Telephone Number	
6. Contact E-mail Address	
7. Applicant Type (select one) <ul style="list-style-type: none"> ▪ State, ▪ Local, ▪ Tribe, ▪ Federal, or ▪ Non-Profit (if non-profit, please also list government partner) 	8. US Congressional District Number
	9. Virginia State Senate District Number
	10. Virginia House District Number
	11. FIPS code

Section B – Project Details	
12. Project Title	
13. Total Project Cost (100%)	14. Award Request Amount (up to 80% of total cost but not more than category maximum request)
\$	\$

15. Project Classification (select one or multiple) <ul style="list-style-type: none"> ▪ New Trail Construction ▪ Trail Rehabilitation ▪ New Trailhead ▪ Trailhead Rehabilitation ▪ Acquisition ▪ Other 		16. Project Category (select one) <ul style="list-style-type: none"> ▪ Non-motorized single use, ▪ Motorized, or ▪ Diversified 	
17a. Trail Uses (check all that apply) <ul style="list-style-type: none"> ▪ Pedestrian (<i>walking, hiking, jogging, running, etc.</i>) ▪ Skating ▪ Cycling ▪ Mountain Biking ▪ E-biking ▪ Equestrian ▪ All-Terrain Vehicle ▪ Off-Highway Vehicle ▪ Dirt Biking ▪ Other (please specify) 		17b. Surface Types (select one or multiple) <ul style="list-style-type: none"> ▪ Native Soil ▪ Asphalt ▪ Concrete ▪ Crushed Rock ▪ Boardwalk ▪ Other (please specify) 	
18. Project Summary (provide a statement of the project goals and expected outcomes, max. 100 words)			
19. Project Scope (Quantitatively indicate in miles, linear feet, square feet, acres, numbers, or other applicable unit/s what the project will accomplish). <p><i>Example: Grade and install 3600 square foot gravel parking lot, construct two ADA accessible asphalt paved parking spaces, install 64 square foot single user ADA accessible vault toilet, construct 200 linear feet of 5 foot wide crushed stone pathway, install one vertical trail information sign.</i></p>			
20. Physical location of property address			
21. Latitude and Longitude (beginning and end points of trail or center point of parcel)			
22. Attach location maps showing the project location 1. within Virginia, 2. within the locality, and if applicable, 3. within the park.			<input type="checkbox"/>

Section C – Project Need

23. Indicate how the project meets a need identified in the most recent Virginia Outdoors Plan found at <https://www.dcr.virginia.gov/recreational-planning/vop>.

Is the project listed as a regional feature project? Include the page numbers for all VOP references.

24. Indicate the project need based on DCR's terrestrial (for land based projects) or aquatic (for water trail projects) Recreation Access Model.

See application resources document for information on accessing the Recreation Access Model online.

- Very High
- High
- Moderate
- Low
- Very Low

25. Is the project located in a priority area for conservation as identified in by ConserveVirginia?

See application resources document for information on accessing ConserveVirginia map online.

- 50- 100% of project intersects
- 1-49% of project area intersects
- Project not within

26. Indicate how the project addresses needs identified in local and/or regional plans. Indicate if this need was also demonstrated through a local survey. Attach the relevant pages from these documents.

27. How is the project unique within the Locality, County, and Virginia Outdoor Plan Region? Describe the economic impact the project will have, if any, when complete.

28. Does the project complete a critical gap in an existing trail system or lengthen an existing trail? If yes, please describe.

Section D – Population Served

29. Will the project create a new opportunity for a community that does not currently have access to public trails within a 10 minute (1/2 mile) walk? Or within a 10 mile drive?

If yes, please describe the communities within these distances that will benefit from the trail project.

If neither condition above is met, but you believe the area is still underserved by public trail opportunities, please describe and justify. Also describe the other trail opportunities within these areas.

30. Describe how the project will provide equitable experiences for people with disabilities. Do not simply state “will follow ADA” or “will meet all requirements.” *See manual appendix for accessibility resources.*

31. Is the project located in a community where greater than 50% of the population is considered low income? If no, greater than 30%? *Cite source data; see application resources for recommended data sources.*

32. Will the project, when complete, require an entrance or membership fee? If yes, please describe.

33. Is the project located in a community where rates of obesity, diabetes, cancer, and/or heart disease are greater than the state-wide average rates? *Cite source data; see application resources for recommended data sources.*

34. Describe the projects public involvement including, if applicable:

- Consultation to date with representatives from historically underrepresented groups.
- Progress to date and future plans for public participation in the planning process, including methods of outreach.
- Presentations to the public through a Board of Supervisors, City or Town Council, or other similar public meeting. Please describe and **attach** abbreviated meeting minutes if applicable.
- Describe any plans for future consultation and public input.

Section E – Project Readiness

35. What is the Right of Way status?

- Fee Simple Rights to project site,
- Easement Rights to project site,
- Do not currently have control of ROW for project site (*explain in 36. below*),
- Other (*explain in 36. below*)

36. Describe the ownership, legal control, and access rights to the project property.

Attach documentation showing applicant control of right of way (deed, easement, license agreement, willingness to sell letter, etc).

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37. Describe the life expectancy of the proposed project.

38. Describe the public access period for the project and property. Indicate if the project site is permanently protected for public outdoor recreation and indicate the time period of any easement or lease.

39. Please attach a project schedule and schedule narrative that includes projected timelines for both the preliminary engineering and construction phases of the project.

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Note that RTP project agreements are typically for three years from date of authorization.

40. Please describe the status and level of completeness of any construction drawings for the project. Indicate if any feasibility or preliminary plans have been created.

41. Describe any environmental analysis that has already been conducted for the proposed RTP project. Include the agencies contacted and the status of each correspondence.

Indicate if you are seeking funds to cover the cost of environmental analysis for this project. Include estimates of this cost in the budget attachment.

42. What permits are required for the project? What is the status of these permits at the time of application?

Section F – Management, Maintenance, and Operations

43. If awarded, who will be responsible for grant administration? How much time or funding is available for these duties? *Responsibilities include: coordinating environmental review process, fiscal tracking, reviewing documents, collecting signatures, and submitting reimbursement requests.*

Indicate if you are seeking reimbursement funds for grant administration costs for this project.
Include estimates of this cost in the budget attachment.

44. Who will be responsible for the long-term maintenance of the trail facility? What is the experience of this entity in performing this type of work?

Please consider attaching a letter of commitment from this entity indicating their commitment to the long-term maintenance of the trail facility.

45. What maintenance will occur and how often will it occur? How will the entity fund long-term maintenance and operations costs?

Is there a long-term maintenance plan for the trail? If yes, please attach.

Section G – Budget and Grant Match

46. Attach a detailed, itemized budget showing the total project cost and broken down by phase.

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Preliminary Engineering includes architectural and engineering work, environmental analysis, permitting, administration;

Construction includes bidding, materials, site work, construction costs, contractor fees, administration, etc.

Include a budget narrative that outlines how the budget was estimated.

The total of the two budgets should match the “total project cost” on the first page of this application. Please be as detailed as possible in both the Preliminary Engineering budget and the Construction budget.

47. 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, donated land, and other grants awards, if using. If other grants are involved with the proposed RTP project, a copy of the authorized agreement and contact information for the awarding agency must be attached with the RTP grant application.

Clearly identify any funding gaps, if present.

48. Describe how the project will be financed (all project invoices and expenses paid upfront) while seeking periodic reimbursements.

Attach proof of the applicant’s ability to finance the project.

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Section H –List of Attachments

Note your project may not require all attachments. Required attachments for all applicants are in **Bold**.

- ☐ **Question 22: Location maps**
Up to 3 location maps showing the project location within Virginia, within the locality, and if applicable, within the park. Can be a simple GoogleMaps or other mapping software screen capture with project location identified.
- ☐ **Question 26** *If applicable:* Supporting pages from local and/or regional plans and surveys
Attach supporting pages to verify project meets needs identified through these documents. Please include a website address for the document if available online.
- ☐ **Question 33** *If applicable:* Health disparities supporting documentation
If the project is located in an area where rates of obesity, diabetes, cancer, and/or heart disease are greater than the state-wide average rates, attach supporting documentation if online source is not provided in application. Please include a website address for the documents/sources if possible.
- ☐ **Question 34** *If applicable:* Public meeting minutes
If a the project has been presented to the public in a public meeting or forum, please attach meeting minutes that summarize the presentation and public comments on the proposal.
- ☐ **Question 36: Document showing applicant has control of the right-of-way**
Deed, easement, license agreement, willingness to sell letter, etc.
- ☐ **Question 39: Project schedule**
Detailed project schedule to include both the preliminary engineering and construction phases.
- ☐ **Question 44** *If applicable:* Letter of commitment for long-term maintenance and/or maintenance plan
Letter from entity responsible for long-term maintenance indicating their commitment to operating and maintaining the project in the long-term. If there is a long-term maintenance plan for the trail, please also attach.
- ☐ **Question 46: Itemized budget and budget narrative**
Detailed, itemized project budget broken down by item and phase and a budget narrative that outlines how the budget was estimated.
- ☐ **Question 47** *If applicable:* Other grant agreements
If other grant awards are being used to fund or finance the project, please attach the authorized agreement and awarding agency contact information.
- ☐ **Question 48: Proof of ability to finance the project**
Attach supporting documentation to prove the entity can finance the project upfront while requesting periodic reimbursements. Documentation could include but is not limited to:
 - *Board of Supervisors or other governing body resolution, letter, or official meeting minutes authorizing the financing for the project;*
 - *Similar documentation from County, City, or Town administrator;*
 - *Bank statement showing cash on hand;*
 - *Approved entity budget showing funds dedicated to project;*
 - *Bank documentation for credit line financing.*
- ☐ **Optional:** Letters of Support (No more than 5)

Please keep your attachments to less than 40 pages.

Section I – Certification

By submitting this application for consideration for funding through the Recreational Trails Program, I hereby certify the information contained in this application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect or inaccurate data or an incomplete application can result in this application becoming ineligible for funding.

I hereby certify that the applicant will comply with all Federal, Commonwealth of Virginia and local laws and regulations.

I hereby certify that the applicant understands the Recreational Trails Program is an 80-20 matching reimbursement program requiring verification of expenditures in order to receive reimbursement, either partial or in full. Further, in signing and submitting this application, I hereby certify that the applicant has funding committed to the project and is capable of financing the project while seeking periodic reimbursement

Name of Official with Signatory Rights	
Title	
Signature	
Date	

**The application must be submitted as one complete PDF via email to
recreationgrants@dcr.virginia.gov
by 4:00 pm on June 30th, 2021.**

**If your document file size is larger than 25MB please contact Recreation Grants staff
at 804-786-1119 for instructions on how to submit.**