

Virginia Recreational Trails Program 2021 Manual



Disclaimer: RTP grant information produced by the Virginia Recreational Trails Program is guidance. This document can be updated/changed at any time pending review/comment from the Federal Highway Administration.

Table of Contents

I.	Virginia Recreational Trails Program Overview	3
II.	Eligibility	4
III.	Project Categories and Available Funding.....	5
IV.	Application Procedures and Selection Process	6
V.	Award Timeline.....	7
VI.	Programmatic Requirements.....	7
VII.	Eligible Project Costs and Applicant Share	9
VIII.	Procurement.....	12
IX.	Reimbursement Procedures.....	13
X.	Project Administration.....	13
XI.	Appendices.....	16
	Appendix A – 2021 Application	
	Appendix B - Application Resources	
	Appendix C - Accessibility Resources	
	Appendix D - Scoring Criteria	
	Appendix E - Environmental Review and Public Comment Requirements	
	Appendix F - Procurement	
	Appendix G - RTP Extension Policy	

I. Virginia Recreational Trails Program Overview

The Recreational Trails Program (RTP) is an 80%-20% matching reimbursement program established for the purposes of developing and maintaining recreational trails and trail-related facilities. The Federal Highway Administration (FHWA) allocates funds to each state and provides oversight to state agencies who administer the program within each state. The agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

The RTP program requirements mandate that each year's funds be divided among three categories: 30% for motorized trail uses, 30% for non-motorized trail uses, and 40% for multi-use/ diversified trail uses.

Entities eligible to receive funding include town, city, and county governments, tribes, recreation agencies and authorities, and state agencies. Non-profit organizations, when partnered with a governmental body, are also eligible to compete for funding.

The RTP is a reimbursement program, meaning that the applicant must be capable of financing the project upfront while requesting periodic reimbursements. The program will reimburse up to 80% of eligible project costs. Recipients are responsible for at least 20% of project costs. Selected applicants enter into a grant agreement with DCR that outlines the maximum funding amount, scope of work, and project requirements for their project.

Projects are selected and recommended for funding through a competitive call for proposals. All proposals are reviewed and scored by the Virginia Recreational Trails Program Advisory Committee.

Projects recommended for funding must complete an environmental analysis prior to construction in accordance with federal and state regulations. Projects must also be undertaken in accordance with the Buy America Act and Presidential Executive Order 13788: Buy American and Hire American.

The application deadline for the 2021 RTP grant cycle is **4:00PM on Wednesday, June 30, 2021**. All applications must be submitted electronically via email to recreationgrants@dcr.virginia.gov by this deadline. Applicants are responsible for delivery by the deadline; late submissions will not be accepted.

II. Eligibility

Eligible Entities - RTP funding may be awarded to any of the following:

- Municipalities (cities, towns, counties, etc.);
- Tribes;
- State agencies (Dept. of Forestry, Wildlife Resources, etc.);
- Federal government agencies (combined total of RTP funds and matching federal funds cannot exceed 95% of project cost in certain circumstances);
- Other government entities (regional park authorities, etc.);
- Non-profit organizations when partnered with a governmental body (requires a signed memorandum of understanding between organization and governmental body).

Eligible Projects - RTP funding may be used for:

- Construction of new recreational trails (with certain limitations for trails on federal lands);
- Development and rehabilitation of trailside and trailhead facilities and trail linkages;
- Provision of features that facilitate access and use of trails by persons with disabilities;
- Maintenance and restoration of existing recreational trails;
- Lease of recreational trail construction and maintenance equipment;
- Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors; and
- Assessment of trail conditions for accessibility and maintenance.

Recreational trails are defined in the RTP regulations as a thoroughfare or track across land or snow used for recreational purposes. These recreational purposes can include:

- traditional pedestrian-oriented activities such as hiking and jogging;
- skating and skateboarding;
- equestrian activities;
- bicycling and mountain biking;
- activities on water trails such as kayaking and canoeing; and
- motorized recreational activities such as all-terrain, utility-terrain, or other off-road vehicle riding, motorcycling, motor boating on water trails, and electric biking.

Uses Not Permitted - RTP funding may not be used for:

- Condemnation of any kind of interest in property.
- Upgrading, expanding, or otherwise facilitating motorized use or access to trails that prior to May 1, 1991, were predominantly used by non-motorized trail users, and on which motorized use was either prohibited or had not occurred.
- Planning proposals, gap analysis, and feasibility studies.
- RTP funds cannot be used to provide sidewalks along or adjacent to public roads or streets. The Virginia Department of Transportation may have funding available to assist with these types of facilities.

III. Project Categories and Available Funding

Categories

RTP Legislation (23 U.S.C. 206) dictates categorical requirements for the use of each state's RTP apportionment: 40 percent of funds apportioned be used for diverse recreational trail use, 30 percent for motorized recreation, and 30 percent for non-motorized recreation.

- **Diversified use project:** A project primarily intended to benefit more than one mode of recreational use such as: walking, bicycling, and skating; or both pedestrian and equestrian use; or pedestrian and mountain biking. A diverse use project may also include both motorized and non-motorized uses where motorized use is not the predominant use or when the motorized and non-motorized uses are separated by season, such as equestrian use in summer and snow sports use in winter.
- **Non-motorized project for a single use:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only, or mountain biking only. RTP projects serving various pedestrian uses (such as walking, hiking, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category.
- **Motorized use project:** A project primarily intended to benefit motorized use. A project may be classified in this category if the project serves only one mode of motorized recreational use or more than one mode of motorized recreational use. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

DCR staff can aid applicants to determine the category their project fits into.

Available Funding by Category

The approximate funds available for the 2021 grant round are as follows:

- **Diversified category** - \$564,000
 - Minimum request - \$50,000, maximum request - \$400,000
- **Non-motorized single use category** - \$423,000
 - Minimum request - \$50,000, maximum request - \$300,000
- **Motorized category** - \$423,000
 - Minimum request - \$50,000, maximum request - \$423,000

It is anticipated that 2-4 grants may be awarded in the diversified category, 2-4 grants in the non-motorized category, and 1-3 grants in the motorized category. **The actual number of grants awarded and dollar value of the award is contingent upon the amount of RTP funding available to Virginia at the time of grant award selections.**

IV. Application Procedures and Selection Process

Application Procedures

1. Read this manual in its entirety. It reflects the most recent guidance on the RTP program and supersedes previous guidance materials distributed by DCR.
2. Review the scoring criteria and application resources found in Appendices B and D.
3. Download the RTP application via the DCR website at <https://www.dcr.virginia.gov/recreational-planning/trailfnd>. The application is a fillable portable document file (PDF). Questions are answered by checking the appropriate box or in narrative form.

If you are unable to download or use a fillable PDF, please contact recreationgrants@dcr.virginia.gov or 804-786-1119 to obtain an alternative format of the application.

4. Complete the application. All questions should be answered in the space available. Be clear and concise. Only attach additional pages when instructed to do so (see application checklist for required attachments). Failure to follow these instructions may disqualify the application.
5. Submit the application as a single PDF (max file size 20MB) via email to recreationgrants@dcr.virginia.gov by **Wednesday, June 30, 2021 at 4:00 pm**.

If your file exceeds 25 MB, contact recreationgrants@dcr.virginia.gov at least two business days prior to the deadline to discuss using an alternative submission method.

If you do not receive a reply acknowledging receipt of your electronic submission within one business day of submission, please contact DCR at the email or phone number listed above to ensure your application was received.

Selection Process

1. Applications received by the deadline undergo a preliminary review by DCR staff to verify application completeness and project eligibility.
2. All eligible and complete applications are sent to the Virginia Recreational Trails Program Advisory Committee for review and scoring.
3. The Virginia Recreational Trails Advisory Committee meets to review all scores and recommend projects for funding.
4. Applicants of projects recommended for funding are contacted by DCR and a site inspection* is scheduled.
 - a. Applicants not recommended for funding will be also be notified at this time.
5. DCR staff conduct a site inspection to ascertain field conditions and suitability for recommendation to FHWA.

**Note that site inspections may be temporarily suspended for 2021 depending on the prevalence and status of COVID-19 in Virginia at that time.*

6. DCR staff work with the applicant to prepare the necessary forms to submit the project for FHWA approval and authorization.
7. Projects authorized by FHWA are issued a preliminary engineering (PE) agreement that allows 18 months to complete the required environmental review process, design plans, and permitting prior to construction.

V. Award Timeline

The anticipated timeline for the 2021 grant cycle is as follows:

April 2021	Grant round opens
June 30, 2021 4:00PM	Application deadline
Early July 2021	Applications reviewed by DCR and Advisory Committee
Late July 2021	Applicants of projects recommended for funding are contacted
Early - mid August 2021	Site inspections and preparing documents for FHWA authorization request
September 2021	Project authorizations and release of grant agreements

VI. Programmatic Requirements

Right of Way

Applicants should have the right of way secured (deed, easement, license agreement, etc.) or commitments (purchase agreement, option, letter from owner indicating willingness to sell to applicant, etc.) for the right of way in place *prior* to applying for RTP funding. Evidence to support this must be included in the RTP application.

- **Work on Public Lands**

Applicants submitting proposals for work on lands owned by another public entity are required to enter into a separate legal agreement with that public entity to undertake the work described in the RTP application. A copy of this agreement, or a draft if the agreement is pending, must be included with the RTP application.

- **Work on Private Lands**

Public access to private lands must be secured. Applicants submitting proposals for work on privately owned land must submit a copy of the recorded deed, easement, license, or agreement with the RTP application. If right of way is not secured, timeline for securing it must be described and a draft agreement included in the application.

Property Acquisition

RTP funding may be used to purchase trail easements across private property and property acquisition for trail corridors or trail systems. The 2021 RTP competitive cycle will only consider fee simple or easement acquisition on tracts of land that will have trail system development within 18 months of acquisition. Acquisition of any kind must be from a willing landowner or seller.

The value of property to be acquired must be established by an appraisal performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) which is commonly referred to as the “yellow book” standards. That appraisal must be reviewed and certified by an independent appraisal reviewer. Both of these must be available at the time of application. **However, the purchase or acquisition cannot occur before the project is authorized.** Acquisition projects will require both an ASTM Phase I Environmental Site Assessment and the environmental review process discussed in Appendix E.

Condemnation (eminent domain) is not allowed under the RTP program. All RTP projects must comply with the limited requirements for Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Relocation Act) found in 49 CFR 24.101(b)(2). As such, prior to making an offer for the property, the applicant must clearly advise the owner that it is unable to acquire the property if negotiations fail to result in an agreement. Also the applicant must provide documentation that the property owner has been made aware of the market value of the property.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended is available online at <https://www.gpo.gov/fdsys/granule/USCODE-2010-title42/USCODE-2010-title42-chap61>.

Access for People with Disabilities

Recipients of federal financial assistance, including subgrantees, must comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794). This legislation states that:

No otherwise qualified individual with a disability in the United States...shall, solely by reason of...disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program, service, or activity receiving federal financial assistance.

There is also a nearly identical mandate in the Americans with Disabilities Act (ADA), which applies to state and local governments and public accommodations of businesses and non-profit organizations. Most entities applying for RTP funding must follow both this provision and the 2010 ADA Standards for Accessible Design.

While there currently are no minimum standards for trails and related outdoor recreation amenities in the ADA standards, entities must not discriminate against people with disabilities in the programs and activities they offer, which includes trails. The best available guidance is to follow, at a minimum, the federal outdoor accessibility standards of the Architectural Barriers Act (ABA). The ABA Accessibility Standards (ABAAS) can be found at <https://www.access-board.gov/aba/>. In most cases, ABAAS are identical to the 2010 ADA

Standards. However, ABAAS includes additional provisions for outdoor recreation areas including trails, trailheads, campgrounds, picnic areas, and viewing areas. A guide for these standards can be found at <https://www.access-board.gov/aba/guides/chapter-10-outdoor/>. Exceptions are only permitted in limited circumstances. For technical assistance on the ABA Standards, contact the U.S. Access Board at 800-872-2253 (voice), 800-993-2822 (tty), or ta@access-board.gov. For technical assistance on the ADA, contact the Department of Justice at 800-514-0301 (voice) or 800-514-0383 (tty).

The ADA and ABA standards primarily address access for people with disabilities that impact mobility. Entities will also need to demonstrate how their project provides equitable experiences for users with sensory, cognitive, neurological and/or mental health disabilities.

Additional accessibility resources can be found in Appendix C.

Note that these requirements do not preclude any state or local accessibility laws or standards that provide greater accessibility than those discussed above.

Project applications must demonstrate *how* a project will provide access for people with disabilities, not simply state that the project will comply with all legal requirements.

Facility Life

The preference for federal-aid investments is that the public interest in and access to the trail should be in perpetuity. However, it is understood that facilities and features will have associated life expectancies/ lifespans. The greater the amount of federal funding involved, the greater expectation for a long facility life. Currently, DCR is seeking a minimum lifespan of 20 years for all projects.

Environmental Review

All projects must complete an environmental analysis prior to construction in accordance with the National Environmental Policy Act and at a minimum compliance with the Endangered Species Act, Historic Preservation Act, and Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection. A Federal Consistency Determination in accordance with the Coastal Zone Management Act may also be required. Additional information is provided in Appendix E.

VII. Eligible Project Costs and Applicant Share

Eligible Project Costs

The following list represents costs that *may* be eligible for reimbursement on a project. All project costs must be approved and outlined in the project agreement.

- Costs to conduct required environmental assessment
- Costs associated with project engineering and design
- Construction, rehabilitation, and maintenance work on trails

- Construction of bridges, railings, ramps, fences, and retaining structures
 - Bank stabilization, re-vegetation (excluding ornamental landscaping), and erosion control
 - Trailhead development including parking, restrooms, and related facilities
 - Signs and interpretive aids
 - Consultant/ contractor services
 - Acquisition of land or permanent easements essential to trail access or trail development
 - Equipment rental
 - Bid advertisements for contracted work
 - Employee salary for on-the-ground project work in the field
 - Administrative costs to administer the project and the grant when agreed upon up front and documented correctly (does not include general overhead costs)
 - Environmental assessment and engineering costs incurred less than 18 months prior to FHWA authorization *may* be counted towards the applicant's 20% share in limited circumstances. These services must have been procured following the procurement requirements outlined in Section VIII and Appendix F, and require documentation to prove this. Discuss with the DCR grant administrator if you wish to include these costs.
- No other costs incurred prior to authorization are eligible.**

20% Share Requirement

Of the eligible project costs, the RTP program will reimburse 80% of approved costs. The other 20% remains the responsibility of the applicant. This 20% contribution from the applicant is referred to as the non-federal share.

The simplest way for entities to provide their 20% share is to directly pay for eligible items, and the program will then reimburse the entity at 80%, leaving the 20% share. However, many other items can be used to cover the 20% share with appropriate documentation, including:

- Force account labor (employees of entity working on the project, either in-field or in project/grant administration);
 - Timesheets, proof of salary, and proof of payment to the employee are required.
- Donation of private funds;
- Value of volunteer and/or in-kind labor, donated and/or in-kind equipment, donated and/or in-kind materials, and donated land at fair market value;
 - These items may only be used to cover recipient's 20% share and are never a reimbursable expense, i.e. cannot receive cash reimbursement for item that was not actually spent in cash. Volunteer, in-kind, and donation values exceeding the 20% share will not be reimbursed.
 - General volunteer labor rate calculated using current independentsector.org rate for Virginia.
 - In kind equipment costs will require a time log, land donation requires an appraisal, other items require proof of fair market value determination.

- Other federal, state, local, and private grants;
 - Eligible as long as the requirements are not in conflict RTP regulations.
 - In some cases, combined federal funds cannot exceed 95% of the total project costs. Any projects planning to use federal funds for more than 95% of the total project costs should consult with DCR prior to submission.

All volunteer or in-kind labor; donated or in-kind materials, equipment, and services; donated land; and in-house or consultant administrative costs must meet three primary requirements to be eligible:

1. They must be clearly outlined in the project application narrative and proposed budget.
2. They must be included in the FHWA authorization and signed agreement, and
3. They must have proper documentation.

The value of donations and in-kind items cannot be added to the budget after authorization.

The two examples below illustrate how donated labor and materials can be used to cover the non-federal share:

#1	<u>Total Project Cost</u>	<u>\$40,000</u>
	Cost of materials	\$20,000
	Cost of county work forces (Force Account)	\$12,000
	Value of private volunteer labor	\$8,000

Maximum RTP reimbursement on the above project is \$32,000. The sponsor actually spend \$32,000 on materials, services, and work forces, and then added the volunteer labor to the local match. The recipient would receive a grant reimbursement of \$32,000 cash cost which is also the full 80% of overall project cost.

#2	<u>Total Project Cost</u>	<u>\$40,000</u>
	Cost of materials	\$8,000
	Cost of county work forces (Force Account)	\$8,000
	Value of donated materials	\$12,000
	Value of private volunteer labor	\$12,000

Maximum RTP reimbursement on the above project is \$16,000. The total paid expenditures on the project equal \$16,000. The total value of donated materials and labor is \$24,000. Therefore, the maximum allowable reimbursement amount is \$16,000 or the cost of materials and work forces. The recipient does not receive the full 80% of the project cost because only \$16,000 of the costs were paid in cash.

VIII. Procurement

All project contactors, suppliers, vendors, and project equipment and materials are subject to the Commonwealth of Virginia's construction procurement requirements, the Presidential Executive Order 11388, and the federal requirements outlined in form FHWA 1273, as well as other applicable state and federal procurement regulations. Some of these include:

- **Disadvantaged Business Enterprises (DBE) and Small, Women-owned, and Minority-owned Businesses (SWaM)** - DCR requires that all RTP recipients take appropriate and reasonable steps to provide DBE and SWaM with the maximum opportunity to compete for and perform contracts for trail projects receiving aid through the program. RTP recipients shall not discriminate on the basis of race, color, sex or national origin, in the awarding of RTP funded projects.
- **Buy America and Buy American requirements** – Iron and steel components for the project must comply with Buy America and Buy American requirements. If any components of the project are iron or steel, material certification documentation must be provided to prove it was sourced and manufactured in the U.S. These requirements generally make equipment purchases ineligible for RTP funding.
- **Bidding** - Bid documentation must contain notice that “partial funding for the project is being provided by the Recreational Trails Program of the Federal Highway Administration administered in Virginia by DCR and must be undertaken in accordance with the Recreational Trails Program guidance of the FHWA and the with 2, 23 and 49 CFR.” The draft bid documentation must be submitted to DCR for review prior to advertisement.

Contracts must be awarded to the lowest responsive and responsible bidder. Federal funding prohibits negotiation with the lowest bidder. If only one bid is received, then the project must be re-bid. Contracts must be awarded to entities licensed to work in Virginia. Contracts must not be awarded to any vendor which is debarred or suspended or is otherwise excluded for or ineligible for participation in federal assistance programs under Executive Order 12549, “Debarment and Suspension.” Cost plus agreements are not allowed and will not be considered eligible for reimbursement.

Recipients must submit a final copy of the advertisement for bid, a bid spreadsheet showing the lowest responsive and responsible bidder, a description and documentation of the effort exerted by the RTP recipient to include DBEs and SWaMs in the bidding process, and a copy of the executed contract to DCR for the project file.

The Buy America Act, DBE Requirements and form FHWA 1273 are incorporated into each RTP project agreement issued.

Recipients are responsible for ensuring that all contracts are in compliance with federal and state laws concerning the solicitation of supplies, equipment, and services. When conflicts exist, DCR must be contacted for consultation with the FHWA. If any project components or services are not procured per the applicable standards, those expenses will not be eligible for RTP reimbursement and the project may be withdrawn and any previous payments returned to FHWA.

IX. Reimbursement Procedures

RTP is a reimbursement program; therefore, the RTP recipient must pay 100% of the cost of any item before submitting a request for reimbursement of 80% of costs. The recipient must have either the cash on hand or other financing available to incur all project expenses.

Reimbursement requests can be submitted as soon as documentation of the payment (cleared check, ACH statement, bank statement) is available. However, since banks sometimes only release that documentation monthly, there can be a 1-3 month delay between incurring the expense, the availability of payment verification documentation, document submission to DCR, DCR and FHWA processing, and receiving reimbursement.

Reimbursement requests must be submitted via email. You must submit a reimbursement request at least once every three months to maintain the project in active status.

Reimbursement request submissions must include:

1. Signed certification cover sheet (template provided);
2. The following summary sheet/s, as applicable (templates provided):
 - a. Data sheet summarizing invoices,
 - b. Data sheet summarizing employee labor,
 - c. Data sheet summarizing volunteer labor,
 - d. Data sheet summarizing in-kind equipment records;
3. Documentation of each expense (invoice, billing statement, signed timesheets, signed daily volunteer work log, documentation of value determination for donated materials, volunteer time, etc.);
4. Proof of payment for each expense (cleared check- front and back, ACH statement, bank statement, or payroll ledger);
5. Additional documentation as requested by DCR.

Once received, DCR reviews the request and follows up with the recipient if any additional documentation is needed. DCR then prepares the forms and submits to FHWA to process the reimbursement. Once approved, FHWA releases the funds to DCR, and then DCR sends the reimbursement to the recipient.

X. Project Administration

FHWA Authorization and Grant Agreements

DCR will collect the necessary information from applicants to submit a project to FHWA for approval and authorization. FHWA will review the project and if found to meet all program requirements, will authorize the project and project scope for a specific amount of funding.

Once a project is authorized by FHWA, a grant agreement between DCR and the applicant (now called the *subgrantee*) is created and signed by both parties. This agreement outlines program rules and regulations, approved scope of work, approved budget, approved non-federal share items, and reporting requirements. **Do not incur costs that you are submitting for reimbursement until project is authorized by FHWA and a DCR-subgrantee agreement is signed.**

Subgrantee project agreements are issued in two phases. The first phase is preliminary engineering (PE). The preliminary engineering phase agreement provides time and funding to assist in completing the required environmental assessments, final design plan specifications, and permitting.

- **Preliminary Engineering Phase** – the PE agreement assists with the cost associated with performing the studies and analysis needed to address the requirements of the National Environmental Policy Act (NEPA) and other environmental laws. PE grants also assist with the completion of design plans and specifications, and obtaining required permits. A completed environmental assessment and supporting documents must be submitted to DCR for a NEPA pathway recommendation to FHWA. Directions and coordination instructions for completing the NEPA analysis and environmental assessment will be provided to subgrantees when the PE grant is issued. Additional information about the environmental review process can be found in Appendix E.

Once the PE phase is complete, then a construction agreement is authorized. This agreement authorizes the funds to bid and complete construction of the project.

- **Construction Phase** – construction agreements are for the cost of bid advertisement for construction, construction costs, and may assist with obtaining permits if the permits were not included in the PE grant. Bid documentation must be reviewed by DCR prior to advertisement. In limited cases, if a project has already completed all the necessary environmental assessments they will be issued only a construction agreement.

PE agreement will be for up to 18 months based on project timeline. Overall project period for completion is a maximum of three years from initial project authorization. Projects unable to complete both PE and Construction in three years may be terminated and funds returned for reauthorization to other projects.

Project Management

One person should be assigned as the project coordinator. This person will then have the overall responsibility for all aspects of the project for construction, accounting, and for submitting reimbursement requests to DCR. All deliverables should be submitted to recreationgrants@dcr.virginia.gov.

Quarterly Reports

Recipients of RTP funding must submit quarterly reports providing the status of the trail project. A template is provided that also indicates the required information. Reports are due via email by 15 November, 15 February, 15 May, and 15 August. It is the responsibility of the recipient to submit the status reports to DCR.

Administrative Review of Project Documentation

Plans, environmental analysis documents, and bid documentation must be administratively reviewed by DCR prior to the start of construction on the project. Administrative review is defined as a review of bidding documents, construction plans, specifications and/or

contractual documents to determine consistency with the approved Recreational Trail Program scope of work. DCR's administrative review of these items and permission to proceed shall not be considered a professional architectural, engineering or legal review, or an endorsement of design practices and standards.

Plans which include the design of structural components, such as trail bridges, tunnels, or scenic overlooks, must be stamped, signed and dated by a Licensed Professional Engineer. RTP recipients may be required to state and defend the design standards they will use.

Record Retention

All program and financial records shall be retained by the subgrantee for state and federal audit purposes during and following completion of the project for a minimum of 3 years.

Changes to Approved Scope of Work

Requests for changes to the project scope outlined in the project agreement must be submitted in writing to DCR. Changes in scope must be approved by DCR and FHWA; FHWA has final authority on any modifications or amendments to the project. If approved, an amendment to the project agreement will be prepared and forwarded to the subgrantee for signature.

Phase and Project Completion

Two requirements must be met to close out the PE phase. First, all PE deliverables must be sent to DCR, including the environmental analysis documents. These will be forwarded to FHWA who must approve them before construction is authorized. Second, DCR must be notified in writing that no more reimbursements will be sought for the PE phase. Once both of these are complete, a construction agreement will be signed and construction activities can begin.

To close out the construction phase, a DCR staff site inspection of the completed work is required. The last reimbursement request should be submitted prior to the project end date that includes a written statement of project completion and notice of final reimbursement request. The project completion statement must describe the actual work accomplished, how it differed, if at all, from the original scope of work, and the percentage and dollar value of volunteer, in-kind, donated, and cash contributions. It should also include a report on the total DBE and SWaM, if any, involvement in the project.

Note that if a project is not able to be constructed as agreed upon, RTP funds provided for the project may need to be returned to FHWA. If the subgrantee has any reason to believe construction cannot be completed DCR must be notified immediately.

All construction must be complete within three years of project authorization.

See Appendix G for the Virginia RTP extension policy.

**Virginia
Recreational Trails Program
2021 Manual**

Appendices

Appendix A - 2021 Application

Appendix B - Application Resources

Appendix C - Accessibility Resources

Appendix D - Scoring Criteria

Appendix E - Environmental Review and Public Comment

Appendix F - Procurement

Appendix G - RTP Extension Policy



Appendix A – 2021 Application

This read-only version of the application is provided on the following pages for reference only. Please download and use the fillable version of the application from the RTP website at <https://www.dcr.virginia.gov/recreational-planning/trailfund>.

2021 Virginia Recreational Trails Program Application

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, orNon-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). <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>			
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. <div style="float: right; border: 1px solid black; width: 30px; height: 30px; margin-top: 5px;"></div>			

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).

☐

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.

☐

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.

☐

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.

☐

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.**

Appendix B - Application Resources

This appendix is provided as a supplement to the 2021 VA RTP Application. Please refer to this information while completing the application. It provides instructions on answering specific questions, including directions on how to access web-based mapping software referenced in the application and source links for other data-based questions.

Section A

Question 2

Provide the contact name and title of the person who will be responsible for direct communication with DCR.

Question 11

If you do not know your organization's Federal Information Processing Standards code, you can use the Virginia Department of Taxation Locality Code Lookup feature at <https://www.business.tax.virginia.gov/fips/index.cfm>.

Section B

Question 16

See manual **Section III. - Categories** for description of projects that fall into each category.

Question 20

Please provide the address of the closest road access point that could be used to conduct a site visit of the trail.

Question 21

Provide latitude and longitude in decimal degrees, for example: 37.539701, -77.438768

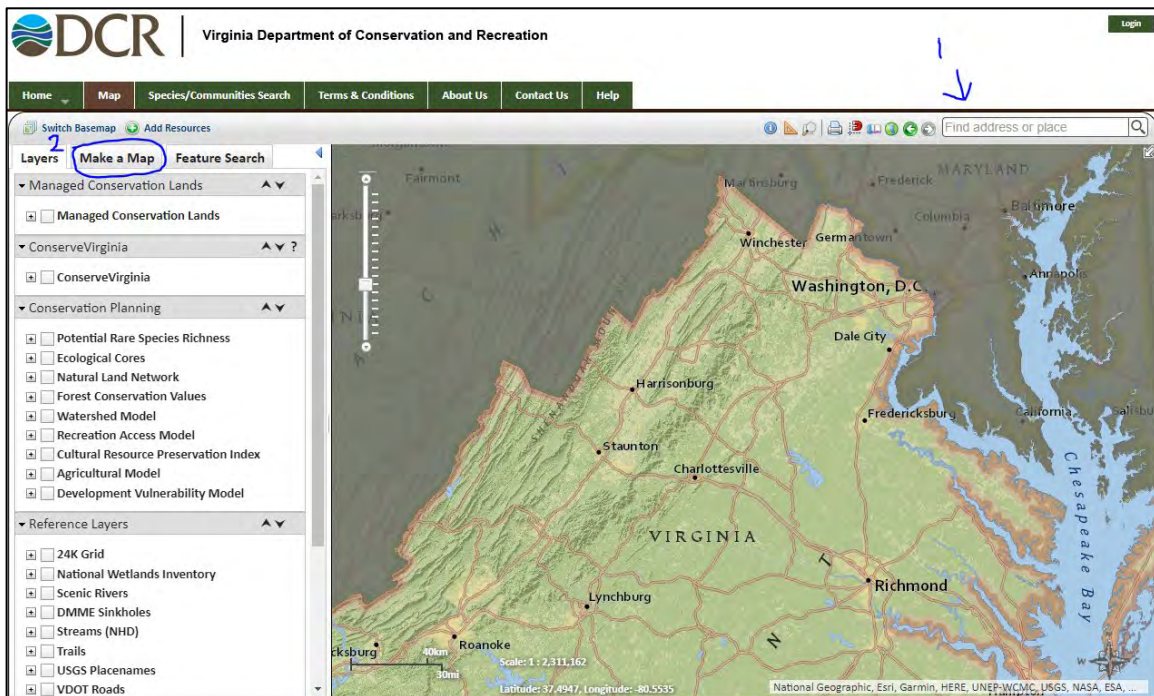
Question 22

Virginia and within locality maps can be simple Google Maps or similar screen captures with a pin or arrow identifying the location. If you do not have a zoomed in map of the trail layout or feature location within the park or property, you can make one using DCR's Natural Heritage Data Explorer:

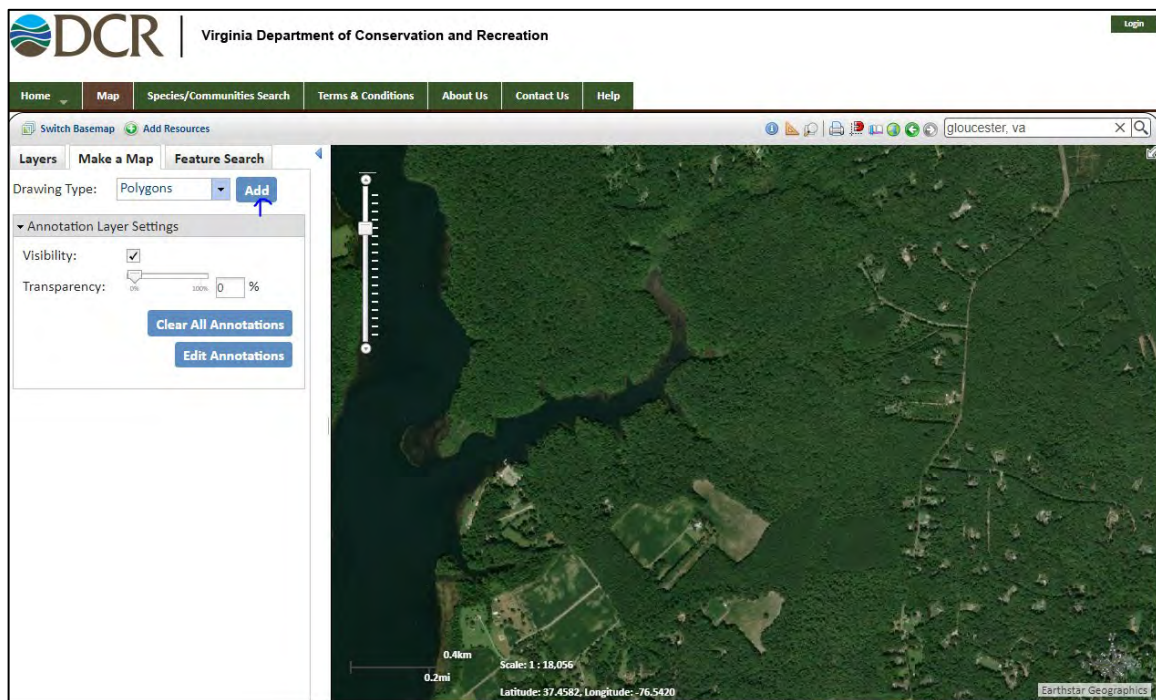
1. To access the Natural Heritage Data Explorer, visit: <https://vanhde.org/> and click on the "Map" tab. A separate browser tab will open. Please read and accept the Terms of Use.



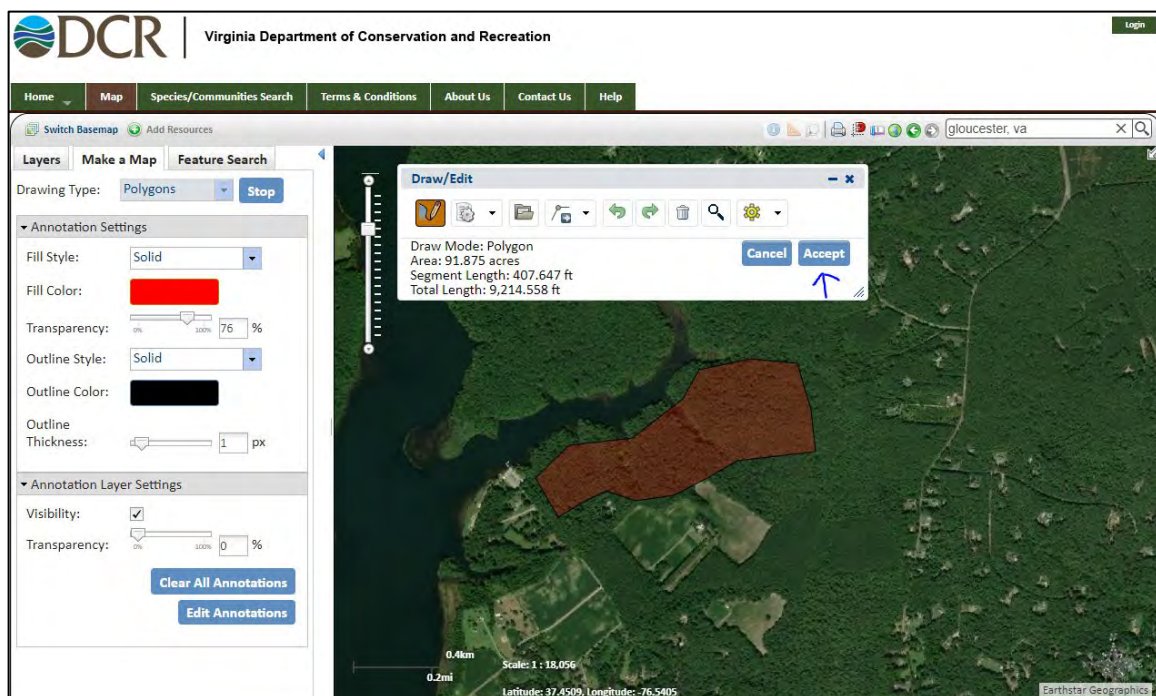
2. Navigate to your location by either using the map's zoom feature, or entering an address into the box in the upper right side of the screen labeled "find address or place"
3. Once your area is located, select the "Make a Map" tab. Note you can switch the basemap to an aerial view by clicking "Switch Basemap" directly above the "Layers," "Make a Map," and "Feature Search" tabs.



- To create a polygon that defines the subject property, select “Polygons” from the Drawing Type drop-down and click “Add.” A drop-down Annotation Settings menu will appear allowing you to adjust the color and transparency of the polygon shape.

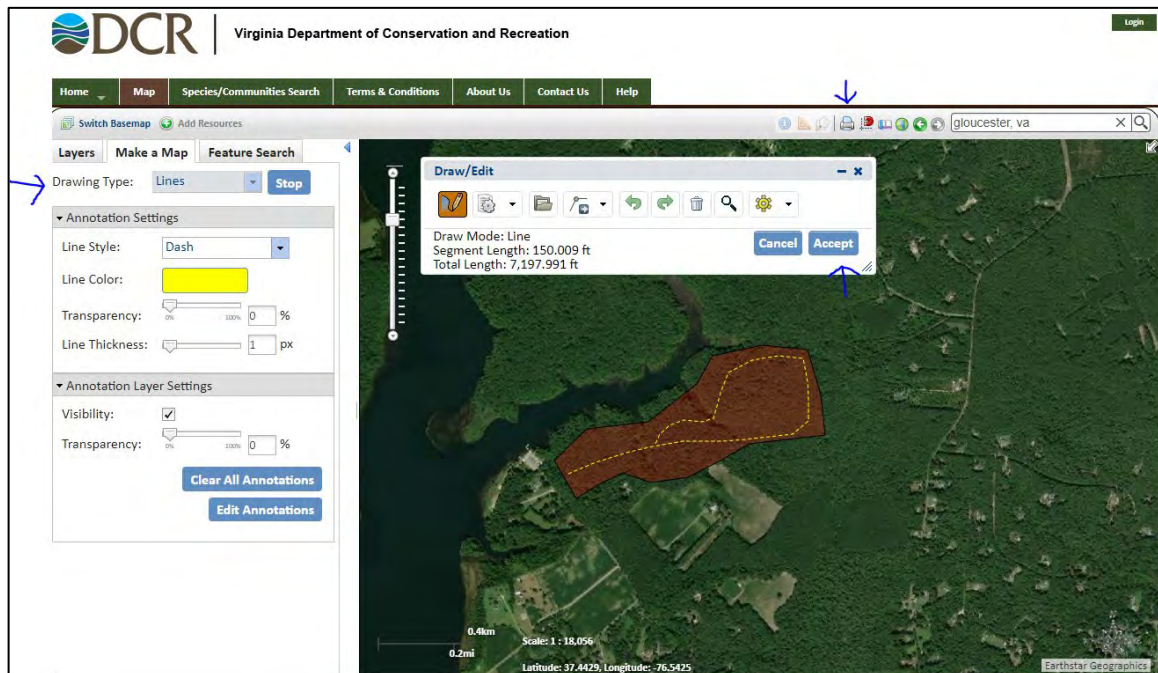


- Draw your polygon by clicking around the edge of your parcel on the map. When the shape is complete, double-click and then click “Accept.”

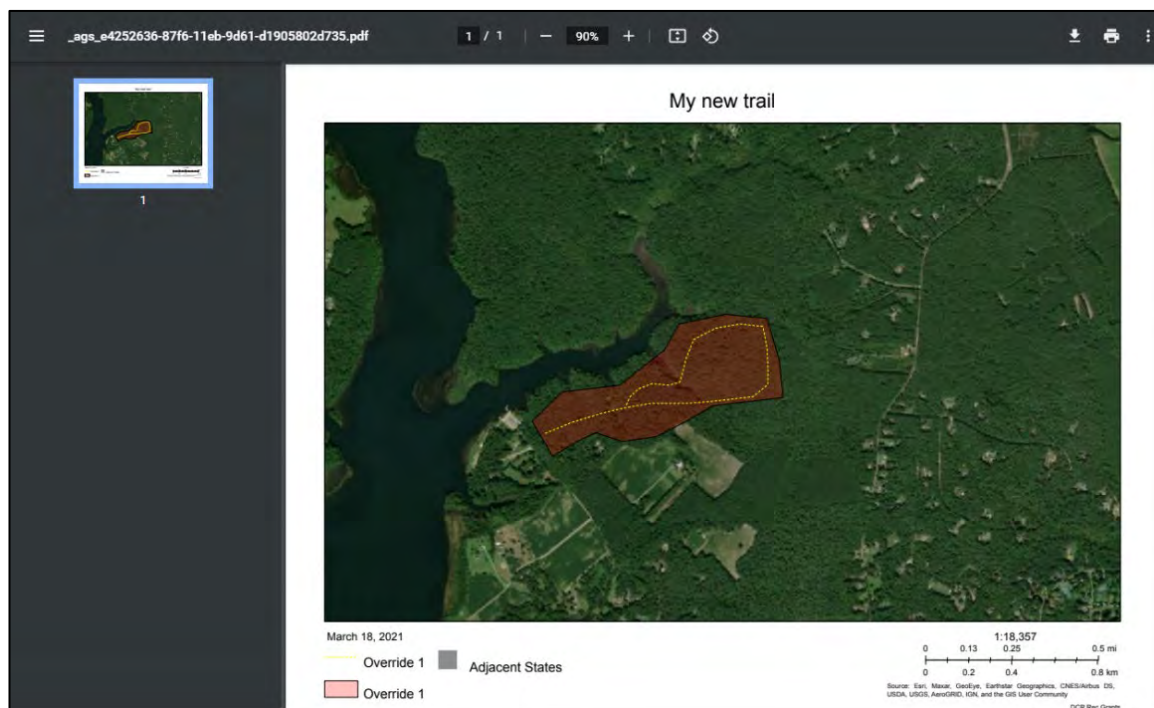


- If you wish to also add a line to indicate the trail layout, select “Line” from the Drawing Type drop-down menu and click “Add.” You can select from the same options to change the color and transparency of the line. Once you have drawn the line, double

click to complete the line and click “Accept.” You can then print your map by either using the “Print” option on the top right side of the screen, or using your computer’s “Snip” tool.



7. If you use the “Print” feature, enter your project details and click “Print.” When the map is ready, the “Print” box will change to “Printout.” Click this and a new window with you map will open. This can be attached to your application.



Section C

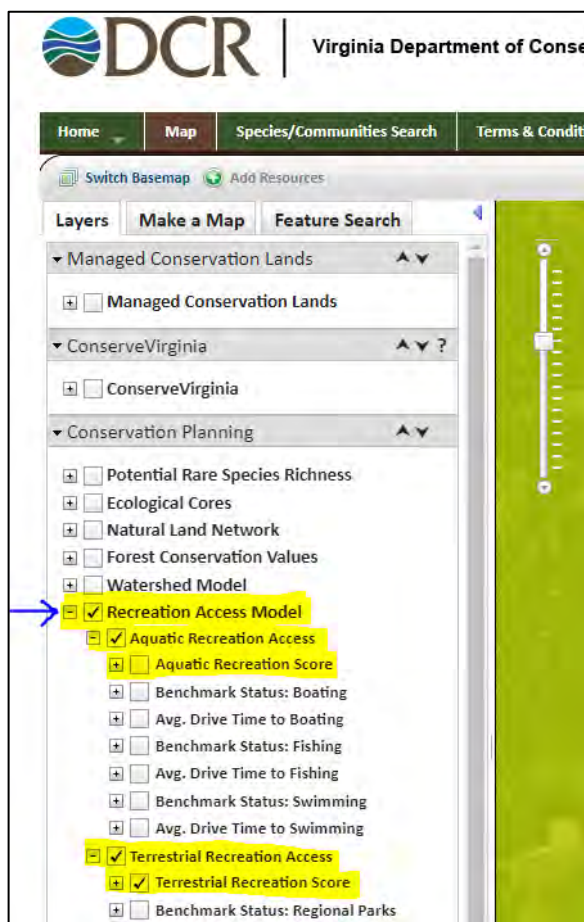
Question 23

The regional feature projects are listed within your region's section of Chapter 13.

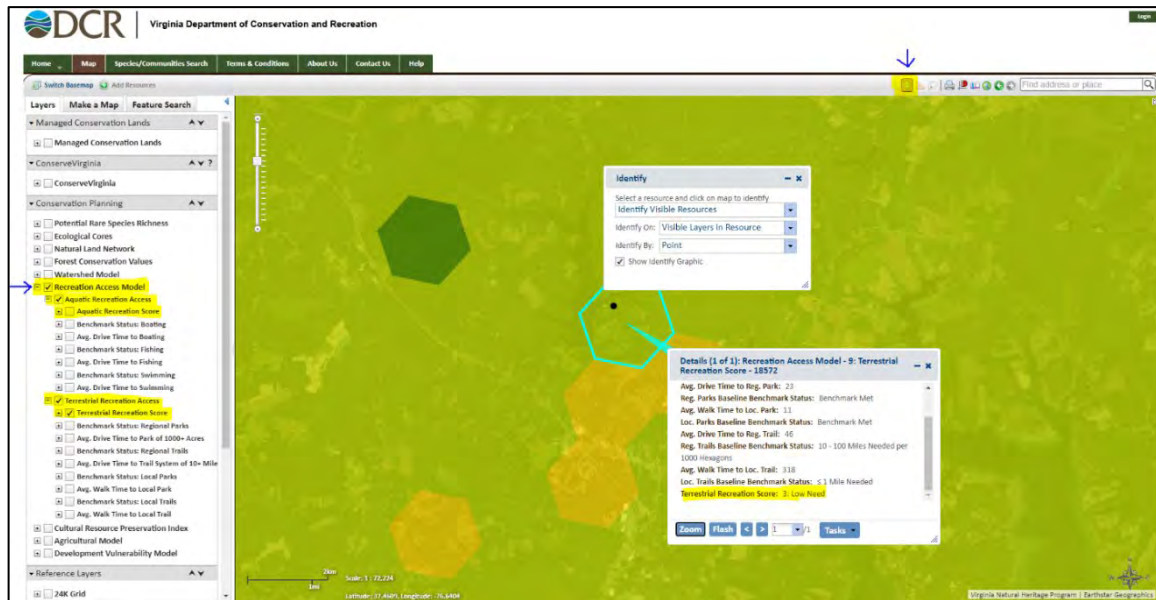
Question 24

The Recreation Access Model maps can be accessed through DCR's Natural Heritage Data Explorer. Follow steps 1 and 2 outlined for Question 22 above to access the mapper. Once you have located your area on the map, follow these steps to view the Recreation Access Model need rating:

1. Under the Conservation Planning Category on the left side of the screen, check the box next to "Recreation Access Model"
2. Expand that drop down and check the boxes next to "Aquatic Recreation Access" and "Terrestrial Recreation Access"
3. Then also check the box next to "Aquatic Recreation Score" or "Terrestrial Recreation Score" (select only one at a time).



- To find the score you have selected, click the “identify” icon in the top right of the map, next to the triangle and the magnifying glass.



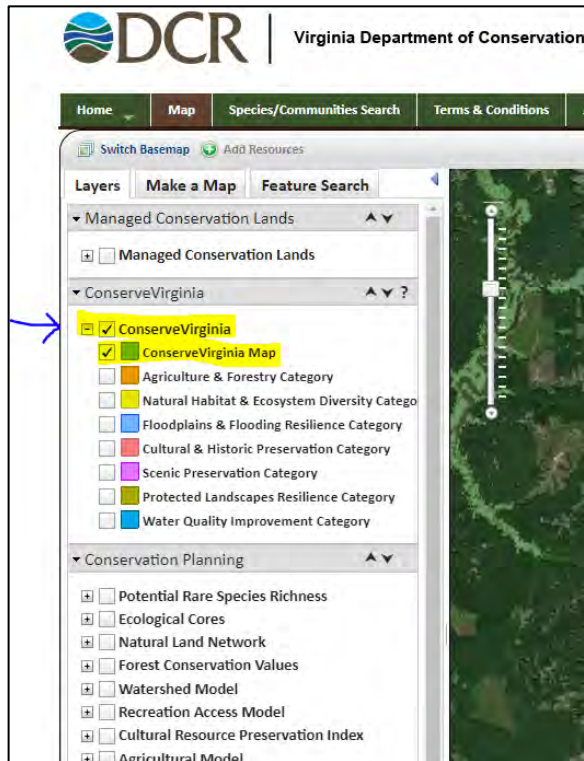
- Two windows will pop up. Within the “Detail” window, the “Terrestrial Recreation Score” or “Aquatic Recreation Score” will be listed. In this case, the Terrestrial Recreation Score is “Low Need.” Select the corresponding box in the RTP application.



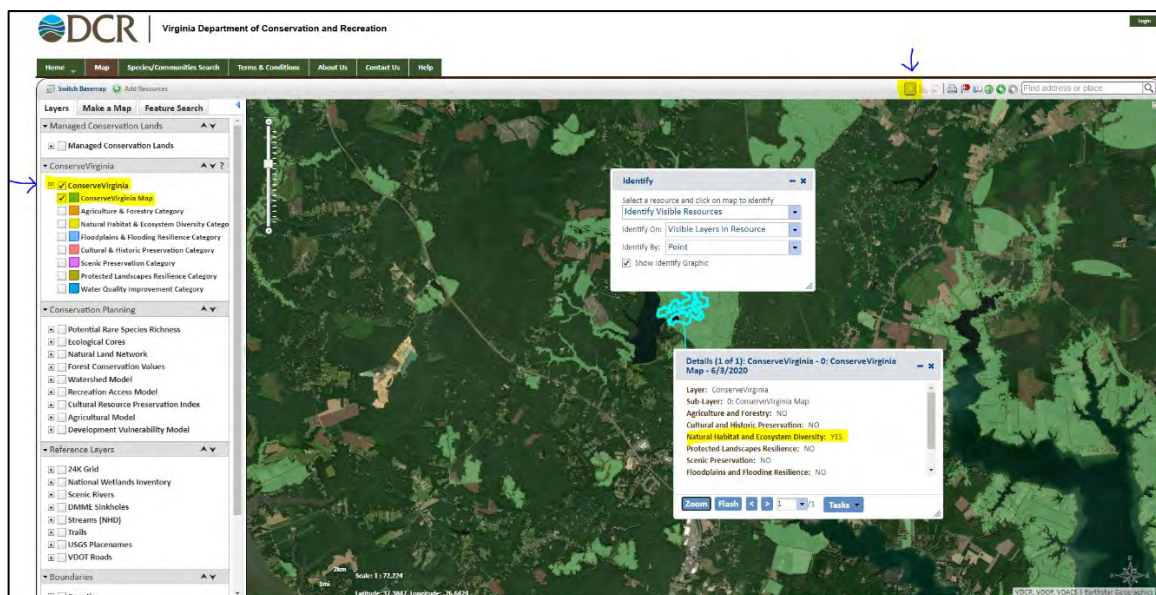
Question 25

The ConserveVirginia map can also be accessed through DCR's Natural Heritage Data Explorer. Follow steps 1 and 2 outlined for Question 22 above to access the mapper. Once you have located your area on the map, follow these steps to view the ConserveVirginia map:

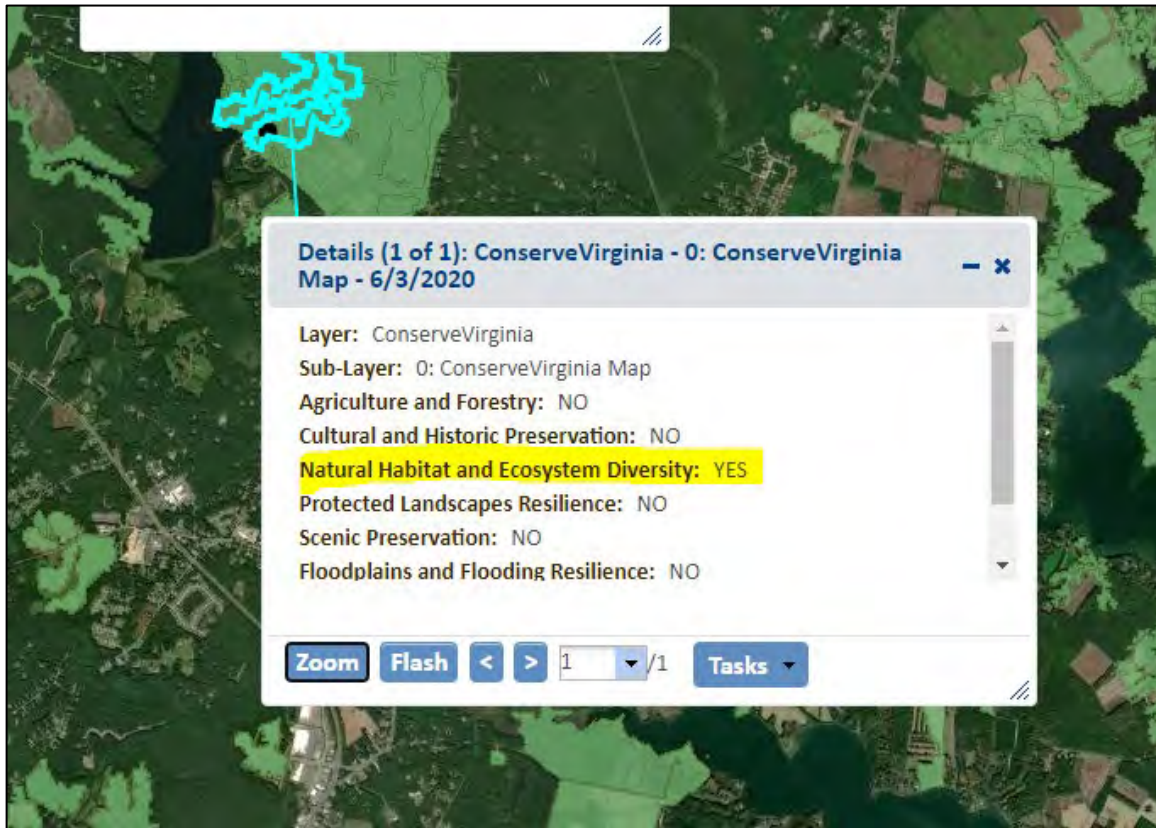
1. Under the ConserveVirginia Category on the left side of the screen, check the box next to "ConserveVirginia"
2. Expand that drop down and check the box next to "ConserveVirginia Map."



3. To find whether your parcel is within ConserveVirginia, click the "identify" icon in the top right of the map, next to the triangle and the magnifying glass.



- Two windows will pop up. Within the “Detail” window, it will say “Yes” next to any sub-layer/ category that is within ConserveVirginia. In this case, the identified location is within the Natural Habitat and Ecosystem Diversity layer.



- Approximate the percentage of your subject parcel that is within the ConserveVirginia boundaries and indicate the corresponding checkbox on the RTP application.

Question 28

A map of proposed statewide trails can be found using the Virginia Outdoors Plan Mapper at <https://www.dcr.virginia.gov/recreational-planning/vopmapper>.

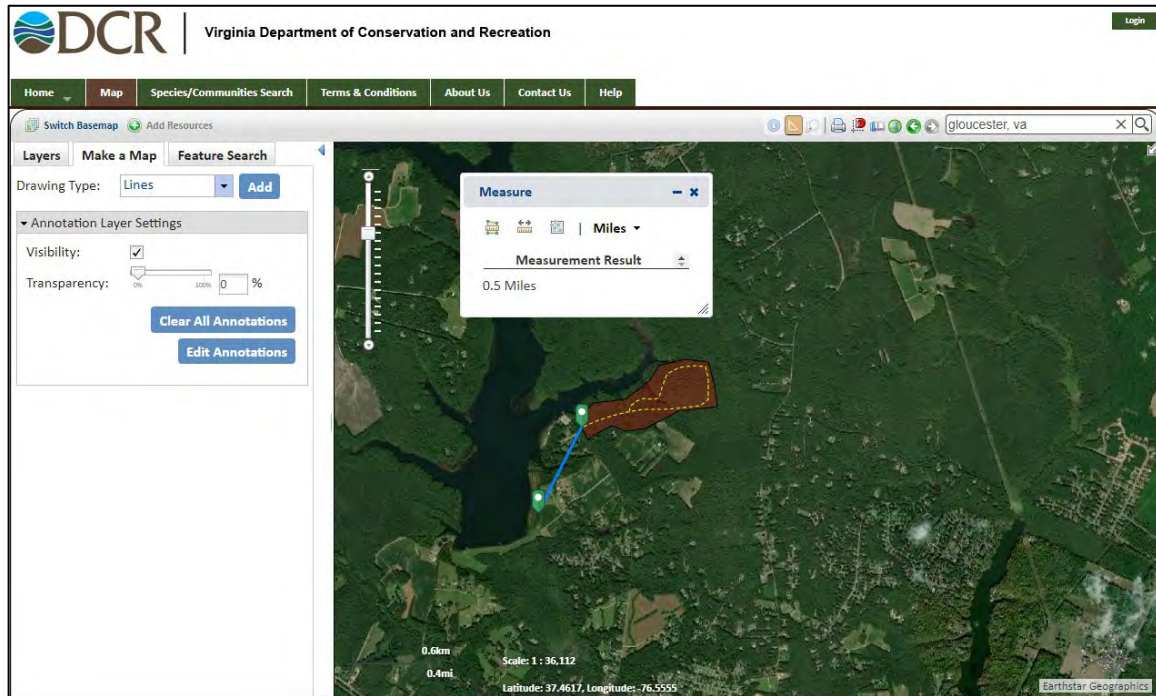
Section D

Question 29

Many mapping applications allow users to draw a line or circle at a specific distance or radius from a location. The Natural Heritage Data Explorer can also be used for this purpose. Follow steps 1 and 2 outlined for Question 22 above to access the mapper. Once you have located your area on the map, follow these steps to identify ½ mile or 10 mile distance from your trail location.

- Click on the measure tool in the upper right side of the mapper (next to the identify icon and magnifying glass). A popup window will emerge.
- Change the units to “Miles.”

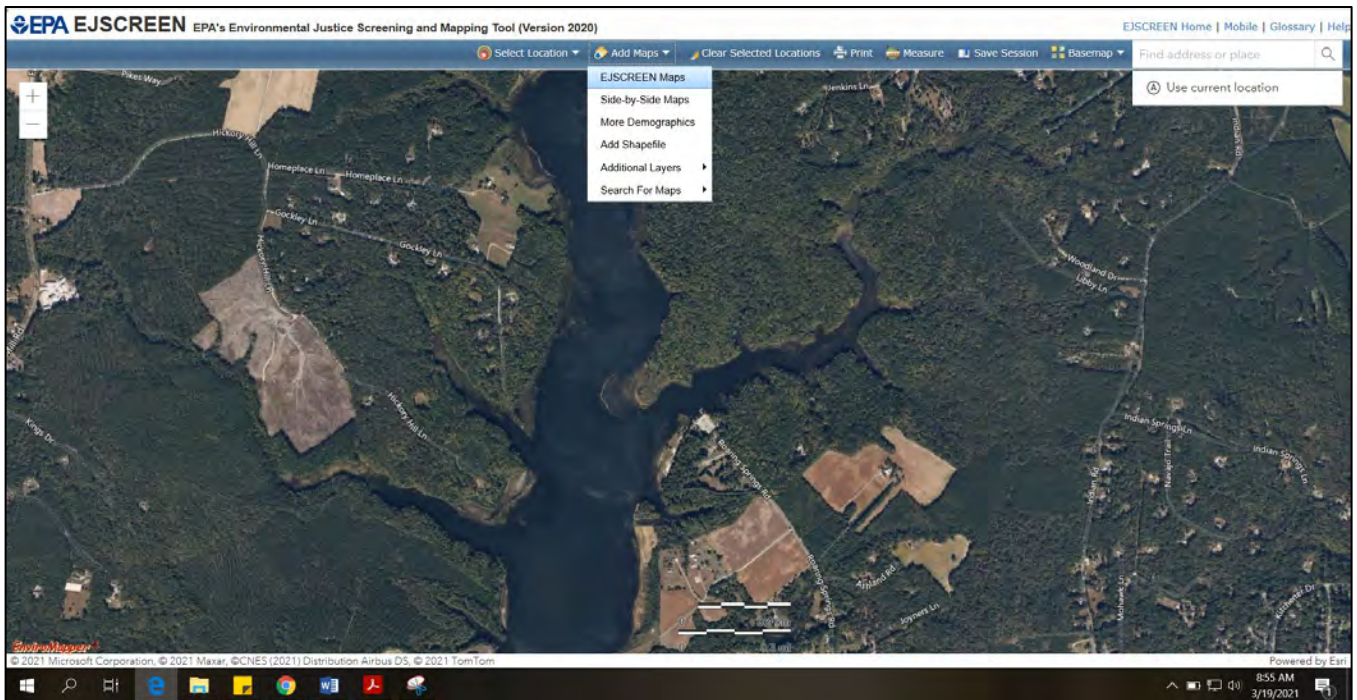
3. Click on your trail location on the map. As you move your mouse away from that point, the distance in miles will be displayed in the popup window.



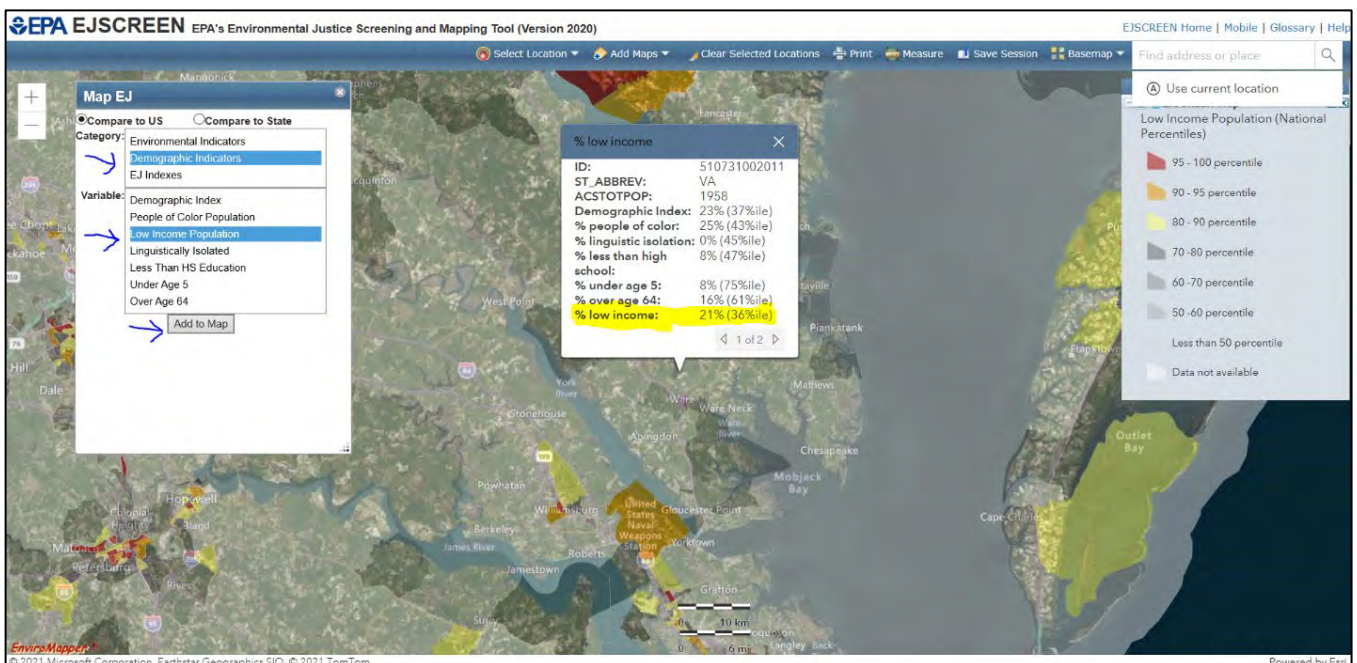
Question 31

One resource that can be used to identify the percentage of local population considered low income is the Environmental Protection Agency's (EPA) Environmental Justice Screening and Mapping Tool (EJSCREEN) found at <https://ejscreen.epa.gov/mapper/>. If you use other sources, please provide a website link, if available, or attach source documents to your application. To use the EJSCREEN tool:

1. Navigate to your trail location using either the zoom tools or the "Find address or place" search bar in the top right corner of the screen. Note you can adjust the basemap by clicking on the "Basemap" button to the left of the search bar.
2. Click "Add Maps" and then select "EJSCREEN Maps" from the drop-down menu.



3. A pop-up window will appear. Note you can select either “Compare to US” or “Compare to State.” Either value will be accepted.
4. In the Category box, select “Demographic Indicators.” In the Variable box, select “Low Income Population” and then click “Add to Map.”
5. Click on the location of your trail. A second pop up labeled “% low income” will appear. Highlighted in the screen capture below shows that 21% of residents in the area of this trail are considered low income.



Question 33

If you answer “yes” to this question, please explain and provide a website address to verify data source or attach source documents to your application. Due to discrepancies in data collection and reporting, there are no one-stop locations to access this data for the entire state. Some links are provided below, but they may not include data for your community. If you can provide a different reputable source indicating the prevalence of one of the diseases listed, it will be accepted. While there are most likely overlaps between the prevalence rates of these diseases, points will be awarded for this item as long as the prevalence of one of the diseases is greater than the state-wide average. The following sources may provide data for your community:

- Cancer data by health district <https://www.vdh.virginia.gov/data/cancer-2/>.
- CDC Data Explorer <https://ephtracking.cdc.gov/DataExplorer/>
- VDH Behavioral Risk Factor Surveillance Survey <https://www.vdh.virginia.gov/brfss/data/>.
- find the sources vdh data website <https://www.vdh.virginia.gov/healthy-communities/data/>

Question 34

Historically underrepresented groups could include, but are not limited to: people with disabilities, people of color, indigenous peoples and tribes, LGBTQ people, immigrants, youth organizations or representatives, senior organizations or representatives, neighborhood groups.

Section G

Question 48

See list on page 9 of the application for examples that can be used for proof of ability to finance.

Section I

Signature

E-signatures are acceptable.

Appendix C - Accessibility Resources

The following resources may aid entities in planning for inclusive trail experiences and understanding legal obligations. As you plan your trail project, consider how your entity will provide equitable experiences for all users, including people with mobility, sensory, cognitive, and mental health disabilities.

2010 ADA Standards for Accessible Design <https://www.access-board.gov/ada/>

Full text of the technical standards that apply to state and local governments, non-profits, and businesses.

ABA Accessibility Standards <https://www.access-board.gov/aba/>

Full text of the technical standards that apply to federal government agencies and some recipients of federal funds.

U.S. Access Board Guide to the ABA Accessibility Standards (Outdoor)

<https://www.access-board.gov/aba/guides/chapter-10-outdoor/>

Illustrated guide to the technical requirements of the ABA Outdoor Developed Area standards, which include trails, viewing areas, picnic areas and camping areas.

U.S. Forest Service Accessibility Resources Website

<https://www.fs.usda.gov/managing-land/national-forests-grasslands/accessibility/resources>

Contains links to numerous documents, including the Forest Service Trail Accessibility Guidelines, and other guides, summaries, and best practices.

American Trails Accessible Trail Resources Library

<https://www.americantrails.org/resources/query/?trails%5B%5D=665>

Summary collection of accessible land and water trail articles, webinars, guides, bulletins from a variety of sources.

AccessibilityOnline Webinar Archives

<https://www.americantrails.org/resources/query/?trails%5B%5D=665>

Archive of recorded webinars presented by the U.S. Access Board on ADA and ABA standards, including Recreation Facilities and Outdoor Developed Areas.

Massachusetts Audubon Accessible Trails Manual

<https://www.massaudubon.org/get-outdoors/accessibility/accessible-projects-and-partners/accessible-trails-manual>

Summary and recommendations from Mass Audubon detailing their experiences in creating multisensory and inclusive trail environments.

Universal Access Trails and Shared Use Paths: Design, Management, Ethical, and Legal Considerations

<https://conservationtools.org/guides/115>

Guide from the PA Land Trust Association with overview of legal requirements and summary of best practices.

Appendix D - Scoring Criteria



VA RTP Scoring Worksheet



Applicant - Project Title: [insert]

Date
scored:
[insert]

Scored by:
[insert]

Criteria

1 Project Need (Local, Regional, and State)		25 possible	
1A	Virginia Outdoors Plan (SCORP) Needs (add all that apply)	Points	Score
	Project provides a needed outdoor recreation opportunity or helps meet a goal identified in the current VOP	1	
	Project is listed as a feature project in the most recent VOP	2	
	Max. points	3	
1B	Recreation Access Model Need (select one)	Points	Score
	This project falls within "Moderate," "High," or "Very High" Recreation Need according to the Recreation Access Model	3	
	This project falls within "Low" Recreation Need according to the Recreation Access Model	2	
	This project falls within "Very Low" Recreation Need according to the Recreation Access Model	1	
	This project falls within "All Benchmarks Met" Recreation Need according to the Recreation Access Model	0	
	Max. points	3	
1C	ConserveVirginia (select one)	Points	Score
	50-100% of project falls within ConserveVirginia	3	
	1-49% of project falls within ConserveVirginia	2	
	The project does not fall within ConserveVirginia	0	
	Max. points	3	
1D	Alignment with needs or goals of local or regional plan or survey (add all that apply)	Points	Score
	Project fulfills a need or meets goal of local or regional plan	2	
	Project is specifically referenced by name and location in a local or regional plan	3	
	Project need is demonstrated by a reputable local public survey	2	
	Max. points	7	
1E	Project uniqueness (select one or neither)	Points	Score
	Project will be the first of that trail type in the VOP region (3 pts), county (2 pts), or locality (1 pt) (based on user group, trail surface, access for people with disabilities, etc.)	3, 2, or 1	
	Max. points	3	
1F	Economic impact (add all that apply)	Points	Score
	Trail will bring in out-of-area visitors who are likely to patronize local businesses	2	
	Trail will host events that will generate revenue for local businesses	1	
	Max. points	3	
1G	Critical gaps (select one or neither)	Points	Score
	Project completes a critical gap in an existing trail system or is part of a proposed state-wide trail (3 pts) or lengthens an existing trail (1 pt)	3 or 1	
	Max. points	3	
2 Recreational Trail Access for All		22 possible	
2A	Close to home (select one)	Points	Score
	Project will create a new close to home trail for a community within a city, urban area, or tribal land that does not currently have access to public trails within a 10 minute (1/2 mile) walk	5	
	Project will create a new close to home trail for a non-city or rural community that does not currently have access to public outdoor recreation opportunities within an 10 mile drive	5	
	Project doesn't meet either condition above but is still underserved by public trail opportunities	3	
	Project area is already served by public trail opportunities	0	
	Max. points	5	

2B Access for people with disabilities (select one)		Points	Score
	Application clearly outlines how project will exceed minimum accessibility standards AND contain specific design elements to provide an equitable experience for users with sensory, cognitive, neurological, and/or mental health disabilities	7	
	Application clearly outlines how project will exceed the minimum accessibility standards OR contain specific design elements to provide an equitable experience for users with sensory, cognitive, neurological, and/or mental health disabilities	5	
	Application clearly outlines how project will meet Section 504 of the Rehabilitation Act and either the ADA Standards for Accessible Design or ABA Accessibility Standards	3	
	Application contains insufficient information to verify project will meet minimum accessibility standards and requirements or standards do not apply to scope items	0	
	Project does not meet minimum accessibility standards and is not otherwise exempt	-3	
		<i>Max. points</i>	7
2C Income and Health disparities (add all that apply)		Points	Score
	Project is located in a community where <i>greater than 50%</i> (2 pts) or <i>greater than 30%</i> (1 pts) of population is considered low income	2	
	Project site will not require an entrance fee	1	
	Project is located in area with rates of obesity, diabetes, cancer, and/or heart disease greater than state-wide average rates	2	
		<i>Max. points</i>	5
2D Representation and public participation (add all that apply)		Points	Score
	Project has consulted or has detailed plans to consult representatives from historically underrepresented people and groups in the planning and design stages. These groups may include, but are not limited to: people with disabilities, people of color, indigenous peoples and tribes, LGBTQ people, immigrants, youth organizations or representatives, senior organizations or representatives, neighborhood groups	2	
	Project has detailed plans to have a strong public participation component with evidence of outreach to diverse groups and communities	1	
	The public has already been engaged and involved in the project or acquisition	1	
	The project has been presented at a Board of Supervisors, City or Town Council, or other similar public meeting	1	
		<i>Max. points</i>	5
3 Project Readiness and Timeline			16 possible
3A Property ownership and/or access rights (select one)		Points	Score
	Applicant has ownership or legal access to project right-of-way (through deed, easement, license agreement, etc.)	4	
	Applicant has documented commitment from property owner to sell or provide easement (purchase agreement, option, willingness to sell letter, easement documentation etc.)	2	
	Applicant has not secured access to right-of-way and does not have documented commitment from property owner	0	
		<i>Max. points</i>	4
3B Public access period (select one)		Points	Score
	Project site is permanently protected and will provide access to public outdoor recreation in perpetuity	3	
	Easements and/or right-of-way agreements are in place ensuring the project will provide public trail access for at least 20 years	2	
	Easements and/or right-of-way agreements are for a period of less than 20 years or not in place	0	
		<i>Max. points</i>	3
3C Project Schedule (select one)		Points	Score
	Project schedule is clear, detailed, realistic, and well planned	3	
	Project schedule is missing minor details or has minor issues	2	
	Project schedule is unrealistic or is missing major details	0	
		<i>Max. points</i>	3
3D Design (select one)		Points	Score
	Design and construction drawings complete	3	
	Construction drawings created, but not 100% complete	2	
	Project is beyond concept and feasibility stage, preliminary designs complete	1	
	No site design complete	0	
		<i>Max. points</i>	3

3E	Environmental analysis to NEPA/NHPA standards(select one)	Points	Score
	Environmental analysis process (including NEPA/NHPA) complete	3	
	Environmental analysis process in progress (50 percent complete)	2	
	Environmental analysis process initiated	1	
	Environmental analysis not started	0	
	<i>Max. points</i>	3	
4	Management, Operations, and Maintenance	15 possible	
4A	RTP project administration (add all that apply)	Points	Score
	Project manager or grant coordinator with dedicated time and experience to administer the grant is identified (demonstrated through percentage of time or dedicated funds)	3	
	<i>Max. points</i>	3	
4B	Responsible entity (add all that apply)	Points	Score
	Application demonstrates responsible entity has the personnel and experience to maintain and operate the trail in the long-term	3	
	Applicant has a long-term maintenance plan for the trail (3 pts for detailed plan, 1 pt for having a general maintenance plan)	3 or 1	
	Application contains letter of commitment from entity responsible for management, operations, and maintenance	1	
	<i>Max. points</i>	7	
4B	Maintenance and Operation costs (select one)	Points	Score
	Sustainable source of maintenance and operation funds for trail is identified	5	
	Maintenance and operation fund source relies on soft money or is not otherwise guaranteed	2	
	Maintenance and operation fund source information is missing, incomplete, or unrealistic	0	
	<i>Max. points</i>	5	
5	Budget and Grant Match	16 possible	
5A	Budget detail (select one)	Points	Score
	Detailed, itemized budget and budget narrative outlining how it was estimated is provided	3	
	General budget provided but shows mostly lump sums instead of itemization and/or narrative lacking detail	2	
	Budget not itemized and/or narrative missing	0	
	<i>Max. points</i>	3	
5B	Eligible expenses (select one)	Points	Score
	All items eligible for reimbursement or acknowledgement of ineligible items that will be funded outside of RTP	2	
	Some minor items ineligible for reimbursement with no acknowledgement that items will be funded outside RTP	1	
	Major items ineligible for reimbursement with no acknowledgement that items will be funded outside RTP	0	
	<i>Max. points</i>	2	
5C	Cost estimates (select one)	Points	Score
	Budget shows realistic cost projections	3	
	Some minor budget items do not have realistic cost projections	2	
	Major budget items have unrealistic cost projections or overall budget is unrealistic	0	
	<i>Max. points</i>	3	
5D	Grant match (select one)	Points	Score
	Application demonstrates cash or other eligible match items (volunteer labor, donations, administrative labor, etc) available to cover 20% of costs	4	
	Some cash or eligible match items for the 20% share are pending, including funds awaiting notification of other grant awards	2	
	Significant matching funds are still pending	0	
	<i>Max. points</i>	4	
5E	Upfront financing (select one)	Points	Score
	Application demonstrates proof of ability to finance the project expenses and invoices upfront while requesting periodic reimbursements (either through cash on hand, credit line, or other financing mechanism); or application demonstrates proof of ability to finance through combination of sources	4	
	Financing ability is awaiting notification of other grant awards or entity still working to secure some financing	2	
	Significant financing gaps are present	0	
	<i>Max. points</i>	4	

6 Application Preparation		6 possible	
6A	Completeness of application (select one)	Points	Score
	All submission requirements are met	2	
	Most submission requirements are met	1	
	Critical submission requirements are not met	0	
	Max. points		
6B	Thoroughness of application (select one)	Points	Score
	Sufficient detail is provided to understand project and supporting documentation is included, including clear maps that show the project termini and how the public will access the facility	2	
	Detail is provided to understand the project and supporting documentation is provided, but is missing in a few areas	1	
	Application is missing important supporting documentation or lacks detail in key areas	0	
	Max. points		
6C	Clarity of application (select one)	Points	Score
	Application is exceptionally clear and well organized	2	
	Application is generally clear and well organized	1	
	Application is not clear and/or well organized	0	
	Max. points		
Total Score: out of 100			
7 Committee Discretionary Points		9 possible	
7A	Discretionary Points (scored at committee meeting, committee does not have to award any discretionary points in a grant round)	Points	Score
	Project has a strong environmental justice value but otherwise may not score high on budget or project readiness criteria	0-3	
	Project will provide access to outdoor recreation for people with disabilities in an area where no similar opportunities currently exist or there are very limited opportunities for people with disabilities compared to those available to people without disabilities	0-3	
	Other discretionary points, could include but not limited to geographical distribution of funds, significant need	0-3	
Total Score: w/ discretionary points			

Comments:

Appendix E – Environmental Review and Public Comment

Virginia Recreational Trails Program Environmental Review and Public Comment Requirements

As a federally funded program all RTP projects are considered federal actions. As a federal action, all projects must demonstrate compliance with the National Environmental Policy Act; Section 106 of the Historic Preservation Act; Section 7 of the Endangered Species Act; and Executive Orders 11988 and 11990 (Floodplain Management and Wetland Protection), and where applicable, consistency with the Coastal Zone Management Act.

The purpose of the Environmental Review is to provide information about the RTP proposal and the anticipated impacts. Environmental Review requirements are largely based on the scope of work being planned and the natural habitat of the area. All projects must comply with local and state environmental review and permitting requirements. Please contact your local permitting office to confirm any county/city/agency requirements as soon as possible to determine what processes may be involved. Any permits and agency coordination obtained for the project must be provided to DCR for project records. Construction of the project cannot begin until due diligence of this coordination is completed and presented to DCR Recreation Grants staff. The environmental documentation becomes part of the federal record for the project.

The National Environmental Policy Act (NEPA) of 1969, as amended, is landmark environmental protection legislation which was established with the goal of creating a balance between the use and preservation of natural and cultural resources. The process of following this federal legislation to coordinate the consideration of the potential for impacts to the human environment as a result of a federal action is referred to as the NEPA process.

The NEPA process coordinates compliance with separate but related federal, state, and local environmental requirements. Identifying potential impacts helps guide the appropriate National Environmental Policy Act pathway for the project. There are three pathways which may be appropriate:

1. Categorical Exclusion,
2. Environmental Assessment, or
3. Environmental Impact Statement.

Typically, RTP projects qualify for a Categorical Exclusion (CE). Please see the CE template provided at the end of this appendix. However, if *any* agencies recommend further correspondence and/or survey work this must be completed and may result in an Environmental Assessment or Environmental Impact Statement pathway. FHWA has final authority for environmental review approval.

Upon the completion of all agency correspondence described below, submit a draft of the CE form and a PDF of all correspondence to DCR Recreation Grants staff at recreationgrants@dcr.virginia.gov for review. Once DCR concludes all necessary documentation is provided, staff will forward all information to FHWA programmatic staff for their final review and approval.

Projects must have FHWA approval of the NEPA documentation prior to going to bid and before moving forward with construction.

Failure to submit the required information to DCR by the deadline provided in your project agreement will result in withdrawal of your project and may require that any reimbursed funds be returned to DCR for transfer back to the Federal Highway Administration.

Environmental Coordination Procedures

At a minimum, compliance by the subgrantee with the following federal laws and executive orders shall be coordinated during the environmental review process and should be integrated into the impact analysis. The scope of work presented to the agencies must be comprehensive of the full project area of potential effects and description of proposed disturbance(s).

National Historic Preservation Act (NHPA), Section 106, as amended

Section 106 of NHPA requires analysis of the effects of federal actions on historic properties. The State Historic Preservation Office (SHPO), Tribal Historic Preservation Officers (THPO), and as necessary, the Advisory Council on Historic Preservation, must be given a reasonable opportunity to review and comment on these actions. Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously but one is not a substitute for the other. **The information and mitigation gathered as part of the Section 106 review must be included in the NEPA document.** The Section 106 process must be completed by the project sponsor before FHWA can sign a categorical exclusion (CE) or issue a finding of no significant impact (FONSI) or a record of decision (ROD). One of these must be signed before the construction phase will be approved.

In Virginia, the Department of Historic Resources (DHR) is the resource agency responsible for issuing determinations regarding compliance with NHPA, Section 106. Project sponsors must READ and FOLLOW the instructions posted on the DHR website for obtaining a NHPA Section 106 project review. A letter from DHR is required for the final correspondence package submitted to DCR and FHWA. The DHR website with instructions is located at: <https://www.dhr.virginia.gov/environmental-review/federal-project-review/>. Please see this website to complete the ePIX review process.

For the purposes of this review, the federal entity is the Federal Highway Administration, the program is the Recreational Trails Program and the Code of Federal Domestic Assistance number is 20.219.

The Section 106 review process is a two part process. An archival review followed by a federal project review. The archival review is a required component of the project review process for Section 106 discussed above. A letter from DHR that provides a NHPA Section 106 determination is required for obtaining federal project review and approval from the FHWA.

Endangered Species Act (ESA), Section 7

Section 7 of the Endangered Species Act (ESA) requires consultation with the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service on any action that may affect endangered or threatened species or candidate species or that may result in adverse modification of critical habitat. For RTP purposes the applicant must carry out this consultation and provide evidence that it has occurred.

The U.S. Fish and Wildlife Service has created an 8-step, online project review portal. The website is located at

<https://www.fws.gov/northeast/virginiafield/endangered/projectreviews.html>.

Applicants should READ and FOLLOW the instructions for obtaining a review. **All 8 steps must be completed for the review to be considered valid.** Applicants must submit to DCR a copy of the completed USFWS online review (IPAC area, Official Species List, Species Conclusion Table, the supporting documentation along with the determination letter from the USFWS, etc.).

Note that Step 2 of the USFWS online review requires an “official species list” to be generated by the USFWS and Step 3 requires coordination with the Virginia Division of Natural Heritage and the Virginia Department of Wildlife Resources (formerly Game and Inland Fisheries).

Virginia Division of Natural Heritage

Instructions for obtaining project review comments from the Virginia Division of Natural Heritage are online at <http://www.dcr.virginia.gov/natural-heritage/ereview>. Please READ and FOLLOW the instructions for obtaining a review using the information services order form. Any information regarding federally listed species received from the Division of Natural Heritage must be documented on the Species Conclusion Table for the USFWS project review.

Applicants must provide a copy of the comment letter received from the Virginia Division of Natural Heritage to DCR.

Virginia Department of Wildlife Resources

Instructions for obtaining project review comments from the Virginia Department of Wildlife Resources (DWR) are online at <https://dwr.virginia.gov/wies/> under “Project and Permit [Review Process](#)”. Please note that there are several additional types of information DWR may require in addition to the project description, location coordinates, and topographical map showing the project location. Therefore it is imperative that applicants follow the instructions precisely and submit the projects to the DWR electronically at ESSProjects@dwr.virginia.gov.

A preliminary DWR review may be obtained through the Fish and Wildlife Information Service at <https://vafwis.dgif.virginia.gov/fwis/>.

Applicants must provide a copy of the comment letter or email received from the Virginia DWR incorporated in the final correspondence document. Any information regarding federally listed species must be documented on the Species Conclusion Table for the USFWS project review. Comments from the DWR are required to

demonstrate compliance with Code of Virginia 3.2-1000 Plant and Insect Species Act and 29.1-563 Endangered Species Act.

Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990

Executive Orders 11988 and 11990 direct the avoidance to the maximum extent possible of long and short term adverse impacts associated with modifying or occupying floodplains and wetlands. These orders also require the avoidance of direct or indirect support of floodplain or wetland development whenever there is a practical alternative. For RTP purposes, applicants must comply with this executive order. Evidence documenting the applicant's coordination efforts with responsible state and federal authorities for determining floodplain management and wetland impacts must be submitted to DCR. For proposals involving floodplain areas coordination with the local entity responsible for floodplain management is needed to determine potential impacts. For proposals involving wetlands or potential wetlands, coordination with the Virginia Department of Environmental Quality, U.S. Army Corps of Engineers, and Virginia Marine Resources should be initiated. The Virginia Department of Environmental Quality has general guidance information on wetlands posted at <https://www.deq.virginia.gov/permits-regulations/environmental-impact-review> with a focus on Federal Consistency. Please see this link for further information about pertinent permit requirements <https://www.deq.virginia.gov/Programs/Water/WetlandsStreams/Permits.aspx>.

For proposals with approximately 10,000 square feet or more of impervious surface please contact DEQ's Stormwater staff at <https://www.deq.virginia.gov/permits-regulations/permits/water/construction-stormwater> to determine if a permit will be needed for the proposed project.

If there is any potential impact to wetlands or state waters contact your local wetlands board and the Virginia Marine Resource Commission <https://mrc.virginia.gov/hmac/hmoverview.shtm>. It is recommended to complete a Standard Joint Permit Application early in the planning process to ensure all entities (USACE, VMRC, and DEQ) are properly notified and have opportunity to comment.

Coastal Zone Management Act Federal Consistency Determination

Pursuant to the Coastal Zone Management Act (CZMA), federal actions with potential effects on any land or water use or natural resources within Virginia's coastal zone ([coastal zone map here](#)) must be consistent with the enforceable policies of the Virginia Coastal Resources Management Program. The federal consistency regulations implement the CZMA requirement that federal actions be consistent with the enforceable policies of a coastal state's federally approved coastal management program before they can occur. Effects include both direct and indirect which result from the activity. The Virginia Department of Environmental Quality (DEQ) is responsible for compliance with CZMA and issuing consistency determinations. DEQ has created an online Federal Consistency Information Package. The link to the package is <https://www.deq.virginia.gov/home/showpublisheddocument?id=4046>

Applicants with proposals occurring within the Coastal Zone Management Area must request a consistency determination from the DEQ. Please READ the Federal Consistency Information Package and follow the instructions.

In submitting the request to the DEQ provide a description which indicates *the request for the federal consistency determination is due to federal funding assistance from the Recreational Trails Program of the Federal Highway Administration which is administered in Virginia by the Department of Conservation and Recreation.*

Applicants with projects occurring in the Coastal Zone Management Area must submit the response letter from the DEQ to DCR.

Environmental Justice in Minority and Low-Income Populations, Executive Order 12898.

Executive Order 12898 directs federal agencies to assess whether their actions have proportionately high and adverse human health or environmental effects on minority and low-income populations. For RTP purposes, applicants must specifically analyze and evaluate the impact of the RTP proposal on minority and low-income populations and communities, as well as the equity of the distribution of the benefits and risks.

RTP PE sub-grant recipients must contact their VDOT district residency office and/or district for comments on the proposed project. Contact information for each office can be found at the following link: http://www.virginiadot.org/about_vdot/residencies.asp.

Public Comment Requirements

To demonstrate compliance with public comment requirement of NEPA, public input to the proposed project must be solicited through a legal advertisement in a daily newspaper with the widest circulation in the immediate project area. The public notice must be published at least once per week for at least two consecutive weeks in a newspaper of general weekly circulation or published three consecutive days in a paper of general daily circulation in the service area(s) involved in the project. **The notice must include a brief description of the proposed project and its anticipated impacts.** The notice must include the name, address, and contact information of the applicant and the location where detailed information about the project can be found for review by the public. Comments should be provided in writing. Evidence of the public comment must be submitted to DCR before any grant will be awarded.

To satisfy evidence of a public comment period the following information is required:

- a) A photocopy of the legal advertisement showing the date(s) on which it ran in the newspaper.
- b) A description of the total public involvement for this project beyond the legal advertisement.
- c) A description of the nature of the public comments received during the official public comment period. Provide a tally of comments in support of the project and those against it.
- d) A summarization of the most important comments received and your responses to these comments.
- e) A summarization of changes made to the project as a result of public comments.
- f) Comments received and made must be available to DCR for review upon request.

The public comment period must be open for a minimum of two weeks with a preferred window of 30 days as feasible with project timeline requirements.

In Summary:

Copies of the letters and database results showing environmental coordination for NEPA, Section 106 of the Historic Preservation Act, Section 7 of the Endangered Species Act, Executive Orders 11988 and 11990, Executive Order 12898 and the Coastal Zone Management Program, an updated environmental screening form and the evidence of a public commenting period must be submitted to DCR in order to close-out the Preliminary Engineering project phase and authorize funding for Construction.

A complete package of the required documentation may be submitted to recreationgrants@dcr.virginia.gov or mailed to DCR, Recreational Trails Program, 600 East Main Street – 17th Floor, Richmond, VA 23219.

Contact Kristal McKelvey, Recreation Grants Manager, kristal.mckelvey@dcr.virginia.gov or 804-786-4379 for any questions.

Please reference the Categorical Exclusion form on the following pages. This will serve to summarize all of the information obtained from the required correspondence.



Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
Deputy Director of
Administration and Finance

Russell W. Baxter
Deputy Director of
Dam Safety & Floodplain Management
and Soil & Water Conservation

Nathan Burrell
Deputy Director of
Government and Community Relations

Thomas L. Smith
Deputy Director of
Operations

**Recreational Trails Program
Categorical Exclusion (CE)**

PROJECT INFORMATION		
FHWA Contact: Richard Duran	DCR Contact: Kristal McKelvey	
Sub-grantee:	Project Name:	
RTP Category:	Federal Project Number:	
Virginia Recreational Trails Program Sub-grant #:		
RTP Award Amount:	Apportionment Year(s):	FMIS Code(s):
Project Description:		
Project Termini:	Design Standard:	
Description of Structures, if any:		
Source(s):		
PURPOSE AND NEED		
Brief Purpose and Need Statement:		
ALTERNATIVES		
Provide an evaluation of all alternatives considered. Provide the reasons for selecting the preferred alternative and rejecting the other alternatives:		

SOCIO-ECONOMIC

Minority/Low Income Populations: ☐ YES or ☐ NO

Disproportionate Impacts to Minority/Low Income Populations: ☐ YES or ☐ NO

Existing or Planned Public Recreational Facilities:

Community Services:

Consistent with Local Land Use: ☐ YES or ☐ NO

Existing or Planned Bicycle/Pedestrian Facilities:

Socio-Economic Comments:

Source(s):

SECTION 4(f) and SECTION 6(f)

Use of 4(f) Property: ☐ YES or ☐ NO. Recreational Trails Projects are an exception to the requirement for Section 4(f) approval pursuant to 23 CFR 774.13.

Type of Resource: Choose an item.

Individually Eligible Historic Property: ☐ YES or ☐ NO

Contributing Element to Historic District: ☐ YES or ☐ NO

Planned Public Park: ☐ YES or ☐ NO

6(f) Conversion: ☐ YES or ☐ NO

If "YES" - Acres of Conversion:

- Acres of Use:

Type of Public Recreation Area: ☐ Public Park or ☐ Public Wildlife Management Area or ☐ Natural Area Preserve with Public Access

4(f) and 6(f) Comments:

Source(s):

CULTURAL RESOURCES

DHR/SHPO Section 106 Determination:

Date of DHR/SHPO Determination: [Click here to enter a date.](#)

Phase 1 Architectural Review Conducted: ☐ YES or ☐ NO

Phase 2 Architectural Review Conducted: ☐ YES or ☐ NO

Phase 1 Archeological Review Conducted: ☐ YES or ☐ NO

Phase 2 Archeological Review Conducted: ☐ YES or ☐ NO

Name of Historic Property:

Cultural Resource Comments:

Source(s):

NATURAL RESOURCES

Surface Water Name:

Waters of the U.S. present?

Linear Feet of Impact:

100 Year Floodplain: ☐ YES or ☐ NO

Regulatory Floodway Zone: ☐ YES or ☐ NO If "YES", Type:

Impacts: ☐ YES or ☐ NO

If "YES", # of Acres of Impact:

Are any tidal waters/wetlands present?

Wetlands:

Acres of Impact:

Wetland Type:

Are any Non-tidal Wetlands Present? ☐ YES or ☐ NO

If "YES", Type of Non-tidal Wetland Impacts:

Federal Threatened or Endangered Species (Terrestrial, Aquatic, OR Plants): ☐ YES or ☐ NO

If "YES", Type:

Natural Heritage Resources:

Public Water Supplies:

Are Permits Required? ☐ YES or ☐ NO

If "YES", Type of Permits Needed:

Natural Resource Comments:

Source(s):

AGRICULTURAL/OPEN SPACE

Open Space Easements: ☐ YES or ☐ NO

Agricultural/Forestal Districts: ☐ YES or ☐ NO

Agricultural/Open Space Comments:

Source(s):

FARMLAND

NRCS Form CPA-106 Attached? ☐ YES or ☐ NO

Rating:

If Form CPA-106 is Not Attached, Check All that Are Applicable:

☐ Land is Already in Urban Use

☐ Entire Project is in an Area NOT Zoned Agricultural

☐ NRCS Determined there is No Prime or Unique Farmland in Project Area

Alternatives Analysis Required? ☐ YES or ☐ NO

Farmland Comments: None

Source(s):

INVASIVE SPECIES

Invasive Species in the project area? ☐ YES or ☐ NO or ☐ UNKNOWN

Does the Project have an Invasive Species Management Plan: ☐ YES or ☐ NO

If “YES”, Provide a Brief Description of the Plan:

Invasive Species Comments:

Source(s):

AIR QUALITY

Is a Carbon Monoxide (CO) Hotspot Analysis Required? ☐ YES or ☐ NO

Project is Located in a CO Attainment Area: ☐ YES or ☐ NO

Project is Exempt Under 40 CFR 93.126: ☐ YES or ☐ NO

Project is Located in an Ozone: ☐ Attainment Area, ☐ Nonattainment Area,
☐ Containment Area, or ☐ Early Action Compact Area

The Project is Located in a PM 2.5 Area: ☐ Attainment Area, ☐ Nonattainment Area, or ☐ Maintenance Area

Is the Project Exempt Under 40 CFR 93.126 Table 2? ☐ YES or ☐ NO

Is the Project a Cause for Air Quality concern Under 40 CFR 93.123(b)(1)(i-v): ☐ YES or ☐ NO

Mobile Source of Air Toxics: ☐ This Project is Exempt, ☐ Low Potential MSAT Effects (Attach Qualitative Analysis), or
☐ High Potential MSAT Effects (Attached Qualitative Analysis)

Project is Exempt Under 40 CFR 93.126 or Qualifies as a CE Under 23 CFR 771.117(c): ☐ YES or ☐ NO

Air Quality Comments:

Source(s):

NOISE

Noise Scoping Decision:

Barriers Under Consideration?

Noise Analysis Conduction: ☐ YES or ☐ NO - If “YES”, Attach analysis

Noise Comments:

Source(s):

RIGHT OF WAY AND RELOCATIONS

Residential Relocations: ☐ YES or ☐ NO **If “YES”, # of Relocations:**

Commercial Relocations: ☐ YES or ☐ NO **If “YES”, # of Relocations:**

Non-Profit Relocations: ☐ YES or ☐ NO **If “YES”, # of Relocations:**

Right of Way Acquisition Required? ☐ YES or ☐ NO **If “YES”, Amount of Right of Way Acreage:**

Date of Acquisition (Actual or Planned): [Click here to enter a date.](#)

Septic Systems, Wells, or Public Water Supplies: ☐ YES or ☐ NO

- If “YES”, Indicate Which are Present & are There Any Impact to the Project as a Result?

Hazardous Materials: ☐ YES or ☐ NO

- If “YES”, What are the Impacts?

ROW and Relocations Comments:

Source(s):

CUMULATIVE AND INDIRECT IMPACTS

Present or Reasonably Foreseeable Future Projects (Highway and Non-highway) in the Area: ☐ YES or ☐ NO

Identify Indirect (Secondary) and Cumulative Impacts:

Cumulative and Indirect Impacts Comments:

Source(s):

PUBLIC INVOLVEMENT

Substantial Controversy on Environmental Grounds: ☐ YES or ☐ NO

Public Hearing: ☐ YES or ☐ NO

If “YES”, Type of Hearing:

Legal and Public Commenting Period: [Click here to enter a date.](#) to [Click here to enter a date.](#)

Other Public Involvement Activities (Include Dates & Brief Description):

Public Involvement Comments:

Source(s):

COORDINATION

The following agencies were contacted during the development of this study:

Coordination Comments:

Source(s):

SITE VISITS

Were Any Site Visits Conducted for this Project? ☐ YES or ☐ NO

If "YES", Provide The Names, Titles, Dates, and Purpose of the Site Visit(s):

Site Visit Comments:

Source(s):

I certify that a site inspection was conducted for each site involved in this CE Form and accompanying environmental analysis and to the best of my knowledge, the information provided in this CE Form is accurate based on available resource data.

Subgrantee: _____ **Date:** ____/____/____

Subgrantee Signature

Name, Title

Department of Conservation and Recreation Recommendation:

☐ **This project meets the criteria for a Categorical exclusion pursuant to 40 CFR 1508.4 and 23 CFR 771.117 and will not result in significant impacts to the human or natural environment.**

☐ **This project may meet the criteria for a Categorical exclusion pursuant to 40 CFR 1508.4 and 23 CFR 771.117. FHWA guidance is requested on this project.**

DCR: _____ **Date:** ____/____/____

DCR Signature

Name, Title

Federal Highway Administration

Approved: _____ **Date:** ____/____/____

FHWA Virginia Division Administrator

Appendix F – Procurement

Virginia Recreational Trails Program **Procurement Procedures**

Proper procurement procedures must be completed for all RTP projects. Please reference Section VIII of the DCR 2021 RTP Manual for general procurement requirements. All procurement documents must be provided to DCR for federal filing records. These documents include but are not limited to:

- A copy of the Invitation for Bid or Request for Proposals,
- Bid Spreadsheet,
- Executed contract with the lowest responsive and responsible bidder,
- Summary of procurement on the project and the RTP recipient's efforts to comply with the RTP DBE and SWaM Policy. It is essential that there is documentation that the process was competitive and fair.

All RTP projects must comply with the Virginia Public Procurement Act and local entity procurement standards. The Commonwealth of Virginia ***Construction and Professional Services Manual (CPSM)*** sets forth the standards, policies, terms, conditions, and procedures to be followed by state agencies and institutions in procuring professional design and construction services. The CPSM is published under the authority of §2.2-1132, Code of Virginia, as amended. To access the CPSM visit the Department of General Services, Division of Engineering and Buildings website at <https://dgs.virginia.gov/engineering-and-buildings/statewide-constructionproject-management/about-the-cpms/>. If local procurement standards conflict with State or Federal standards, please contact RTP Recreation Grants staff to determine appropriate actions to ensure proper procurement procedures are followed.

Advertising for Construction and Contract Awards

FHWA approval of all NEPA documentation is required *before* advertising for the construction phase. DCR must also review the solicitation documentation prior to it being posted publicly. A bid summary sheet with quotes must be submitted to DCR for verification prior to awarding a contract. RTP projects must receive at least two bid responses. If only one bid is received, the project must be re-bid. If the subgrantee chooses to use an on-call contractor, documentation of the procurement of the on-call contract must be provided to DCR.

Small, Women-owned, and Minority-owned Businesses and Disadvantaged Business Enterprises

For all project procurement, all necessary affirmative action steps shall be taken to assure that minority firms and disadvantaged business enterprises are used whenever possible. These steps shall include: placing qualified small and minority businesses and women's business enterprises on solicitation lists, and assuring that small, minority businesses, and women's business enterprises are solicited whenever there are potential sources.

This can be completed by using the Virginia Small Business & Supplier Diversity Directory at <https://www.sbsd.virginia.gov/directory/>, searching for pertinent contractors in the general project area, and directly sending the bid documentation to the listed businesses.

Alternatively, the subgrantee may use eProcurement Marketplace (eVA) at <https://www.eva.virginia.gov/> and, if DBE and SWaM businesses have viewed the bid, print the list of all businesses that viewed the bid documentation. Another option is to post the bid in a local or regional minority or specialty newspaper. Provide DCR with proof of correspondence to for project records showing due diligence was completed.

If the project contains elements that are part of a larger procurement that has already taken place, documentation must be provided to determine if the procurement process used was sufficient. To determine whether on-call or other procedures can be issued on a project element that has already been procured, contact the RTP Administrator and with any documents listed above, as well as proof of advertisement (a screen shot or report showing that the invitation to bid was posted in a public location), the letter of award on the contract, and the contract agreement readily available.

Costs associated with posting bid documents such as publishing in a newspaper are eligible expenses for reimbursement. Tare sheets and/or website screen prints must be provided for project record.

Appendix G – RTP Extension Policy

Virginia Recreational Trails Program Policy for Extension of Project Agreement

Extensions to RTP project agreements will only be considered when there are unforeseen circumstances beyond the control of the RTP recipient and with appropriate justification documentation. Updates to DCR and FHWA RTP program guidelines may also result in an extension request being denied.

Policy

RTP project agreement extensions may be considered, on a case by case basis, based on the following conditions:

1. Unforeseeable severe weather conditions prevented project implementation as scheduled; please contact DCR promptly when the project is delayed.
2. Unexpected staff turnover during the project period and after beginning construction, which resulted in new personnel being hired or trained to meet project deliverables; DCR must be notified immediately when the primary contact for RTP project administration changes to ensure proper contact and procedures can be established.
3. Delays due to unexpected environmental concerns.

Conditions that do not warrant an extension include, but are not limited to:

1. Project delays resulting from lack of attention;
2. Extension request on projects where program reporting requirements have not been met;
3. Failure to complete project deliverables in accordance with the project schedule established in grant application and project agreement scope of work;
4. History of inability to meet deadlines on previous DCR grants (LWCF, RTP, etc.).

Administrative Procedure for Extensions

At least **90 days prior** to the agreement expiration date, the RTP recipient must provide a written request to DCR that specifies the reason for the project extension and the necessary time period needed to complete the project. Only one extension request per project agreement will be considered. The RTP Administrator will forward the request to the Division of Planning & Recreation Resources Director with a recommendation to support or not-support the extension. If an extension is approved, then DCR will request an extension for the project from the FHWA. Final approval of extensions or project modifications are at the discretion of the FHWA.