
COMMONWEALTH OF VIRGINIA

Virginia
Recreational Trails Program
2009

Department of Conservation and Recreation
Division of Planning and Recreational Resources
203 Governor Street, Suite 326
Richmond, Virginia 23219-2010



(DCR199-123) (06/09)
(DCR-PRR-002) (06/09)

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VIRGINIA RECREATIONAL TRAILS PROGRAM

The Recreational Trails Program (RTP) is a reimbursement grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The state agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. The FHWA prescribes many of the regulations governing this program. Grant funding may be provided to non-profit organizations, city governments, county governments, or other government entities, but must consider guidance from the Virginia Recreational Trails Advisory Committee. Program requirements mandate that 30% of the trail program funds be used for motorized recreational trail uses, 30% for non-motorized recreational trails and 40% for trails with the greatest number of compatible recreational purposes and/or those that provide for innovative recreational trail corridor sharing (multiple-use trails).

This is a reimbursement program, meaning that the sponsoring agency should be capable of financing the project while requesting periodic reimbursements. All project applications must have a 20% (minimum) sponsor match in total cost. Planning proposals, gap analysis, and feasibility studies are not eligible for funding through this program.

DCR intends that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. Therefore, RTP grants that replace other potential or actual trail funding will not be awarded.

RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

Grants are limited to a minimum of not less than \$25,000 and no more than \$100,000.

The funding competition is a two-step process: The RTP Preliminary Application and the Proposal Description and Environmental Screening Application.

The RTP Preliminary Application deadline is 31 July 2009. Preliminary Applications must be received no later than 4:30 pm on 31 July 2009. Preliminary Applications received after this time and date will not be considered.

RTP Preliminary Applications should be sent to:

**Virginia Recreational Trails Program
Department of Conservation and Recreation
203 Governor Street, Suite 326
Richmond, Virginia 23219-2010
(804.786.4379)**

Important Points

- **Project sponsors that currently have active grants with DCR that are behind schedule will not be considered for funding in the 2009 RTP competitive grant cycle. Other project sponsors with active grants should contact RTP Administrator to determine eligibility for the 2009 cycle.**
- This is a **reimbursement program**; therefore, **the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement of eligible costs**. This includes acquisition costs.
- Projects funded with RTP are to be consistent with needs established by *2007 Virginia Outdoors Plan* www.dcr.virginia.gov/recreational_planning/vop.shtml. One criteria for all trail proposals is to explain how a proposed project or program will accomplish a specific strategy or recommendation listed in the *2007 Virginia Outdoors Plan*.
- RTP can provide up to 80% of a project's total eligible costs. The sponsor will be responsible for the remaining 20%.
- Written assurances/permission for trails crossing private land is required in order for the sponsor receive a grant.
- The funding competition is a two step process: The RTP Preliminary Application and the Proposal Description and Environmental Screening Application (PDESA). The PDESA should only be completed if you have been notified by DCR that your project has been selected to advance to the second phase. However, sponsors should review the PDESA as it can serve as a useful working tool for planners.
- All project sponsors are highly advised to read the grant manual thoroughly before proceeding to submit a RTP Preliminary Application.
- This manual should be retained in the sponsor's project file following submission of a project proposal. Contents of the manual include information on administering your grant should your proposal be successful.
- This manual reflects the most recent Federal Highway Administration guidance on the Recreational Trails Program and supersedes all previous guidance materials prepared by the Virginia Department of Conservation and Recreation.
- Project sponsors are encouraged to call the RTP Administrator at 804.786.4379.
- Advancing to the second phase of the grant cycle competition is not a guarantee of funding. Only projects that meet the intent of the RTP and are in harmony with the mission of the Department of Conservation & Recreation will be selected for funding.

PROGRAM ELIGIBILITY

Eligible Entities:

Grants may be awarded to any of the following:

- Municipalities (cities, towns, counties, etc.)
- State agencies (State Parks, Forestry, Game & Inland Fisheries, etc.)
- Federal government agencies (Federal sponsors need to be aware that the combined total of RTP funds and matching funds cannot exceed 95% federal funds on any given project.)
- Other government entities (regional park authorities, etc.)
- Non-profit organizations: A qualified non-profit organization is one that meets the following criteria: 1) Registered within Virginia as a non-profit for at least 5 years, 2) Can name a successor at the time of any change in organizational status (for example, dissolution), 3) Does not discriminate on the basis of age, disability, gender, income, race, religion, 4) Can demonstrate the capability both fiscally and administratively of managing a federal grant.
- Project sponsors that currently have active grants with DCR that are behind schedule will not be considered for funding in the 2009 RTP competitive grant cycle. Other project sponsors with active grants should contact RTP Administrator to determine eligibility for the 2009 cycle.

Eligible Projects:

A grant recipient may use monies received under this program for:

- Development of trail linkages.
- Construction of new trails.
- Restoration of existing recreational trails (includes restoration of backcountry terrain damaged by usage).
- Development/rehabilitation of trailside and trailhead facilities. This includes trail components or associated facilities which serve the purpose of improving the use of or safety of the recreational trail, and may include, but are not limited to the following: drainage, crossings, stabilization, parking, signage, controls, shelters, water, sanitary, and access facilities, trail bridge restorations. "Rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use or to protect resources. Trailside and trailhead facilities should have a direct relationship with a recreational trail.
- Water Trails
- Provision of features that facilitate the access and use of trails by persons with disabilities.

- Development of motorized trails except as noted under “uses not permitted.
- Fee simple or easement acquisition for trails or for trail corridors in harmony with trail needs identified in the *2007 Virginia Outdoors Plan* or local trails plan or comprehensive plan. Be advised RTP legislation prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller. All acquisitions must comply with federal and state law; specifically, they must be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr24_03.html and the Uniform Appraisal Standards for Federal Land Acquisitions <http://www.usdoj.gov/enrd/land-ack/yb2001.pdf>. Proposals for easement or acquisition must also involve a construction component. Easements should allow trail usage in perpetuity.
- Construction of new trails crossing on federal lands if such proposals are supported by the *2007 Virginia Outdoors Plan*, applicable federal land management plans, and state and federal management agencies responsible for compliance with applicable state and federal laws.

Eligibility Conditions on Pubic Lands and Private Lands:

Work on Public Lands-Project Sponsors submitting proposals for work lands owned by another public entity be required to enter into a separate agreement with the public agency to undertake work on the land prior to issuance of a RTP Project Agreement from DCR.

Work on Private Lands- Public access to private lands must be secured. In order for the Department of Conservation & Recreation to enter into a RTP Project Agreement, the sponsor must submit a Landowner Permission Certification Form prior to issuance of a RTP Project Agreement. This form is included as part of the Proposal Description and Environmental Screening Application.

Uses not permitted:

A grant recipient may not use monies received under this Act 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 will not be used to provide sidewalks along or adjacent to public roads or streets, unless the sidewalk is needed to complete a critical missing link between other recreational trails.
- Appraisal and legal fees associated with acquisition projects
- Advertising or promotional expenditures
- Food and/or lodging for volunteers or others working on a project.
- Indirect costs
- Purchase of equipment where the primary use is other than recreational trail construction, maintenance or rehabilitation

PROJECT CLASSIFICATION & CATEGORIES

Classification:

Grant applications will be classified as rehabilitation/maintenance, new, or a combination of these two classes or acquisition:

Rehabilitation/maintenance Projects-Projects that significantly contribute to the renovation and improvement of existing trail corridors, especially those trails where intensive use has caused resource deterioration or where storm damage has occurred.

New Construction Projects-Proposals that involve construction of new trails or trailside and trailhead facilities.

Combination Projects-Proposals involving both rehabilitation/maintenance elements with new construction and may involve acquisition.

Acquisition- Projects involving fee simple or easement acquisition for trails, trail systems, or for trail corridors.

Categories:

RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds apportioned in a fiscal year for diverse recreational trail use, 30 percent for motorized recreation, and 30 percent for non-motorized recreation. The diverse, motorized, and non-motorized percentages are minimum requirements that must be met.

To provide flexibility in RTP project selection, FHWA established five categories to account for the 40-30-30 requirements:

1. **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. RTP projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category.
2. **Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of non-motorized recreational use such as: walking, bicycling, and skating; both pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter.
 3. **Diverse use project including both motorized and non-motorized uses:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes RTP projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.
 4. **Motorized single use project:** A project primarily intended to benefit only 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.
 5. **Motorized diverse use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. 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.

RANGE OF GRANT AMOUNTS

The program requires a 20% matching share from the project sponsor. The maximum grant award for is \$100,000 (\$125,000 minimum total project cost), and the minimum grant award is \$25,000 (minimum \$31,250 total project cost). For motorized trail projects, the maximum grant request cannot exceed \$240,000 (minimum total project cost \$300,000). Actual award amounts for motorized trails will depend upon the number of motorized requests received.

MATCHING FUNDS REQUIRED

National Recreational Trail grant funds cannot exceed 80% of total project cost. The remaining 20% must come from the sponsor organization and/or governmental entity. This 20% contribution from the sponsor is also called the match.

Allowable matches can include donation of private funds, materials, equipment and services at fair market value, and charges incurred by government entities. Other allowable matching costs are land acquisition, materials, equipment, services and force account (in-kind labor) approved specifically for the project. The value of donated labor and materials cannot serve as a total match for a trail proposal, but can be a portion of the total project cost.

The matching share can include federal funds other than RTP funds. They may be credited as the non-federal share if expended on an eligible project in accordance with the requirements of that particular funding program. In cases where federal funds are pledged as the RTP project match, the combined total of RTP grant funds requested and other federal matching share funds may not exceed 95% of total project costs. A minimum of 5% of the project cost must come from state, local or private sources.

For example, a total project cost of \$100,000 requires that the sponsor provide at least \$20,000 in match (the RTP amount is \$80,000). To keep with the 95% federal source rule, the project sponsor may use \$15,000 of eligible federal sources as a match (other than RTP funds) and must provide \$5,000 of non-federal funds.

If using other grants as a source of match for the RTP application, provide grant agreement number, approval and termination dates and awarding agency name. Pending grant awards are not eligible as a match.

The maximum grant request amount must not exceed 80% of total cost including donated value of materials and labor. The actual grant amount reimbursed will vary based on the amount of actual dollars spent.

The following guidelines should be used for determining the value of the various match contributions:

Paid Labor: For personnel that will be paid for their work, estimate the number of required personnel hours directly applicable to the proposed project and multiply by their hourly wage.

Volunteer/Donated Labor and/or Services: Estimate the number of volunteer hours required for each task and multiply by \$20.80 (www.independentsector.org), the recognized dollar value of volunteer time in Virginia. This value includes 12% for fringe benefits. For volunteers age 16 and younger, use the state minimum wage of \$6.55 per hour. Sponsors must submit and retain individual time records signed by all volunteers

Note: Skilled volunteer/donated labor and/or services should be calculated as follows: Skilled volunteers are those who are professionally skilled in the work that is

being performed. The rate for skilled volunteers is equal to what the individual is normally paid for the service. Sponsors must submit and retain individual time records signed by the skilled volunteer and provide evidence of the rate the skilled volunteer charges professionally.

Donated Materials and Services: The retail value of any donated goods and/or services is also eligible for the match. Estimate the value of these items for your application. Ask whoever is donating the item what it would cost if you were to purchase it. Note that donations of existing State or local government right-of-way, materials, or services cannot be credited toward the local match.

Purchased Materials and Services: The actual cost of any materials, equipment, tools or services purchased directly for the trail project can count towards the match. Estimate the cost of these items for your application. Obtaining estimates/price quotes from vendors will help you in estimating the cost.

Since the application is prepared prior to starting the project, the values of these soft match contributions will be estimates. If your project is selected for funding the match will need to be **documented** with invoices, timesheets, Letters of Commitment etc. Donated materials, services and volunteer and force account hours will be approved at that time by DCR. The true documented value of the match must equal at least 20% of the total project value before the final grant payment can be made and the grant closed out. **Changes to the match must be approved by DCR.**

No matter what the value of the donated materials and labor, the grant reimbursement cannot exceed the value of actual dollars spent or exceed 80% of the total project cost. Donated materials and/or labor may be used toward the match, but reimbursements are limited to 80% of the total paid expenditures.

Examples:

# 1 Total Project Cost	\$40,000
Cost of materials, service	20,000
Cost of city/county work forces (Force Account)	12,000
Value of private volunteer labor	8,000
Combined cost of trail project	\$40,000

Maximum grant reimbursement on the above project is \$32,000

The maximum approved grant on this project is \$32,000. The sponsor actually spent \$32,000 on materials, services and work forces, and then added the volunteer labor to the local match to receive the full grant reimbursement of \$32,000.

#2 Total Project Cost	\$40,000
Cost of materials, service	8,000
Cost of city/county work forces (Force Account)	8,000
Value of donated materials	12,000
Value of private volunteer labor	12,000
Combined cost of trail project	\$40,000

Maximum grant reimbursement on the above project is \$16,000.

The maximum grant amount approved for this project is \$32,000. The total paid expenditures on the project equal \$16,000. The total value of donated materials and labor is \$24,000. Therefore, the maximum reimbursement grant amount is \$16,000 or the cost of materials, services and work forces.

REIMBURSEMENT PROGRAM

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs.

Reimbursements will be made only for those items that were approved in the Project Agreement. All reimbursement requests will require signed certification by the grant recipient. The certification is to ensure that the expenditures submitted to DCR are proper and in compliance with the National Recreational Trails Act, the FHWA and applicable regulations under 49 CFR, the Virginia Recreational Trail Program and scope of work described in the approved RTP Project Agreement. All project sponsors seeking reimbursement are required to submit the proper documentation. The final 10-25% of the total grant amount may be withheld until the project is completed as determined by DCR. Please see the fiscal section of this manual to become apprised of the documentation requirements.

All reimbursement documentation must be suitable for audit.

The U.S Office of Management and Budget (OMB) has issued Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations that requires states assume responsibility for complying with federal requirements when they accept federal funds. When a state agency or department becomes a pass-through entity by granting federal funds to a non-state organization, federal agencies hold the state agency responsible for the non-state organization's (sponsor's) compliance with federal grant requirements.

One compliance issue is the requirement that a non-federal entity will have its applicable records audited if it expends \$300,000 or more in federal assistance in a year (this threshold has been increased to \$500,000 effective for fiscal years ending after December 31, 2003). In order to comply with Circular A-133 monitoring requirements at the state level, all entities receiving federally funded grant awards must submit a copy of form SF-SAC, available online at <http://harvester.census.gov/fac/collect/2004FormAndInstruct.pdf> to DCR at 203 Governor Street, Suite 326, Richmond, VA 23219. Questions about the single audit form are also available online at <http://harvester.census.gov/fac/FAQ.htm>

THE GRANT PROCESS

The grant process is a two step process: Submission of the RTP Preliminary Application followed by the Proposal Description and Environmental Screening Application (PDESA). DCR has initiated the two step process in recognition of the extensive amount of research and time spent in preparing a complete and adequate proposal with environmental screening. Only project proposals selected to advance to the second phase will be required to complete the PDESA.

During both phases of review, the RTP Administrator may contact the project sponsor for additional information, such as photographs of trail corridor, rehabilitation sites, mapping etc. The information will be used to move the proposal through the review phases.

Failure to submit the requested information within the designated time frame (minimum turn around time may be as little as 48 hours) will remove the proposal from further consideration for funding.

- RTP Preliminary Applications must be submitted to DCR **no later than 4:30 pm on Friday, 31 July 2009. Packets received after this time and date will not be considered.**
- Submit 8 hard copies and one electronic copy of the required attachments on CD to

Recreational Trails Program
Virginia Department of Conservation & Recreation
203 Governor Street, Suite 326
Richmond, VA 23219

All images, text and mapping on the CD should be capable of being copied and pasted into power point presentations created by DCR for moving the project through the review process.

- Projects will be reviewed by DCR staff for eligibility. Eligible projects will be forwarded to the Virginia Recreational Trail Advisory Committee for review, comment and recommendation for advancing to the second phase. Projects will be selected based on published scoring criteria. The scoring criteria is available for review on the DCR website at http://www.dcr.virginia.gov/recreational_planning/documents/vtfcrit.pdf
- Project sponsors will receive notice on RTP Preliminary Application status, whether selected for competing in the second phase of review or not selected.
- Projects selected for the second phase must complete the PDESA by the announced deadline.
- For conformance with the requirement of NEPA, the Historic Preservation Act and the Endangered Species Act, projects proceeding to the PDESA phase must have

environmental, natural heritage, archaeological and historic review. **It is the responsibility of the project sponsor to fulfill the requirements of the above laws and submit required evidence of such to DCR with the PDESA phase of proposal review in order to be formally selected for funding. Sponsors that fail to submit the PDESA by the announced deadline will become ineligible for funding.**

- Cost associated with the environmental review, permits, surveys, etc. are the responsibility of the project sponsor. For those projects awarded RTP funding, the environmental review costs *may* be submitted for reimbursement provided the expenditures are properly documented and have been incurred no more than 18 months prior to formal grant approval.
- All costs incurred by a grant recipient prior to receipt of a fully executed project agreement (except those noted above) are *ineligible* for funding reimbursement.

GRANT TIMELINE

31 July 2009	RTP Preliminary Application due no later than 4:30 pm. Applications received after this time and date will not be considered.
July - September 2009	RTP Preliminary Applications will be screened for eligibility and forwarded to the Virginia Recreational Trail Advisory Committee for review, comment, scoring and recommendation set to compete for funding in the second phase.
September -November 2009	Projects selected to proceed to PDESA phase of grant review will be instructed to begin completion of PDESA for submission by an announced deadline. Sponsors that fail to submit the PDESA by the announced deadline will become ineligible for funding. PDESAs will be scored according to published scoring criteria, project readiness, and impact to the environment and given a priority ranking. Select sponsors will be contacted for pre-approval site visits. Projects fulfilling the intent of the RTP that can be completed within the program time constraints and in harmony with the mission of the Virginia Department of Conservation and Recreation will be submitted to FHWA for formal approval.
November- December 2009	Review and approval of projects by FHWA. Upon FHWA approval, sponsors will meet with the RTP Administrator for signing of RTP Project Agreements, and discussion of Grant Administration requirements.

INSTRUCTIONS FOR SUBMITTING THE PRELIMINARY APPLICATION

The Preliminary Application is available on the Department of Conservation & Recreation website at http://www.dcr.virginia.gov/recreational_planning/trailfnd.shtml in pdf format.

The application is a fillable form of 45 questions. Questions are answered by choosing a response from a drop-down list, checking the appropriate box, fill in the blank or in short answer format. All questions should be answered in only the space available. Do not attach pages to the Preliminary Application. Answer the questions in the space provided. The only attachments to the Preliminary Application are those listed in the document. Failure to follow these instructions may disqualify the application. Please call the program administrator with questions.

Unless you have access to advanced Adobe software, the Pre-Application may not be saved. However, application pages may be printed individually which will allow sponsors to complete and print sections as they are able and return at a later time to complete the remaining questions.

Eight copies of the Preliminary Application including the attachments along with one CD containing the required Preliminary Application attachments should be submitted to DCR no later than 4:30 pm on 31 July 2009. Send applications to Virginia Recreational Trails Program, Department of Conservation & Recreation, 203 Governor Street, Suite 326, Richmond, Virginia 23219. Emailed applications will not be considered for funding.

INSTRUCTIONS FOR SUBMITTING THE PROPOSAL DESCRIPTION AND ENVIRONMENTAL SCREENING APPLICATION

Only those sponsors who have been notified by the Department of Conservation & Recreation that their project has advanced to the second phase of review should complete the Proposal Description and Environmental Screening Application.

Similar to the Preliminary Application, the Proposal Description and Environmental Screening Application is available online at http://www.dcr.virginia.gov/recreational_planning/trailfnd.shtml.

Again, unless you have access to advanced Adobe software the PDESA may not be saved. However, application pages may be printed individually which will allow sponsors to print sections as they are completed and return at a later time to finish remaining questions.

When project sponsors are notified they have advanced to the PDESA phase, a deadline for that application submission will be announced. It is imperative that sponsors begin the required coordination with state and federal agencies for the receiving responses and pursuing any recommended actions in order to meet the announced deadline. Failure to submit a completed PDESA by the announced deadline will remove the project from consideration for funding.

ADMINISTERING YOUR RECREATIONAL TRAIL GRANT

Reporting Requirements

The Virginia Recreational Trail Program grant recipient must submit quarterly reports on or before the last day of each quarter providing the status of the trail project. Reports are due March 31st, June 30th, September 30th and December 31st. It is the responsibility of the project Sponsor to submit the status reports to DCR. Failure to submit reports may result in rescission of your grant. The report may be emailed to Synthia.Waymack@dcr.virginia.gov. Be sure to reference the grant number and name in the subject line of the email.

The report should address the following topics

1. A narrative describing the status of the work required under the scope of the project agreement, including the percent of work completed.
2. Other pertinent information including, when appropriate, analysis and explanation of cost overruns, time schedule delays and other similar problems encountered and their expected impact on the project, etc.
3. A listing of completed elements and anticipated completion dates for elements associated with the scope of work.
4. If no activity has occurred within the quarter, an explanation as to why no work has been conducted must be given in detail.

Accounting Procedures

The grant recipient should establish appropriate internal control procedures. Purchase orders, receiving reports, invoices, vouchers and other data showing proof of purchase and payment should be identified as being chargeable to the Virginia Recreational Trail project. Payments should be made by check, if possible.

The cost of supplies and materials issued from the grant recipient's stock must be supported by requisitions or similar documents. The costs for supplies and materials purchased specifically for project use must be supported by an invoice and cross-referenced to the check used in making payments. Signed receipts are required for payments made by cash. Duties should be distributed so that persons who have authorization to place orders should not have authorization to make payments.

An authorized official should sign payrolls. Salaries paid (gross amount) must be supported by time and attendance records or other records that show evidence of the time spent on each element by each employee. Reference should appear on the document as to the checks issued in payment of salaries. An auditor normally would review the time and

attendance report, verify the cost to the applicable payroll voucher, and review the canceled check to ensure that the employee had received payment.

In the use of force account equipment, the cost is reimbursable if a schedule of the rates and formula used in determining the rates are forwarded to DCR for review and approval **prior to the start of work**. Hourly-use records must be maintained for each piece of equipment used. Agencies, which do not have cost-accounting systems, may use Virginia Department of Transportation rates, U. S. Forest Service rates or other documented rates, providing such rates are reasonable and meet prior approval from DCR.

The grant recipient must absorb indirect costs.

One person should be assigned as the project coordinator. This person will then have the overall responsibility for the acquisition and/or all construction, for project cost accounting, and for submitting bills to the Department of Conservation & Recreation (DCR) for reimbursement.

It is desirable that accounting procedures followed by the grant recipient to be in written form. This is not mandatory but would be helpful to accounting personnel, as well as to auditors, so that all interested individuals are informed of the prescribed procedures established by the Project Sponsor.

Purchases/Contracts

Funding for the Virginia Recreational Trail Program is made possible through the, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU places significant emphasis on increasing opportunities for Disadvantaged Business Enterprises (DBE) as outlined in 49 CFR Part 26, as amended. Since the Recreational Trail Program (RTP) is included in the SAFETEA-LU, the DBE requirement applies to the program.

DCR requires that all grant recipients take appropriate and reasonable steps to make a good faith effort to provide DBEs with the maximum opportunity to compete for and perform contracts for trail projects receiving aid through the program. For details on the policy and procedure for compliance with this requirement please refer to Appendix D. The grant recipients shall not discriminate on the basis of race, color, sex or national origin, in the award of RTP funded projects.

Purchase of supplies, equipment or services must be in accordance with the Virginia Public Procurement Act and/or each locality's procurement requirements, which may be more stringent. Non-profit trail organizations are also required to be in compliance with the Virginia Procurement Act. Non-profit organizations should use the Grantee Procurement Guidelines provided in Appendix E, for reference on their projects.

Bid documentation must contain notice that the purchase or service is being offered or performed in accordance with the National Recreational Trails Fund Program and the Compliance Guidance in the United States Department of Transportation regulations in 49 CFR and applicable parts 18. 19 and 26, as amended.

Cost plus agreements are not allowed and will not be considered eligible for reimbursement.

Grant recipients are responsible for ensuring that all contracts are in compliance with federal and state laws concerning the solicitation of supplies, equipment and services. Compliance with the federal Davis Bacon Act is not required unless the trail project is within a highway right-of-way area.

All bid proposals must be approved by DCR prior to awarding and signing of contracts.

Prior to the start of work on a project, a copy of the advertisement for bid, a spreadsheet showing the lowest bidder, evidence of the good faith effort for including DBEs in the bid process and a copy of the executed contract must be submitted to DCR.

Project work shall 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." This includes the Virginia Recreational Trails Program.

Acquisition Projects

Grant project recipients that have been approved for property acquisition must comply with the Uniform Appraisal Standards For Federal Land Acquisition. DCR must be contacted prior to the purchase of the property to ensure proper compliance before the property is acquired.

Reimbursement Program

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs. Only expenses incurred during the project agreement period are eligible for funding.

Requests for reimbursement of grant funds must be submitted no less than once per year on completed work that has been paid by the local sponsor. Reimbursements will be made only for those items that were approved in the project agreement. **All** reimbursement requests will require certification signed by the chief administrative or financial officer for the Project Sponsor. The certification is to ensure that the expenditures submitted to DCR are proper and in compliance with the National Recreational Trails Act, FHWA rules and applicable regulations under 49 CFR, the Virginia Recreational Trail Program and that the cost incurred is for the work described in the approved Project Agreement. **All** project sponsors seeking reimbursement are required to submit the proper documentation. All reimbursement documentation must be suitable for audit. See page 11, for Office of Management and Budget requirements regarding the Single Audit Process.

The final 25% of the total grant amount may be withheld until the project is completed as determined by DCR.

Reimbursement Documentation

1. Performance Report – Status of the work completed to date
2. Copies of expenditures, i.e., copies (not originals) of invoices and canceled checks (front and back) for payments on eligible expenditures covered under the approved project scope of work.
3. Certification Payment Form (must be signed and dated)
4. Data Sheet For Purchases and Services
5. Volunteer, Force Account, and Donated Resources Documentation (If such use has prior approval) to include:
 - a) Time and Attendance Records Form
 - b) Daily Equipment Record Form
6. If the reimbursement involves acquisition cost, additional documentation must include:
 - Prior approval of appraisals and reviews
 - Evidence of title - attorney's opinion, title insurance, or other means considered reasonable and adequate
 - A survey plat of the area
 - Statement of difference in value, if purchase price is different from appraised value
 - Ten-year history of conveyance, if not included in appraisal

Copies of the items listed in 4, 5, and 6 are provided in Appendix F. Should you have forms you wish to use instead please contact the DCR Recreational Trail Program Administrator for approval.

Final Reimbursement Requests

Prior to receiving the final reimbursement on a project, DCR must perform a site inspection of the completed work. Final reimbursement requests must be made in writing within 90 days of project expiration date. No reimbursement will be made to the project sponsor if this 90 day requirement is not met.

Project Period

The project period will be included in the grant agreement and usually has a three-year life.

Project Extensions

Extensions of the project period result in an increased financial tracking, reporting and management workload. Extensions will only be considered when there are circumstances beyond the control of the Project Sponsor and if appropriate justification is provided. Extensions may also be denied on the constraints of the grant program guidelines or the source of funding. Please see Recreational Trail Policy included in Appendix G.

Appendix A

Designated Trails List

Federally Designated Trails in Virginia

National Recreation Trails

Virginia Creeper Trail (Virginia Creeper Trail Club, National Park Service US Forest Service)
DeHart Mountain Trail (DeHart Botanical Gardens)
New River Trail State Park (Department of Conservation & Recreation)
Algonkian Regional Park Sanctuary Trail (Northern Virginia Regional Park Authority)
The Massanutten Mountain Trail (US Forest Service)
Buffalo Creek Nature Area (Westvaco)
Rivanna Trail (Rivanna Trails Foundation)
Bull Run-Occoquan Trail (Northern Virginia Regional Park Authority)
Apple Orchard Falls (US Forest Service)
Hoop Hole (US Forest Service)
Sprouts Run (US Forest Service)
Jack-o'-Lantern Branch Heritage Trail (National Park Service)
Washington and Old Dominion (W&OD) Trail (Northern Virginia Regional Park Authority)
Wild Oak Trail (US Forest Service)
Cornelius Creek (US Forest Service)
Blackwater Creek (Lynchburg)
Cascades (US Forest Service)
Flat Top-Falling Water Cascade (National Park Service)
Little Stony Creek (US Forest Service)
Mount Rogers (US Forest Service)
Mountain Laurel (National Wildlife Federation)
Petersburg Battlefield (Petersburg National Battlefield)
Pine Mountain (US Forest Service)
Rock Castle Gorge (National Park Service)
Seashore State Park (Department of Conservation & Recreation)
Spotsylvania Battlefield (Fredericksburg & Spotsylvania Memorial NMP)
Potomac River Water Trail
The Lion's Tale (US Forest Service)
Fairfax Cross County Trail (Fairfax County Park Authority)

National Historic and Scenic Trails

Appalachian National Scenic Trail
Potomac Heritage National Scenic Trail
Overmountain Victory National Historic Trail
Captain John Smith Chesapeake National Historic Trail

National Millennium Trail

East Coast Greenway
Appalachian National Scenic Trail
Civil War Discovery Trail
The Underground Railroad

Millennium Legacy Trail

New River Trail State Park

Community Millennium Trail

James River Heritage Trail (Blackwater Creek)
African American Trails -Charlottesville
Alexandria Heritage Trail-Alexandria
Bay View Trail-Lorton
Bicentennial Trail-Blacksburg
Bridle Trails -Sky Meadows State Park-Paris
Civil War Discovery Trail-Arlington
Fairfax Cross County Trail
Fluvanna Heritage Trail-Palmyra
Hanging Rock Battlefield Trail-Roanoke
Heart of Appalachia Bike Route and Scenic Drive-Big Stone Gap
Huckleberry Trail-Blacksburg
New River Trail State Park-Foster Falls
Radford Pathways Network Riverway-Radford
Reston Pathway System-Reston
Shady Ridge Trail-Dublin
The Battlefield Trail-Randolph
The Williamsburg Historic Necklace-Williamsburg
Thomas Jefferson Parkway-Charlottesville
Turtle Island Trail-Huddleston
Twin Pinnacle Trail-Mouth of Wilson
Virginia Civil War Trails -Richmond
Washington & Old Dominion Railroad Regional Park-Arlington
White Oak Trail-Newport News
Wytheville Historic District

Appendix B

Letter of Commitment

Template – Letter of Commitment for Match Funds

LETTERHEAD

DATE: (Insert Date)

TO: Department of Conservation and Recreation

FROM: (Insert name of person authorized to commit time and effort.)

RE: Commitment of matching funds

(Insert name of contributing organization / company) is pleased to support (insert name of project sponsor) in their efforts to implement the grant project, (insert title of project).

As a partner in this endeavor we commit to providing the following resources and services toward the project as match for a grant from the Department of Conservation and Recreation:

- (Insert bulleted list describing the cash and/or in-kind services provided as match, the source of the match, and the value associated with the match commitment.)
- Cash Contribution –
- Technical Support –
- Construction Funding –
- Equipment Rental –

The above items have a total matching contribution of \$ (insert total). Please see attached documentation that supports the dollar valuation of the donation.

Sincerely,

(Insert name)
(Insert title)

Appendix C

Disadvantage Business Enterprise (DBE) Policy and Procedures

Department of Conservation & Recreation
Disadvantaged Business Enterprise (DBE) Policy and Plan for Virginia Recreational Trail Program

Initiated August 2006

Policy

Section 110 (b) of the Transportation Equity Act for the 21st Century placed significant emphasis on increasing opportunities for Disadvantaged Business Enterprises (DBE). In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) extended this requirement. Since the Recreational Trail Program (RTP) is included in the Transportation Act, the DBE requirement applies to the program.

The Virginia Department of Conservation & Recreation is committed to the proper administration of the Recreational Trail Program including the requirement that Disadvantaged Business Enterprises shall have the maximum opportunity to participate in Recreational Trail Program projects financed, in part, with federal funds.

As such, DCR will require that RTP fund recipients, heretofore called the “Sub-grantee” take all appropriate and reasonable steps to make a good faith effort in this regard for achieving compliance with the provisions of 49 CFR Part 26, to ensure that DBEs are given the maximum opportunity to compete for and perform contracts for RTP projects. The Sub-grantee shall not discriminate on the basis of race, color, sex or national origin, in the award of RTP funded projects.

DEFINITIONS

Definitions as given in 49 CFR Part 26 and 23, as amended and the Virginia Department of Transportation, Civil Rights Division Document, **49 CFR Part 26, as amended**, revised through July 16, 2003 will be used to define to RTP grant recipients the following terms:

- Disadvantaged Business Enterprise (DBE)
- Small Business Concern
- Socially and Economically Disadvantaged Individuals
- Owned and Controlled
- Manufacturer
- Regular Dealer
- Other Socially and Economically Disadvantaged Individuals

COMPLIANCE & PROCEDURE

Federal guidelines require that work performed and materials purchased be done so on a competitive basis and that the bid be awarded to the lowest bidder.

So that a “Good Faith effort” is made on behalf of the RTP DBE Goal DCR will require sub-grantees to

1. Sign Project Agreement that shows (a) the sub-grantee, its agents, employee, assigns, or successors, and any person, firm or agency of whatever nature with whom it may contract or make an agreement, shall comply with the provisions of 49 CFR, Part 26 and Part 23, as amended and (b) that the Sub-grantee shall take appropriate and reasonable steps in accordance with 49 CFR, Part 26, and Part 23 as amended, to ensure that DBE’s have an opportunity to compete for and perform on contracts and subcontracts. Sub-grantees will be directed to use the listing of certified DBE firms online at www.DMBE.state.va.us or to contact the Department of Minority Business Enterprises, 200-202 9th Street, 11th Floor, Richmond, Virginia 23219, or 804.786.6585 or 1.800.223.0671 (Virginia Only) for information related to DBEs within the project area.
2. Sub-grantee will be instructed to follow the solicitation requirements of *the Virginia Public Procurement Act* and their local procurement requirements. However, they will be instructed to advertise the bid information in at least one newspaper of general circulation, at least one trade association publication and at least two minority-focused media if available within the bid area.
3. Sub-Grantee will be encouraged to arrange solicitations, presentation of bids, quantities, specifications and delivery of schedules in ways that facilitate DBE and other small business participation. The Sub-grantee may choose in what manner to do this but must describe the process used when submitting bid information and documentation verifying their good-faith DBE efforts.
4. Sub-Grantee will identify as part of their *required* competitive bid documentation all of the DBEs, if any, who participated in the bid process. In addition, sub-grantees will be required to identify the primary location of each DBE contractor identified on their list, the mailing address and the type of work performed by each. You may use the bid spreadsheet provided in Appendix E or one similar to it.
5. Sub-grantee will indicate the DBE participation in the total project expressed as a dollar value.

Appendix D

Procurement Guidelines

PROCUREMENT GUIDELINES

I. GENERAL INFORMATION

This document provides guidelines to be followed by Project Sponsors for purchases made with grant funding from the Department of Conservation and Recreation. The guidelines addresses purchases of goods and nonprofessional services, purchases of professional services, Virginia Public Procurement Act exemptions, Disadvantage Business Enterprise requirements and references.

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws of the Recreational Trail Fund Program and the Virginia General Assembly. The intent of the Virginia General Assembly is set forth in the *Virginia Public Procurement Act [VPPA], Title 2.2, Chapter 43 of the Code of Virginia*. According to the VPPA, all public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation as required unless otherwise authorized by law.

To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner, it is the intent of the General Assembly and the Recreational Trails Fund Program that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, and that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor. *[Excerpted content from the VPPA.]*

Any public body whose governing body has adopted alternative procurement policies to meet the VPPA requirements may follow their own established guidelines, assuming they provide for the provisions identified in the VPPA and the federally funded Virginia Recreational Trails Fund Program. The VPPA identifies the following requirements:

- **Small purchases procurements** from \$30,000 - \$50,000 for goods and services, other than professional services, require the written solicitation of a minimum of four bidders.
- **Competitive sealed bidding** or **competitive negotiation** is required for purchases estimated to be over \$50,000; and may be used for lesser amounts.
- Upon a determination in writing that there is only **one source** practicably available for services to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiations.
[Requires DCR approval.]

- Professional services above \$30,000 must be procured by **competitive negotiation**.

The federally funded Virginia Recreational Trails Fund program requires

- **Disadvantage Business Enterprise (49 CFR Parts 23 and 26, as amended)** compliance in accordance with 49 CFR Part 26 to ensure qualifying businesses are given maximum opportunity for participating in recreational trail projects. (See Appendix E for DBE procedures)
- **Civil Rights (23 CFR Part 200)** compliance with Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives Federal assistance on the grounds of race, color, national origin, or sex. This includes employment and contracting

II. GOODS AND NONPROFESSIONAL SERVICES

Virginia procurement guidelines emphasize the use of competition to the maximum feasible degree. The use of sole source procurements must be limited to instances where it can be demonstrated that only one source is practicably available. Acceptable procurement methods and the associated *VPPA* thresholds and requirements to be followed for the purchase of goods and nonprofessional services with grant funding from the DCR are identified in this section. Definitions for goods and nonprofessional services are below. The nonprofessional services definition is provided as it pertains to building planning, construction and renovation projects.

- **Goods:** All material, equipment, supplies, printing, and automated data processing hardware and software.
- **Nonprofessional Services:** Cost consultants, soils testing, concrete testing, project management, project administration, and other services that may be performed by either licensed or non-licensed architects, engineers or others are considered to be Nonprofessional Services. [*Virginia Construction & Professional Services Manual.*]

A. Small Purchase Procurements (Not to Exceed \$50,000)

Small purchase procedures for single or term contracts for goods and services other than professional services not expected to exceed \$50,000 shall provide for competition wherever practicable. Small purchase procedures that are expected to exceed \$30,000 require the written informal solicitation of a minimum of four bids or offers.

- Over \$5,000 to \$30,000 – Follow procedures established by the public body. Solicitation of a minimum of four bidders is recommended.
- Over \$30,000 to \$50,000 – *VPPA* requires the written informal solicitation of a minimum of four bidders. See example bid solicitation form.

B. Competitive Sealed Bidding (Over \$50,000; And As Preferred)

Purchases of goods and nonprofessional services that will be over \$50,000 must use the following procedures for competitive sealed bidding. Purchases under \$50,000 may select to use this method as preferred.

- 1) Issue a written Invitation for Bid (IFB) containing or incorporating by reference the specifications, contractual terms and conditions, and any requisite qualifications.
- 2) Posting of public notice for at least 10 workdays in designated area, or publication in a newspaper of general circulation, or both.
- 3) Public opening and announcement of all bids received.
- 4) Evaluate all bids based upon requirements set forth in the IFB.
- 5) Award to the lowest responsive and responsible bidder.

Competitive bidding is the preferred method for acquiring goods and nonprofessional services for public use when the estimated cost is over \$50,000. If a competitive bidding is not practicable or fiscally advantageous then competitive negotiation may be used. Details on competitive negotiation guidelines are provided under the Professional Services section that follows.

C. Sole Source

The use of **sole source** procurement must be limited to instance where it can be demonstrated that only one source is practicably available. Competition is not available in a sole source situation. Sole source procurements require written approval from DCR before work can begin. DCR will consider approval of contractor selection based on a previously conducted solicitation or other procedures used as is appropriate and as it directly pertains to the grant-funded project. For sole source approvals, the Project Sponsor must provide a written request to the DCR Project Manager, documenting the determination that there is only one source practicably available. The sole source approval request must address the following four points:

- 1) Explain why this is the only product or service that can meet the needs of the Project Sponsor?

- 2) Explain why this vendor is the only practicably available source from which to obtain this product or service?
- 3) Explain why the price is considered reasonable?
- 4) Describe the efforts that were made to get the best possible price?

III. PROFESSIONAL SERVICES

The *Virginia Public Procurement Act* sets forth the general parameters for the procurement of professional services. Further definition of the requirements for procurement of professional services is provided in the *Commonwealth of Virginia: Construction & Professional Services Manual – 2004, Chapter 4: Procurement Procedures for Professional Services*.

The policy of the Commonwealth is to contract with a single entity in acquiring the full range of disciplines necessary to provide the services identified for the project. Once an Architectural / Engineering Firm (A/E) is selected they generally continue to work on the projects even if there are change requests, up to a cap amount. Two state procurement method options are provided in this section for which professional services to be performed under DCR grant projects are to be solicited. The following definition is used for the types of professional services typically required for capital outlay projects and for building planning, construction and renovation projects.

- **Professional:** Land surveyors, geotechnical engineers, soils engineers, or any service requiring the use of a licensed architect, engineer, or surveyor are by state law considered to be and shall be procured as Professional Services.

A. Small Purchase Professional Service (Less Than \$30,000)

The Project Sponsor should follow purchase procedures for professional services as established by the public body. Provide for competition wherever practicable. A recommended approach for contracts less than \$30,000 is outlined below based on the *Construction & Services Manual*.

- 1) Conduct telephone or personal interviews with representatives from three Architectural / Engineering Firms to determine current personnel qualifications, location relative to the work, expertise, workload, capability to meet the proposed schedule, past performance on similar projects and ability to provide the services within budgeted costs.
- 2) Rank order A/Es or other contractors and negotiate fee for service. Final selection is a judgment call based on the services the firm says they can provide for the given amount. If total fee will be less than \$5,000, it is only necessary to call one qualified A/E.

B. Competitive Negotiation (Professional Services Over \$30,000)

Competitive negotiation is defined in the Virginia Law in the *Virginia Public Procurement Act* and is used to select contractors for professional services expected to be greater than \$30,000, and for smaller amounts as desired. An important aspect of competitive negotiation is that the Project Sponsor uses a qualification, suitability, and capability based selection process. Factors used in the selection process may include technical expertise, previous experience, adequate staffing, and location of the firm. The selection process is then followed by competitive fee negotiations with the selected offeror. The competitive negotiation method includes:

- 1) Issue a written Request for Proposals (RFP) that contains the specifications, contractual terms and conditions of the procurement, and factors to be used in evaluating proposals. The RFP must include a statement of any requisite qualifications of potential contractors.
- 2) Public notice of the RFP for at least 10 workdays in an area normally used for public notices, and publication in a newspaper of general circulation for the area of the project.
- 3) Receive, evaluate, and rank the respondents based on criteria listed in the RFP.
- 4) Interview two or more of the top ranked respondents who are deemed fully qualified, responsible, and suitable to provide the services. These negotiations are intended to elaborate on their qualifications, performance data, expertise, or alternative concepts. Price shall be considered but need not be the sole determining factor.
- 5) Negotiate fee with the Architectural / Engineering Firm ranked first as to overall suitability and qualifications. If you cannot reach agreement on a fee amount, formally terminate the negotiation in writing, and proceed to the A/E ranked second, third, etc.

IV. VPPA EXEMPTION

The provisions of the *VPPA* do not apply to a number of entities under particular circumstances. Reference Article 3 of the *VPPA* for the full listing. The exemption of the *VPPA* provisions pertaining to nonprofit organizations is excerpted below.

Procurement of any construction or planning and design services for construction by a Virginia nonprofit corporation or organization not otherwise specifically exempted when (i) the planning, design or construction is funded by state appropriations of \$10,000 or less or (ii) the Virginia nonprofit corporation or organization is obligated to conform to procurement procedures that are established

by federal statutes or regulations, whether those federal procedures are in conformance with the provisions of this chapter [VPPA].

V. REFERENCES

Virginia Public Procurement Act. Defined by statute in the Code of Virginia.

Virginia Agency Procurement and Surplus Property Manual. Published by the Virginia Department of General Services, Division of Purchases and Supply.

Virginia Construction & Professional Services Manual (2004). Published by the Virginia Bureau of Capital Outlay Management. Chapter 4 – Procurement Procedures for Professional Services.

Recreational Trails Program Interim Guidance (1999). Published by the Federal Highway Administration, Office of Planning & Environment

Sample Bid Solicitation Form

BID SOLICITATION FORM
(Use of this form is Optional.)

DCR Grant Number:		Date Needed:	
Project Sponsor:		Quotes Solicited By:	
Description of Goods or Service to be Provided: <i>Below, provide a description of the goods or services to be provided or attach a copy of the specifications used with the bid solicitation.</i>			
VENDOR DETAILS	BIDDER #1	BIDDER #2	BIDDER #3
Date			
Vendor's FIN or SSN			
Vendor's Name			
Vendor Address			
Certified DBE ?			
Contact Person			
Phone Number			
Email Address			
FACTORS/BID INFO:	BIDDER #1	BIDDER #2	BIDDER #3
Labor Costs	\$	\$	\$
Materials Costs	\$	\$	\$
Total Bid Price	\$	\$	\$
Payment Terms			
Performance Period			
Comments: <i>(Use if unable to obtain four bids or to justify not using low bidder.)</i>			

Appendix E

Reimbursement Forms

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

**VIRGINIA RECREATIONAL TRAIL FUND
CERTIFICATION/REIMBURSEMENT FORM
BILLING SUMMARY**

Project Name:	Project Number:
Project Sponsor:	Request Number:

Architectural/Engineering	\$
Construction & Improvements	\$
Other	\$
Total Cost	\$
Local Cost	\$
Grant Cost	\$

CERTIFICATION: I certify that, to the best of my knowledge and belief, the billed costs of reimbursement on the attached documents are in accordance with the terms of the project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, The Virginia Public Procurement Act, Federal and State Environmental Laws and Regulations, and, as applicable, Federal OMB Circulars A-87, A-123 or 122 and A-133.

Type Name Title and Agency

Signature Date

DATA SHEET
PURCHASES AND SERVICES

Project No. _____
Reimbursement No. _____

PROJECT NAME: _____

(Check one of the following)

Progress ()

Final Billing ()

DATE PAID	INVOICE NUMBER	VENDOR	ITEM	AMOUNT	CHECK NUMBER
TOTAL COST				\$	

DAILY EQUIPMENT RECORD		
Date Used:		
Description	Model #:	Type:
Time	From:	To:
Project Number:		
Account Number:		
Description of Work:		
Driver's Signature		
Supervisor's Signature		

Reminder: In the use of force account equipment, the cost is reimbursable if a schedule of the rates and formula used in determining the rates are forwarded to DCR for review and approval prior to the start of work. Hourly-use records must be maintained for each piece of equipment used. Agencies, which do not have cost-accounting systems, may use Virginia Department of Transportation rates or other documented rates providing such rates are reasonable and meet prior approval from DCR for each piece of equipment used. Documentation supporting the rates used must be submitted with reimbursement request.

Appendix F

Extension Policy

**Virginia Recreational Trails Program
Policy for Considering Requests for Extension of Grant Agreements (09-2006)**

Overview

Grant agreement extensions result in an increased financial tracking, reporting and project management workload. Therefore, extensions will only be considered when there are circumstances beyond the control of the Grantee and if appropriate justification is provided. Extensions may also be denied on the constraints of the grant program guidelines or the federal funding source.

Policy

Grant 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;
2. Unexpected staff turnover during the project period and after beginning construction, which required that new personnel be hired or trained in order to meet project deliverables;
3. Delays due to unexpected environmental concerns encountered during construction.

Conditions that do not warrant a grant agreement extension include but are not limited to:

1. Project delays resulting from lack of attention;
2. Unexpected staff turnover during the project period and before the beginning of construction;
3. Extension request on projects where sponsor has not met program reporting requirements;
4. Failure to complete project deliverables in accordance with the project schedule established in grant application and Project Agreement scope of work.

Administrative Procedure

At least 90 days prior to the agreement expiration date, the Grantee provides a written request to the Virginia Recreational Trails Grant Administrator that specifies the reason for the grant extension and the necessary time period needed to complete project. Extensions are made in one year increments. Only one extension request per grant agreement will be considered. The Virginia Recreational Trail Grant 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, the Virginia Recreational Trails Grant Administrator will prepare an Amendment to the Project Agreement (two copies) for signature by the Grantee and Division of Planning & Recreation Resources Director.