2022 Virginia Recreational Trails Program Application

* Please read the **Recreational Trails Program 2022 Application Manual** before completing this application. Additional guidance on completing this application can be found in **Appendix A: Application Guidance**.
* Answer all questions in the space provided unless instructed to include as an attachment. It is preferred that you create a PDF of the completed application form and insert attachments at the locations indicated between each section.
* Please keep the entire Microsoft Word application form to no longer than **20 pages**, maintaining a minimum 10 pt font*.* Keep the combined document with the application form and attachments to a maximum of **45 pages**. *Additional pages will not be reviewed by the scoring committee.*

| **Section A – Project Details** |
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| **1. Applicant Name** Click or tap here to enter text. |
| **2. Project Title** Click or tap here to enter text. |
| **3. RTP Award Request Amount** (up to 80% of total project cost but not more than category maximum)  Click or tap here to enter text. |
| **4. Total Project Cost** (100%) Click or tap here to enter text. |
| **5. Project Category** (type one from list) Click or tap here to enter text.   * Non-motorized single use, * Motorized, or * Diversified |
| **6. Project Classification** (type one or all that apply from list) Click or tap here to enter text.   * New trail construction, * Trail rehabilitation, * New trailhead, * Trailhead rehabilitation, * Acquisition, * Other (please specify) |
| **7. Trail Uses** (type one or all that apply from list) Click or tap here to enter text.   * Pedestrian (walking, hiking, jogging, running, etc.) * Skating * Cycling * Mountain biking * E-biking * Equestrian * All-Terrain vehicle * Off-Highway vehicle * Dirt biking * Other (please specify) |
| **8. Surface Types** (type one or all that apply from list) Click or tap here to enter text.   * Native soil * Asphalt * Concrete * Crushed rock * Boardwalk * Bridge (please specify) * Other (please specify) |
| **9. Project Scope.** Quantitatively indicate in miles, linear feet, square feet, acres, numbers, or other applicable unit/s what the RTP-funded project will accomplish. Also indicate the square feet of impervious surface anticipated.  *Example: 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.*  Click or tap here to enter text. |
| **10. Property Street Address** (if there is no street or 911 address, then provide driving directions to the beginning point of trail from 600 East Main Street, Richmond, Virginia 23219)  Click or tap here to enter text. |
| **11. Latitude and Longitude** (beginning point of trail or center point of parcel, e.g.: 37.539701, -77.438768)  Click or tap here to enter text. |
| **End Section A** |

**Insert Section A attachments and page break:**

* **Location maps.** Include up to 2 pages with location maps (up to three location maps showing the project location within the county, within the locality, and if applicable, within the park. Can be simple GoogleMaps or other mapping software screen capture with project location identified with arrow).
* **Trail layout map/plan.** Include a 1 page map or plan of the proposed trail layout, clearly identifying the sections or amenities RTP funding is being sought for.
* **Project photos.** Include up to 2 pages of photos of the project site, trail corridor, significant features, and/or other pertinent site elements**.**
* **Appraisal** (acquisition projects only). Attach 2 pages including cover sheet for a Uniform Appraisal Standards for Federal Land Acquisition (UASFLA), commonly referred to as the “yellow book” standards appraisal, and appraisal review certified by an independent appraisal reviewer.

| **Section B – Project Need** |
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| **12. Summary of Project Need.** Provide a statement of project need (maximum 200 words).  Click or tap here to enter text. |
| **13. Virginia Outdoors Plan Needs.** Is the project part of a regional feature project, state-wide trail, and/or state connecting trail identified in the most recent Virginia Outdoors Plan (2018)?  *The Virginia Outdoors Plan and VOP Mapper can be found at* [*https://www.dcr.virginia.gov/recreational-planning/vop*](https://www.dcr.virginia.gov/recreational-planning/vop)*. Please include the page numbers for any VOP references.*  Click or tap here to enter text.  **Explain if the project will complete a critical gap in a trail system, lengthen an existing trail, create a new standalone trail, or if the project is necessary to address safety issues on an existing trail.**  Click or tap here to enter text. |
| **14. Answer either 14a *or* 14b:**  **14a.** \*if land trail\*: **Indicate the project need based on DCR’s** [***Land*-based Recreation Access Model**](https://vanhde.org/content/map)or **Trust for Public Land’s** [**ParkServe**](https://www.tpl.org/parkserve) **priority areas for new parks** (only need to indicate higher of the two).  *See Appendix A: Application Guidance section of Application Manual for information on accessing both models online.*   * Very High * High * Moderate * Low * Very Low or No Need.   Click or tap here to enter text.  **14b.** \*if water trail\* **Indicate the project need based on DCR’s** [***Water*-based Recreation Access Model**](https://vanhde.org/content/map)**.**  *See Appendix A: Application Guidance section of Application Manual for information on accessing the model online.*   * Very High * High * Moderate * Low or Very Low Need   Click or tap here to enter text. |
| **15. Will the project provide public access to a property or significant feature that was not previously open to the public?** Please explain.  **If yes, also indicate if the area is identified as a priority area for conservation within the DCR** [**ConserveVirginia**](https://www.dcr.virginia.gov/conservevirginia/) **model.**  *See Appendix A: Application Guidance section of Application Manual for information on accessing ConserveVirginia map online.*  Click or tap here to enter text. |
| **16. How does the project address needs identified in local and/or regional plans? Indicate if project need was also demonstrated through a local survey.** Pleaseattach relevant supporting pages (maximum 4 pages) from these documents with project need highlighted. You may also provide a web link to the full planning document for reference.  Click or tap here to enter text. |
| **17. Describe how the project is especially innovative and/or unique for the area** (possible areas include: design, features, funding structure, user group, community support, etc).  Click or tap here to enter text. |
| **18. Describe any economic impact the project will likely have.**  Click or tap here to enter text. |
| **19. Describe any workforce development, youth training opportunities, and/or youth group involvement with the proposed project.**  Click or tap here to enter text. |
| **20. Is the project located in a community where greater than 50%, 35%, or 20% of the population is considered low income?**  *Cite source data; see Appendix A: Application Guidance section of Application Manual for recommended data sources.*  Click or tap here to enter text. |
| **21. Will the project, when complete, require an entrance or membership fee?** If yes, please describe.  Click or tap here to enter text. |
| **End Section B** |

**Insert Section B attachments and page break:**

* **Question 16. Local or regional plans.** Attach up to 4 pages from these documents with relevant items highlighted.

| **Section C – Recreational Trail Access for All** |
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| **22. Will the project create a new trail 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?** Please explain.  If neither condition above is met, but you believe the area is still underserved by public trail opportunities or has had a disproportionate environmental justice impact, please describe and justify.  Click or tap here to enter text. |
| **23. Describe how the project will provide equitable experiences for people with disabilities.** Do not simply state “will follow ADA” or “will meet all requirements.”  Include information on *how* the project will meet the minimum relevant accessibility standards, and *how* the project contains specific design elements to provide an equitable experience for users with sensory, cognitive, neurological and/or mental health disabilities.  *See Appendix B: Accessibility Guidance of Application Manual for accessibility resources.*  Click or tap here to enter text. |
| **24. Will the project benefit a community with documented health disparities such as rates of obesity, diabetes, cancer, and/or heart disease greater than the state-wide average rates?** If yes, please explain, cite source data and provide link.  S*ee Appendix A: Application Guidance section of Application Manual for optional data sources.*  Click or tap here to enter text. |
| **25. Public support and participation.** Please describe the public support and participation in the project to date including, if applicable:   * Public engagement and participation in the planning process to date, including methods of outreach. * Presentations to the public through a Board of Supervisors, City or Town Council, or other similar public leadership meeting. * Evidence of strong public support for the project (attach supporting documentation such as public comments, letters, etc.) * Consultation to date with representatives from historically underrepresented groups. * Describe any plans for **future** public input and consultation.   Click or tap here to enter text. |
| **End Section C** |

**Insert Section C attachments and page break:**

* **Question 25. Supporting evidence of strong public support.** Attach up to 4 pages of documentation showing public support for the project. This could include lists of public comments received, survey results, letters of support, fundraising efforts, etc.)

| **Section D – Project Readiness** |
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| **26. Describe the ownership, legal control, and/or access rights to the project property.** Include the time period of any easement, lease, or agreement.  Attach documentation showing applicant ownership or control of right of way (deed, easement, license agreement, willingness to sell letter from landowner, etc*.).*  Non-profit applicants: also attach letter of support from local government body, and letter of support from landowner.  Click or tap here to enter text. |
| **27. Project Schedule.** Insert a detailed project schedule in the space provided. Include 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. Expected Authorization Date for 2022 grant round is late September 2022.*  Click or tap here to enter text. |
| **28. Please describe the level of design and engineering required for the project.** What is the level of completeness of any construction drawings at the time of application? Also indicate if any feasibility or preliminary plans have been created or the trail corridor has been flagged.  Attach no more than 4 pages of drawings if available at the time of application.  Click or tap here to enter text. |
| **29. Describe any environmental analysis or review that has already been conducted for the proposed RTP project.** Has the NEPA/NHPA process been started?Include the agencies contacted and the status of each correspondence. Who is or will complete the environmental review work for the project?  *Please also indicate if you are seeking funds to cover the cost of environmental analysis for this project. Be sure to include estimates of this cost in the budget attachment.*  Click or tap here to enter text. |
| **End Section D** |

**Insert Section D attachments and page break:**

* **Question 26. Proof of right-of-way control.** Attach up to 2 pages showing applicant owns the property or otherwise has control of right of way or has commitment from the landowner.Non-profit applicants also attach up to 2 pages of letter of support from local government body, and letter of support from landowner(s) if not the applicant.
* **Question 28. Design drawings.** Attach no more than 4 pages of construction or preliminary design drawings, if available at the time of application.

| **Section E – Long-term Management, Operations, and Maintenance** |
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| **30. Describe the planned management, operations, and maintenance of the trail. Be sure to address:**   * Personnel: Who will maintain the trails (existing staff, new position/s, contractor, friends group, other volunteer group, combination of these, etc.? * Experience: What experience do these personnel have in maintaining this type of trail? * Maintenance plans: What maintenance will occur and how often will it occur? * Funding: How will the entity fund routine and preventive maintenance? How much is budgeted for these tasks?   Click or tap here to enter text. |
| **End Section E** |

**Insert page break (no attachments required for Section E):**

| **Section F – Budget and Grant Match** |
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| **31. Project Budget.** Attach a detailed, itemized budget (one page) and budget narrative (one page) that explains how the budget was estimated.Be sure to indicate costs by phase.  *Preliminary Engineering includes architectural and engineering work, environmental analysis, permitting, and administration.*  *Construction includes bidding, materials, site work, construction costs, contractor fees, administration, etc.* |
| **32. Grant match sources.** 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 grant awards, if using. If other grants are involved with the proposed RTP project, documentation of the authorized grant award and contact information for the awarding agency must be attached.*  Click or tap here to enter text. |
| **33. Upfront financing.** Describe how the project will be financed (all project invoices and expenses must be paid upfront) while seeking periodic reimbursements.  Also 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 the project;* * *Bank documentation for credit line financing.*   Click or tap here to enter text. |
| **End Section F** |

**Insert Section F attachments:**

* **Question 31. Project budget.** Attach a detailed, itemized budget (1 page) and budget narrative (1 page) that explains how the budget was estimated.Be sure to indicate costs by phase.
* **Question 32. Other grant agreements used for match.** If other grants are being used to cover grant match attach proof of award (1 page) and contact information for awarding party. If selected, applicant will be required to submit full authorized grant agreement.
* **Question 33. Proof of ability to finance the project** (options listed in question 33).

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

**Complete applications must be submitted via email to** [**recreationgrants@dcr.virginia.gov**](mailto:recreationgrants@dcr.virginia.gov) **by 4:00 pm on May 26th, 2022.**

*A complete application includes this form, the required attachments, and an application certification form.*

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