2024 Virginia Recreational Trails Program Application

* Please read the **Recreational Trails Program 2024 Grants Application Manual** before completing this application. Additional guidance on completing this application can be found in **Appendix A: Application Guidance**.
* Answer all questions in the box provided unless instructed to include as an attachment. There are no maximum word count limits for each question, but please maintain a minimum of 10 pt font and keep responses concise enough to not exceed the total maximum page allowance as described below.
* Create a PDF of the completed application form and insert attachments at the locations indicated between each section. Keep the combined document with the signed certification page, this application form, and attachments to a maximum of **35 pages**.Additional pages will not be reviewed by the scoring committee.

| **Section I – 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 grant 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** *(check one from list)*  Non-motorized single use,  Motorized, or  Diversified |
| **6. Project classification** *(check all that apply from list)*  New trail construction  New trailhead  Trail rehabilitation  Trailhead rehabilitation  Trail reroute  Wayfinding and/or signage  New amenity  Accessibility improvement  Other (please specify) Click or tap here to enter text. |
| **7. Trail uses** *(check all that apply from list)*  Pedestrian (walking, hiking, jogging, running, etc.)  Skating  Cycling  Mountain biking  E-biking  Equestrian  All-Terrain vehicle  Off-Highway vehicle  Dirt biking  Paddling  Motorboat  Other (please specify) Click or tap here to enter text. |
| **8. Trail surface types** *(check all that apply from list)*  Native soil  Asphalt  Concrete  Crushed rock  Boardwalk  Bridge (please specify)  Other (please specify) Click or tap here to enter text. |
| **9. Project scope -** Quantitatively indicate in miles, linear feet, square feet, numbers, or other applicable unit/s what the RTP-funded project will accomplish.  *Example: Expand gravel parking lot at trailhead from 1000 to 5000 square feet, construct one ADA accessible asphalt paved parking space and access aisle, install 64 square foot single user ADA accessible vault toilet, construct 50 linear feet of 5 foot wide asphalt pathway, instal one trail information sign.*  Click or tap here to enter text. |
| **10. Property street address** *(address that can be used to access the project site - if there is no street address for the nearest access point/trailhead, then provide an approximate street address and directions to the access point).*  ***Attach*** *location maps as described in the Section I attachments list below.*  Click or tap here to enter text. |
| **11. Latitude and longitude** *(location/s where work will occur, e.g.: 37.539701, -77.438768)*  Click or tap here to enter text. |
| **12. Project location -** List the existing or proposed trail, trail system, and park (if applicable) in which the project is located.  Click or tap here to enter text.  ***Attach*** *a map of the existing trail/ trail system/ park with the project location/s identified to the end of this section as outlined in the Section I attachments list below.*  *Also* ***attach*** *up to five photos of the existing site conditions to the end of this section.* |
| **13. Property owner -** Please state the owner/s of the property where the work will occur. If property owner is not the applicant, please describe the applicant’s legal control or access rights to the project property.  *If applicant is not the property owner or applicant is a non-profit organization,* ***attach*** *the proof of control/ letter of support documents as described at the end of the Section I attachments list below.*  Click or tap here to enter text. |
| **End Section I** |

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

**Question 10. Location maps** -Include two location maps: 1. the project location on an aerial map of the county with major roads and towns identified, and 2. A more zoomed in version with the project location and immediately adjacent roads identified.

**Question 12. Trail map** - Include a one page map or plan of the existing trail, trail system, or park with the proposed project location/s identified.

**Question 12. Site condition photos** -Include up to five photos of the existing site conditions that demonstrate the project need.

**Question 13. Proof of right of way control (if applicable)** -If applicant is not the property owner, attach documentation of the easement, use agreement, or other proof of right of way control for the proposed project or attach letter of support from the property owner.

**Question 13. Non-profit letter of support from locality (if applicable)** -If applicant is a non-profit organization, attach a letter of support for the project from the locality in which the project is located.

| **Section II.A – Project Need A – New trail and water access construction projects only** *(delete this section for maintenance and amenities on existing trails*) |
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| **14. Summary of project need -** Explain the need that led to this project proposal.  Click or tap here to enter text. |
| **15. Nature-Based Recreation Access Model need -** Answer either 15a *or* 15b  **15a.** \*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.  **15b.** \*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. |
| **16. New public access and ConserveVirginia -** Will the project provide public access to a property or significant feature that was not previously open to the public? Please explain.  Click or tap here to enter text.    **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. |
| **17. Virginia Outdoors Plan (SCORP) needs**  *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.*  **17a. Community Linkages -** Explain if the project will create a community linkage between neighborhoods, from a neighborhood to/from community features, and/or between existing parks and greenspaces.  Click or tap here to enter text.  **17b. Regional feature projects -** Is the project part of or connected to a regional feature project identified in the Virginia Outdoors Plan (2018)?  Click or tap here to enter text.  **17c. Trail Networks -** Is the project part of or connected to a state-wide trail, and/or state connecting trail identified in the Virginia Outdoors Plan (2018)? Is the project along a blueway or scenic river identified in the VOP Mapper? Also explain whether the project will complete a critical gap in a trail system, lengthen an existing trail, or create a new standalone trail.  Click or tap here to enter text. |
| **18. 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, please describe and justify.  Click or tap here to enter text. |
| **End Section II.A** |

| **Section II.B – Project Need B – Existing trail maintenance and amenities projects only**  (*delete this section for new trail and water access construction*) |
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| **19. Existing trail information -** Details to address:   * When was the trail built? * Who designed and built the trail? * What is the level of use compared to other nearby trails? * Describe the routine or preventative maintenance that the trail receives.   Click or tap here to enter text. |
| **20. What caused or contributed to the need for this project?** *(check all that apply from list)*  Design not appropriate for site  End of reasonable lifespan  Flooding  Other weather or climate-related issue  High use  Illegal or inappropriate trail use  Maintenance shortfall, lack of funding  Maintenance shortfall, lack of capacity  Accessibility standard/best practice not available at time of trail construction  User request or complaint  Other (please specify in response to 21. below) |
| **21. Explain the issue or need that led to this project proposal.** Details to address in your response:   * Description of the issue/need this project will address, including:   + Causes or contributing factors to the issue/need,   + Length of time the issue/need has existed,   + Severity of the issue/need, * Any work or efforts to resolve the issue that have already been completed, * What has prevented the issue from being resolved up to this point?   Click or tap here to enter text. |
| **End Section II.B** |

| **Section III – Public Involvement and Impact** |
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| **22a. Past public involvement -** Describe any public participation or involvement in the project to date.  Click or tap here to enter text.  **22b. Future public involvement -** Describe plans for any future public participation or involvement in the project.  Click or tap here to enter text. |
| **23. Workforce development -** Describe any youth workforce development or participation occurring with the project, such as utilizing youth or training corps, youth group volunteers, or other developmental training opportunities.  Click or tap here to enter text. |
| **24. Local and regional plan alignment -** How does the project address needs identified in local and/or regional plans?  *Please* ***attach*** *relevant supporting pages (maximum 4 pages) from these documents with project need highlighted at the end of this section. You may also provide a web link to the full -planning document for reference.*  Click or tap here to enter text. |
| **25. User benefits -** Describe the project’s anticipated benefits to the community. Will the project will benefit or expand access to any new, disadvantaged, or underserved users?  Click or tap here to enter text. |
| **26. User fees -** Describe any entrance fees or user permits required to access the completed project and how they are obtained by users. If applicable, describe any fee-free or reduced fee options.  Click or tap here to enter text. |
| **27. Accessibility -** How will the project provide access for people with disabilities?  *Include specific information on how the project will meet or exceed the minimum relevant accessibility standards, and how the project will provide an equitable experience for users with sensory, cognitive, neurological and/or mental health disabilities.*  Click or tap here to enter text. |
| **End Section III** |

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

**Question 24. Local and regional plans** - Attach up to 4 pages from these documents with relevant items highlighted.

| **Section IV – Project Implementation** |
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| **28. Project schedule -** Insert a detailed project schedule in the space provided or **attach** to the end of this section.  *Include projected timelines and interim milestones for completing all planning and construction activities as well as grant deliverables and requirements. Note that RTP grants typically allow a three year project period from date of authorization (expected authorization is September 2024).*  Click or tap here to enter text. |
| **29. Budget - Attach** a detailed budget to the end of this section that lists estimated itemized costs for the entire project. Then in the space below, explain how this budget was estimated, who contributed, and how the review committee can be assured the costs are reasonable.  Click or tap here to enter text. |
| **30. Grant match -** Identify all matching contributions for the project. **Attach** proof of match availability to the end of this section.  *This includes all cash, force account labor, volunteer and in-kind labor, donated and in-kind materials and equipment, and other grant awards, if using and should amount to at least 25% of the requested RTP grant funds. Indicate the value of each source and whether they have been secured/confirmed or are still pending.*  Click or tap here to enter text. |
| **31a. Procurement -** RTP-funded projects must comply with local, state, and federal-aid procurement regulations. Please list the anticipated contracting, labor, and/or materials needs for the project and the method of procurement that will be used to hire/purchase each.  *Example:*   * *Hire engineering firm to turn schematic design into construction documents – Request for Proposals will be solicited through competitive negotiation in accordance with Virginia Public Procurement Act.* * *Purchase crushed stone – town’s approved small purchase procedures will be followed, allowing three written quotes for purchases up to $15,000.* * *Hire trail contractor – Invitation for Bids will be posted to eVA in accordance with the Virginia Public Procurement Act.*   Click or tap here to enter text.  **31b. Buy America -** List all anticipated iron, steel, and construction materials (including aluminum, lumber, composites, glass as defined in the Build America, Buy America regulations) that will be needed for the project and their estimated monetary value.  *See RTP Procurement Procedures guidance document for information on the applicability of Buy America to RTP grant projects.*  Click or tap here to enter text. |
| **End Section IV** |

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

**Question 28. Schedule** - Attach a one page schedule if not included in the question 28 space above.

**Question 29. Budget** - Attach a one page itemized project budget.

**Question 30. Grant Match** - Attach proof of matching funds availability (could be award letter for another grant, adopted budget showing funds allocated to the project, commitment letter from Board of Supervisors, etc.)

| **Section V – Design and Environmental Impact** |
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| **32a. Design -** Describe the level of design and engineering required for the project and the current level of completion of any construction drawings or design plans.  ***Attach*** *up to 4 pages of drawings at the end of this section.*  Click or tap here to enter text.  **32b. Design standards -** Describe any design standards or guidelines that are being followed.  Click or tap here to enter text.  **32c. Sustainability -** How does the design minimize the need for future resource inputs (time, money, materials)?  Click or tap here to enter text.  **32d. Resiliency -** How is the project designed to be resilient against possible future impacts of both typical and uncommon severe weather events?  Click or tap here to enter text. |
| **33. Environmental Review** - Please outline your plan to conduct the required environmental review and NEPA procedures for the proposed project, and list anticipated permits required. Please also describe any previous environmental review or NEPA work that has been done on the project site.  *All RTP-funded projects must complete an environmental review in compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act. This includes utilizing online project assessment tools, submitting project details and receiving comments from state and federal agencies, and determining and acquiring environmental permits.*  Click or tap here to enter text. |
| **34. Environmental Quality Impact -** Describe the project impact on the surrounding natural environment (water resources, soils, plant and animal species, air quality, noise, invasive species, etc.) both during *and* after construction.Describe any anticipated mitigation efforts.  Click or tap here to enter text. |
| **35. Future Maintenance -** Provide a clear plan of how you will maintain the proposed work to ensure longevity.  *Include in your response: what routine and preventative maintenance will be performed and how frequently, details on the staff or volunteers who will perform the maintenance, and how the maintenance labor and materials will be funded.*  Click or tap here to enter text. |
| **End Section V** |

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

**Question 32a. Design drawings** - Attach up to 4 pages of construction or preliminary design plans and/or renderings, if available at the time of application.

| **Section VI – Grant Administration** |
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| **36. Past Grant Experience -** Describe the applicant organization’s past experience with federal recreation or active transportation grants. Please list the year awarded and project name of any previously-received Recreational Trails Program (RTP), Land and Water Conservation Fund (LWCF), Transportation Alternatives, or similar grants.  Click or tap here to enter text. |
| **End Section VI** |

---------------------------------------------------- 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 7th, 2024.**

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