2025 Virginia Recreational Trails Program Application

* Please read the **Recreational Trails Program 2025 Maintenance and Amenity 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 **30 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 Grant Request Amount** *(up to 80% of total project cost but not more than category maximum listed in grant application manual)*  Click or tap here to enter text. |
| **4. Total Project Cost** *(100%, including match)* Click or tap here to enter text. |
| **5. Project Category** *(check one from list)*  Non-motorized single use,  Motorized, or  Diversified/ multi-use |
| **6. Project Classification** *(check all that apply from list)*  Trail rehabilitation  Trailhead rehabilitation  Trail reroute  Wayfinding and/or signage  New amenity  New trailhead  Accessibility improvement  Equipment purchase or lease  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 type)  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, install 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, please provide an approximate street address and directions to the access point).*  ***Attach*** *location maps as described in the Section A 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 trail, trail system, and park (if applicable) on or in which the proposed project is located.  Click or tap here to enter text.  ***Attach*** *a map of the existing trail or trail system with the project location/s identified to the end of this section as outlined in the Section A attachments list below.*  *Also* ***attach*** *up to two pages of photos of the existing site conditions to the end of this section.* |
| **13. Property Ownership -** 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 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 in the Section A attachments list below.*  Click or tap here to enter text. |
| **14. Public Access -** Please describe the public’s legal access to utilize the property, including the number of days a year the property is open to the public, any limitations on public access, the term length of any leases or easements, termination clauses, and extension or renewal processes.  *RTP funded projects must remain open to public for a minimum of 10 years following grant closeout. If the property is not owned by a public or tribal governmental entity,* ***attach*** *proof of public access easement or other legally-binding agreement for public access as described at the end of the Section A attachments list.*  Click or tap here to enter text. |
| **End Section A** |

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

**Question 10. Location maps** -Include two location maps on one page: 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 or trail system with the proposed project location/s identified.

**Question 12. Site condition photos** -Include up to two pages of existing site condition photos 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 and/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.

**Question 14. Proof of public access (if applicable)** -If property is not owned by a public or tribal governmental organization, attach documentation demonstrating legal public access to the property, such as public assess easement or term lease.

| **Section B – Project Need** |
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| **15. Existing Trail Information -** Details to address:   * When was the trail built? * Who designed and built the trail? * What is the level of use and maintenance compared to other nearby trails? * Describe the routine and/or preventative maintenance that the trail receives and any previous repairs, renovations, or improvements.   Click or tap here to enter text. |
| **16. Project Need Statement -** Explain the issue or need that led to this project proposal, including:   * Description of the issue/need this project will address,   + Causes or contributing factors to the issue/need,   + Length of time the issue/need has existed,   + Severity of the issue/need,   + Whether the project is needed to address a safety issue, * Any work or efforts to resolve the issue that have already been completed, and * What has prevented the issue from being resolved up to this point?   Click or tap here to enter text. |
| **17. Virginia Outdoors Plan (VOP) Needs -** Explain if/how the project meets the Recreation for All prioritization recommendations identified in the 2024 Virginia Outdoors Plan (see [Section 2.1.6](https://storymaps.arcgis.com/stories/0d0f0d7e93a74b318f5db64667e11a36)) and if applicable, whether the project is listed as or connected to a regional featured project (see Regional Featured Projects [dashboard](https://vop-vdcr.hub.arcgis.com/apps/9acd124bb5844942869727b1f6a79e68/explore))  *See Application Guidance section of the Application Manual for additional guidance on accessing and utilizing the 2024 Virginia Outdoors Plan.*  Click or tap here to enter text. |
| **18. Local and Regional Plan Needs -** How does the project address needs identified in local and/or regional plans?  *Please* ***attach*** *relevant supporting pages (maximum 3 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. |
| **End Section B** |

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

**Question 18. Local and regional plans** - Attach up to 3 pages from these documents with relevant items highlighted.

| **Section C – Public Involvement and Impact** |
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| **19. Public Participation -** Describe any public participation or involvement in the project, including past planning efforts and future project implementation.  Click or tap here to enter text. |
| **20. Collaboration -** Describe any collaboration between or among multiple entities that has or will occur with the project, for example: different agencies, land managers, recreation resource planners, community stakeholders, volunteer organizations, trail users, etc.  Click or tap here to enter text. |
| **21. Workforce Development -** Describe any youth workforce development or participation occurring with the project, such as utilizing youth service or training corps, youth group volunteers, or other developmental training opportunities.  Click or tap here to enter text. |
| **22. User Benefits -** Describe the project’s anticipated benefits to the community. Details to address:   * Whether the project will benefit or expand access to any new, disadvantaged, or underserved users; * Anticipated local economic and/or tourism impacts.   Click or tap here to enter text. |
| **23. 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. |
| **24. Accessibility -** How will the project provide access for people with disabilities?  *Please include specific details 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 C** |

**No attachments required for Section C.**

| **Section D – Design, Sustainability, and Environmental Impact** |
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| **25. 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 construction drawings (if available) or conceptual designs at the end of this section.*  Click or tap here to enter text. |
| **26. Design Standards -** Describe any trail or construction design standards or guidelines that are being followed and explain their appropriateness for the type of trail, usage level, and site conditions.  Click or tap here to enter text. |
| **27. Sustainability and Resiliency -** How does the design minimize the need for future resource inputs (such as time, money, materials)? How will the project be resilient against possible impacts of both typical and uncommon future severe weather events?  Click or tap here to enter text. |
| **28. Environmental Quality Impact -** Describe the project’s likely 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. |
| **29. 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 D** |

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

**Question 25. Design drawings** - Attach up to 4 pages of construction or preliminary design plans and/or renderings, if available at the time of application.

| **Section E – Project Implementation** |
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| **30. 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 2025).*  Click or tap here to enter text. |
| **31. 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 to its creation, and how the review committee can be assured the costs are reasonable and sufficient to cover the proposed scope.  Click or tap here to enter text. |
| **32. Grant Match -** Identify all fund sources and 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. |
| **33. Procurement -** RTP-funded projects must comply with local, state, and federal-aid competitive 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. |
| **34. 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. |
| **35. 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 Section 106 of the National Historic Preservation Act. This includes utilizing online project assessment tools, submitting project details and receiving comments from state and federal agencies, mitigating impacts, and determining and acquiring environmental permits.*  Click or tap here to enter text. |
| **End Section E** |

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

**Question 30. Schedule** - Attach a one page schedule if not included in the question 30 space above.

**Question 31. Budget** - Attach a one page itemized project budget.

**Question 32. 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 F – 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 F** |

---------------------------------------------------- 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 6h, 2025. If your document file or email size is larger than 30MB please contact Recreation Grants staff at the email above or 804-786-1119 prior to the submission deadline for instructions on how to submit.**