

2010
FHWA Recreational Trails
Program
For Louisiana
Application

\$1,346,043 Available for Trail Grants

The Recreational Trails Program (RTP) is an assistance program of the US Department of Transportation's Federal Highway Administration (FHWA) administered for the State of Louisiana by the Department of Culture Recreation and Tourism, Office of State Parks, Louisiana Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development.

Return application (original & two copies) to:

Louisiana Office of State Parks
Division of Outdoor Recreation, Recreational Trails Program
1051 North Third Street, Suite 307
P. O. Box 44426
Baton Rouge, LA 70804-4426

mdomingue@crt.state.la.us

Applications are due in our office or postmarked by **May 1, 2010**.
FAX or email copies will not be accepted.

2010 Recreational Trails Program & Application Brief

- ◆ Project must be completed within one year after the signature date of the Letter of Commitment Agreement.
- ◆ The FHWA Recreational Trails Program for Louisiana (FRTPL) is an 80/20 reimbursable (*we reimburse sponsors 80% of eligible costs*) matching grant program. The sponsor match can be either cash or value of documented contributions of land, material, equipment, labor or services.
- ◆ The minimum (federal share) grant is \$5,000 and the maximum is \$100,000 for non-motorized projects.
- ◆ The minimum (federal share) grant is \$5,000 and the maximum is \$200,000 for motorized projects.
- ◆ Grant funding may be provided to non-profit, governmental or commercial entities.
- ◆ Grant funding can be used for the entire trail project or a component (trail tread, bridge, trailhead, trailside, etc.) of the trail.
- ◆ Projects will be selected based on criteria developed by the FRTPL Advisory Committee and the FRTPL Administrator in compliance with federal regulations.
- ◆ Applicants with incomplete applications, unfinished grants or a poor record of execution in previous grants shall be penalized in the application review process.
- ◆ Projects will be funded in conformance with the 30/30/40% FHWA funding structure that requires a minimum of 30% funding of motorized trails, 30% funding of non-motorized trails and 40% to be used at the discretion of the FRTPL Administrator in accordance with federal guidelines.
- ◆ Selected projects will be included in the FRTPL submission to the FHWA for funding. Upon receipt of the FHWA approval, grant recipients will be informed of their grant award. Prior to the beginning of any project, an award/fiscal briefing is required to discuss sponsor responsibilities, cover billing criteria, answer any questions and sign the Letter of Commitment Agreement (LOCA).
- ◆ Upon receipt and approval of a fully executed LOCA, the grant recipient may initiate site development, procurement of materials and/or services, and all other activities to complete project. Costs incurred by grantees **prior** to receipt of a fully executed LOCA **will not be reimbursed.**

2010 Recreational Trails Program

The FRTPL is a state-administered, federal aid grant program funded by the National Recreational Trails Fund Act (NRTFA) of 1991 for the purpose of providing and maintaining recreational trails and trails-related facilities. The program is administered at the national level by the US Department of Transportation, Federal Highway Administration (FHWA) in consultation with the Department of the Interior and at the state level in Louisiana by the Lieutenant Governor's Office/Department of Culture, Recreation and Tourism, Office of State Parks, Division of Outdoor Recreation, Recreational Trails Program with assistance from the Department of Transportation and Development. NRTFA was established to redirect tax revenues generated from the sale of motor fuel used for off-highway recreational purposes to both motorized and nonmotorized recreational trails and facility improvements.

This program will provide the opportunity to generate innovative solutions for issues facing motorized and nonmotorized trail users and managers in Louisiana. The program will encourage trail projects that work in partnership with trail-user groups, volunteer groups, the business community, AmeriCorps, tribal entities, and local, state, and federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner.

Available Funding

The National Recreational Trails Act mandates that not less than 30 percent of the monies received annually shall be reserved for uses relating to motorized recreation and not less than 30 percent shall be reserved for uses relating to nonmotorized recreation. To ensure diversified trail use, the remaining 40 percent may be used for both motorized and nonmotorized uses, but preference will be given to projects with the greatest number of compatible recreational purposes and/or which provide for innovative recreational use sharing.

Applicant Match

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of an eligible item before submitting a request for reimbursement for 80% of that eligible cost. For example,

$$\begin{aligned} & \$5,000 \text{ in eligible costs submitted} \\ & \quad \underline{\times 80\%} \\ & = \$4,000 \text{ reimbursed to grant recipient.} \end{aligned}$$

The program encourages the donation of private funds, land and/or right-of-way, materials and services at fair market value to be counted toward the match. However, donations of existing state or local government right-of-way, materials, or services cannot be credited toward the local match.

Reimbursements will be made **only for those scope items that were listed in the Letter of Commitment Agreement and subsequent approved amendments**. Normally, requests for reimbursements are processed and funds dispersed within three to four weeks.

FHWA Recreational Trails Program for Louisiana (FRTPL) Advisory Committee

The FRTPL Advisory Committee was first convened on September 25, 1996 to identify the major trail issues facing the state. The committee is comprised of both motorized and nonmotorized trail users as well as local, state and federal governmental and nonprofit entities. Its structure and composition shall be determined by it in consultation with the FHWA and the FRTPL Administrator. The following groups and agencies are currently represented on the board: the FHWA, the National Park Service, the US Forest Service, the Louisiana Paddlers, the Plaquemines Parish Off Road Committee, Transportation Recreation Activities in Louisiana (T.R.A.I.L.), the LA Department of Wildlife & Fisheries, the LA Department of Culture Recreation & Tourism, the New Orleans Mountain Biking Organization, the LA Department of Transportation & Development, the South Louisiana

Trailblazers, the Louisiana Equine Council, the Cajun Prairie Habitat Preservation Society and St. Martinville Main Street.

Trail Planning Requirement

The intent of the National Recreational Trails Fund Act states that the funds should be used for trails and trail-related projects which have been planned and developed under existing laws, policies, and administrative procedures within Louisiana. The projects should further a specific trail-related goal in the Louisiana Statewide Comprehensive Outdoor Recreation Plan (SCORP) or in a local/regional strategic and/or comprehensive plan. The 2009-2013 SCORP identifies trails and trails development as one of Louisiana's top five priorities and strategies. The strategy is to develop all types of trails- urban corridor trails, multi-use trails, scenic trails, OHV trails, nature trails, dedicated use trails, levee trails, rail trails, etc. In general, trails provide safe methods of alternative transportation, connections to community recreation, opportunities for passive recreation and universal access to recreation. Specific goals are to promote exercise and physical fitness through recreation in our great outdoors and increased utilization of outdoor recreation areas.

Permitted Grant Uses:

A grant recipient may use funds received under this program on actual trail or trail-related projects such as:

- Construction of new trails on federal, state, parish, municipal or private lands (with certain requirements) where a recreational need for such construction is shown.
- Redesign, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize the impact to the natural environment.
- Structural design or engineering, or GPS mapping when included with trail development (not to exceed 5% of grant).
- Trail development and renovation activities such as: subgrade preparation, base course, soil sterilization, earthwork, erosion control, revegetation, natural and hardened surfacing, culverts/drainage structures, low-water crossings, bank improvements, retaining walls, guard rails and hand rails.
- Bridges and boardwalks may be constructed, repaired, or replaced to provide an integral link along a trail and to provide connections between trails.
- Development of trailside and trailhead facilities. This includes trail components or associated facilities which serve the purpose and safe use of the recreational trail, and may include, but are not limited to, the following: drainage, crossings, stabilization, parking, signage, kiosks, lighting, shelters, hitching rails, bike racks, access controls, gates and fencing, motorized access barriers, water and restroom facilities.
- Providing access and use of trails by persons with disabilities.
- Acquisition of easements for trails or for trail corridors identified in a trail plan.
- Acquisition of fee simple title to trail right-of-way (ROW) property from a willing seller when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means.
- Construction of new trails crossing federal or state lands where such construction is approved by the administering agency of the state, and the federal agency or agencies charged with management of all impacted lands. Such approval to be contingent upon compliance by the federal agency with all applicable laws, including the National Environmental Policy Act and the Forest and Rangeland Renewable Resources Planning Act of 1974, and the Federal Land Policy and Management Act.

Grant Uses Not Permitted:

A grant recipient may not use monies received under this program for:

- Planning or environmental documentation.
- Condemnation of any kind of interest in property.
- Construction of new trails for motorized use on national forest land that has been recommended for wilderness designation.
- Road construction, sidewalks (on side of roads or streets), gardening/landscaping, park acquisition, playground equipment, sprinklers, or campgrounds.
- Other items may be subject to review.

Specific Recommendations for All Projects

Projects selected for funding shall:

- Plan for the needs of the widest variety of trail users and accommodate them safely.
- Follow guidelines of the Americans with Disabilities Act (ADA) in providing for trail access and consider the needs of the elderly and families with small children.
- Further a trail-related goal in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or local/regional strategic/comprehensive plan.
- Include a commitment for maintenance and long-term public access.
- Have written permission and support of land manager(s).
- Include a commitment to starting and completing the project quickly and efficiently.
- Provide for trail construction and use in a manner sensitive to the environment.
- Include a resolution of support (see enclosed examples) from the local government where the trail is located.
- If sponsor is not a local government, the sponsor must get a resolution (in addition to their board resolution) of support from the local government in which the project site is located.
- Solicit Disadvantaged Business Enterprises (DBE) when contracting out work.

Project Number (*office use only*):
Local _____
State _____
Federal _____

Louisiana Recreational Trails Program

Project Application

General Information:

1. Amount Requested: \$ _____ 2. Total Cost of Trail Project: \$ _____

3. Trail Sponsor: _____

4. Type of Sponsor: _____ Federal Agency _____ State Agency _____ Local Agency _____ Non-profit Organization

_____ Partnership (more than one explain): _____

_____ Other: _____

5. Sponsor Tax Identification Number: _____

6. Sponsor Address: _____

7. Sponsor Contact Person: _____

Phone Number: _____ Fax Number: _____

Mobile Number: _____ Email address: _____

8. Trail Project Name: _____

9. Parish Where Trail Is Located: _____ 10. Congressional District: _____

11. State Representative: _____ State Senator: _____

12. Land Classification: _____ Public _____ Private _____ Combination (explain): _____

13. Ownership: (Who will own and maintain the completed project?) _____

14. Does this project link to or is it an integral part of any other trail(s)? _____ Yes _____ No

If yes, explain: _____

15. Project Location * (give physical address and directions to site from nearest marked intersection):

** Application must include Site Plan and Map (printed) identifying project location.*

15a. GPS Coordinates of entrance to project: _____

16. Primary Use: _____ **Hiking/Walking** _____ **Fitness/Jogging** _____ **ADA Accessible**
_____ **Equestrian** _____ **Paddling/Canoeing** _____ **ATV/Motorcycle** _____ **Interpretive/Nature**
_____ **Cycling /Mountain Biking**

17. List linear feet, miles or acres for each of the following that applies to this project:
Non-routine Maintenance: _____ **Restoration (usage damage):** _____
Trailside/trailhead facilities: _____ **New Trail Construction:** _____
Acquisition: easement- _____ **fee simple-** _____
Other (specify): _____

18. Narrative Description (describe in sufficient detail, the work to be accomplished under this project and how the work will be done): _____

19. Time Table (give a proposed timetable for the accomplishment of this work):

	Start Date (mm/yy)	Scope of work to be accomplished (description)
Phase I:	_____	_____
Phase II:	_____	_____
Phase III:	_____	_____
Phase IV:	_____	_____
Phase V:	_____	_____
Final Phase:	_____	_____

20. Estimated Project Budget:

	(A) Grant Request	(B) Sponsor Cash	(C) *In-Kind Services
Scope Item 1. Design, surveying, engineering, inspection and/or GPS mapping (not to exceed 5% of grant award):	_____	_____	_____
Scope Item 2: Tools and Equipment purchase or rental:	_____	_____	_____
Scope Item 3: Material / Supplies Costs (specify use, material, quantity):	_____	_____	_____
Scope Item 4: Direct Labor Costs (specify)	_____	_____	_____
Scope Item 5: Acquisition (easement cost or purchase price- legal survey appraisal cost are not eligilble)	_____	_____	_____
Scope Item 6: Contractor Services	_____	_____	_____
Scope Item 7: Other Costs (specify):	_____	_____	_____
TOTALS	_____	_____	_____
	(A)	(B)	(C)

A = Amount Requested (1. on page 1)
 A + B + C = Total Cost of the Project (2. on page 1)
 B + C = Total Matching Funds (2. - 1. on page 1)

Note: Acquisition/development may begin only after the grant has been awarded and the Letter of Commitment Agreement has been signed. Sponsors cannot be reimbursed for work done prior to the agreement date. (Project must be completed and final billings submitted within one year after the agreement date.)

*Definition of in-kind match: Value of **donated** equipment, material, services or volunteers. *Administrative staff time and overhead are not in-kind services.*

21. Socioeconomic Issues: Will the proposed project negatively impact any of the following? (circle answer No or Yes and if Yes, explain)

- a. Health/Education Facilities No Yes explain: _____

- b. Emergency Service Providers No Yes explain: _____

- c. Handicapped, Minorities, Elderly No Yes explain: _____

- d. Economic Activity No Yes explain: _____

- e. Public Utilities No Yes explain: _____

- f. Local Tax Base No Yes explain: _____

- g. Residential Areas No Yes explain: _____

- h. Environment No Yes explain: _____

Additional Documentation Required:

Applications approved for funding may require additional documentation prior to issuance of a fully executed Letter of Commitment Agreement by the FRTPL Office. It is the responsibility of the applicant to secure the required documentation and submit it to the FRTPL office.

Please check the appropriate ones that may apply to this project.

Work on Public Lands ____

Organizations and individuals receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work. Approval by the land manager will also be required. (See separate form.)

Work on Private Lands ____

Any grant recipient receiving approval for work on private lands must enter into an easement or other legally binding agreement that ensures public access to the recreational trail. The owner of the private land must provide a signed statement stipulating that they are willing to ensure public access to the trail improvements funded by the grant. (See separate form.)

Federal Requirements ____

Grant recipients receiving approval to acquire an easement or purchase land in fee simple will be required to comply with the terms of TITLE II and TITLE III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirement and procedures implementing such Act and other provisions of federal laws and executive orders as identified under the Project Agreement and General Provisions.

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and executive orders must be provided prior to project approval under the Recreational Trails Program. It should be expected that most trail projects would qualify as Categorical Exclusions (CE) under NEPA. Each project, however, shall be reviewed by FHWA/DOTD to assure that it does not have a significant negative impact on the environment. A letter of approval from FHWA/DOTD shall be written before LRT shall sign a Letter of Commitment Agreement with a project sponsor/grantee.

Trail Project Justification

Please explain on a separate sheet of paper how the project meets the following project selection criteria. There is a three-page limit to the answers for this.

Trail and Trail Site (0-15 total points):

- Describe the trail and the trail site **(0-5 points)**.
- Describe the natural setting and features and/or built environment **(0-5 points)** of the trail.
- Describe the fitness/exercise aspects **(0-5 points)** of the trail.

Planning Process and Community Support (0-15 total points):

- Describe the planning process for the project. Attach the site plan, conceptual design, etc. **(0-4 points)**.
- Document the use of professionals **(0-3 points)** such as landscape architects, engineers, planners, etc.
- Describe the assistance provided to this project **(0-3 points)** by public agencies, private industry, or special interest/ nonprofit groups.
 - Describe the degree of support for this project from trail user groups, community leaders, service organizations, recreation and environmental groups, schools, churches, businesses, and other non-governmental groups. **(0-5 points)**.

Partnerships/Volunteerism/Excessive Match (0-20 total points):

- Describe the degree to which the trail project involves interagency cooperation and public/private partnerships between trail users, private interests within the area, and public agencies. **(0-10 points)**
- Provide information about donations and volunteer services **(0-3 points)** that will be used to accomplish this project. Is there a “trail-adopter” group for the project? **(0-3 points)**
- Does the project exceed the required local funding match? **(0-4 points)**

Connections And Transportation Value (0-10 total points):

- Describe the degree to which project provides connections or linkages **(0-5 points)** to other trails, greenways, blueways or waterways, natural or scenic corridors, parks, or recreation areas.
- Describe the active transportation value **(0-5 points)** of the trail in the community. Does the trail connect neighborhoods, commercial sectors, social, cultural and/or governmental centers, etc?

Economic and Neighborhood Revitalization (0-5 total points)

- Describe the economic and neighborhood revitalization benefits of this trail.
 - a. How does the project help economically revitalize the community?
 - b. How does the project help revitalize (physically, culturally, etc.) the neighborhood of the trail?

Trail Corridor Sharing (0-10 total points)

- Describe how the trail project can accommodate a variety of motorized (ATV’s, OHV’s, motorcycles) and/or nonmotorized recreational trails activities (hiking, cycling, equestrian, fitness, interpretive, paddling, multi-use, mountain biking, accessible for persons with disabilities).

Trail Use Promotion and Education (0-10 total points)

- Describe how you will make the public more aware of trail opportunities, etiquette and rules, outdoor education, or sharing the trail by publicizing and promoting this trail project.
- Describe the use of kiosks, signage, maps or printed material to promote and facilitate the use of the trail.

Maintenance and Environmental Mitigation (0-10 total points)

- Describe the degree of commitment (on-going funding; governmental, private or non-profit sponsorship; or trail adopters) to continue operation and maintenance of the project after grant money is no longer available. **(0-5 points)**

- Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail and/or trailhead in order to mitigate and minimize the impact to the natural environment and the need for ongoing maintenance, thus making for a sustainable project. **(0-5 Points)**

Sponsor History (0-10 total points)

- Provide details regarding the total grant funds received by the sponsor from the recreational trails program in the last ten years.

a. There are no past grants or the past grants were completed in a timely and successful manner and are being maintained and utilized? **(0-5 points)**

b. There are no open grants or the open grants are making steady progress toward completion? **(0-5 points)**

Project Numbers:

local _____
state _____

Approval by Land Manager

Name of Project: _____

Name of Project Sponsor: _____
(name of government or organization)

Name of Land Owner / Operator / Manager (governmental, non-profit or business entity):

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The trail project or facility will remain accessible for public use for not less than twenty-five years.
2. The project as described in this application has my approval.
3. If this project is located on federal lands, the project is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act requirements, and has a decision to proceed. (decision letter must accompany grant application).

signature of land manager

Date

print or type land manager official's name and title

Mailing Address: _____

Email Address: _____

Phone Numbers: _____

RESOLUTION OF THE (Name of Application Sponsor) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE FHWA RECREATIONAL TRAILS PROGRAM FOR LOUISIANA (FRTPL):

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FRTPL has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures require the applicant to certify by resolution the approval of the application before the submission of said application;

NOW, THEREFORE, BE IT RESOLVED that the (Name of Application Sponsor) does hereby:

1. Approve the filing of an application with FRTPL; and
2. Certify that the said applicant has or will have available prior to commencement of any work on the project included in this application, sufficient funds to build, operate and maintain the project; and
3. Appoint the (Title - not name) as agent of the (Name of Applicant) to conduct all negotiations, execute and submit all documents, including, but not limited to application, letter of commitment agreement, amendments, payment requests and completion report, which may be necessary for the completion of the aforementioned project.

Approved and Adopted the ___ day of _____, 20_____.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: _____ (signature of certifying agent)

LOCAL GOVERNMENT SUPPORT SAMPLE RESOLUTION *

Certification of Signatures

Name of Project: _____

Name of Project Sponsor: _____

As the official designated to represent the application sponsor, I am requesting funding assistance from the FHWA Recreational Trails Program for Louisiana and I agree to the following:

1. The application sponsor has the ability and intent to finance its share of the project costs, including long-term management and maintenance.
2. Actual project development will not start until a project agreement has been signed and the project will be completed within one year after the signature date on the letter of commitment agreement.
3. If this project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must first be approved by a project amendment.

Name and Title of Authorized Official of Project Sponsor

Signature of Official

Date

Name and Title of Project Contact

Signature of Project Contact

Date

Note: Submit application (original & two copies, and one electronic copy by email)

to:

**Louisiana Office of State Parks
Division of Outdoor Recreation, Recreational Trails Program
1051 N. Third Street / P.O. Box 44426
Baton Rouge, LA 70804-4426
mdomingue@crt.state.la.us**