

Budget Help

Office of Parks, Recreation & Historic Preservation (OPRHP) Recreational Trails Program (Up to \$1.2 Million)

Recreational Trails Program - provides funds to develop and maintain recreational trails for both motorized and non-motorized recreational trail use. Funding is available for the maintenance and restoration of existing recreational trails, development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, purchase and lease of recreational trail construction and maintenance equipment, construction of new recreational trails, the acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors, and for assessment of trail conditions for accessibility and maintenance.

PREPARING THE BUDGET AND WORK SCOPE COST SUMMARY

In preparing the Budget and the Work Scope Cost Summary, please note the rules below regarding Allowable Costs and Matching Funds, as well as the description of eligible projects under each program, as set forth in the Guidance Document.

The CFA asks separately for a Budget, a Work Scope Cost Summary, and detailed information about other sources of funding and Matching Share. Please make sure that answers are consistent and can be clearly linked.

Applicants may use the blank RTP Work Scope Summary form provided in Excel (spreadsheet) or fillable Portable Document Format (PDF) to copy/paste into the CFA, upload to an unused question with attachment capability, or any other means that conveys the necessary information. The blank RTP Work Scope Summary form is provided at <http://nysparks.com/grants/consolidated-funding-app.aspx>

ALLOWABLE COSTS:

Pre-Development, Planning and Design

- **Design Fees and Other Professional Fees** are allowed for the preparation of construction documents and to satisfy other pre-construction requirements. Upon approval, planning and environmental assessment costs incurred prior to project approval may be credited toward the non-Federal share cost of the project, limited to costs incurred not more than 18 months prior to project approval.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public money in the best interests of the taxpayers of the State of New York, to facilitate the acquisition of goods and services of maximum

quality at the lowest possible cost under the circumstances, and to guard against nepotism, favoritism, improvidence, extravagance, fraud and corruption. Such procedures may include, but are not limited to, competitive bidding, the solicitation of three price quotes, written requests for proposals, etc.

- **Project Planning** is only permitted for projects that assess trail conditions to determine the level of accessibility for people who have disabilities, and to assess trails for current or future maintenance needs. **Additional planning costs are not eligible.**
- **Archeology** includes field work, report writing, curation of artifacts and interpretation. If you cannot document prior ground disturbance, it is very likely that an archeological survey will be required prior to any work on the project. Your budget should take into account the need for an archeological survey. Contact your regional grant administrator (RGA) to determine the need and anticipated costs for archeology.
- Pre-development costs **should not exceed 15%** of the construction costs. **Administrative costs are not eligible.**

Development

- Include only work items related to new development or restoration related to this grant application.
- Include only the costs pertaining to construction and rehabilitation that are directly related to recreational trails and trailside amenities. Where applicable, the budget should identify which costs are for trail clearing, gravelling/paving, bridge work, installation of gates, signs, or other trail-side amenities.

Acquisition of Land

- Provide a breakdown for each parcel showing the type of interest acquired (fee-simple, lease, easement, etc.) and method of acquisition (purchase, donation), number of acres and estimated Fair Market Value of the parcel(s) as determined by a qualified appraiser. **A written estimate of value (windshield appraisal/market valuation) for each acquired parcel must be included.**
- Also include **Appraisals, Surveys, and Legal Fees** under this category. If a grant is awarded, the value of each parcel must be established by a full, detailed (self-contained) appraisal, the standards for which can be found at <http://nysparks.com/grants/forms-resources.aspx>. For any parcel valued at \$300,000 or more, two full, detailed (self-contained) appraisal reports are required.

Purchase/Lease of Equipment

- Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment purchased with grant assistance shall be used in the project or program for which it was acquired as long as needed, then may be used for other

activities or disposed of in accordance with federal standards. All purchase contracts involving an expenditure of more than twenty thousand dollars (\$20,000) shall be awarded to the lowest responsible bidder after advertisement for sealed bids in the manner provided for in section 103 of the General Municipal Law. **Provide a written estimate and photos (originals or examples from catalogs or brochures) of the type of equipment being purchased or leased.**

In general, costs are allowable if they are necessary, reasonable, and support the grant project. These include, e.g., professional services, labor, equipment, supplies, materials and real property related to trail maintenance, development, or acquisition. Upon approval, planning and environmental assessment costs incurred prior to project approval may be credited toward the non-Federal share cost of the project, limited to costs incurred not more than 18 months prior to project approval.

Eligible Applicant Share

Applicant share may derive from a variety of sources including State and Federal grants, municipal support, applicant operating budgets, and private sector donations, among others.

For **each** source of **FUNDS COMMITTED OR IN-HAND**, identify the source by name and whether the source is governmental (Federal, State, local), a nongovernmental organization, or private sector, in-kind, lending institution, cash equity or other; and any restrictions on use.

For **funds requested from other sources** (but not yet committed), identify **each** source by name and whether the source is governmental (Federal, State, local), a nongovernmental organization, or private sector, lending institution or other; and any restrictions on use.

Principal types of applicant share are:

- **Cash:** Includes grants other than this grant request.
- **Force Account** (Payroll of applicant): Itemize according to job title or job assignment (on project). At the time of the reimbursement request, grant recipients will be required to document time worked, tasks, pay ratio and payment (including components and percentage of fringe benefit rate). Note: Fringe benefit rate cannot exceed the Federal rate for that fiscal year.
- **Professional Services:** The value of services provided by professional and technical personnel and consultants.
- **Supplies and Materials:** The value of items warehoused (not yet installed) with current market prices at the time they are obtained.
- **Volunteer Labor:** Skilled and professional labor can be computed at the job rate. The value for labor (unskilled labor and work performed by professionals or

skilled laborers in an area outside of their area of expertise) of an adult (18 and over) donating time to a project may be computed up to the amount indicated for New York State at http://www.independentsector.org/volunteer_time. (For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the value for the same lawyer donating time painting walls will be calculated up to the amount identified as the Value of Volunteer Time for New York State.)

- **Equipment Usage/Donation:** Compute the value according to its fair market rental value in project location.
- **Real Property:** The value of all property acquired or donated.

Uses Not Permitted:

- Condemnation of any kind of interest in property or the use of value of condemned land toward the match requirement;
- Construction of any recreational trail on State or Federal land for any motorized use unless:
 - Such uses are legally permissible on such lands, and
 - Such construction is consistent with the management direction in the approved land and resource management plan;
- Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by nonmotorized recreational trail users and on which, as of May 1, 1991, motorized use was prohibited or had not occurred.
- The performance of any Trail Feasibility Study
- Routine Law Enforcement
- Trail Planning, if it is the sole purpose of the project
- Railroad rights-of-way on which the railroad tracks are in place, if trail users will traverse on or between the railroad tracks, except for providing a railroad crossing in coordination with the railroad owner, operator, and State agency with jurisdiction over the railroads.
- Improvements to roads and/or bridges intended to be generally accessible by low clearance passenger vehicles (regular passenger cars), unless they are specifically designated for recreational trail use by the managing agency
- Paths or sidewalks along or adjacent to public roads or streets unless the path or sidewalk is needed to complete a missing link between other recreational trails
- Federally designated Wilderness areas are subject to the restrictions of the Wilderness Act (16 U.S.C. 1131)