

Guidance Document

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

DESCRIPTION:

The Recreational Trails Program (RTP) was reauthorized on July 10, 2014, when the President signed into law the Moving Ahead for Progress in the 21st Century Act Extension (MAP-21 Extension).

The RTP is an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). In New York, RTP is a program of the New York State Department of Transportation (NYSDOT) administered by the Office of Parks, Recreation and Historic Preservation (OPRHP). More information on the Federal legislation and program guidance can be found at: http://www.fhwa.dot.gov/environment/recreational_trails/.

The Recreational Trails Program provides funds to states 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, acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors, and assessment of trail conditions for accessibility and maintenance. Grants can fund up to 80% of the total project cost, or, up to 95% if the applicant is a federal agency. Grant awards are capped at \$200,000. Should project costs increase post award, the grant award will not be adjusted upward.

PROGRAM MANDATES:

The RTP legislation requires that States use 40% of their funds apportioned in a fiscal year for **diverse** recreational trail use, 30% for **motorized** recreation, and 30% for **non-motorized** recreation.

Below is a description of project types and funding categories.

| INTENDED USE | TYPE OF USE EXAMPLES | FUNDING CATEGORIES |
|--|--|-----------------------------------|
| Non-Motorized Single Use | Pedestrian only; equestrian only; or bicycle only | Non-motorized Funding |
| Non-Motorized Diverse Use | Pedestrian, bicycle and skate; equestrian and pedestrian | Non-motorized and Diverse Funding |
| Diverse Use (includes both non-motorized and motorized uses) | Equestrian in summer, snowmobile in winter | Diverse Funding |
| Motorized Single Use | Snowmobile only | Motorized Funding |
| Motorized Diverse Use | Snowmobile and Motorcycles | Motorized and Diverse Funding |

1. Non-Motorized project for a Single Use: A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes pedestrian use, not motorized trail use.* Projects serving various non-motorized human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.

2. Non-Motorized Diverse Use project: A project primarily intended to benefit more than one mode of non-motorized recreational trail use such as: walking, bicycling, and skating; both pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter.

3. Diverse Use project including both Motorized and Non-Motorized Uses: A project intended to benefit both non-motorized recreational trail use **and** motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Other examples: a common trailhead project serving separate ATV and bicycle trails; purchasing a machine to groom both snowmobile and cross-country ski trails.

4. Motorized Single Use project: A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

5. Motorized Diverse Use project: A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

Projects in categories 1 and 2 count toward the 30 percent non-motorized use requirement.

Projects in categories 2, 3, and 5 count toward the 40 percent diverse trail use requirement.

Projects in categories 4 and 5 count toward the 30 percent motorized use requirement.

For equipment-only purchases and assessment projects, the selection criteria will be based on the primary use of the trail system that the project impacts.

ELIGIBLE TYPES OF APPLICANTS:

- Municipalities
- State Agencies
- Federal Agencies
- Other Government Entities
- Not-for-Profit Corporations that have tax-exempt status under the IRS code, are current with pertinent federal and state filings and have pre-qualified in the Grants Gateway (see <http://www.grantsreform.ny.gov/Grantees>)

The applicant must have an ownership interest in the project property. Where the applicant is not the property owner:

- A clear and legible copy of the documentation showing such interest in the property (i.e. lease, operating or management agreement) must be provided along with a letter of support for the project from the owner/managing entity stipulating that they will agree to enter into a legally binding agreement
- In the case of State Property, an authorization (i.e. permit) must be submitted if a lease, operating, or management agreement is not already in place. A letter of support from the Capital Facilities Manager must be submitted with the application.
- If the project involves acquisition of the property, describe the status of purchase negotiations and document the owner's intent to sell (signed purchase contract, option agreement, or letter of intent)
- If the project is for trail grooming equipment purchase **ONLY** (or a portion of the project is for trail grooming equipment purchase), a list of landowners and a copy of the land use agreement must be provided.

ELIGIBLE ACTIVITIES/PROGRAM BENEFIT REQUIREMENTS:

All projects funded under the Recreational Trails Grant Program must meet the following eligibility requirements:

- The proposed project must be legally and physically accessible to the public, or be a portion of an identified trailway project which, when completed, will be legally and physically accessible to the public;
- The proposed project must be physically and environmentally developable as a trailway;
- The proposed project must be planned and developed under the laws, policies and administrative procedures of the State; and
- The proposed project must be identified in or further one or more specific goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) required by the Land and Water Conservation Fund Act of 1965, or the Statewide Trails Plan, as found at: <http://nysparks.com/grants/forms-resources.aspx>, or a local trails plan.

Funding under the Recreational Trails Grant Program is available for one or more of the following grant categories and project elements:

- **Maintenance and restoration of existing trails** may be interpreted broadly to include any kind of trail maintenance, restoration, rehabilitation, or relocation. This category may include maintenance and restoration of trail bridges or providing appropriate signage along a trail.
- **Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails** may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility. The definition of "rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of RTP funds.

- **Purchase and lease of recreational trail construction and maintenance equipment** includes purchase and lease of any trail construction and maintenance equipment, including lawn mowers and trail grooming machines, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a lawn mower purchased under this program must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields.
- **Construction of new recreational trails** includes construction of new trail bridges or providing appropriate signage along a trail. In the case of new recreational trails crossing Federal lands, construction of the trails shall be:
 - permissible under other law;
 - necessary and recommended by a Statewide Comprehensive Outdoor Recreation Plan (SCORP);
 - approved by New York State Office of Parks, Recreation and Historic Preservation (OPRHP); and
 - approved by each Federal agency having jurisdiction over the affected lands under such terms and conditions as the head of the Federal agency determines to be appropriate, except that the approval shall be contingent on compliance by the Federal agency with all applicable laws, including the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), the Forest and Rangeland Renewable Resources Planning Act of 1974 (16 U.S.C. 1600 et seq.), and the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1701 et seq.).
- **Acquisition of easements and fee simple title to property** is self-explanatory. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges. However, §206(g)(1) prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.
- **Assessment of trail conditions for accessibility and maintenance** authorizes specific projects to assess trails to determine the level of accessibility for people who have disabilities, to develop programs to provide trail access information, and to assess trails for current or future maintenance needs.

ALLOWABLE COSTS:

All expenditures under these grants must be for goods and services 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.

Eligible budget items include:

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. Pre-development costs **should not exceed 15% of the construction costs. Administrative 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.
- **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.**

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.

- **Provide a written estimate and photos (originals or examples from catalogs or brochures) of the type of equipment being purchased or leased.**

INELIGIBLE COSTS:

- **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. Trail planning costs may be allowed if it is a relatively small portion of an overall trail 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)

MATCHING SHARE (APPLICANT SHARE) REQUIREMENTS:

This grant program is administered on a reimbursement basis. **Successful applicants will be expected to fund project expenditures upfront, then submit for reimbursement.** Applicants must plan their financial arrangements accordingly.

Successful applicants are reimbursed for up to 80 percent of their eligible expenditures. The reimbursement rate for awarded grants will be determined by the grant award/total cost ratio, which in some cases may be lower than 80%. Note: If the applicant is another Federal agency, the total federal share may not exceed 95%. After the grant award is made, the applicant is responsible for any increases in the total cost of the project. Successful applicants must be prepared to fund the cost of the project and then submit for reimbursement.

- **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.

PRE-APPLICATION REQUIREMENTS:

The following documentation will be required with the application. See also the Attachment Checklist at <http://www.nysparks.com/grants/consolidated-funding-app.aspx> which also lists supporting documentation that is requested but not required:

For All Applicants:

- **State Environmental Quality Review Act (SEQR) compliance documentation** – Not-for-profits must fill out the Environmental Review Form available at <http://nysparks.com/grants/consolidated-funding-app.aspx>. Municipalities must document or describe where they are in the SEQR process.
- **National Environmental Policy Act (NEPA) compliance documentation** – ALL applicants must fill out the Environmental Survey and Supplemental Information Checklist forms available at <http://nysparks.com/grants/consolidated-funding-app.aspx>.
- **Photos showing the project area and/or equipment to be purchased**
- **1:24,000 scale topographic or planimetric map with the subject property circled**
- **Land Ownership/Land Use Agreement documentation**

For Not-For-Profit Applicants:

- A resolution of municipal endorsement, passed by the governing body of the municipality in which the project is located, which stipulates the approval/endorsement of the application. See a sample of an acceptable resolution of municipal endorsement

at <http://www.nysparks.com/grants/consolidated-funding-app.aspx>. (If the project is for equipment purchase ONLY, this endorsement is not required.)

- **Documentation of Registration and Pre-Qualification** with the **Grants Gateway** to include: **Document Vault Identified (i.e., GDV-XXXXX-XXXX)** and the **State Pre-Qualification Application Status Report**. Information on this process is available at <http://www.grantsreform.ny.gov/Grantees>.

For Property Acquisition Projects

- For projects that include **land acquisition, a written estimate of value** (windshield appraisal/market valuation) for each acquired parcel is required within the application.
- Describe the status of purchase negotiations and document the **owner's intent to sell** (signed purchase contract, option agreement, or letter of intent).

For Projects That Include The Purchase Or Lease Of Equipment

- For projects that include the purchase or lease of equipment, a written estimate for the type of equipment being purchased or leased is required with the application.
- Applicants purchasing trail grooming vehicles and mechanized equipment primarily constructed with steel or iron must comply with Buy America requirements or must request a waiver. See FHWA's Notice of Buy America Waiver Request webpage for information: <http://www.fhwa.dot.gov/construction/contracts/waivers.cfm>
- If the project is for the acquisition of **motorized** grooming or trail maintenance equipment for use on any State Land, a signed statement by the agency or jurisdiction certifying that the use of such equipment (specific to the type and size being purchased with this grant) on state land is consistent with the policies and management plan for such property must be submitted.

SUCCESSFUL APPLICANT REQUIREMENTS:

Successful applicants are advised NOT to begin work until a project contract has been fully executed. Proceeding without advance OPRHP approval will jeopardize grant reimbursement. Certain conditions of award must be met before a contract can be executed with the applicant/grantee. These will include:

- Submission of a signed authorizing resolution that names the contact for the grant and authorizes that contact to enter into and execute a contract with the State
- Registration in the Grants Gateway
- For not-for-profit grantees:
 - Maintenance of pre-qualification status in the Grants Gateway
 - Documentation of coverage or exemption for Workers' Compensation and Disability Insurance
 - Being current with pertinent filings under Section 501 of the United States Internal Revenue Code and the following New York State Laws, as applicable: Article 7-A of the Executive Law; Section 8-1.4 of the Estates, Powers and Trusts Law; Section 1508 of the Not-for-Profit Corporation Law; or Section 215 of the Education Law

- Valid Vendor Responsibility Questionnaire
- Environmental and historic preservation reviews. Including archeological review. Archeology is required in any project that will result in any ground disturbance and must be included in the project budget.

Grant contracts will require that prior to commencement of project work, certain procedures must be followed and documentation provided, including:

- Completion of, and NYSDOT concurrence on Design Report documents including plans, specifications, and Right of Way (ROW) Certificate
- NYSDOT concurrence with National Environmental Policy Act (NEPA) and the Endangered Species Act.
- Compliance with Buy America provisions
- OPRHP concurrence on bidding documents, competitive bidding, Equal Employment Opportunity (EEO), and solicitation of Disadvantaged Business Enterprises (DBEs) may be required prior to start of work depending on the type of project. These requirements will be stipulated in the project contract.
- Projects that involve construction or alteration to any building or structure will require stamped plans and specifications by a licensed professional.
- Any permits required from agencies such as the NYS Department of Environmental Conservation (DEC) or the US Army Corps of Engineers (COE) must be approved before construction begins.

Long term protections are required under this grant program:

- Permanent conservation easements must be granted to the State for any not-for-profits acquiring land for recreation or conservation purposes
- Municipal parkland acquired or developed for trail purposes may be subject to the “6f” requirements of the Land and Water Conservation Fund, which forbid conversion to a use other than recreational
- The Recreational Trails Program prohibits the use of grant funds to accommodate motorized use on trails that have been predominantly used by non-motorized trail users prior to May 1, 1991. All applicable requirements will be specified in the project contract for an awarded grant project. Please contact your regional grant administrator for information on how these and other applicable statutes may impact your project.

Project costs will be eligible for reimbursement only if grant work meets State and Federal standards and the expenditures are made in compliance with State and Federal requirements, including, but not limited to:

- Compliance with several Federal, State and OPRHP mandates is required, including, but not limited to: SEQR and NEPA environmental reviews, appropriate building codes, the Americans with Disabilities Act, State Labor Law (including prevailing wage), General Municipal Law, Workers Compensation Law, Single Audit Act, Uniform Relocation Assistance and Real Property Acquisition Policies Act, Buy America, Equal Employment

Opportunity, Disadvantaged Business Enterprise, and Section 106 of the National Historic Preservation Act.

- Successful grantees are expected to submit a payment request within ten months of the federal approval date and at least annually thereafter until the project is completed.
- Municipalities are subject to the terms provided for in Section 103 of the General Municipal Law. 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.
- Nonprofit organizations are to follow the procurement procedures in 49 CFR 19.40 et seq. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Regardless of equipment cost, awards shall be made to the bidder or offer or whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered.

For projects that involve properties listed on or eligible for the State/National Register, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

<http://www.nps.gov/tps/standards.htm>

OPRHP staff will conduct periodic inspections, including a final inspection of the project and post completion inspections to ensure the public benefit is maintained.

FUNDING PRIORITIES:

Priority projects are those that clearly demonstrate and document:

- Opportunities for the expansion or growth of an existing trail or network, or the development of new trail-to-trail linkages
- New or improved connectivity between recreational resources, population centers, commercial or cultural destinations
- The creation of high quality trail facilities designed to meet the recreational needs of a community
- The advancement of New York Rising or the Opportunity Agendas of the Regional Economic Development Councils
- Sound administrative infrastructure/reasonableness of costs, including demonstration of project planning, administrative structures and a budget that reflects fiscal prudence and readiness to proceed
- A high level of community support, public involvement, or volunteer labor in the planning, pre-development, or project implementation phases.

SELECTION CRITERIA:

Each application will be reviewed for eligibility and, if determined eligible, will be rated according to the Grant Selection Criteria. Within each region, applications are ranked according

to funding category. In selecting which top-ranked projects will get funded, the Commissioner factors in conformance to the mandated spending requirements (Program Mandates). It is not expected that all categories will be funded in all regions.

When award recommendations are finalized, OPRHP submits recommended projects to the Federal Highway Administration for approval. Grant awards are contingent upon federal approval. The Grant Selection Criteria are:

- A. Project provides for innovative recreational trail corridor sharing for motorized and/or non-motorized use. (Maximum points = 5)
Key Consideration: The most important concern is that two or more uses are compatible and provide a safe recreational experience for all users.
 - (5) Project involves two or more trails in the same corridor that accommodate both motorized and non-motorized trail uses.
 - (4) Project involves two or more trails in the same corridor that accommodate either motorized or non-motorized trail uses.
 - (3) Project involves one trail with motorized and non-motorized concurrent uses.
 - (2) Project involves time sharing of the trail other than on a seasonal basis.
 - (1) Project involves seasonal time sharing of the trail.
 - (0) Criterion is not applicable.

- B. Project provides for motorized and/or non-motorized use that will enhance the quality and quantity of recreational trail opportunities. (Maximum points = 5)
Key Consideration: An important consideration is that this project will enhance the quality and quantity of recreational trail opportunities available in the community or region.
 - (5) Project provides for motorized and non-motorized use for both summer and winter activities
 - (4) Project provides for motorized and non-motorized use for either summer or winter activities
 - (3) Project provides either motorized or non-motorized use for summer and winter activities
 - (2) Project provides either motorized or non-motorized use for either summer or winter activities

- C. Project provides development of urban trail linkages. (Maximum points = 4)
Key Consideration: An important consideration is that this project will improve the quality and quantity of recreational experiences and/or offer alternative methods of transportation from communities to recreational, shopping, work or public places.
 - (4) Project meets all of the following:
 - (a) Project provides linkage to other trail opportunities in urban areas
 - (b) Project provides linkage to recreational areas, residential communities work or shopping places, schools, parks, etc. (public places) in urban areas
 - (c) Project is located in a census defined Standard Metropolitan/Micropolitan Statistical Area (SMSA)

- (3) Project will meet two of the above criteria
 - (2) Project will meet one of the above criteria
 - (0) Project does not meet any of the above criteria
- D. Project is identified as a component of a statewide or national trails system, or furthers a specific goal of SCORP or the Statewide Trails Plan or a local trail plan. (Max. points = 5)
Key Consideration: The degree to which the project is clearly identifiable as a priority for action, ties in with specific goals, priorities and implementation strategies, and/or complies with identified needs of the area.
- (5) Project is a component of a statewide or national trail system (i.e., National Scenic, Historic or Recreational Trails, Millennium Trails, Hudson River Valley Greenway, Heritage Areas, Canal Recreationway or State Snowmobile Plan) as identified in SCORP or the Statewide Trails Plan.
 - (4) Project furthers a specific goal of a regional trail plan referenced in the Statewide Trails Plan or SCORP.
 - (3) Project furthers a specific goal of a local trail plan referenced in regional or local planning documents.
- E. Index of Need – based on the “Relative Index of Needs” table in SCORP. (Max. points = 5)
Key Consideration: The project satisfies county recreation needs based on a statewide supply and demand assessment.
- (1 – 5) points based on the average SCORP Index of Need table for trail activities.
- F. Citizens were/will be involved in proposal conception and implementation. (Maximum points = 3)
Key Consideration: The major concern is that this project is responding to citizen-identified needs and shows evidence of citizen support.
- (1-3) Citizens or community groups where the project is located have participated in the planning of the project, demonstrated support for the project and/or will be involved in project implementation.
- G. Project ties into other trails; greenways; scenic corridors; or natural, cultural, historical and recreational areas. (Maximum points = 4)
Key Consideration:
- (a) Project ties into the Hudson River Greenway Trail or another major greenway
 - (b) Project ties into a designated scenic corridor of National, State or regional significance
 - (c) Project ties into other trails
 - (d) Project links natural, cultural, historic or recreation areas or resources
 - (4) Project will meet three of the above criteria
 - (3) Project will meet two of the above criteria
 - (2) Project will meet one of the above criteria
 - (0) Project does not meet any of the above criteria

- H. Volunteer labor, non-traditional labor and other certified donations will be used to accomplish this project. (Maximum points = 6)
 Key Consideration: The major concern is that the project will facilitate community involvement in the development of trail opportunities through volunteer labor or other non-traditional labor and/or through the donation of land, equipment or materials.
- (a) Land Donations:
 - (3) points 40+% of total project cost
 - (2) points 25-39% of total project cost
 - (1) points 10-24% of total project cost
 - (b) Equipment, labor and/or material Donations:
 - (3) points 40+% of total project cost
 - (2) points 25-39% of total project cost
 - (1) points 10-24% of total project cost
- I. Project will utilize existing corridors (railroad right-of-way, canal towpath, utility lines, publicly owned river valleys or highland ridges, parkways, etc.). (Maximum points = 3)
 Key Consideration: The major concern is to maximize the use and maintain the integrity of existing corridors.
- (3) The project will utilize an existing corridor
 - (0) The project will not utilize an existing corridor
- J. Project will improve the continuity of a trail system. (Maximum points = 4)
 Key Consideration: The concern is to encourage the expansion and integration of trails.
- NON-MOTORIZED USE (Non-Motorized Single and Non-Motorized Diverse Categories)
- (4) Project is part of a trail system over 10 miles in length
 - (3) Project is part of a trail system 5-10 miles in length
 - (2) Project is part of a trail system less than 5 miles in length
- MOTORIZED USE (Motorized Single, Motorized Diverse and Diverse Categories)
- (4) Project is part of a trail system over 50 miles in length
 - (3) Project is part of a trail system 5-50 miles in length
 - (2) Project is part of a trail system less than 5 miles in length
- K. Project budget is reasonable, justified and cost-effective. (Maximum points = 18).
 Key Consideration: Points are determined by assessing the completeness of the budget for the project, the eligibility and need for the cost items as well as their cost-effectiveness.
- (0-3 points) A complete budget containing all details requested in the Request for Applications and in the application
 - (0-15 points) A budget with eligible and necessary cost estimates that are cost-effective and do not contain extraneous expenses
- L. Project addresses federal program initiatives: (Maximum points = 6)
- (2) Project utilizes Youth Conservation or Service Corps (information on National Association of Service and Conservation Corps can be found on www.nascc.org)

- (2) Project clearly and specifically provides enhanced recreational access for persons with disabilities
- (2) Innovative project to mitigate and or minimize impacts to significant environmental resources

M. The advancement of New York Rising or the Opportunity Agendas of the Regional Economic Development Councils (0-2)

N. Regional Economic Development Council Assessment (0-20)

O. Statewide Assessment Factors (Maximum 10 points)

The Commissioner may award any of the following factors up to ten points. All applications will be reviewed for the relevance of these to the project scope:

A. Geographic Distribution. Consideration may be given to projects in areas that have or have not received funding in recent cycles or where funding is not commensurate with the population of the area. This will be based on the proximity to other funded sites and the diversity of projects being funded on a regional and local basis, as well as the service area of the developed or planned facilities.

B. Maximize Use and Accessibility. Consideration may be given to projects where funding will allow underutilized facilities to be accessed or to develop underutilized resources for public use. This will be based on the resources offered by the facility, the use of those resources and whether the proposed project will help the facility expand and enhance its public use.

C. Special Engineering, Environmental, Preservation Benefits. Consideration may be given to develop particularly significant resources and facilities or to develop innovative approaches to preserve valuable resources. This will be based on the type of resource being developed or rehabilitated; its rarity on a local, regional, statewide and national basis; the ability of an innovative technology to address an emergency or mitigate future problems; how well a technology can be “exported” for use on other properties and resources; and how/if the project will allow public access that would not otherwise be available.

D. Past Performance. Consideration may be given to how timely an applicant completed previous projects, including its reporting requirements; how successful it was in outreach, especially to minority- and woman-owned businesses; the ongoing upkeep and maintenance of the property; and its cooperation in allowing OPRHP to complete inspections and other follow-up activities.

TOTAL (0-100)

AWARD CRITERIA DETAILS

- **LIMITATIONS:** There is no statutory limit on the number of grants one property or one applicant may receive, but in the interest of equity and fairness and in consideration of applicant capacity, applicants that have more than three open grants with OPRHP should not receive additional awards. There is an administrative cap of \$200,000 for 2015 awards (minimum of \$5,000). Should project costs increase post award, the grant award will not be adjusted upward.
- **PROJECT TERM COMPLETION DATES:** Certain conditions of award must be met before OPRHP can execute a contract with successful applicants. This includes submission of a signed authorizing resolution that names the contact for the grant and authorizes that contact to enter into and execute a contract with the State, and environmental and historic preservation reviews (including archeological review). Once a contract is executed, all projects must be completed within five (5) years from date of federal approval. Successful grantees are expected to submit a payment request within ten months of the federal approval date and at least annually thereafter until the project is completed. OPRHP will monitor the progress of project work and will recapture awarded funds if significant progress is not being made, lacking compelling justification. Significant progress includes such tasks as retaining consultants, purchasing equipment, executing contracts, initiating construction, submitting payment requests or other tasks required to complete project work pursuant to timeframes established in the grant contract. Any work accomplished and paid for will be subject to all provisions of the contract.

ADDITIONAL RESOURCES:

Go to <http://www.nysparks.com/grants/consolidated-funding-app.aspx> to view forms and resources, including the CFA Guidance Document, which contains additional instructions concerning attachments to the application. For more information, contact the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) Regional Grants Administrator for your county (see list below).

Western New York Region

Noelle Kardos
 Beaver Island State Park
 2136 West Oakfield
 Grand Island, NY 14072
 (716) 773-5292, FAX (716) 773-4150
 COUNTIES: Allegany, Cattaraugus, Chautauqua, Erie
 and Niagara

Central New York Region

Jean Egenhofer
 Clark Reservation State Park
 6105 East Seneca Turnpike
 Jamesville, NY 13078-9516
 (315) 492-1756, FAX (315) 492-3277
 COUNTIES: Cayuga, Cortland, Madison, Onondaga and
 Oswego

Finger Lakes Region

Tom Livak
Allegany State Park
ASP Rte 1, Salamanca, NY 14779
(716) 354-9101, FAX (716) 354-2255
COUNTIES: Genesee, Livingston, Monroe, Ontario,
Orleans, Seneca, Wayne, Wyoming and Yates

Mohawk Valley Region

Jean Egenhofer
Clark Reservation State Park
6105 East Seneca Turnpike
Jamesville, NY 13078-9516
(315) 492-1756, FAX (315) 492-3277
COUNTIES: Fulton, Herkimer, Montgomery, Oneida,
Otsego and Schoharie

Long Island Region

Traci Christian
Belmont Lake State Park
PO Box 247
Babylon, NY 11702
(631) 321-3543, FAX (631) 321-3721
COUNTIES: Nassau and Suffolk

Southern Tier Region

Laurie Moore
2221 Taughanock Park Road
Trumansburg, NY 14886
(607) 387-7041, FAX (607) 387-3390
COUNTIES: Broome, Chemung, Chenango, Delaware,
Schuyler, Steuben, Tioga and Tompkins

New York City Region

Merrill Hesch
NYS OPRHP
Adam Clayton Powell, Jr. State Office Building
163 West 125th Street, 17th Floor
New York, NY 10027
(212) 866-2599, FAX (212) 866-3186
COUNTIES: Bronx, Kings, New York, Queens and
Richmond

Mid-Hudson Region

Erin O'Neil
NYS OPRHP
Taconic Regional Office
9 Old Post Road
Staatsburg, NY 12580
(845) 889-3866, FAX (845) 889-8321
COUNTIES: Dutchess, Orange, Putnam, Rockland,
Sullivan, Ulster and Westchester

Capital Region

Danielle Dwyer
Saratoga Spa State Park
19 Roosevelt Drive
Saratoga Springs, NY 12866-6214
(518) 584-2000, FAX (518) 584-5694
COUNTIES: Albany, Columbia, Greene, Rensselaer,
Saratoga, Schenectady, Warren and Washington

North Country Region

Sunshine Jenkins
Keewaydin State Park
Alexandria Bay, NY 13607
(315) 482-2593, FAX (315) 482-9413
COUNTIES: Clinton, Essex, Franklin, Hamilton,
Jefferson, Lewis, and St. Lawrence

Attachments listed in the **PRE-APPLICATION REQUIREMENTS** section of the guidance document are required of every application as indicated. Following is additional guidance on required attachments. All documents should be current to this grant cycle.

State Environmental Quality Review Act (SEQR) compliance documentation

NOT-FOR-PROFIT CORPORATIONS: Complete the Environmental Review Form available online at <http://nysparks.com/grants/consolidated-funding-app.aspx>. Also include with your application clear drawings, maps, or plans of existing and proposed natural and man-made conditions on the site and the areas immediately adjacent to the site.

MUNICIPALITIES: The municipality will be SEQR lead agency if OPRHP is the only other agency involved, or will be responsible for initiating lead agency designation procedures if there are

other involved agencies (e.g., the Department of Environmental Conservation (DEC) via a required permit). The lead agency is required to classify projects under SEQR as follows:

- If your project is Type II, it is not subject to SEQR. If this is the case, provide a statement as to the classification of your project and the reason. If any permits are required, list them in your statement.
- If your project is subject to SEQR, consult SEQR regulations to determine if it is classified Unlisted or Type I. If it is Unlisted, submit a completed Short Environmental Assessment Form (EAF) (Parts I-III). If the project is classified Type I, submit a completed Full Environmental Assessment Form and either a negative declaration or a Final Environmental Impact Statement (FEIS) and SEQR Findings.
- If the project's impacts have been previously reviewed under SEQR, supporting documentation must be submitted (e.g., FEIS and SEQR Findings Statement).

National Environmental Policy Act (NEPA) compliance documentation

ALL applicants must fill out the Environmental Survey and Supplemental Information Checklist forms available at <http://nysparks.com/grants/consolidated-funding-app.aspx>.

Review of the trail project under the National Environmental Policy Act (NEPA) is completed by the federal agency funding the project, in this case the New York State Department of Transportation (NYSDOT), or, the Federal Highway Administration (FHWA). NEPA review is completed as part of the Design Report approval process. The applicant will be involved in collecting information for the NEPA review at different stages, including: application, prior to contract execution, or, prior to the commencement of project work.

Photos showing the project area and/or equipment to be purchased

Provide clear color images (photographs or digital images; photocopies are not acceptable substitutes) showing the overall project area and documenting existing conditions. Include photos of any structures more than 50 years old within, or immediately adjacent to, the project area. Provide views to these features from the project site as well as views of the project site from them. Key all images to a schematic development plan (as applicable).

1:24,000 scale topographic or planimetric map with the subject property circled

Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled. The map must show at least 1:24,000 scale and be clearly marked as to scale and source, including Quad Name and/or Code. Go to the NYS GIS Clearinghouse <http://gis.ny.gov/gisdata/quads/> for downloadable maps. This map is **required**.

In addition, submit map(s) that show the location of the specific project site(s). The proposed project, or new trail segments should be identified, labelled, or circled, as applicable.

Land Ownership/Land Use Agreement documentation

Applicant must identify ownership and provide the Deed Liber/Reel and page # or the electronic filing number of the deed for the property. In addition, if the applicant has less than fee simple ownership in the property, a clear and legible copy of the documentation showing such interest in the property (i.e., lease, operating or management agreement) must be provided. If there are

any restrictions on the use or ownership of the property, provide documentation of such liens or restrictions (e.g., Title Policy Schedule B).

If the applicant is not the owner of any portion of the land on which the project takes place, the applicant must provide a letter of support for the project from the owner/managing entity stipulating that they will agree to enter into a legally binding agreement, OR,

In the case of State Property, an authorization (i.e. permit) must be submitted if a lease, operating, or management agreement is not already in place. Additionally, a letter of support from the Capital Facilities Manager must be also submitted with the application.

SUPPORTING DOCUMENTATION:

For Property Acquisition Projects

Describe the status of purchase negotiations and document the owner's intent to sell (signed purchase contract, option agreement, or letter of intent).

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, must be provided with the application.

For Equipment Acquisition Projects

For projects that include purchase or lease of equipment, a written estimate for the type of equipment being purchased or leased is required with the application. Equipment purchase projects must include photos of the type of equipment to be acquired (originals or examples from catalogs or brochures).

If the project is for the acquisition of motorized grooming or trail maintenance equipment for use on any State Land, a signed statement by the agency of jurisdiction certifying that the use of such equipment (specific to the type and size being purchased with this grant) on state land is consistent with the policies and management plan for such property must be submitted.

If the project is for trail grooming equipment purchase ONLY (or a portion of the project is for trail grooming equipment purchase), a list of landowners and a copy of the land use agreement must be provided.

For Development Projects

A schematic development plan, and any site plans completed to date should be submitted along with the application. A site plan that identifies the boundary of the project that is subject of the application as well as how it relates to the surrounding areas (properties joining the site, roadways, water bodies, wetlands, public access, etc.). What facilities are currently existing on the proposed site (arrows or legends to indicate type-trails, gates, trailside amenities, parking areas), and what facilities are being proposed (type and location)

ADDITIONAL SUPPORTING DOCUMENTATION

- Highlighted excerpts from federal, statewide, regional, or local planning documents Local, State and Federal Planning Documents
- Permits
- Written documentation clearly identifying community involvement
- Copies of official project endorsements, partnerships, and letters of support.
- Documentation of pre-construction planning, procurement of services, consultant qualifications, etc.
- Ground disturbance documentation
- Evidence of local historic preservation or landmark designation (e.g. municipal list of designated properties, copy of the preservation designation, etc.), where applicable