

**Texas Parks & Wildlife Department  
Recreation Grants Branch**

# **Recreational Trails**

## **Instructions for Completing the Grant Application**

**Revised October 2017**

**(PWD 1067B-P4000)**



**Deadline: February 1<sup>st</sup>**

**Texas Parks & Wildlife Department  
Texas Recreational Trails Fund – Grant Application Instructions**

## RECREATIONAL TRAILS GRANT - APPLICATION INSTRUCTIONS

**READ THE INSTRUCTIONS AND CHECKLIST FULLY BEFORE BEGINNING YOUR ONLINE APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE RECREATION GRANTS ONLINE (RGO) SYSTEM. REFER TO APPLICATION INSTRUCTIONS BEFORE INQUIRING WITH ADDITIONAL QUESTIONS.**

The Texas Parks and Wildlife Department (TPWD) administers the National Recreational Trails Fund in Texas under the approval of the Federal Highway Administration (FHWA). This federally funded program receives its funding from a portion of federal gas taxes paid on fuel used in non-highway recreational vehicles. Funds can be spent on both motorized and non-motorized recreational trail projects, including:

- Construction of new recreational trails
- Improvement of existing trails
- Development of trailhead or trailside facilities, and
- Acquisition of trail corridors.

## SUCCESSFUL PROJECTS

These grant funds are set aside for the creation or significant rehabilitation of public-use trail opportunities throughout the state of Texas. Projects must remain open and maintained for public use for at least 20 years after the completion of the trail project.

The Texas Trails Advisory Board and Texas Parks and Wildlife Department staff evaluates projects in terms of their overall quality, ability to serve recreational needs, cost-effectiveness, benefits, community support, innovation, geographic scope and distribution, and accommodation of barrier-free access. The highest ranked projects are typically those that make the best use of funds for trail construction and closely associated amenities, like signage and trailheads. Prior year grant awards are noted below:

2017: <https://tpwd.texas.gov/newsmedia/releases/index.phtml?req=20170525b>

2016: <https://tpwd.texas.gov/newsmedia/releases/?req=20160526a>

2015: <https://tpwd.texas.gov/newsmedia/releases/?req=20150522a>

2014: <https://tpwd.texas.gov/newsmedia/releases/?req=20140522c>

2013: <https://tpwd.texas.gov/newsmedia/releases/?req=20130523a>

## THIS IS A REIMBURSEMENT PROGRAM

Funding provided by this program is on a **cost reimbursement** basis. **Projects sponsors must have cash on hand** for all grant purchases and must initiate their approved projects **with their own funds** and be reimbursed up to **80 percent** of allowable costs **after submitting documentation of expenses**. Individual trail grants can range from \$4,000 (\$5,000 total project cost) to \$200,000 (\$250,000 total project cost). Projects will be selected for funding based on rankings made by the Texas Trails Advisory Board made up of both motorized and non-motorized trail users. Selected projects must comply with FHWA funding requirements and be in accordance with all state and federal laws, and executive orders. The Texas Parks and Wildlife Commission will approve and authorize funding for selected projects based on the recommendations of the Texas Trails Advisory Board.

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### **WHO IS ELIGIBLE TO RECEIVE FUNDS**

Eligible applicants include:

- Cities,
- Counties,
- State agencies (including TPWD state parks and wildlife management areas)
- Other governmental bodies created under state law such as river authorities, water districts, municipal utility districts, or public school districts,
- Federal land managers,
- Private not for profit organizations (e.g. land conservancies, trail user groups, conservation clubs, "Friends of the Park") For purposes of implementing the Texas Recreational Trails Fund (TRTF), organizations must be incorporated with the Secretary of State or must have filed with the county to do business in Texas.

Only one entity will be considered the sponsor of any proposal. Even though projects are encouraged to be undertaken as partnerships, the sponsor for the project will be the one who signs the Project Agreement, is responsible to account for the costs incurred, and will receive the reimbursements. ***If the land owner is different from the sponsor, the application must include documentation of the owner's willingness to allow the trail improvements to be constructed on their land.***

### **ELIGIBLE PROJECT ACTIVITIES**

The following activities are permitted under this trail funding program.

1. Construction of new recreational trails on public (federal, state, county, municipal, district, etc.) or private lands. To receive funding for trails on private lands, the sponsor must obtain a legally binding easement, lease, or license, satisfactory to TPWD, keeping the trail open to the public for a minimum of twenty (20) years.
2. Trail restoration, rehabilitation or resurfacing.  
Includes rerouting or repair of areas damaged by trail use, flooding, or erosion; rehabilitation of trail tread and facilities that have deteriorated over time as well as Americans with Disabilities Act upgrades.
3. Development of trail-side and trail-head facilities.
4. Provision of features which facilitate access and use of trails by persons with disabilities.
5. Acquisition of easements or leases for trails or trail corridors. Easements or other less than fee simple property interest must be secured for at least twenty (20) years.
6. Acquisition of property by fee simple title when acquisition cannot be accomplished by easement. Property acquired under this fund will be subject to continuing recreational use provision, Section 6(f) (3) of the Land and Water Conservation Fund Act.
7. Educational signing to interpret natural and/or cultural resources or for proper trail etiquette. Research, development and printing costs of educational/interpretive brochures or handouts are not eligible for reimbursement.
8. Environmental mitigation. Provide for redesign, reconstruction, non-routine maintenance or relocation to mitigate or minimize impact to the natural environment. Plant material is permitted as a budget item as long it is only associated with construction mitigation and/or erosion control.

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Eligible Facilities
<ul style="list-style-type: none"><li>• Signs and displays</li><li>• Restrooms</li><li>• Parking areas</li><li>• Drinking water (water tanks, fountains, faucets)</li><li>• Horse-watering facilities, hitching posts/corrals</li><li>• Portable buildings for tool storage</li><li>• Bike racks</li><li>• Benches and picnic tables</li><li>• Fencing or bollards</li></ul>
Ineligible Facilities
<ul style="list-style-type: none"><li>• Facilities that support other recreation activities (e.g. camping areas, park entry roads, non-trailside bathrooms, boat ramps, swimming areas, etc.)</li><li>• Landscaping</li><li>• Sidewalk</li><li>• Other Buildings (fee booth, offices, etc.)</li></ul>

**USES NOT PERMITTED WITH TRTF FUNDS**

Many of the non-permitted uses are specified in the federal act. Others have been added to the Texas program and may be changed in the future as priorities are revised.

1. Condemnation of any kind of interest in property.
2. Adding motorized uses to trails which were predominantly used by non-motorized trail users and on which motorized use was either prohibited or had not occurred, as of May 1, 1991.
3. Spending moneys on private land managed as a commercial enterprise. A trail project on private land which charges fees will be considered a commercial enterprise unless all revenues from its operation will be used only to offset the costs of its operation and maintenance.
4. Spending moneys on trails not open to the general public. Projects which are restricted to club members only or which are only open during scheduled events will not be eligible for funding.
5. Requiring a nominal fee for trail use (to help cover operation and maintenance costs) **does not** constitute a trail closed to the general public.
6. Research and planning. This program is limited to spending on site-based trail projects (construction, maintenance, or acquisition). Some site planning, design, and engineering specifications can be funded as part of a project which results in completed trail work on the ground. Regional plans, jurisdictional plans, needs assessments, or plans for an entire park or recreational area are ineligible.
7. Sidewalks or trails that have only a transportation or access function. Trails must be of sufficient length to serve the recreational use for which they are proposed. A path that only connects facilities in a park will not be considered a recreation trail.
8. Administrative costs of the sponsor including application preparation costs will not be covered.

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## LIMITATIONS ON GRANT AWARDS

### Size of Awards

**Non-Motorized Projects:** The program limits the amount granted to any single sponsor in one application period to a maximum of \$200,000 (80% of a \$250,000 project). The minimum award per sponsor is \$4,000 (80% of a \$5,000 project) in an application period.

**Motorized Trail Projects:** The Recreational Trails Act stipulates that 30% of available funds go toward motorized trail projects. In Texas, we are having difficulty generating motorized trail projects and have thus increased the cap for motorized projects to \$400,000 (80% of a \$500,000 project).

### Number of Projects per Sponsor

Non-Motorized project applicants must submit only one project per application period. The Trails Advisory Board is sensitive to the geographic distribution of funds and will not recommend funding for more than one non-motorized project per sponsor.

A non-motorized project sponsor, however, may submit a single project proposal for trail work of a similar nature on a system of trails in one jurisdiction. For example, a city may submit one application proposing to add crushed fines on all the trails in its area, even though the trails are not connected and are located at various sites around town.

### 30%-30%-40% Reserved Funds

The federal act mandates that at least 30 percent of the funds be earmarked for motorized trail recreation, and at least 30 percent be dedicated to non-motorized trail recreation. The remaining 40 percent is discretionary for "diversified" trail use. The Texas Trails Advisory Board will be responsible for fairly distributing selected projects among these categories based on information in the application. Historically in Texas, there has been high demand for non-motorized project funding and smaller demand for motorized project funding.

## OTHER CONSIDERATIONS

### Match vs. Reimbursable Costs

The following table shows the types of costs that may be included in a project and which ones are reimbursable. Donations from the private sector (land, materials, or labor) may only be attributed to the sponsor's match. Sponsors may not make a profit by being reimbursed beyond their out-of-pocket costs. Private donations which exceed the 20 percent project sponsor share simply serve to reduce the overall cost of a project. **Please be sure match items are clearly labelled in the project budget.**

### Proposal Budget

The project budget must be submitted in the online application. The project budget will become part of your grant contract if awarded. Please round all numbers to the nearest hundred dollar. Be clear with your budget and show as many line items as are appropriate. Avoid single item budgets (e.g. "Trail Construction \$150,000"), unless that amount is all you have access to from a contractor bid or estimate. **Clearly articulate which budget items are to be paid for with Federal TRTF funds and which items are paid for with sponsor match.**

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**Allowable Costs for Reimbursement**

- Acquisition of fee title land or easement/lease
- Service contracts
- Direct labor costs (hired workers, current staff, force account)
- Materials (purchased)
- Equipment rental
- Purchase of trail hand tools and equipment
- Professional Services (e.g. design, engineering and architectural services) are limited to 12% of the total grant construction estimate amount.
- Environmental Survey costs (e.g. natural and cultural resource site assessments) may be considered above the 12% professional services limit on a case-by-case basis.
- Value of currently owned equipment that was not purchased with federal money (based on FEMA rates).

**Allowable Costs for Sponsor's Match**

- Appraised value of donated land or easement
- Value of volunteer labor (\$21.35 per hour)
- Value of donated materials or contribution of materials on hand
- Value of donated equipment
- Any of the reimbursable costs which are paid for by cash donations or sponsor's appropriations (to account for the required 20% match)

**Projects on Federal Land**

The re-authorization of this program in 1998 permits federal funds, in-kind labor of federal employees, and the FEMA rate value of (non-TRTF funded) federal equipment as match for TRTF funds up to 95% of the total project cost. The remaining 5 percent of the project cost must be provided by non-federal sources, typically through a partnership arrangement with a local government or non-profit group. Recreational Trail Grant funds will still not exceed 80% of the total project cost. If there are questions about projects involving federal lands or federal partners, please contact TPWD for clarification.

**Design Standards**

Trails and trailhead/trailside facilities should be attractive to the public and harmonious with the natural environment. In general, new development and improvements should be designed to avoid or minimize harm to the natural setting, accommodate the number and types of proposed uses, and be consistent with topographic limitations of the site. Emphasis should be given to public health, safety, the natural environment, barrier-free access, and the protection of recreational and community values of the area.

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### **Natural and Cultural Resource Review**

Projects recommended for funding will be submitted to TXDOT / Texas Historical Commission for a cultural resource review and to TXDOT / TPWD resource staff for a natural resource review. If these reviews find the potential for sensitive resources at a proposed project site, the project applicant will immediately be notified as to the situation and what actions are necessary to mitigate the situation.

The review by the Texas Historical Commission focuses primarily on whether the project will impact known archeological sites or if the site's location and character are likely to contain archeological deposits. If the site contains, or likely contains, archeological deposits, a field survey by a qualified archeologist is usually required.

The review by the TPWD resource staff focuses primarily on whether the project site has known existence of animal and/or plant species listed as threatened or endangered, or habitat to support such species. If this is the case, a field survey by a qualified biologist is required and the project's impact on the listed species is assessed. If the rare species is federally listed, the U.S. Fish and Wildlife Service must approve the project for it to proceed. If a site has not previously undergone natural and cultural resource survey, we recommend budgeting funds in the project proposal for surveys of the trail route.

Applicants will be required to remedy all resource impact concerns prior to initiating work on the project. Sometimes a simple rerouting of the trail to avoid sensitive areas will allow a project to proceed, in other cases the remedy is much more time consuming and costly. If the remedy costs are too great (over 15% of total project costs), the sponsors will have the following options: a) cover the costs of the mitigation overruns themselves or b) withdraw their application.

### **Barrier-Free Access**

Applicants must ensure that support facilities in the area proposed for TRTF assistance will meet current barrier-free accessibility standards (i.e. make all elements proposed in the project accessible to users who are physically and/or mentally disabled). All trailhead parking facilities, trail bridges, and restrooms developed with grant assistance must be fully accessible. Typically, newly constructed trails intended for use by pedestrians must be accessible to people using wheelchairs, whether manual or motorized. Projects in developed areas should place particular emphasis on accessibility. *Sponsors will need to justify why it is not feasible to make trails fully accessible.* Projects should be registered with the Texas Department of Licensing and Regulation Architectural (TDLR) Elimination of Architectural Barriers Program.

Sometimes physical limitations of the trail corridor site do not allow for total accessibility. Some projects may be required to obtain a variance to Texas Accessibility Standards from the Texas Department of Licensing and Regulation. However, land managers are encouraged to incorporate accessible features when they do not negatively impact the environment. When a sponsor proposes accessible facilities above and beyond that required by law, it will make the application more competitive and increase its potential for funding.

## **SUBMISSION, REVIEW, AND SELECTION OF PROJECTS**

Project applicants shall submit an Original Application utilizing the Recreation Grants Online (RGO) web-based grant management software. The application must include all applicable support documentation, including one original 7.5 minute U.S.G.S. quad map(s) with the project location noted. **Application deadline is February 1<sup>st</sup> of each year.**

### **Recreation Grants Online (RGO)**

The program utilizes an online application process through Recreation Grants Online (RGO). Paper applications will not be accepted. To access the online application, please create an account for your

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organization at <https://tpwd-recgrants.fluidreview.com/>. After you have logged in, click on "View My Submission," scroll down to "Create a New Submission," choose "Recreational Trails," enter your project name and select "Get Started." To submit a full application, click on the "start" button next to the "Apply for a Recreational Trails Grant" task and begin your application. Remember to click "Save & Continue Editing" frequently to save the information and click "Submit" once complete. After the application is submitted, an email notification will be sent to the application account owner. If this email notification is not received, contact Recreational Trails Program staff immediately to confirm the application was submitted properly. For questions regarding project eligibility, review the eligibility section or contact Recreational Trails Program staff.

RGO is designed so that you can manage your own account representatives. You may add or delete members as you wish. Edit members by logging into your account and under "members" on the right hand side of the page, click on "Add Member." You will be asked to provide name and email and designate the type of membership for this person. The creator of the account will automatically be designated as the owner. The "member" category allows members to submit all reports and requests. There is also a "read only" member category where individuals can see all the documents but not edit or submit them. Once you request someone to be added as a member, they will receive an email (check your spam folders). They need to follow directions on the email to create a password for their account. To change the site owner, email Recreational Trails Program staff to request the change.

Additional resources can be found in RGO at the "Resources" link located at the top, right-hand portion of your screen.

If you have any technical questions about how to use the site, contact Recreational Trails Program staff. Technical support is available Monday through Friday, 8:00 a.m. to 5:00 p.m. CST.

### **Application**

All narratives submitted in the application should be clear and concise addressing all topics noted in each section heading. The "Description of the Project" should be particularly concise and to the point, using approximately 200 words.

### **Support Documentation**

Clear and easy to understand support documentation is important to the success of your proposal. PDF documents are the recommended file type for all uploads. Your application must include USGS topographic maps, site maps, and representative photographs of the project site. Clearly identify your distinct project location in every map you include in your proposal, regardless of the scale. Legible hand-drawn and scanned documents are appropriate if you have no other way to include or markup your maps and photographs. Please make sure all documents are not pixelated and are easy to read. Your project's maps and photographs are important documents used during discussions regarding your grant proposal and should be well-planned visual aids supporting your proposed project.

If applicable, lease agreements or statements of landowner willingness should also be included. Additional supporting documents like letters of support can also be included.

Please upload documents using these file name conventions, replacing the X's with the name of your municipality or organization: XXXXXX\_MAP, XXXXXX\_MAP2, XXXXXX\_MAPTOPO, XXXXXX\_PHOTOS, XXXXXX\_SUPPORTLETTERS, etc.

### **Review and Evaluation Process**

The project applications will be reviewed for completeness and eligibility prior to the being reviewed for quality. The Texas Trails Advisory Board will assist TPWD staff in selecting a slate of recommended projects

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to be presented to the Texas Parks and Wildlife Commission for final approval. Project applicants will be notified in writing through RGO of their project's selection or disapproval after the Commission action. Please make sure all contact information in RGO is up to date.

**Criteria for Selecting Projects**

The Texas Recreational Trail Grant Program does not have a hard point-based scoring system. The Texas Trails Advisory Board and Texas Parks and Wildlife Department staff will evaluate each application on its own merit. Projects will be evaluated in terms of their eligibility, application quality, overall project quality, ability to serve recreational needs, cost-effectiveness, benefits, community support, innovation, connectivity, geographic scope and distribution, and accommodation of barrier free access.

The cost-effectiveness criteria rewards those projects which accomplish a lot with a little amount of funding as well as those projects which propose a greater proportion of basic trail work as opposed to support facilities, design, and engineering. Basic trail work includes tasks such as trail layout, vegetation clearing, bridges, work on the trail tread (shaping, drainage structures, surfacing, steps, and erosion control), retaining walls, and acquisition of trail corridor. Trailside and trailhead facilities are considered support facilities because they are not providing *direct* recreation opportunities.

Projects which serve multiple, compatible trail users will be given priority as will projects undertaken with partnerships due to their ability to build constituencies for trail projects.

Projects in which the sponsor is willing to provide more than the minimum 20% match will also be given preference depending upon the extent of over-match committed.

Trail projects that, when completed, serve more of a transportation function will be ranked lower than those that serve a recreational function.

**Proposals should clearly articulate the recreational value of a trail project (does the project add new recreational opportunities to an area), show how the project is unique to the site, note any meaningful trail or community connections, and include labelled and easy to understand maps and representative photographs.**

**Resubmission**

Sponsors whose projects are not selected and approved for funding may resubmit their proposals for consideration in the next cycle by notifying TPWD prior to the next deadline. Sponsors may wish to modify their proposals to give them a better chance of achieving a higher ranking.

**PUBLIC SUPPORT OR OPPOSITION TO A PROJECT**

Documented public support or opposition to a project will be considered by the Texas Trails Advisory Board during the evaluation of projects and recommendations for funding. Resolutions of support from local political entities are not required to submit a project proposal for funding or to receive funding. However, if opposition to a project arises to the extent that a political subdivision, within whose jurisdiction the project falls, passes a resolution opposing funding of the project, that will be sufficient cause to not select the project. A resolution of opposition would also be grounds to rescind funding for a previously funded project if the resolution is received prior to the start of construction.

**PROJECT DEVELOPMENT**

**Approved Projects**

The grant recipient may only initiate activities to undertake the approved scope of work *after* a Project Agreement is signed. This includes not taking title to lands or easements that are included in the project

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costs. The sponsor will not be reimbursed for project costs incurred prior to the date of the signed Agreement. Unlike the Texas Recreation and Parks Account (Local Parks) grants, the TRTF does not allow application preparation, site design, and other pre-application costs to be recovered retroactively. For this reason, applicants need only develop project concepts well enough to have a reasonable budget.

The Project Agreement is the contract between TPWD and the sponsor setting forth the approved work, allowable costs, and the sponsor's commitment to follow required procedures.

#### **Compliance with Federal and State Requirements**

During the application period, sponsors are *not* being asked to obtain all the necessary permits and clearances which the project ultimately will need. Projects approved to receive federal funds, however, must meet any number of federal and state requirements. If selected, sponsors must be prepared to submit many federal forms; undergo environmental reviews and possibly prepare mitigation plans; obtain all permits and permissions; comply with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and other acquisition requirements (if acquisition is involved); follow required procurement procedures, expect audits, and supply quarterly progress reports. *If you are not deterred by this, we look forward to being your partner in providing more recreational trail opportunities!*

#### **Reimbursement Procedures**

In general, TPWD will reimburse the sponsor for 80 percent of the project's total cost provided:

- (a) The costs are for allowable expenditures as outlined in the sponsor's application and approved in the Project Agreement signed by TPWD and the sponsor, and
- (b) Sponsor supplies adequate documentation that fully accounts for out-of-pocket expenditures and any donated labor, land, or materials, and certifies that the expenditures have been incurred on the project.
- (c) The amount of donated labor, land, or materials does not exceed 20 percent of the total project costs.
- (d) Quarterly Progress Reports are submitted and regular progress is made on the project.

Sponsors must bill TPWD on a quarterly basis by submitting receipts and other documentation of expenditures and work undertaken. After processing the billing, TPWD will make a payment to the sponsor for 80 percent of the amount submitted. It can take up to 60 days for reimbursement payments to reach sponsors. Reimbursements must be submitted via TPWD's online grant management system, Rec Grants Online.

#### **RETENTION AND USE**

**Project sponsor must commit to maintaining and operating their completed project so that it is safe for public use for a minimum of 20 years.**

Property acquired with TRTF assistance shall be retained and used for public trail recreation in perpetuity. Any property so acquired or developed shall not be wholly or partly converted to other than public recreation uses without the approval of the TPWD. Such approval will be given only upon conditions as TPWD deems necessary to assure the substitution of other outdoor recreation properties of at least equal fair market value and of reasonably equivalent usefulness, quality, and location. (See "Guidelines for Conversion of Fund Supported Properties" for more information.)

#### **OPERATION AND MAINTENANCE**

Property developed with TRTF grant program assistance shall be operated and maintained for a minimum of 20 years from the close of the grant as follows:

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- A. The property shall be maintained so as to appear attractive and inviting to the public.
- B. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- C. Properties shall be kept reasonably safe for public use.
- D. Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- E. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

**AVAILABILITY TO USERS**

- A. **Non-Discrimination** – Property developed with program assistance shall be open to entry and use by all persons regardless of age, race, color, sex, religion, national origin, or handicap who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent those reasonable differences in admission or other fees may be maintained on the basis of residence.
- B. **Reasonable Use Limitations** – Participants may impose reasonable limits on the type and extent of use of the areas and facilities acquired or developed with program assistance when such a limitation is necessary for maintenance or preservation. Thus, limitations may be imposed on the number of persons using an area or facility or the type of users such as hunters only or hikers only. All limitations shall be in accord with the applicable grant agreement and amendments.

**CONTACTS**

For further information or for questions regarding the Texas Recreational Trails Fund:

TPWD State Park Recreational Grants  
Texas Parks and Wildlife Department  
4200 Smith School Road  
Austin, Texas 78744  
Telephone: (512) 389-8224  
Fax: (512) 389-8242

**Trey Cooksey**  
Manager  
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[Trey.Cooksey@tpwd.texas.gov](mailto:Trey.Cooksey@tpwd.texas.gov)

**Steve Thompson**  
OHV Program Manager  
512-538-4427

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**Chris Sheffield**

Trails Coordinator

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[Chris.Sheffield@tpwd.texas.gov](mailto:Chris.Sheffield@tpwd.texas.gov)

Web address: <http://www.tpwd.state.tx.us/business/grants/recreation-grants>

Online Applications and Grants Management: <http://tpwd-recgrants.fluidreview.com>

General Email address: [rec.grants@tpwd.state.tx.us](mailto:rec.grants@tpwd.state.tx.us)

<b>Texas Recreational Trails Fund – Grant Application Checklist</b>
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## **GRANT APPLICATION CHECKLIST**

### **General Tips**

Application narratives should clearly and concisely articulate the recreational value of a trail project, show how the project is unique to the site, note any meaningful trail or community connections, and include labelled and easy to understand maps and representative photographs. Refer to this checklist, the application instructions, and the application itself frequently while composing your project proposal application.

### **Proposal Budget**

- Be clear & concise with your itemized budget, but avoid large single line items (e.g. "Trail Construction \$150K").
- Clearly label which items will be paid for with federal funds and which items will be paid for with matching funds.
- Round numbers to the nearest hundred dollars.

### **All applications must include the following supplemental documents:**

1. Clearly labelled site map locating the trail for orientation purposes. The trail drawn and clearly labelled on a park or city map is OK.
2. A U.S.G.S. topographic map (7.5 minute series) with the trail location drawn and labelled on map. An 8.5 x 11 inch copy of the portion of the map on which the project is located will suffice, but write the name of the quadrangle on the copy.
3. Labelled photographs representative of the project site.

### **If relevant to the specific project:**

- Statement or Letters of Support.
- Statement of (public or private) land owner's willingness to allow the trail project for at least 20 years, if not on sponsor's land.
- Statement of property owner's willingness to negotiate for a transfer, if property is proposed for acquisition.
- Statement that new trail construction on federal land is consistent with federal agency's land management plan for the impacted area.

# THIS IS A SAMPLE BLANK APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE!

Apply for a Recreational Trails Grant 2017

Recreational Trails Application v. 2017

The Recreational Trail Grant Program provides up to 80% matching funds for recreational trail projects throughout the state of Texas.

Prior to completion you must review the [Recreational Trails Grants Application Instructions](#) and [Recreational Trails Grant Application Checklist](#).

## QUESTIONS?

If you have questions regarding any part the application documents or processes, please contact us:

Trey Cooksey  
Recreational Trails Program Manager  
512-389-8743  
[Trey.Cooksey@tpwd.texas.gov](mailto:Trey.Cooksey@tpwd.texas.gov)

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512-538-4427  
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Chris Sheffield  
Trails Coordinator  
512-389-8749  
[Chris.Sheffield@tpwd.texas.gov](mailto:Chris.Sheffield@tpwd.texas.gov)

## APPLICATION DEADLINE

The application deadline is 11:59 PM on **February 1st**. You will be able to make changes to your application up to the application deadline. Technical support is available Monday-Friday, 8:00 am - 5:00 pm.

Once you have a complete application, you must choose the "SUBMIT" button for your application to be turned into Recreation Grants for review.

Paper applications will not be accepted.

## **SAVE YOUR PROGRESS**

While working on your application, save your progress often by selecting "SAVE & CONTINUE EDITING".

Once saved, you can return to the main screen by selecting the "BACK TO SUBMISSION" button in the top right hand corner of the screen.

## **Application Checklist**

Prior to beginning this application, you MUST review the [Recreational Trails Grants Application Instructions](#) and [Recreational Trails Grant Application Checklist](#) available in the "Resources" tab in RGO.

I certify that I have fully read and understand the Recreational Trail Grant Instructions.

**Project Name:**

**Sponsor Name:**

**City:**

**County:**

**Sponsoring Entity:**

**Contact Person**

**Title**

**Mailing Address**

**Email Address**

**Phone Number**

**Intended Uses**

- Motorized Use
- Non-Motorzied Use
- Both

**Types of Use**

Check all that apply

- Bicycling
- Equestrian
- Motorcycles
- Wheelchairs
- Mountain Bicycling
- Jogging/Running
- Four-wheel Drive Vehicles
- Provisions for Disabilities
- Hiking/Walking
- Skating/Skateboarding
- All Terrain Vehicles
- Other

**Project Length**

Please state the length of the Project Trail in feet

\_\_\_\_\_

**Project Length**

Please state the length of the Project Trail in miles

\_\_\_\_\_

**Is the intended Project for new trail construction, renovation of an existing trail or for other amenities/infrastructure?**

- New Trail
- Renovation of Existing Trail
- Both New Trail and Renovation of Existing Trail
- Other Amenities/Infrastructure (bathrooms, parking lots, trail signage)

**New Trail Construction**

Provide the length of the trail and designate whether the length given is in miles or feet

**Renovation of Existing Trail**

Provide the length of the trail and designate whether the length given is in miles or feet

**Other Amenities / Infrastructure**

Please identify the other amenities / infrastructure you wish to have considered

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**Grant Funds Requested:**

In whole dollars rounded to the nearest \$100.00.

\$

**Summary of Project**

Please provide a very short summary describing your project. e.g. "Renovation of 12 miles natural surface equestrian trail with bridge replacement and volunteer training." (or) "New .81 mile 10' wide multi-use concrete trail with retaining walls, benches, signs, bike racks and trailheads."

**Description of Project**

Please provide a clear and concise description of the proposed Project (approximately 200 words). Include a description of the trail length, width, surfacing, and configuration (loop, linear, network); trailhead and trailside amenities. Detail all work to be performed; any right-of-way or easements to be acquired; the relationship between Project and any other work planned or existing; partnerships and/or community involvement; and educational/interpretive aspects of the Project.

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**Itemized Budget**

Provide an itemized list of all activities to be undertaken and the cost of each activity. Provide as much detail as possible (consider materials: surfacing, lumber, stones, etc; volunteer or paid labor, services contracts, land acquisition, equipment/tool rental and value of in-house equipment or labor) Professional Services Costs (e.g. design, engineering, or architectural services) are limited to 12% of the total grant construction estimate amount. Environmental survey costs (e.g. natural or cultural resource site assessments) are also limited to 12% of the total grant construction estimate amount. Environmental surveys costs may be considered above the 12% professional services limit on a case-by-case basis. **Sponsor's administrative costs cannot be included. Clearly identify those items that you are requesting federal funds to pay for and items that you are paying for with matching funds. Round all budget items to the nearest \$100.00.** For clarification, please contact us with any questions.

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**Project Costs and Requested Funds**

**Total Itemized Project Costs**

Total project cost (both federal and matching funds) from itemized budget

\$ \_\_\_\_\_

**Federal Funds Requested**

80% or less (should match total Grant Funds Requested listed above)

\$

\_\_\_\_\_

**Local Match Required**

20% or more (of total Project Cost)

\$

\_\_\_\_\_

**Proposed Method of Financing Sponsor's Share**

Please describe the source of funds, donations, or in-kind contributions that will make up the Sponsor's match (at least 20%) You may include government appropriations; private donations of land, easement, cash, labor, materials and equipment; or in-house labor, equipment and materials:

\_\_\_\_\_

**Grant Management**

Please describe the grant management experience of your staff and your plan to manage the programmatic and fiscal aspects of this federal trail grant. Include key staff names and past or current experience with TPWD grants or other grants

\_\_\_\_\_

**Maintenance**

Briefly describe the identified commitment to continued operation and maintenance of the Project. The Project will be required to be maintained and open to the public for at least twenty (20) years. Please indicate who will be responsible for which tasks and who will finance them:


**Project Use and Benefits**

Provide a brief description of the benefits of the proposed project in terms of the project's quality, geographic scope, recreational needs that are to be met and expected amount of trail use or population to be served:


**Trail Corridor Information**

Describe the ownership of the trail corridor. If the land is currently in public hands, identify the name of the public land. If the land is not in the sponsor's ownership, include a statement of permission to construct trail project and keep it open to the public for 20 years from the landowner. If land, easement, or other property interest will be acquired, describe how this will be accomplished. If acquisition in fee simple, include a statement of why easement was not possible.


**Project Location**

**City**

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**County**

**Physical Address of the Project Site** Or nearest intersection to the trail site.

**Texas Senate District Number for the project location.**

Not sure? Click [Here](#)

**Texas House of Representatives District Number for the project location.**

Not sure? Click [Here](#)

**US Congressional District Number**

Not sure? Click [Here](#)

### **Site Map**

Upload a Site Map locating the trail for orientation purposes. The trail drawn on a park map or city map will suffice.. Please make sure the trail corridor is clearly marked and label any identifying landmarks like the nearest road. **If you have multiple documents, please combine and upload as a single PDF file.**

### **USGS Topographic Map**

Upload a U.S.G.S. topographic map (7.5 minute series) **with the trail location noted clearly on the map.** An 8.5 x 11 inch copy of the portion of the map on which the project is located will suffice, but write the name of the quadrangle on the copy. For assistance with Topographic Maps, please click [here](#) **If you have multiple documents, please combine and upload as a single PDF file.**

### **Photographs of Project Site**

Upload well-labelled, representative photographs of the Project Site. **If you have multiple documents, please combine and upload as a single PDF file.**

### **Supporting Documentation**

Upload any other relevant supporting documentation in PDF format. **If you have multiple documents, please combine and upload as a single PDF file.**

## **SUBMITTING YOUR APPLICATION**

**Please remember that once you have a complete application, you must choose "SUBMIT" below for your application to be turned into Recreation Grants for review. You will receive an email confirmation of your submission.**

Paper copies of the application will not be accepted.