

MEMORANDUM

To: Mayor and Board of Aldermen
From: Thurman C. Hardison, Director of Parks and Recreation
Date: January 19, 2012
Subject: Approval Request to Apply for Federal Trail Grant for Lawson Creek Park

Recommendation:

That the Board approve the submission of a federal trail grant application for the restoration of and addition to the Lawson Creek Park Trail.

Attached is support documentation from the State of North Carolina Trail Program.

If you have any questions, please give me a call.

Thank you in advance for your consideration.

cc: Michael Epperson, City Manager

Attachments

Recreational Trails Program (RTP)

2012 Application

Due no later than 31 January 2012

Applications received after this date (11:59 pm) will not be considered for funding.

Please contact the State Trails Program if you have questions regarding this application.

If you have specific questions regarding RTP legislation, please reference the FHWA - RTP website

All answer boxes highlighted in RED are required before document can be submitted!

Information provided here and in the Budget section will be used to generate a State Grant Contract if awarded. Be sure to provide accurate and succinct information.

1. Sponsor Agency / Organization Name:

2. Federal Tax ID Number:

3. Sponsoring Agency:

ATTENTION: All contacts and correspondence in reference to this project will be sent to the Project Contact that is listed below.

4. Project Contact Name:

5. Title:

6. Mailing Address:

City:

State:

North Carolina

ZIP:

7. Telephone:

8. E-mail Address:

9. Has your agency received an RTP or AAT Grant the in the past?

If applicable, please provide Contract # and year of grant(s) received

10. Will your agency be applying for a corresponding Adopt-A-Trail Grant for this project?

TRAIL PROJECT INFORMATION

11. Name of Trail Project:

12. Project classification (*applies to project deliverable(s) that will be paid for with RTP funding only*):

If Project Classification is "Combination", provide a breakdown of project classification by %, based on RTP funding.

*Example: New Trail Construction 75%;
Trailhead 15%; and Signs 10%*

Please provide sufficient information, including the closest street address or road intersection, city/town and zip code, to enable staff to locate your trail project on a map. If the project area has a 911 location, provide this information. The latitude and longitude will be used to verify information you provide in the environmental review.

13. Project County:

14. Physical Location of Project:

15. Latitude and Longitude:

Legislative Information (for project site)

16. Congressional District(s):

17. N.C. House District(s):

18. N.C. Senate District(s):

(Include all districts if project falls in multiple districts)

TRAIL PROJECT DETAILS

19. Will completion of this project require additional funding other than the RTP grant amount, and the required 25% cash and/or in-kind match?

20. If applicable, what is the source of this additional funding?

21. Has this additional funding been secured?

22. Provide a brief description of your project, what will this RTP grant pay for and accomplish?

23. The trail project is located on (*CURRENT status of the land*)

24. If trail project is located on private land with stipulations please briefly describe

Example; easement, lease, MOA/MOU, written permission - Documentation required

25. Indicate if the trail project is designated as any of the following. Please select the **single highest** ranking designation for your project. If not designated, see question #26.

(Trail designation is applicable for Signs/Blazes and Tools/Equipment)

Authorized State Trail

State Designated Trail

National Trail

Regional Trail

Regional Trail Plans

26. If your trail project is not listed above, please choose one of the following choices.

27. Recreational Trails Program category is:

(User categories are applicable for Signs/Blazes and Tools/Equipment)

28. Primary designated trail user is:

29. Indicate ALL permissible trail uses for this RTP project:

ATV

Pedestrian

Canoe/Kayak

Mountain Biking

Equestrian

30. Will the project sponsor be responsible for long term maintenance of this project?

31. If no, indicate organization/agency responsible for maintenance and agreement type.

Example: written, MOU/MOA, etc. - **Documentation required**

Project Description
(Limit your text to the visible area)

32. Provide a brief statement describing project readiness. Is the project just in concept? Plans in hand? Ready to build? If your project is funded, how soon can you start construction? Do you have all necessary permits for the project?

33. Provide a brief statement describing project sustainability. What specific construction methods and materials are being used? How often and what type of maintenance will be needed for this trail project in the future? Who will be responsible for management of the completed trail project?

34. Provide a brief statement describing project connectivity. Does this project complete a critical gap in an existing trail system? Does this project provide a linkage to a larger trail system? Does it connect neighborhoods to schools, parks, or business districts?

35. Provide a brief statement describing community support. Does this project involve any other current, planned or anticipated assistance? Is this project providing for a particular community need? Are other partners involved in this trail?

36. Indicate to what degree this trail project will provide assistance to people with disabilities. List any features that are proposed for ADA compliance (surfacing, grades, handrails, font size on signs, etc.)

37. Do you have local governing body approval - City/County Council/Board of Commissioners? - **Documentation required & must be included in application attachments.**

38. The public has been allowed to comment on the trail project - **Documentation required & must be included in application attachments.**

39. In the space provided below, indicate why your project should be selected for funding over other projects. This is your opportunity to "sell" your project.

BUDGET INFORMATION

Maximum Grant Award = \$75,000

The RTP Grant Program is a reimbursement grant program. A grantee must first pay for approved deliverables and will be reimbursed by the State for approved costs.

The RTP is a matching grant program. It requires a minimum 25% match for every RTP dollar received. The match may be made with cash, in-kind contributions or force labor, all listed matches will be noted in the State Grant Contract and a grantee will be expected to account for all listed matches. All match funding must be expended during the contract period of an awarded RTP grant.

Enter the amount of RTP funding requested and your minimum required match will be calculated.

RTP Amount Requested X 25% = Required Match

Grant recipients must be able to finance the project while periodically requesting reimbursement.

Budget Section Guidance

Accepted In-Kind Matches & Values:

- Volunteer Labor =** \$18.18 per hour
Estimate the number of volunteer hours required for each task and multiply by \$18.18 per hour volunteer time as noted by the Independentsector.org at http://www.independentsector.org/volunteer_time.
- Volunteer Labor 16 & under =** \$6.55 per hour
For volunteers age 16 and younger, use the state minimum wage of \$6.55 per hour. Sponsors must submit and retain individual time records signed by all volunteers
- Skilled Labor =** Fair market value of labor per hour with proper documentation
- Donated Equipment =** FEMA Equipment rates - see website
<http://www.fema.gov/government/grant/pa/eqrates.shtm>
- Donated Materials =** Fair market value of materials with proper documentation from provider
- Donated Land =** Appraised value of land donated with in 18 months of fully executed State Grant Contract with proper documentation of land value
- Other =** Fair market value of In-Kind match/donation with documentation and/or receipts of purchase

Accepted Force Account & Values:

- Force Equipment =** FEMA Equipment rates - see website
<http://www.fema.gov/government/grant/pa/eqrates.shtm>
- Force Labor =** Current hourly rate of pay for employee labor per hours worked for the associated deliverable
- Force Account Land =** Value of land acquired with in 18 months of fully executed State Grant Contract

PROJECT DELIVERABLES AND ESTIMATED COSTS:

Items to be paid for with CASH only

List below items to be acquired with RTP or Grantee CASH only!

All non-cash In-Kind or Force Labor matches listed on next pages must be referenced to one of the Deliverables listed below.

Ref. #	Item	Dimensions / Description (Ex: Length, width & height)	# of Units	Value per Unit	Amount paid for with RTP funds	Amount paid with Grantee funds	Cash Total
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Total Amount paid for with RTP funds:	
--	--

Amount paid for with applicants funds:	
---	--

RTP Project CASH Total:	
--------------------------------	--

Force Account (Labor) Match
Value of Non Cash - Force Labor Services

Identify type of Force Account match

Define the match (*what will be accomplished by using Force Account Services*)

Please reference what deliverable number your Force Labor match applies to:

Deliverable Reference #	Type of Force Labor	Description Define: who or what; hours or quantity; and what is to be accomplished	# of Units	Value per Unit	Total Force Labor for Row
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Total of All Non-Cash Force Labor Services

Summary of Budget Information

NOTE: Summary page will self-populate, please use as reference to be sure all your totals are accurate.

Total amount paid for with RTP funds:

Amount paid for with applicants funds:

Total of All Non-Cash In-Kind Services:

Total of All Non-Cash Force Labor Services:

Total Grantee Match for RTP Project:

RTP Project Total:

Environmental Review

Funded projects are required to comply with applicable local, state, and federal regulations. Completion of this section is required except for Signs/Blazes and/or Tools/Equipment. This section will better assist with the coordination of applicable permits.

The North Carolina Recreational Trails Program is made possible through funding from the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the Federal Highway Administration. A requirement of SAFETEA-LU is compliance with the National Environmental Policy Act, the Historic Preservation Act (Section 106), the Endangered Species Act and other federal, state and local environmental laws, regulations and Executive Orders.

All applicants who are proposing to develop any new trail or trail side facilities or who are relocating any existing trail or trail side facility with RTP grant funds should provide the following information to help determine the proposed project's impact on the environment. This information will be evaluated by staff to determine if this project is in compliance with federal and state rules and regulations. Only projects found to be in compliance will be recommended for funding. The State Trails Program staff are available to provide you assistance. The environmental permit requirements outlined below are not a comprehensive list of all potential permitting requirements. Due to the complexities of various permit regulations, applicants are encouraged to consult environmental regulatory professionals during the early stages of project planning/development.

Archeological Review: *If applicable, pictures of structures required.*

Will your trail project require ground disturbances involving National Register-listed archaeological sites or areas around buildings 50 years old or older?

Rare Species:

Are there any rare species (or habitats supporting rare species) located within two miles of your trail project area?

* *The potential for rare species occurrences can be determined by visiting the NC Natural Heritage Program's 'Virtual Workroom' mapper found here:
http://nhpweb.enr.state.nc.us/public/virtual_workroom.phtml*

*AND The US Fish and Wildlife Service (USFWS) that provides a county by county listing of federally protected species found here:
<http://www.fws.gov/nc-es/es/countyfr.html>*

DWQ Riparian Buffer Permit:

Does your trail project involve ground disturbance or vegetation clearing within 100 feet of mapped surface water (stream, river, pond, lake)?

Is your trail project located in one of the DWQ's 'Buffer Basins'/Watersheds (Catawba, Goose Creek, Jordan Lake, Neuse, Randleman)? For more information, see <http://portal.ncdenr.org/web/wq/swp/ws/401/riparianbuffers/rules>

CAMA Permit:

Is your trail project site located in one of the 20 CAMA counties found here http://dcm2.enr.state.nc.us/cama_counties.htm and potentially affects an 'Area of Environmental Concern' (Ex. near a coastal wetland, beach or stream?)

Floodplain Permit:

Is your trail project located within any Federal Emergency Management Agency (FEMA) - designated floodway determined by the NC Floodmapping Program <http://www.ncfloodmaps.com/>

Sedimentation & Erosion Control Permit:

Will your trail project require ground disturbance (clearing vegetation, etc.) that is equal to or exceeds one acre?

* *Erosion and sedimentation control measures are required regardless of the size of the disturbance in order to prevent accelerated erosion and off-site sedimentation.*

USACE (404) & DWQ (401) Permits:

Will your trail project impact surface waters (streams, rivers, ponds, lakes) or wetlands?

* *The potential for onsite wetlands can be determined by visiting the US Fish & Wildlife Services 'Wetlands Mapper' found at <http://www.fws.gov/wetlands/Data/Mapper.html>
Note that wetlands mapping can be relatively inaccurate. If your project site is suspected to be near or in a wetland it is recommended that applicants have onsite wetland determinations/delineations conducted at the early stages of project development.*

Environmental Assessment:

Will your trail project construct facilities or infrastructures on lands and/or waters owned or managed by any NC DENR agency?

Will your trail project construct a building that exceeds 10,000 square feet?

Will your trail project have the potential for significant adverse effects on wetlands; surface waters such as rivers, streams and estuaries; parklands; game lands; prime agricultural or forest lands; or areas of local, state, or federally recognized scenic, recreational, archaeological, ecological, scientific research or historical value, including secondary impacts; or would threaten a species identified on the Department of Interior's or the state's threatened and endangered species lists?

Environmental Assessment Note: Applicants should include locations of all known wetlands and waterbodies (streams, ponds, lakes) on site plans.

Trail Design Standards

The proposed trail project is being designed according to the following trail construction design standards:

- International Mountain Biking Association: Trail Solutions
- US Forest Service: Trail Construction and Maintenance Notebook
- US Forest Service: Equestrian Design Guidebook for Trails, Trailheads and Campgrounds
- AASHTO: Guide for the Development of Bicycle Facilities
- National Off-Highway Conservation Council: Park Guidelines for Off Highway Vehicles
- Other published trail design standard (list below):

Recreational Trails Program Attachments

NOTE: All items on this list are required if applicable; be sure that all documents are in working order and are included on your CD/DVD to be mailed. Applications missing ANY required documents will not be reviewed for funding.

- Map showing location of trail project to be assisted by the RTP. Map must be 1:24,000 scale USGS Topo map delineating how the project site falls on the land. (required)
- Map showing location of trail project within the city, town or county that will allow for proper identification of the surrounding context of the project (required)
- Project Timeline (required)
- Labeled photographs of project deliverable sites BEFORE disturbance, noting direction of view (required)
- Labeled photographs documenting responses to the Environmental Review questions. (required if applicable for the archeological review)
- Documentation of private land stipulations from property owners granting easements, leases (min. 10 year public trail use), licenses, MOA/MOU or other permissions (required question # 23)
- Documentation of other organizations commitment to maintain this RTP project long term (required If applicable question # 30)
- Letter(s) of commitment for donations listed in budget (required)
- Resolution of Governing Body or commitment letter supporting at least a 25% match and completion of project within 2 year time frame (required question # 36)
- List of dates, locations and type of public meetings where project was presented to public (electronically or physically) and copies of any public comment received (required question # 37)
- Documentation for land acquired or donated and its appraised value (required - Budget Section)

User Feedback Form:

We are transitioning our grant application process from paper to an electronic format. As we are in the design portion of this transition, it is imperative for us to have your feedback. Therefore, we are requesting you provide answers to the following questions in order that we can provide a more transparent grant application and approval process.

1. Was this electronic application format more user friendly than the paper application?

2. Was this compatible with the software you normally use?

Yes No

If No, what program works best?

3. Would you be interested in seeing aggregate results of each applications received by year?

Yes No

4. What can we do to make the application process more user friendly?

Questions & Requests for Staff Assistance

In an effort to provide a more user-friendly, transparent, and efficient application process, we are shifting to an electronic application format. As part of that process we are also tracking responses to the format change and requests for assistance.

As in the past, we are ready, willing and available to assist with technical assistance at all stages of the project from concept to completion.

Please submit any requests for assistance to Vincent T. Newman-Brooks. The request will be logged and the appropriate staff member will contact you shortly.

By submitting the requests electronically, we will be able to match your needs with the right staff member and we will be able to develop a Frequently Asked Questions (FAQ) page to make the process more user-friendly.

We are looking forward to working with you on your project!

Submission of Application

The application deadline is **January 31st, 2012 @ 11:59pm**
Electronic submission is required by this date and time.

Also, please mail a postmarked package of your electronic application and all listed attachments on one CD, DVD or flash drive containing labeled digital versions of your application complete with all mapping and supporting documentation by deadline to :

State Trails Program Grants Manager

Vincent T. Newman-Brooks

Mail Service Center 1615
Raleigh, NC 27699-1615
Phone: (919) 715-1846
Fax: (919) 715-3085

Authorization

"I am authorized by the Project Sponsor to submit this application and understand that this application will be evaluated on the basis of the information submitted, and the submission of incorrect information can result in this application being withdrawn from consideration.

Typed Name (required):

Title:

Date: