



CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION
125 WATERLOO STREET
RAPID CITY, SOUTH DAKOTA 57701

LF041107-17

Jerry W. Cole,
Director
(605) 394-5225

April 4, 2007

Jeri Taton
Administrative
Assistant
(605) 394-5225

Mayor Jim Shaw
Rapid City Council Members

Jerry Cole, Director 
Department of Parks & Recreation

Re: Recreational Trails Grant Application

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

In 2006 the City added 40 acres to its parkland inventory in the M Hill area. It is the City's intent to leave this area in its natural state to be used for passive recreational uses.

Doug Lowe,
Recreation Manager
(605) 394-4168

The Black Hills Mountain Biking Association and the Hanson Larson Memorial Park Foundation intend to apply for grant funding to prepare a master plan for the entire M Hill area, including the Chuck Lien Family Park. They have requested that the Rapid City Department of Parks and Recreation partner with them on this project. The Parks and Recreation Department would be providing up to \$40,000 in equipment use and manpower for the project. No cash outlay is anticipated at this time.

James (JJ) Walraven
Golf Superintendent
(605) 394-4199

Please authorize the Rapid City Department of Parks and Recreation to partner on a Recreational Trails Program Grant with the Hanson Larson Memorial Park Foundation and the Black Hills Mountain Biking Association to develop a master plan and construct a trail system in the M Hill Area to include the Chuck Lien Family Park.

Duncan Olney
Aquatics Manager
(605) 394-4168

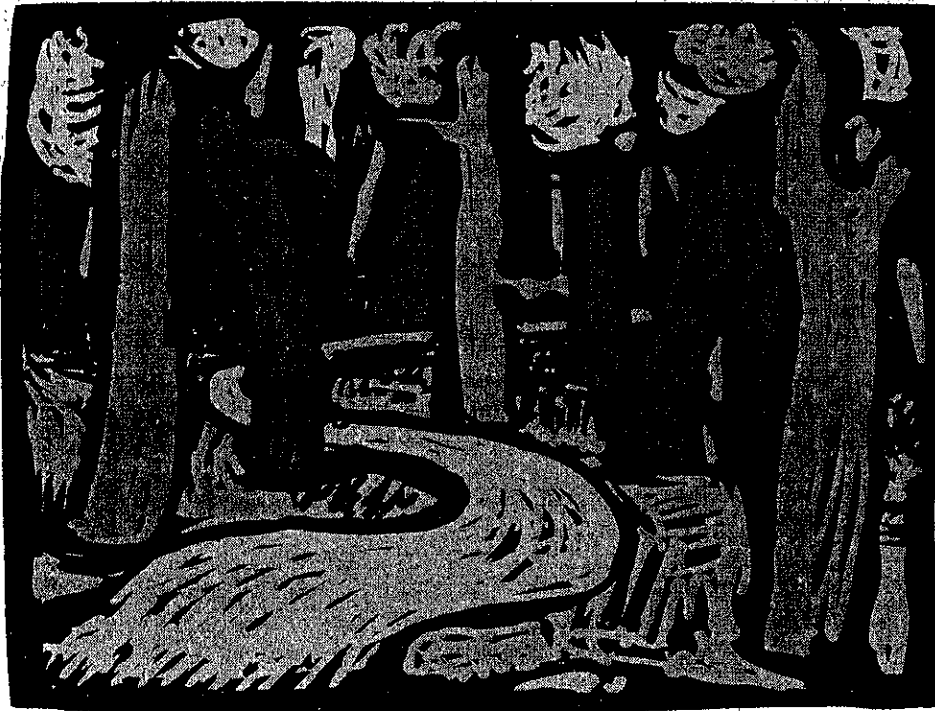
If you have any questions, please don't hesitate to contact me.

RECREATIONAL TRAILS PROGRAM

Grant Manual
and
Application Packet

*Jerry Cole
- Cowboy Hill*

2007



South Dakota Division of Parks and Recreation
523 E. Capitol Avenue
Pierre, SD 57501-3182
(605) 773-3391



U.S. Department of Transportation
Federal Highway Administration



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SECTION 1.0

THE RECREATIONAL TRAILS PROGRAM

1.1 Program Overview

The Recreational Trails Program (RTP) was authorized in 1998, as part of the Transportation Equity Act for the 21st Century (TEA-21). The RTP is a federal-aid program with the sole purpose of helping states provide and maintain recreational trails. The RTP replaced the National Recreational Trails Funding Program (also known as the Symms Act), which was authorized by the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA). The program was later amended by the National Highway System (NHS) Designation Act of 1995. This program provides funds for both motorized and non-motorized trail uses.

Trail uses include, but are not limited to, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel drive use and other off-road motorized use.

In South Dakota, the state Division of Parks and Recreation administers the RTP. Monies used to fund this program represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. The federal government prescribes many of the regulations governing this program.

1.2 State Recreational Trail Advisory Committee

TEA-21 requires each participating state to establish a State Recreational Trail Advisory Board to provide counsel on RTP matters. The board must represent both motorized and non-motorized trail users and meet at least once each fiscal year. In South Dakota, the five-person board provides advice to the state trails program specialist regarding program policy and procedure. The board also serves as the evaluation team that ranks grant requests and ultimately awards projects. Board members in South Dakota include:

- Deloris Erickson, Sioux Falls
- Dave Sweet, Sioux Falls
- DeEtte Goss, Belle Fourche
- Kitty Kinsman, Rapid City
- Ken Buhler, Pierre

1.3 Program Policies

The S.D. Division of Parks and Recreation and the Governor's RTP Advisory Board intends that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are awarded to projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function including sidewalks and roads. There are no minimum or maximum grant awards, as awards are based upon a project's merit rather than its cost.

1.4 Eligibility

Grants may be awarded to any of the following:

- *Non-profit organizations - *SUICS = Nelson-Lensel, Memorial Trust*
- Municipal agencies
- State agencies
- Federal government agencies
- Other governmental and tribal entities

*Non-Profit Organizations are defined as: A qualified non-profit organization is one that meets the following criteria:

- Registered with the State of South Dakota as a non-profit
- Will name a successor at the time of any change in organizational status (for example, dissolution)
- Does not discriminate on the basis of age, disability, gender, income, race or religion

It is the intention that non-profit RTP sponsors maintain non-profit status throughout the duration of a project. Since this is not always possible, a successor organization must agree, in writing, to complete all RTP project responsibilities required by the contract if the original organization's status changes. The responsibilities are identified in the RTP Project Agreement (contract). A qualified successor is any party that meets the eligibility criteria to apply for RTP funds and is capable of complying with all Project Agreement responsibilities. The Division of Parks and Recreation recommends, whenever possible, a public agency be sought as a successor.

Eligible Projects: Permissible uses of RTP grant funds include:

- Maintenance and restoration of existing trails. This 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. Rehabilitation may be interpreted broadly as extensive repair needed to bring a facility up to standards suitable for public use or to protect resources (not routine maintenance). Trailside and trailhead facilities should have a **direct relationship** with a recreational trail.
- Purchase and lease of recreational trail construction and maintenance equipment. This includes, but is not limited to, lawn mowers and trail-grooming machines, provided the equipment is used primarily to build and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails.
- Construction of new recreation trails. For projects located on federal lands, the most important requirement is that the federal agency must approve the project in accordance with other applicable federal laws and regulations. This category may include constructing new trail bridges, or providing appropriate signage along a trail.

- ❑ Acquisition of easements and fee simple title to property. This category may include acquiring old road or railroad bridges to be used as recreational trail bridges. However, RTP legislation **prohibits condemnation** of any kind of interest in property.
- ❑ Operation of educational programs to promote safety and environmental protection. This category allows the state to use up to 5 percent of its apportionment each fiscal year for the operation of educational programs to promote safety and environmental protection, as those objectives relate to the use of recreational trails. This is the maximum allowable – the State may use less than this amount.
- ❑ Water Trails –The definition of “recreational trail” in the RTP legislation includes “aquatic or water activities.” Therefore, water trails are eligible for RTP funding.

Projects Not Eligible: The Federal Highway Administration (FHWA) has determined the following kinds of projects are inconsistent with the RTP legislation:

- ❑ **Condemned Land as Matching Value:** The RTP legislation prohibits using RTP funds for condemnation of any kind of interest in property. An RTP project may be located on land condemned with funds from other sources. However, it is not permissible to use the value of condemned land toward the match requirement for an RTP project.
- ❑ **Feasibility Studies:** Trail feasibility studies are not among the permissible uses in the RTP legislation. The permissible uses relate to actual on-the-ground trail projects.
- ❑ **Projects intended for the sole purpose of covering environmental evaluation and documentation costs** are not permissible. However, reasonable environmental evaluation and documentation costs, including those associated with environmental permits and approvals, may be included as part of an approved project’s construction and engineering costs.
- ❑ **Law Enforcement:** Routine law enforcement for a recreational trail is not among the permissible uses in the RTP legislation.
- ❑ **Planning:** Trail planning is not typically a permissible use of RTP funds. However, if *trail planning is a small portion of an overall trail project*, it may be allowed.
- ❑ **Sidewalks:** RTP funds are not normally used to provide 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, or
 - The State Recreational Trail Advisory Board approves the use of RTP funds for paths or sidewalks along or adjacent to public roads or streets.
- ❑ **Federally-designated Wilderness Areas** are subject to the restriction of the Wilderness Act of 1964 as amended.

While the above project elements are not eligible for RTP funds, most of the items listed are recognized as important components of trail planning, design and development.

1.5 Match Requirement

RTP grant funds will not exceed 80 percent of a project's total cost. Sponsors must provide at least 20 percent of a project's cost. The "match" may include:

- Cash.
- The value of volunteer labor, equipment and materials. Donated labor, equipment, and materials should be based on fair market value. This means that services should be valued at a rate that would ordinarily be paid for similar work. The IRS publishes many of the rates.
- Federal, state and local grants (If other grants are used as match, it is required that the other grant is approved and a signed agreement has been obtained by the sponsor before it can be allowed as match.)

Federal Matching Share: In some cases, RTP grant funds may be matched with funds from other federal programs. They may be credited as the non-federal share if expended on an eligible project in accordance with the requirements of that particular federal program. In cases where federal funds are pledged as the RTP project match the combined total of RTP grant funds requested and other federal matching share may not exceed 95 percent of the total project costs. **A minimum of 5 percent of the project cost must come from state, local or private cosponsors.**

According to TEA-21 requirements, support from the Secretary of Transportation may not exceed 80 percent of each project's total cost including RTP funds.

1.6 Control and Tenure

Applicants must establish adequate control over any land (public or private) to be improved/developed with RTP grant funds. This must include documentation of:

- Fee title
- Lease
- Easement
- Use agreement

The application must identify all outstanding rights or interests held by others on land upon which the project is proposed.



1.7 Environmental Requirements

Federal RTP guidance requires documentation of compliance with the National Environmental Policy Act (NEPA) and other federal environmental laws, regulations and executive orders as part of an authorized project. Compliance with state environmental and cultural resource protection laws is also necessary.

Each project must be reviewed to assure that it does not have a significant impact on the environment. The Department of Game, Fish and Parks will process all of the required environmental and cultural clearances. With that in mind, you will be asked to add \$1,000 to the total cost of your project to cover the cost of securing such clearances. No earth-disturbing activities may be conducted until the Game, Fish and Parks Department indicates these clearances have been secured. In some cases, it may take several months to secure the needed clearances. A Social, Economic and Environmental Impact Form is provided as part of the application packet and must be completed and signed by all project applicants.

Your application will not be reviewed if your environmental documentation is not complete and included in your application. Compliance with the National Environmental Policy Act is required regardless of where your project is located (federal, state, county, city or private land).



SECTION 2.0

APPLICATION PROCESS

2.1 Application Packet

What to Send:

1. A letter of intent. All potential applicants must submit a letter of intent providing a detailed description of their proposed project.
2. Completed application form, narrative responses and required attachments.
 - Format: Submit all materials on letter-sized paper (8 ½ x 11). Text must be no smaller than 11-point computer font.
 - Page Limit: Keep your responses confined to the space or page limit noted.
 - Copies: Submit **six copies** of your completed application to the address below.
 - Submit all materials together at the same time.
 - Staple in the upper left corner.
 - Do not put applications and materials in notebooks or binders.

Send to:

Scott Carbonneau, Trails Program Specialist
Division of Parks and Recreation
523 E. Capitol Ave.
Pierre, SD 57501-3182

Applicants will be scored on completeness of the application packet. A letter of intent is required for a complete application. Substantially incomplete applications will not be forwarded to the RTP Advisory Board for review.

A complete application packet includes:

- Letter of Intent.
- A completed RTP Project application form.
- Maps (vicinity map, site location map).
- RTP Project Source of Funding Worksheet.
- Project Narrative.
- Environmental documentation (NEPA decision notice, Social, Economic and Environmental Impact Form, or other documentation necessary to establish compliance with environmental regulations).
- Documentation of Control and Tenure.
- Other information that will strengthen the application such as; maintenance agreements, resolutions of support, letters of support, etc.

2.2 Application Form Definitions and Instructions

Project Name: Name of project.

Organization/Sponsor Name: Agency or organization requesting RTP project funding.

Contact Person Name and Title: "Contact Person" is the person responsible to carry out the RTP project.

Address of Contact Person: Address and telephone number where the responsible person can be contacted during normal working hours regarding application questions.

Project Location: Project location should include legal description, county, city or town and any other descriptive reference useful to accurately determine the project location. (Maps provided as attachments must be 8 ½" X 11").

Recreational Trail Project Categories : Mark the RTP category that best fits your project situation (refer to definitions in Section 1.7).

Eligible Project Types: Mark the appropriate RTP project type (refer to definitions in Section 1.4 – Eligible Projects). If the project does not clearly fit into one of the identified categories, it is probably not eligible.

Summary Project Description: Summarize the proposed project in one or two sentences.

Budget Summary: Information on total project cost and amount of RTP funds requested.

Project Land Controlled by: Identify how the trail corridor or trail-related property is owned or controlled. (Provide documentation as attachment. 8 ½ X 11)

2.3 Project Funding Information (one page maximum)

Complete the source of funding worksheet. Provide a narrative regarding donated labor, materials, equipment and land or property that is included in your match. Be sure to include information such as who is donating time or materials and equipment, the number of hours and what kinds of material or equipment is being donated. Matching funds plus RTP funds should add up to the total project cost.



2.4 Attachments

- Vicinity Map: Submit a map identifying the location of the project within a region of the state. (8 ½ x 11 only)
- Site location Map: Submit a map indicating the specific site location of the existing or proposed trail or trail facility. This map must clearly depict the project location in relation to roads, trails, rivers/streams and any other geographic features that will aid in identifying the project's precise location. (8 ½ x 11 only)
- Project and Site Plans and Other Visuals: Submit project-related design documents if pertinent to the application. (8 ½ x 11 only)
- Documented Proof of Control of Property: Submit copies of title, lease, easement, use agreement, maintenance agreement, etc. (See section 1.6)
- Environmental Documentation: All project sponsors must complete and sign the attached Social, Economic and Environmental Impact Form and provide all other environmental documentation necessary to determine the project's compliance with state and federal requirements. This form is provided in the application packet.

2.5 Project Narrative

The project narrative should describe all elements of the proposed project and the need for assistance. The narrative should be clear and concise and limited to a maximum length of two, one-sided pages. The RTP provides funding in an open and highly competitive process. The RTP committee's funding decisions rely almost entirely upon the information provided in the application. The project narrative should provide information on the subjects listed below.

1. Project Description: Describe the proposed work. If the project involves partnerships or other funding sources, clearly identify which portion of the work will be completed with the requested RTP funds. It is important to be specific when defining the scope of work to be completed with RTP funds.
2. Long-term Commitment: Describe how you will provide for long-term management and maintenance of the completed project. Attach copies of signed agreements if parties other than the applicant are responsible for any part of this management or maintenance obligation.
3. Selection Criteria: Explain how the project addresses the selection criteria shown in Section 3.0. The first selection's criteria relates to the Division of Parks and Recreation's staff assessment of the completeness of the application packet and past grant history and does not require any narrative response. If you feel information provided in your response to any of the above subjects adequately covers the selection criteria, it is not necessary to repeat the information.

SECTION 3.0

SELECTION CRITERIA

Projects will be scored and ranked based on three general criteria. Points are assigned to each criterion as shown below. Respondents should elaborate only on points clearly relevant to their project. The RTP Advisory Board will use the criteria listed below to score and rank projects for funding consideration.

MAXIMUM POINTS	CRITERIA
10	<p data-bbox="427 615 670 646">COMPLETENESS</p> <p data-bbox="427 678 1222 709">This score will be based on the staff's review of the following:</p> <ul data-bbox="427 741 1304 1150" style="list-style-type: none"><li data-bbox="427 741 849 772"><input type="checkbox"/> Completeness of application.<li data-bbox="427 804 605 835"><input type="checkbox"/> Approvals.<li data-bbox="427 867 849 898"><input type="checkbox"/> Sponsor's past performance.<li data-bbox="427 930 1304 1014"><input type="checkbox"/> Demonstrated ability to accomplish the project and satisfy grant requirements within one year of authorization to proceed.<li data-bbox="427 1035 768 1066"><input type="checkbox"/> Readiness to proceed.<li data-bbox="427 1098 1271 1129"><input type="checkbox"/> No narrative response is required of applicant for this criteria.
55	<p data-bbox="427 1188 508 1220">NEED</p> <ul data-bbox="427 1251 1369 1587" style="list-style-type: none"><li data-bbox="427 1251 1174 1283"><input type="checkbox"/> Extent to which the project satisfies an identified need.<li data-bbox="427 1314 1369 1419"><input type="checkbox"/> Degree to which project uses opportunities for coordination with existing or planned trail systems, scenic byways, state park areas or other natural, cultural or historical areas.<li data-bbox="427 1451 1271 1482"><input type="checkbox"/> Degree to which project provides for a wide range of abilities.<li data-bbox="427 1514 1320 1587"><input type="checkbox"/> Extent to which project benefits the natural environment (protects rehabilitates or mitigates impacts to natural resources).
35	<p data-bbox="427 1629 857 1661">SUPPORT/COMMITMENT/PLANNING</p> <ul data-bbox="427 1692 1369 1923" style="list-style-type: none"><li data-bbox="427 1692 1336 1787"><input type="checkbox"/> Extent to which the project relates to plans for recreation trails, recreation management, land management, comprehensive plans, etc. Please cite the name and date of any relevant documents.<li data-bbox="427 1818 1369 1923"><input type="checkbox"/> Extent to which project has been defined in terms of planning, ownership management, impacts, design, permits (federal, state and local) and other issues related to development of a project.

	<p>SUPPORT/COMMITMENT/PLANNING, CONTINUED</p> <ul style="list-style-type: none"> ❑ Extent of support for project (financial commitments, pledged contributions, expressed approval by government agencies/elected or appointed authorities, the public, non-profit groups, volunteer support) and partnerships formed. (Attachments documenting project support may exceed the two-page limit for this section.) ❑ Degree of commitment to continue operation and maintenance of project after grant money no longer is available. ❑ Cost effectiveness/innovation/leverage in terms of what the project will accomplish in relation to the amount of RTP funding requested. Some of this criteria may have already been addressed in the applicant's description of match.
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35	<p>MISCELLANEOUS / ADDITIONAL TRAIL MERITS</p> <ul style="list-style-type: none"> ❑ The Advisory Board will use this space to include any additional comments regarding the trail merits. A maximum of 35 additional points will be awarded for this area
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SECTION 4.0

PROJECT SELECTION

4.1 Technical Review

Department staff reviews applications for completeness, eligibility, sponsor's current grant status, match, property ownership, local/regional/federal approval, etc. Staff will score and forward eligible applications to the Recreational Trails Advisory Board for further consideration. Ineligible or incomplete applications will be returned to the applicant.

4.2 Committee Review

The Recreational Trails Advisory Board reviews applications and establishes funding priorities. The board ultimately awards all projects.

Applications for RTP funding of \$10,000 or greater will be required to make a brief presentation to the RTP Advisory Board if requested. Applications for RTP funding of less than \$10,000 will be evaluated on the merit of the written application.

5.0 RTP GRANT APPLICATION FORM

Project Name:		
Organization/Sponsor Name:		
Contact Person Name and Title:		
Address:		
City:	State:	ZIP:
Telephone (W and H):	FAX:	E-Mail:
Project Location: County:		
Recreational Trail Project Type: Please indicate the type of user groups that will benefit from this trail. Examples include hikers, bicyclists, cross-country skiers, snowmobilers, ATV riders, horseback riders, etc.		
Eligibility Category: Check the box that most closely describes the type of project proposed. Please refer to the application packet for detailed definitions of these eligibility categories.		
<input type="checkbox"/> Maintenance and restoration of existing trails <input type="checkbox"/> Development and rehabilitation of trailside and trailhead facilities and trail linkages <input type="checkbox"/> Purchase and lease of recreational trail construction and maintenance equipment <input type="checkbox"/> Construction of new recreational trails <input type="checkbox"/> Acquisition of easements and fee simple title to property <input type="checkbox"/> Operation of educational programs to promote safety and environmental protection		
Summary Project Description:		
Total Project Cost: \$	RTP Funds Requested: \$	
<i>(please include \$1,000 for clearances)</i>		
Project Land is Controlled by: (attach documentation)		
<input type="checkbox"/> Fee Simple <input type="checkbox"/> Lease <input type="checkbox"/> Easement <input type="checkbox"/> Other _____		

**SOCIAL, ECONOMIC AND ENVIRONMENTAL
ASSESSMENT CHECKLIST**

(This form must be completed and signed for all projects)

Project Name:
Organization/Sponsor Name:

ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
	Will the project ...	None	Minor	Major	Please note conditions or state documentation for all minor or major impacts.
Access Control	change access to properties (close, change location, make one-way)?				
Air Quality	degrade air quality?				
Bicycle and Pedestrian	impact bicycle and/or pedestrian movement?				
Construction Impacts	cause construction impact (erosion, noise, air, vibration, etc.)				
Controversy	have controversy or will likely cause controversy?				
Endangered Species	impact any endangered, threatened or species of special concern due to the project location or design?				
Energy Impacts	have major energy implications?				
Erosion	involve major soil disturbance (depth or volume) or have erosion potential due to landform, wind patterns or water volume?				

	Will the project ...	None	Minor	Major	Please note conditions or state documentation for all minor or major impacts.
Excess Materials	involve disposal of excess material outside planned construction limits?				
Farmlands	require any rights-of-way?				
Floodplain	cross or lie adjacent to any floodplain area?				
Groundwater, Geology, Earthborne	impact groundwater, geology or cause earthborne vibrations				
Handicapped	impact sidewalk or curb and gutter?				
Historical, Archaeological, Cultural	impact any historical structures?				
	require excavation or regrading?				
Land Use	be consistent with local and regional land use plans?				
Minerals	impact commercial minerals and/or peat resources?				
Noise	impact noise sensitive receptors?				
Parks & Recreation	use significant public park, recreational, historical or wildlife-related sites? Will the project impact any LWCF land?				
Right-of-Way	require any easements?				
Relocation	require any relocation of homes or businesses?				

	Will the project ...	None	Minor	Major	Please comment on all minor or major impacts.
Stream/River Modifications	change the course, current or cross section of any stream or river?				
Social	impact public safety?				
	impact sensitive groups (children, handicapped, minorities, poor, etc.)				
	impact accessibility to schools, churches, recreation facilities?				
Transportation	require road re-routing, closing or redevelopment?				
	be accessible by mass transportation?				
Visual Quality	impact visual quality (view to or from facility)?				
Water Quality	impact water quality of lakes, streams, wetlands, etc.				
Wetlands	have wetlands present within construction limits?				
	destroy, impact or improve/create wetland habitat?				
Wild and Scenic Rivers	impact a state or federal wild and scenic river, federal candidate wild and scenic river?				

Please identify all facilities and buildings older than 50 years that are located on or adjacent to your project site:

Please identify the age of any facility or building to be removed or renovated:

If the project is located within a park area, please identify the park land:

Typed Name and Title of Project Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-Mail Address: _____

Office Telephone: _____

Home Telephone: _____

Signature: _____

Please remit to:

Scott C. Carbonneau
Trails Program
Dept. of Game, Fish & Parks
523 E. Capitol Ave.
Pierre, SD 57501-3182

And be sure to include the following documents:

- Letter of Intent.
- A completed RTP Project application form.
- Maps (vicinity map, site location map).
- RTP Project Source of Funding Worksheet.
- Project Narrative.
- Environmental documentation.
- Other information that will strengthen the application such as; maintenance agreements, resolutions of support, letters of support, etc.