

# RECREATIONAL TRAILS PROGRAM (RTP)



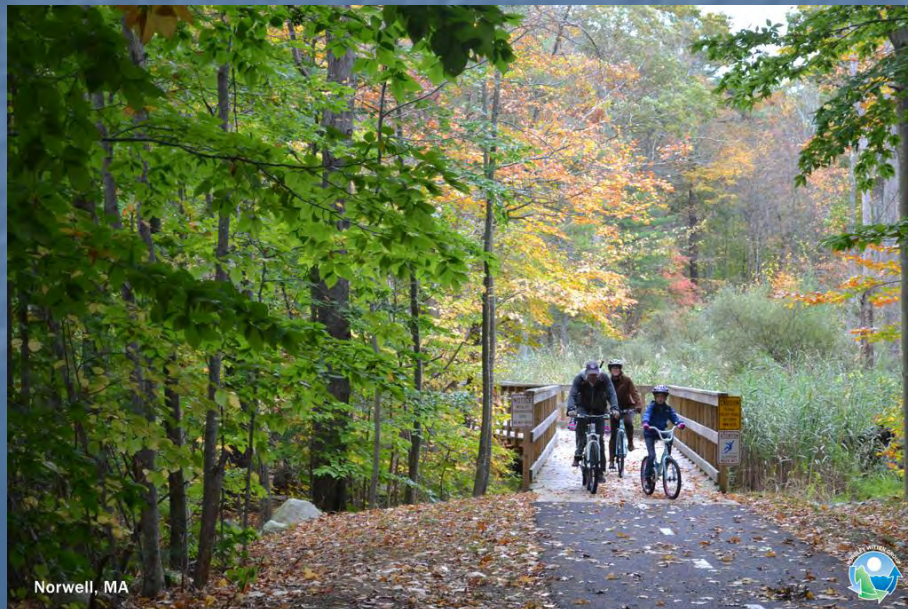
## 2017 Grant Workshop



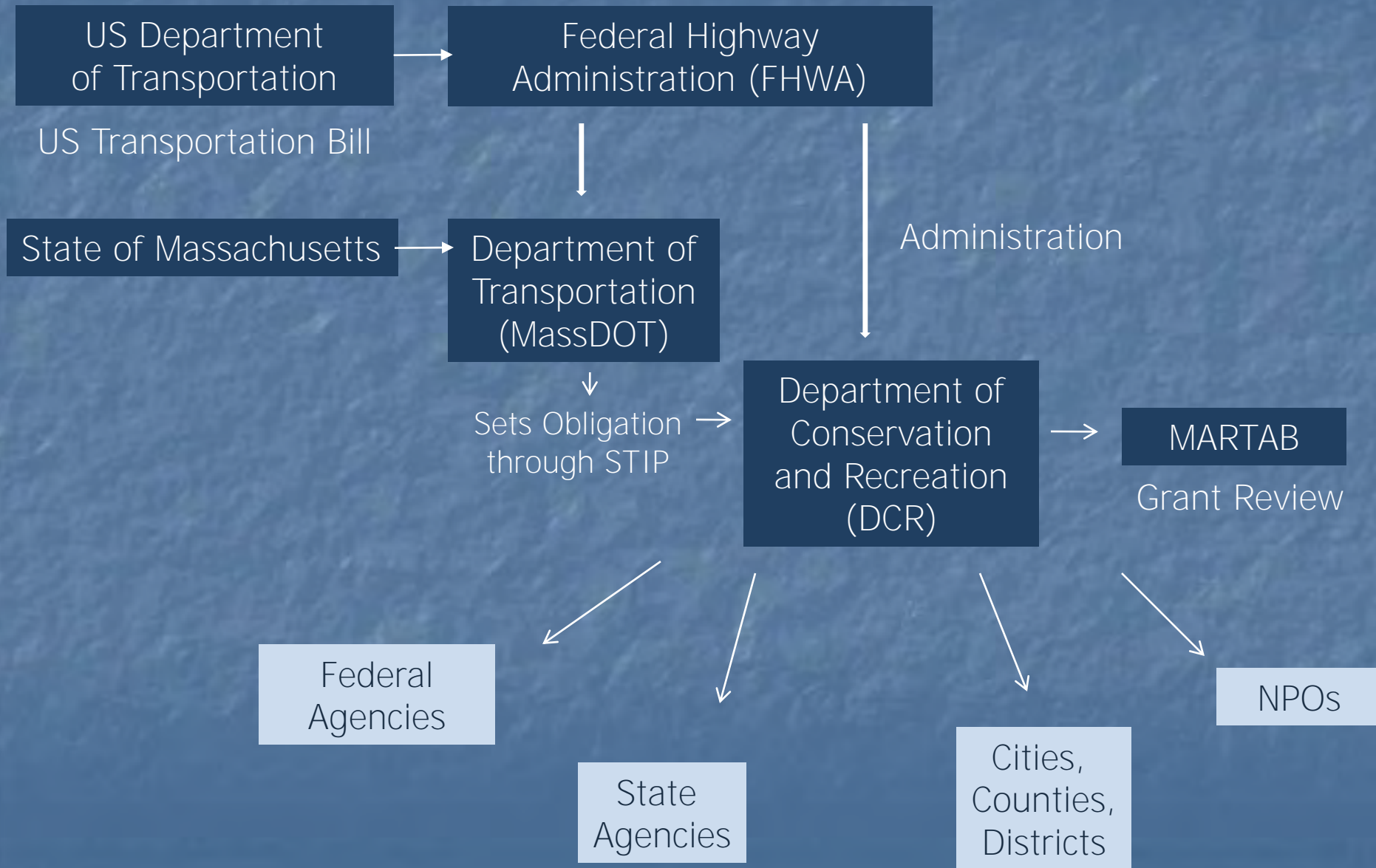
# The RTP's Purpose

To develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses.

(Get trails on-the-ground in Massachusetts)



# RTP Authorization & Oversight





# RTP Funds

From the Federal Highway Trust Fund

Represents a portion of the motor fuel excise tax collected from off-highway vehicle fuel use

Legislative Formula:  $\frac{1}{2}$  Evenly Distributed Among States,  $\frac{1}{2}$  OHV Registration/Estimate Fuel Use





# RTP in Massachusetts

- Over \$1 million in funds available each year, awarded to 30-40 projects
- Maximum \$50,000 Award within one Community, Maximum \$100,000 Award for Multi-Community Trails
- Applications Due February 1<sup>st</sup> each year



MCRT, West Boylston, MA



Taconic Skyline Trail, MA

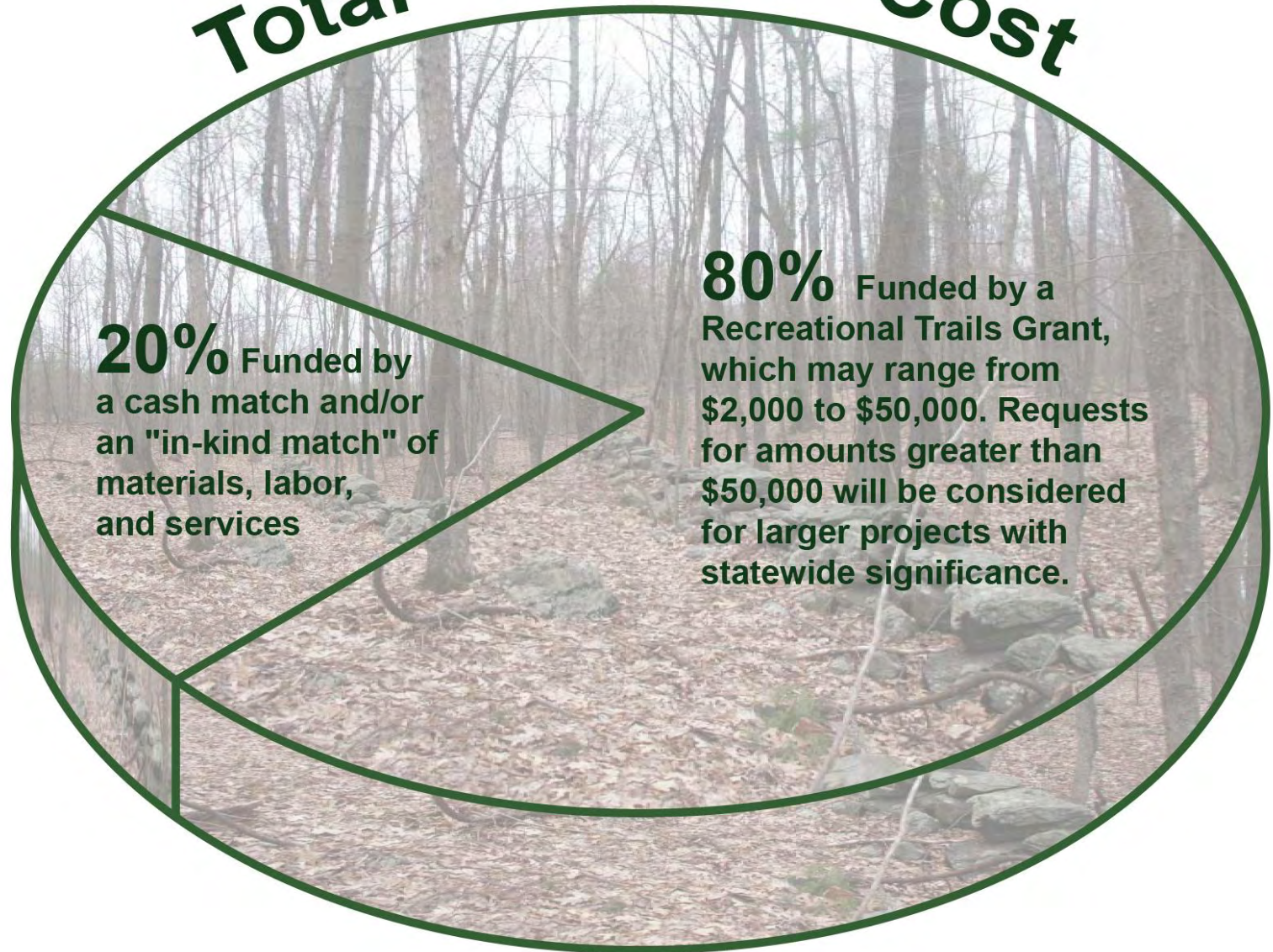
# Massachusetts Recreational Trail Advisory Board (MARTAB)

- Represents recreational trail user groups in Massachusetts
- Makes recommendations of RTP grant awards to DCR/Governor
- Statewide Trail Initiatives (training, conferences, etc.)





# Total Project Cost





# Allocation of Funds





# RTP Eligible Projects

- ❖ Construction of new recreational trails.





# RTP Eligible Projects

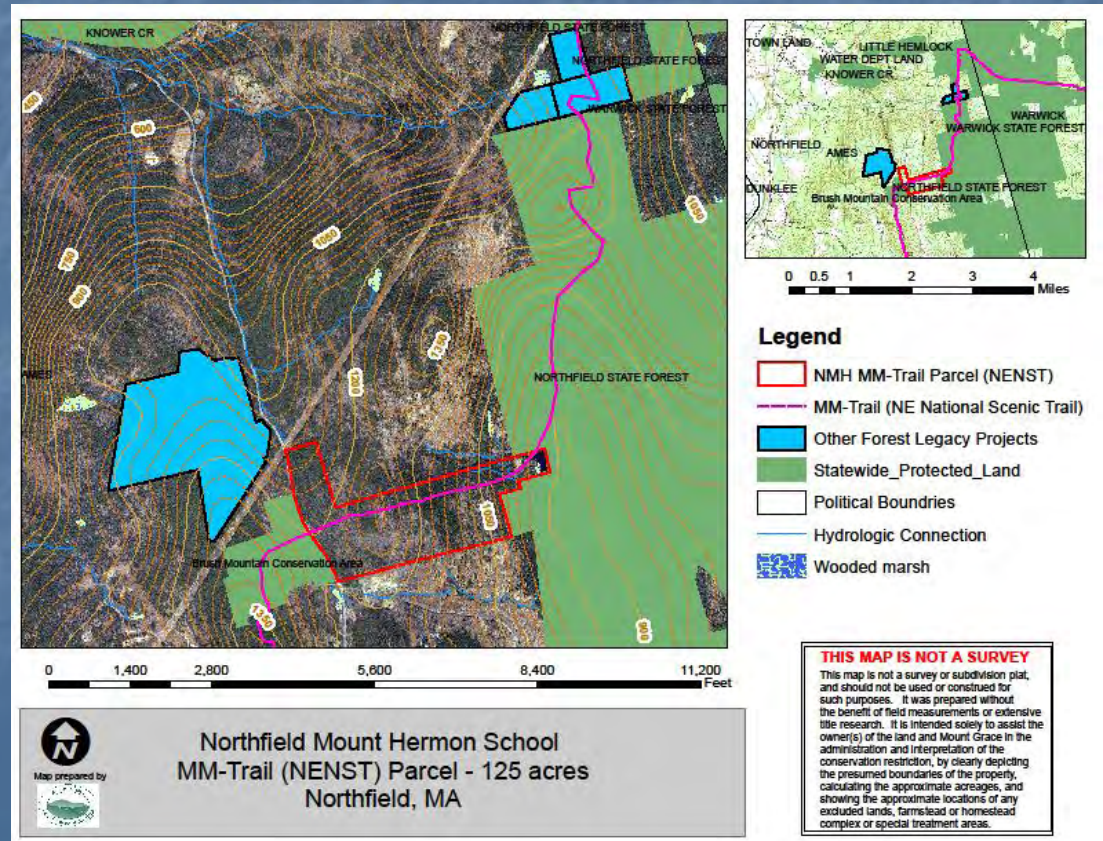
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- ❖ Development and rehabilitation of trailside and trailhead facilities.





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**Safety and Etiquette**

- Speed limit for all users is 15 mph (24 km/h).
- Motorized vehicles are prohibited, with the exception of motorized wheelchairs.
- Always keep to the right, except to pass.
- Pass on the left, only when safe, and call out or sound a warning signal before passing someone.
- Do not block the path. When stopping, move off the path so other users can pass safely.
- Do not litter.
- Keep dogs leashed and controlled.
- Please respect private property along the Bikeway.

Massachusetts State Laws include:

- Obey all traffic control signs;
- Helmets are required for bicyclists and skaters aged 16 and under;
- A headlamp is required when using the path at night.

The full list of Rules and Regulations is posted in the informational kiosks on the Bikeway.

**For Emergencies:**  
Medical, Police, and Fire: Call 911  
To report non-emergencies, contact Falmouth Police:  
(508) 457-2527



**Directions**  
From Bourne Bridge to Bikeway Northern Terminus at County Roads Exit Rte. 28 at Rte. 151. Go west, through traffic light at Rte. 28A. Cross railroad tracks, and turn right into parking lot. To Depot Ave. Bikeway Parking in Falmouth Village. Continue south on Rte. 28 into Falmouth Village. Turn right onto Depot Ave., and parking lot is on left across from bus station.

**Trail Management**  
The Shining Sea Bikeway is maintained by the Town of Falmouth Department of Public Works and the Falmouth Bikeways Committee (bikeways@falmouthmass.us). To volunteer as a Bikeway steward, contact the Friends of Falmouth Bikeways (friendsoffalmouthbikeways.com).

**Brochure Credits and Sponsors**  
Co-lead - Town of Falmouth Bikeways Committee • Stacey Beaulieu, Project Manager • Kathy Sharp Phibee, Writer • Joanne Brianna-Garner, Designer • Lisa Shea, Falmouth GIS Coordinator  
Consultants - Beth Schwarzman, Geologist • Ivan Valletta, Ecologist  
Funded by -



**Shining Sea BIKEWAY**  
from sea to shining sea



**Exploring the Natural History and Cultural Heritage of Falmouth, Massachusetts**

cape cod



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- ❖ Purchase and lease of trail construction and maintenance equipment





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- ❖ Purchase and lease of trail construction and maintenance equipment
- ❖ Trail Assessments



# RTP Eligible Projects

## Education Grants

- ❖ Trail-related publications
- ❖ Trail education workshops, trainings, conferences
- ❖ Can address trail and trail-related construction and maintenance standards, safety and/or environmental protection





# RTP Does NOT Fund

- 
- ❖ Taking of land through eminent domain
    - ❖ Feasibility Studies
    - ❖ Law Enforcement
      - ❖ Roads
      - ❖ Sidewalks
      - ❖ \*Planning



# \*Planning vs. Engineering

Planning activities including feasibility studies, conceptual designs, alternatives analyses, strategic planning, land protection prioritization and development strategies are ineligible, unless less than 25% of overall project.

Engineering and other activities deemed necessary for construction are eligible, including but not limited to surveying, engineering plans, permitting, cost estimating and development of bid specifications.

*If the end result of an activity is a written document or graphic output that is meant to guide decision-making, it is likely a planning document. If the end result allows a project to be quantified, bid and constructed, it can be viewed as an "engineering" activity and thus is eligible.*



# RTP - Project Examples

## Long-Distance Trails:

Directional Signage  
Interpretive Panels



New Segment Construction  
Bridge and Boardwalk Installation/Repair  
Trail Re-routes



Trail Corridor Acquisition





# RTP – Project Examples

## Rail Trails and Multi-Use Pathways:



Rail Corridor Acquisition  
Tie-removal  
Surfacing and Drainage

Road Crossing Installation/Improvements  
Signage  
Trail Amenities





# RTP – Project Examples

## Accessible Trails:

Trail Design and Construction

Accessible Grades to Scenic Views  
Boardwalks and Bridges



Broadmoor Wildlife Sanctuary, Natick



Wells State Park, Sturbridge



Boston Nature Center, Boston



# RTP – Project Examples

## Water Trails:

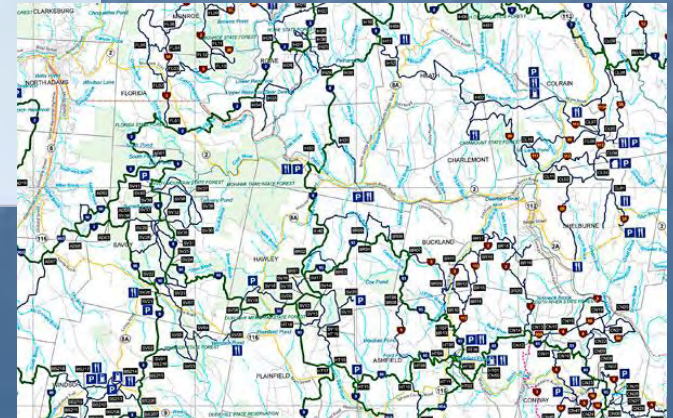
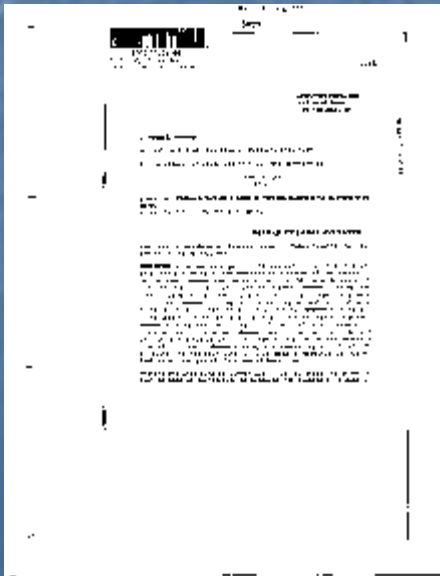


Connecticut River Paddler's Trail



# RTP Project Examples

## Motorized Trails





# RTP - Project Examples

Trails that provide links to homes, schools, neighborhoods, and communities.



Topsfield Linear Common, Topsfield



# RTP – Project Examples

Trails that provide links to ecological resources





# RTP – Project Examples

## Urban trails in densely populated areas with underserved populations





# RTP – Project Examples

Conversion of “non-traditional” open spaces such as utility and transportation corridors, former industrial sites, and landfills.





# RTP – Project Examples

Projects that demonstrate creative approaches to trail construction, partnerships, resource protection and stewardship



River Walk, Great Barrington



# RTP – Project Examples

## Youth Corps!!!





# RTP Grant Application

**Recreational Trails Program  
2012 Grant Round Application Directions**  
**Four copies of all materials DUE (Postmarked by) October 1, 2011**

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## **Application Checklist**

### **Non-Financial Documents to include:**

- ☐ Part I Cover Sheet
- ☐ Part II Narrative (2-3 pages max.)
- ☐ Part III Standard Budget Form
- ☐ Part IV Specifications
- ☐ Part V Supporting Materials
- ☐ Pictures, Drawings, or specifications of any structures to be built, if necessary
- ☐ USGS topographic map(s) with **CLEARLY IDENTIFIED PROJECT LOCATION**
- ☐ GIS or GPS data in the form of shapefile or geodatabase of proposed/existing trail location
- ☐ Assurance of "continuing public access" from landowner, or proof of easement, if necessary
- ☐ Copies of ANY permitting already obtained for project (NHEHP, Wetlands, Construction, etc.)
- ☐ Appraisal of land to be acquired, if necessary
- ☐ Letter(s) of commitment

### **Financial Documents to include:**

- ☐ "Request for Verification of Taxation Reporting Information" (W-9 Form),
- ☐ "Commonwealth Terms & Conditions,"
- ☐ "Standard Contract"
- ☐ "Signature Verification"
- ☐ "Electronic Funds Transfer Form" with voided check

***\* Note: A clear summary of the specific tasks to be accomplished, as well as a USGS Topo locus map with the exact location of the project area MUST be included in the grant application package in order for the project to be considered for funding!***

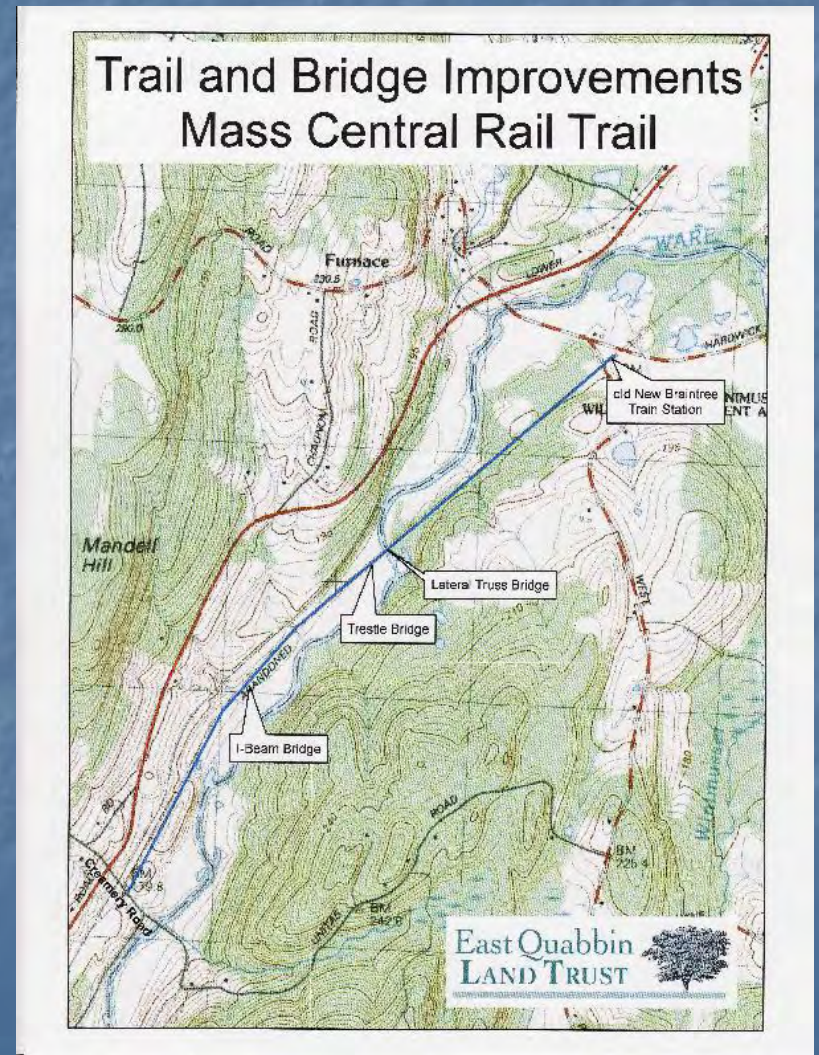
**Please complete the application including all documents listed below. Mail four (4) UNBOUND copies of the complete package (and one copy of required financial forms) to:**

**Amanda Lewis  
Department of Conservation and Recreation  
136 Damon Road  
Northampton, MA 01060**

**No faxed applications please.**

# RTP Grant Application *Narrative*

- CLEAR Summary of Specific Tasks
- Recreational/Social Need
- Range of Trail Uses/Users
- Project Support
- Additional Information





# RTP Grant Application *Budget*

## Recreational Trails Program 2012 Application

### Part III: Standard Budget Form

#### 1. Total Project Value: \$

#### 2. Grant Amount Requested: \$

Should reflect calculations from the tables in A and B below.

#### 3. Proposed Match Amount: \$

Must be at least 20% of the total project value. (Calculate funding request amount by 0.25 and you will come up with required match). Should reflect calculations from tables in A and B below.

#### A. Cost of Personnel Time: \$

For employee or consultant time counting toward the grant award, the hourly rate is the rate at which they will be paid.

For employee time counting toward the match, use his/her hourly wage. If volunteer, use the hourly rate that the person(s) would normally receive if they were being paid by your organization (not their "billing rate"). Or use the latest Massachusetts estimate for the value of non-skilled adult volunteer time - found at [http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html)

Person	# hours needed	Hourly rate	Total \$ amount applied to grant	Total \$ amount applied to match
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
Totals	hrs	-----	\$	\$

(Extend table as necessary)

#### B. Cost of Materials: \$

Could be equipment, tools, and services. Should be based off of reasonable estimates or price quotes from vendors and contractors, or from donors if being applied to the match. This can also include equipment rentals, where "unit" is one of time (hours, days).

Material	Unit	Number of Units	Price per Unit	Total \$ amount applied to grant	Total \$ amount applied to match
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
-----	-----	-----	Totals	\$	\$

(Extend table as necessary)

Note about Match: Since you are preparing your application prior to starting the project, the values of match contributions will probably be estimates. If your project is selected for a grant, the match will need to be documented with invoices, proof of payments, time sheets, site inspection, etc. The documented value of the match must equal at least 20% of the total of each reimbursement request.



# RTP Grant Application *Specifications*

Before your project is awarded, it will need to comply with:

- National Environmental Policy Act (NEPA) – Categorical Exclusion
- Section 106 of the National Historic Preservation Act
- Massachusetts Endangered Species Act (MESA)
- Wetland Act (approval from local Conservation Commission)

# RTP Grant Application

## *Supporting Materials*








- MAPS!!!
- Photos, Drawings, Diagrams, Plans and Specifications
- Equipment – **Submit the “Equipment Purchase Supplemental”**
- Buy America Compliance
- Project Time-line: EXPECT 9 MONTHS from Application Due Date
- **Assurance of “continuing public access” on project site by landowner**
- Appraisal (if required)
- Permitting, if already obtained
- Letters of Support/Commitment



# RTP Grant Review and Scoring

Reviewer's Name:									
	C	R	I	T	E	R	I	I	A
ID	need/demand	further goals of plan	realistic/ tangible	budget/value	trail system/linkage	env'l / social / cultural issues	Partnerships	Comm. Support/ Variety of Users	SCORE: 1- 5 (1=no, 5=yes)

# RTP Project Selection Criteria

-  Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
-  Furthers goals or strategies identified in Commonwealth Connections, or an adopted regional or local plan.
-  Describes a realistic, tangible trails project that can be accomplished in the time given. Has a realistic and appropriate budget.
-  Creates, expands or enhances a trail system, with real and lasting public benefits.
-  Thoroughly considers relevant environmental, social and cultural issues, and minimizes and mitigates impacts to natural and cultural resources.
-  Creates partnerships among trail users, organizations, or agencies.
-  Demonstrates community support for the project.



# RTP Post-Grant Award Compliance

- Documentation of required permitting (Wetlands, NHESP, etc.)
- Buy America
- Disadvantaged Business Enterprise Program  
<http://www.dot.gov/osdbu/disadvantaged-business-enterprise>

# RTP Reimbursement Process

## Reimbursement Request Requirements:

- Reimbursement Request Form
- Invoices/Receipts
- Proof of Payment
- 20% Match for every reimbursement request

## Match Requirements:

- Invoices/Receipts: same as reimbursement
- Proof of Payment: same as reimbursement
- Volunteer Timesheets: name, dates, work accomplished, signature
- Donations: Letter from donator indicating value of donation
- Use of equipment: proof of value of equipment and list of tasks accomplished
- Other grants/sources of funds: award letter



# Additional Funding Opportunities for Trail Protection & Greenway Projects

- LAND, PARC (formerly Self-Help) and Land and Water Conservation Funds
- Forest Legacy
- Transportation Enhancements and Congestion Mitigation and Air Quality (CMAQ) Funds
- Congressional earmarks for High Priority Projects
- CPA Funds and other Local Sources

# Online Resources

- Commonwealth Connections

<http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/commonwealth-connections.html>

- DCR Trails Guidelines and Best Practices Manual

<http://www.mass.gov/eea/docs/dcr/stewardship/greenway/docs/dcrguidelines.pdf>

- DCR Greenways and Trails Website

<http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/greenways-and-trails-program.html>



For Questions or to apply for a Recreational Trails Grant, Contact:

Amanda Lewis

Recreational Trails Program Coordinator

Department of Conservation and Recreation

413-586-8706 ext. 19

[Amanda.lewis@state.ma.us](mailto:Amanda.lewis@state.ma.us)

<http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/recreational-trails-grants-program.html>

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