

# ADECA

BOB RILEY  
GOVERNOR

BILL JOHNSON  
DIRECTOR

## RECREATIONAL TRAILS PROGRAM FY 2010 FUNDING CYCLE

### GRANT APPLICATION DOCUMENT

401 Adams Avenue  
Montgomery, Alabama 36103

February 2009

**FY 2010  
RECREATIONAL TRAILS PROGRAM  
GRANT APPLICATION**

**STATE ADMINISTERING AGENCY:**

**Alabama Department of Economic and Community Affairs**

Bill Johnson, Director  
401 Adams Ave.  
Montgomery, Alabama 36103

**PROGRAM STAFF:**

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**RECREATIONAL TRAILS PROGRAM:**

The Recreational Trails Program (RTP) was created in 1998 to assist organizations in acquiring, developing, or improving trail and trail-related resources. Eligible applicants include federal and state agencies, local governments and private sector organizations (see eligible organizations and agencies). Only one open RTP and Land and Water Conservation Fund (LWCF) grant is allowed per jurisdiction. **Jurisdictions must close such active grants by September 1, 2009, or must request a waiver in writing no later than August 1, 2009, to be eligible to compete for FY 2010 grant assistance.**

**PROGRAM INFORMATION**

Amount Available	\$ 1,400,000 (Estimated)
Maximum Grant Amount	\$ 50,000 - 100,000
Federal Share	80% (\$50,000 - 100,000 maximum)
Matching Source	Cash, In-kind, Donations
Eligible Activities	New Development, Renovation, Acquisition, Environmental & Safety Education
Application Deadline	Must be Postmarked September 1, 2009
Project Completion Date	October 1, 2011

**DEFINITIONS:**

<b>ADAAG</b>	Americans with Disabilities Act Accessibility Guidelines. Trail design criteria developed by the Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas.
<b>ADECA</b>	Alabama Department of Economic and Community Affairs. The state administering agency for the RTP.
<b>ARTAB</b>	Alabama Recreational Trails Advisory Board. Appointment of an advisory board is required by RTP legislation. Alabama has an 11 member board that advises the Director of ADECA on issues involving the RTP grant program.
<b>Diversified Trail Use</b>	The requirement of the RTP is that not less than 40 percent of the program funds be used for multiuse (diversified) trails or trail-related projects in the state. The project should either focus on using the greatest number of compatible recreational purposes for one trail, or provide for innovative recreational trail corridor sharing to accommodate motorized and nonmotorized recreational trail use.
<b>LWCF</b>	Land and Water Conservation Fund Act of 1965. Section 6(f)(3) of this Act is attached to projects acquired and/or developed with RTP grant assistance. This section prohibits the conversion of an RTP site to any use other than outdoor recreation.
<b>Motorized Recreation</b>	Off-road recreation using any motorized vehicle. The most common modes are all-terrain vehicle (ATV), four-wheel drive (or other light utility vehicle), motorcycle, and snowmobile. The term excludes motorized wheelchairs as defined under "Wheelchair".
<b>Nonmotorized Recreation</b>	Off-road recreation by a nonmotorized mode. The most common modes are bicycle, equestrian, pedestrian, skate, and ski. A mobility-impaired person using a manual or motorized wheelchair shall be classified as a pedestrian.
<b>Payment</b>	The RTP is a reimbursable program where the project sponsor will incur costs and the state will <b>reimburse</b> eligible expenses that are properly documented.
<b>Recreational Purpose</b>	A project funded under this section is intended to enhance recreational opportunity and is not subject to section 138 of this title or section 303 of title 49. This allows the USDOT/FHWA to approve RTP projects that are located on land within publicly owned parks or recreation areas without requiring a waiver or other Section 4(f) documentation.
<b>Recreational Trail</b>	A thoroughfare or track across land or snow, used for recreational purposes including, but not limited to, such uses as bicycling, day hiking, equestrian activities, jogging or similar fitness activities, trail biking, overnight and long-distance backpacking, roller skating, in-line skating, running, aquatic or water activity, and vehicular travel by motorcycle, four-wheel drive, or all-terrain off-road vehicles. The term "thoroughfare or track" excludes roads generally accessible by low clearance passenger vehicles, unless those roads are specifically designated for trail use by the managing agency, but includes high-clearance primitive roads.
<b>RTP</b>	Recreational Trails Program.
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This Act authorizes the Federal surface transportation programs for highways, highway safety, and transit from 2005-2009.
<b>STIP</b>	State Transportation Improvement Program. This plan is prepared and maintained by the Alabama Department of Transportation (ALDOT). RTP projects that are not within an MPO's jurisdiction must be included within the STIP.
<b>TIP</b>	Transportation Improvement Program. This is a plan that is prepared and maintained by the state's Metropolitan Planning Organizations (MPO). See Attachment I for the list of MPOs in Alabama.
<b>Uniform Relocation Assistance and Real Property Acquisition Policies Act</b>	All RTP project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 to the extent applicable. This Act upholds the Fifth Amendment of the U.S. Constitution: ". . . <i>nor shall private property be taken for public use, without just compensation</i> ". Regulations implementing this Act are found in 49 CFR Part 24. These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities.
<b>Wheelchair</b>	A wheeled device designed for and used by a mobility-impaired person for locomotion, whether manual (propelled by human power) or motorized (self-propelled). A mobility-impaired person using a manual or motorized wheelchair shall be treated as a pedestrian.

**MAXIMUM GRANT SIZE:**

The maximum grant amount that can be applied for in any application is **\$50,000 - 100,000** (federal share). Only one application may be submitted by an applicant; however, an application may contain multiple sites and the non-federal matching share may exceed the minimum required to satisfy the federal matching requirement.

**MATCHING REQUIREMENT:**

The federal share for the RTP is **80%** of the total eligible project costs. The non-federal share may come from state, local, or private sources. Other federal grant funds cannot be included unless specific legislation allows them to be used for the matching share.

A federal agency project sponsor may contribute appropriated funds toward an RTP project up to the point where the total federal share reaches 95 percent of the project cost. The limitation is intended to ensure commitment to the project from state, local, or private co-sponsors.

Examples of other federal programs which may be used to match RTP funds include:

- State and Local Fiscal Assistance Act of 1972 (Pub. L. 92-512).
- HUD Community Development Block Grants (42 U.S.C. 5301 et seq.)
- Public Works Employment Act of 1976 (42 U.S.C. 6701 et seq.)
- Delaware and Lehigh Navigation Canal National Heritage Corridor Act of 1988 (Pub. L. 100-692; 16 U.S.C. 461)
- Job Training Partnership Act of 1982 (29 U.S.C. 1501 et seq.)
- National and Community Service State Grant Program (42 U.S.C. 12501 et seq.)
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193; 42 U.S.C. 401 et seq.)
- Land and Water Conservation Fund Act of 1965 (16 U.S.C. 4607-8).
- Federal-aid highway program funds, such as the Federal Lands Highway Program, National Scenic Byways Program, and Transportation Enhancement Activities (23 U.S.C. 101 et seq.)
- Funds made available under the Federal Emergency Management Administration.
- Federal funds made available to Indian tribes.
- Challenge Cost-Share programs of Federal land management agencies.

**ELIGIBLE ORGANIZATIONS AND AGENCIES:**

Private Organizations - examples include:

- youth conservation or service corps
- youth clubs (Boy Scouts, Girl Scouts, Campfire, 4-H, etc.)
- police athletic leagues
- trail clubs or trail associations
- land trusts
- conservation organizations
- utilities (such as private electric utilities offering public recreation areas)
- private schools, colleges or universities
- private operators of recreational facilities open to the public  
(Nothing in RTP legislation prohibits states from making grants to for-profit organizations. However, private landowners must co-sponsor with a municipal or state agency or a non-profit organization.)

Municipal Agencies - examples include:

- city, town, township, village, borough, parish, or county agencies
- public education institutions such as school districts
- regional park or forest agencies
- public utilities (such as water and sewer districts or public electric utilities)
- public housing agencies

State Agencies - examples include:

- state park agencies
- state forest agencies
- state fish and game or wildlife agencies
- state public housing agencies
- state public education institutions (state schools, colleges, universities)

**INELIGIBLE ORGANIZATIONS AND AGENCIES:**

- Federal, state or local governmental agencies with an active RTP or LWCF grant that will not be closed by September 1, 2009. Otherwise, a waiver must be submitted in writing 30 days prior to application deadline.
- Federal, state or local governmental agencies that have an unresolved violation of LWCF regulations on a previously assisted recreation site as of September 1, 2009.
- State or local governmental entities that have unresolved issues with other programs administered by ADECA.
- Applicants that have not secured project concurrence letters from the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, and the Alabama Historical Commission by the application deadline.

**PERMISSIBLE USES:**

Applications may be submitted for the following activities:

- Development of urban trail linkages near homes and workplaces. This category includes trail linkages to schools, parks, and existing trails.
- Maintenance of existing recreational trails.
- Restoration of areas damaged by usage of recreational trails and back country terrain. This component includes restoration of areas damaged by recreational uses that should have been on trails, but does not include restoration of areas damaged by nonrecreational means.
- Development of trail-side and trail-head facilities that meet goals identified by the National Recreational Trails Advisory Committee. This includes trail components or associated facilities which serve the purpose and safe use of the recreational trail and may include but are not limited to the following: 1) Drainage, 2) Crossings, 3) Stabilization, 4) Parking, 5) Signage, 6) Controls, 7) Shelters, and 8) Water, Sanitary, and Access Facilities.
- The provision of features which facilitate the access and use of trails by persons with disabilities.
- The acquisition of easements for trails, or for corridors identified in a state trail plan.
- The acquisition of fee simple title to property from a willing seller. The objective of the acquisition may be accomplished by acquisition of an easement or by other means.
- The construction of new trails on state, county, municipal, or private lands, where a recreational need for such construction is shown.
- Only as otherwise permissible, and where necessary and required by a State Comprehensive Outdoor Recreation Plan, construction of new trails crossing federal lands, where such construction is approved by the administering agency of the state, and the federal agency or agencies charged with management of all impacted lands, such approval to be contingent upon compliance by the federal agency with all applicable laws, including the National Environmental Policy Act (42 U.S.C. 4321 et seq.), the Forest and Rangeland Renewable Resources Planning Act of 1974, as amended (16 U.S.C. 1600 et. Seq.), and the Federal Land Policy and Management Act (43 U.S.C. 1701 et. Seq.).

**USES NOT PERMITTED:**

- Condemnation of any kind of interest in property.
- Construction of any recreational trail on National Forest System lands for motorized uses unless such lands—
  - I. have been allocated for uses other than wilderness by an approved Forest land and resource management plan or have been released to uses other than wilderness by an Act of Congress, and
  - II. such construction is otherwise consistent with the management direction in such approved land and resource management plan.
- Upgrading, expanding, or otherwise facilitating motorized use or access to trails predominantly used by nonmotorized trail users and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred.
- Planning and/or architectural/engineering activities only.
- Purchase of land for, or the development of, trailhead facilities where a trail does not yet exist.

**\*\*COMPLETE ALL SPACES – DO NOT LEAVE ANY BLANK \*\***

<b>1) SPONSOR</b>			<b>2) PROJECT LOCATION CODES</b>	
a. Name			a. Congressional Dist	
b. Organization			b. State House Dist	
c. Street/P.O. Box			c. State Senate Dist	
d. City			d. Federal ID Number	
e. County			e. Latitude (Deg/Min/Sec) Longitude (Deg/Min/Sec)	
f. Zip Code				
g. Contact Person				
h. E-mail address				
i. Phone/Fax Number				
<b>3) PROPOSED OR EXISTING PROJECT SITE CONTROL</b>				
a. Acres to be Purchased			f. Acres owned by Sponsor	
b. Acres to be Donated			g. Date Acquired (MM/YY)	
c. Acres to be Leased			h. Acres Leased by Sponsor	
d. ROW/Easement Purchased			i. Years Remaining on Lease	
e. Total Acquisition (Sum a:d)			j. Leased From?	
<b>4) PROJECT TITLE:</b>			(35 Characters Maximum)	
<b>5) PROJECT DESCRIPTION:</b>				
<b>6) SOURCE OF PROJECT FUNDING</b>				
<b>SOURCE</b>	<b>TOTAL</b>	<b>CASH</b>	<b>DONATED LABOR OR EQUIPMENT</b>	
a. RTP				
b. Sponsor				
c. Other				
TOTAL				
<b>7) SOURCE OF PROJECT SPONSOR MATCHING SHARE:</b>				
a. Park Revenue		%	d. Donated Labor & Equip	%
b. Bonds		%	e. General Fund	%
c. Cash Donations		%	f. Other Federal Programs	%
<b>8) CERTIFICATION:</b> The applicant certifies that the data contained in the attached application is true and correct; the application has been duly authorized; and, the applicant understands that incorrect or incomplete information may cause the application to be rejected.				
a. Typed Name and Title		b. Signature		c. Date

**APPLICATION CHECKLIST**

Please use this checklist to determine that all required parts of the application are included prior to submission to ADECA. **Incomplete applications may not be rated.**

• Transmittal letter signed by the applicant	
• Resolution from appropriate governing body authorizing submission of the application	
• Copy of Deed to Property	
• A signed application cover sheet - including length, width, and type of trail surface in Project Description	
• Project budget	
• Environmental assessment: Concurrence from the Army Corps of Engineers Concurrence from the U.S. Fish and Wildlife Service Concurrence from the Alabama Historical Commission	
• Responses to application rating criteria ( <b>TO BE COMPLETED BY APPLICANT</b> )	
• Maps: Property Boundary Area Map Preliminary Site Plan Site Location Map	
• Signed statement from private landowner expressing support (If Applicable)	
• Letters of endorsement	
• Concurrence letter from the appropriate Regional Planning Commission (If Applicable)	
• Letter transmitting the application to the MPO or ALDOT.	Not Required
• Approval to cross a public highway (If Applicable)	
• Approval to cross a public utility right-of-way (If Applicable)	
• Water obstruction & encroachment permit (If Applicable)	
• Assemble original and copies with either plastic comb bindings or single metal binder clips. ( <b>Do not</b> book-bind or use 3-ring binders.)	
• Insert maps in either envelopes or pocket pages in application packets.	
• <b>1 ORIGINAL AND 2 COPIES OF THE APPLICATION TO:</b>  <b>ADECA Recreation Programs</b> <b>ATTN: Jody Waites</b> <b>401 Adams Avenue</b> <b>Montgomery, Alabama 36104</b>	

**YOU MUST INCLUDE A COPY OF THIS COMPLETED CHECKLIST WITH YOUR APPLICATION!**

## ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS RECREATIONAL TRAILS PROGRAM

### APPLICATION PROCEDURES

ADECA may provide moneys received under the RTP as grants to private individuals, organizations, city and county governments and other government entities as approved by the State after considering guidance from the Alabama Recreational Trails Advisory Board (ARTAB). **Private landowners must have a public sector or non-profit co-sponsor that is willing and capable of administering the project grant and assuming or sharing responsibility for operating and maintaining the trail resource upon completion..**

#### APPLICATION PROCESS

The project application consists of the signed application cover sheet; assurances and certifications; environmental assessment; project budget; responses to the application rating criteria; and boundary, site, and location maps.

In addition, the project application must include the following support documentation:

- a. A transmittal letter signed by the applicant.
- b. A signed statement from affected private landowners stipulating that they fully support the proposed use of their land and stipulating their support for the project application. The statement must clearly indicate that he/she is willing to provide an easement or other legally binding agreement that ensures public access to the recreational trail improvements funded by the grant. (23 U.S.C.A. Section 206(h)(4)(A).
- c. Letters of endorsement from local or regional trail user groups. (**HIGHLY RECOMMENDED** but not required)
- d. A resolution passed by the appropriate governing body authorizing the submission of the project application.
- e. A signed statement that the proposed trail project is identified in, or furthers a specific goal of a trail plan or is included or referenced in the Statewide Comprehensive Outdoor Recreation Plan / State Trail Plan.
- f. If applicable, a signed statement that the project is in compliance with 23 U.S.C.A. Section 206(g)(4) of the RTP that prohibits the use of Grant funds to accommodate motorized use on trails that have been predominately used by non-motorized trail users prior to May 1, 1991.
- g. If applicable, a signed statement by the federal agency that the construction of new trails crossing federal lands is in compliance with all applicable laws, including the Forest and Range-land Renewable Resources Planning Act and the Federal Land Policy and Management Act.
- h. If construction of any recreation trail on Bureau of Land Management or National Forest System lands for motorized uses is proposed, a signed statement certifying that the lands have been allocated for uses other than wilderness in the approved agency resources management plan or have been released to uses other than wilderness by an Act of Congress, and such construction is otherwise consistent with the management direction in such approved land and resources management plan
- i. RTP projects must be identified in either a Metropolitan Transportation Improvement Program (metropolitan TIPs) or the State Transportation Improvement Program (STIP). RTP applicants are responsible for ensuring that their funded project is included, without modification, in either the STIP or appropriate TIP.

Applicants located in metropolitan areas with a population of 50,000 or more should submit their RTP project to the applicable Metropolitan Planning Organization (MPO). Attachment A includes a list of MPOs for each area in the state, including contact person, address, and telephone numbers. Applicants should include a project description, location of the project, approximate budget, and any additional information that their MPO may require in order to amend the TIP.

- j. Site and boundary area map(s) showing the area of acquisition or trail construction.
- k. Concurrence letter from the appropriate Regional Planning Commission if required.

- I. If the project involves any of the following, contact ADECA program staff for the procedure to follow:
- The crossing of any public highway
  - The crossing of any railroad, gas line, power line, or other utility right-of-way
  - A stream crossing
  - Encroachment on any wetland area

## **SPECIAL PROCEDURES FOR PROJECTS THAT REQUIRE PERMITS OR OTHER APPROVALS**

(1) Crossing of Public Roads

Project applicants must include a statement or copies of letters certifying that the appropriate officials having jurisdiction over the public road where this trail crosses have reviewed this project and that the proposed crossing meets their approval. For state road crossings, contact the appropriate Alabama Highway Department, District Office. For all other classified roads, contact the street or highway department of the jurisdiction.

(2) Railroad, Gas Line, Power Line and Other Utility Rights-of-Way

Project applicants must include documentation indicating that appropriate officials from the railroad company and/or utility company have reviewed their project and that the proposed crossing meets their approval.

(3) Water Obstruction and Encroachment Permit (including Wetlands)

Project applicants planning to construct, operate, maintain, enlarge, or abandon any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway or any lake, pond, reservoir, swamp, marsh or wetland, must contact ADECA or the applicable federal agency. Examples of work requiring a permit include changing a stream channel, dredging for crossings; building or modifying a bridge, dock, culvert, or pier; installing or changing an intake or outfall structure; working on bank protection, including fill, levees, dikes, bulkheads, and flood walls; or placing an aerial crossing, such as a power line, over a navigable stream.

Any state or local government agency or public utility working in a 100-year flood plain, which has been identified by the National Flood Insurance Program, must also consult with ADECA before proceeding with its application.

(4) Erosion and Sedimentation Control Plan

In addition, project applicants may be required to prepare an erosion and sedimentation control plan for stream crossings or general construction activities. Therefore, project applicants must notify the appropriate County Soil Conservation District Office of the project. The district office will advise the applicant accordingly.

(5) Building Permits

Follow existing procedures for compliance with local building codes.

(6) Health Department Permits

**RECREATIONAL TRAILS PROGRAM  
PROJECT SELECTION CRITERIA  
FY 2010 RATING CRITERIA**

**(ANSWERS TO THESE CRITERIA ARE TO BE PROVIDED BY THE APPLICANT.)**

1. Describe the project's scope, feasibility and how it meets the project area's recreational needs.
2. Describe the ways in which the project provides for the greatest number of compatible recreational purposes including, but not limited to, trails that are designed and managed to accommodate any combination of trail use including bicycling, day hiking, equestrian activities, jogging or similar fitness activities, trail biking, overnight or long-distance backpacking; aquatic or water activities; and, vehicular travel by motorcycle, four-wheel drive or all-terrain off-road vehicles.
3. Describe the ways in which the project provides a new, unique or more effective means for making trail opportunities available to the public.
4. Describe the ways in which the project facilitates the access and use of trails by persons with disabilities, older citizens, economically disadvantaged and other special populations or groups.
5. Describe the ways in which the project creates opportunities for new partnerships between trail users, private interests, and public agencies within the project area.
6. Describe the ways in which the project uses the grant funds to leverage other public or private investments (in the form of services and materials, as well as dollars.)
7. Community Involvement—please address the following:
  - a) Project idea originated with trail users or a community group, and
  - b) The private sector (including individual citizens, community groups or local business enterprises) has participated in the development of the proposal idea and has made commitments of labor, money or materials to support proposal implementation.
8. Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work.
9. Identify and describe the service area of the project. Approximately how many people do you propose to serve with this project? Identify other trail resources in the service area by trail type (motorized, non-motorized, multiuse), distance, location in relation to the proposed trail, and ownership.
10. Describe how the trail will be managed. Include discussion on season length, hours of operation, limitations on use, enforcement provisions, and scheduling.

**PROJECT COST ESTIMATE**

The Recreational Trails Program provides **80/20 matching** fund grants. That is, the RTP will fund 80 percent of the project cost and the grant recipient must provide the other 20 percent in the form of cash, in-kind or donated contributions.

**ELIGIBLE COSTS**

1. Design, engineering, construction oversight services (may not exceed 10% of the total grant amount).
2. Direct labor
3. Special tradesmen secured under a service purchase contract
4. Rental of equipment
5. Construction contracts
6. Project materials
7. Signage<sup>1</sup>
8. Land acquisition
9. Professional project administration (grant consultant) (may not exceed 5% of total grant amount).

**PROJECT DEVELOPMENT BUDGET**

BUDGET ITEM	TOTAL	RTP SHARE	MATCHING SHARE
Acquisition			
Construction Contracts			
Equipment Rental			
Labor			
Signage			
Supplies/Materials			
Administration			
Engineering			
<b>TOTAL PROJECT COST</b>			

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<sup>1</sup> Signs which function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD). Part IX of the MUTCD, Traffic Controls for Bicycle Facilities, covers the bicycle related signs, pavement markings, and signals which may be used on highways or bikeways. Part IX is applicable to shared use paths (nonmotorized multiple-use trails which may provide a transportation purpose). The publication Standard Highway Signs has the detailed drawings for the highway signs prescribed in the MUTCD. These documents are available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Signs which do not function as traffic control devices are not subject to the MUTCD. However, informational signs and kiosks must take into consideration the needs of various users, such as: people who are blind or who have low vision, people who use wheelchairs, and children.

### Public Employee Costs

To verify allowable costs for state and local government employees, see OMB Circular A-87, Attachment B, item 11. Public labor is **not** volunteer or a donation. If a public employee is paid for time on a project, then the labor would be counted as part of the project cost (provided the labor is an appropriate allowable cost under OMB Circular A-87). It is not an "in-kind donation" since money is paid to the employee.<sup>2</sup> However, the dollar value of the employee's time may be counted toward the project sponsor's matching funds. For federal agency sponsors the value of a federal employee's time may be counted toward the federal agency's share.

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<sup>2</sup> Example: Given a \$62,500 RTP project, where \$31,250 is the allowable cost for right-of-way and materials and \$31,250 is allowable for public agency labor, then of the total \$62,500 cost, the federal share payable from the RTP is \$50,000. The public agency pays \$62,500 in cash (for right-of-way, materials, and labor) and submits a voucher for a \$50,000 reimbursement.

Given a \$62,500 project where \$31,250 is for materials, \$21,875 is allowable public labor, and \$9,375 is the allowable value of private volunteer labor, the federal share payable from the RTP is still \$50,000. The public agency pays \$62,500 cash, claims the \$9,375 value of the private volunteer labor, and submits a voucher for \$50,000.

Given a \$62,500 project where \$12,500 is for materials, \$18,750 is privately donated materials, \$12,500 is allowable public labor, and \$18,750 is private volunteer labor, in this case, the federal RTP payment is limited to \$25,000, because the cash outlay was only \$25,000. This would be a case of the private in-kind match exceeding the federal share.

# TYPE OF TRAIL APPLICATION

## CHOOSE ONLY ONE (1) CATEGORY

1. PROJECT NAME: \_\_\_\_\_

2. LOCATION (city, county or counties) \_\_\_\_\_

3. APPLICANT: \_\_\_\_\_

4. Type of Project (Check the most appropriate option (only one) from the following categories)

**A. Non-motorized Trail**

**Non-motorized project for a single use:** A project primarily intended to benefit only one mode of nonmotorized recreational trail use, such as pedestrian only, or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category. Includes trailhead facilities and amenities for trails 0 - 8 feet in width .

- \$50,000 maximum federal share

**B. Motorized Trail**

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

- **PROSPECTIVE APPLICANTS MUST SEEK TECHNICAL ASSISTANCE BEFORE PREPARING AN APPLICATION IN THIS CATEGORY.**

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

- **PROSPECTIVE APPLICANTS MUST SEEK TECHNICAL ASSISTANCE BEFORE PREPARING AN APPLICATION IN THIS CATEGORY.**

**C. Diversified Trail**

**Diverse motorized use project including both motorized and non-motorized uses:** A project intended to benefit both nonmotorized recreational trail use **and** motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and nonmotorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Another example involves the development of a common trailhead that serves separate ATV and bicycle trails. Includes trailhead facilities and amenities for trails over 8 feet in width.

- \$100,000 maximum federal share

**Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of nonmotorized recreational trail use such as: walking, bicycling, and inline skating; or both pedestrian and equestrian use; equestrian and bicycle use, etc. Includes trailhead facilities and amenities for trails over 8 feet in width.

- \$100,000 maximum federal share

**D. Education:    \_\_\_ Safety    \_\_\_ Environment    (Check only one) \$60,000 maximum federal share**

- **PROSPECTIVE APPLICANTS MUST SEEK TECHNICAL ASSISTANCE BEFORE PREPARING AN APPLICATION IN THIS CATEGORY.**

## LOCATION AND VICINITY MAPS

**PROJECT LOCATION MAP:** The project location map must display the location of the project in relation to the city or county area and the surrounding highway/road network. This map must be sufficiently detailed so that State or Federal officials who visit the site can do so without local assistance. If the project is within a municipality, a detailed city map showing the highway network in relation to the project site will be sufficient. Please make sure the maps are clear and concise.

### PRELIMINARY SITE MAP

**SITE PLANS:** The site plan should give a general layout of the park or area to be developed and include the following items:

- proposed facilities and development included in the phase for which LWCF assistance is being requested;
- existing facilities;
- future development--if known;
- location of any existing power lines or other utilities within the site boundary area;
- the location and measurements of any easements or rights-of-way;
- the location of floodplain if applicable;
- the site acreage to nearest tenth of an acre;
- the title block information including the title of the project, north arrow, scale, and date prepared.

Maps and drawings must be clear and legible, and no larger than 11"x14".

Upon project completion, an as-built-site plan will be required for all RTP assisted projects. The Applicant should inform the architect/engineer of this requirement prior to entering into a contract.

### PROPERTY OR PROJECT BOUNDARY AREA MAP

An application must include a boundary map which delineates the legal boundaries of the property to be developed. A boundary map must contain the following information:

- Project title.
- Date of map preparation.
- Signature of person that prepared the map and the signature of the applicant certifying the Section 6(f)(3) boundary.
- Known outstanding rights and interests that are held by others such as easements, deed/lease restrictions, reversionary interest, i.e., power lines that cross the site, rights-of-way, etc.
- Deed reference--book and page number.
- Sufficient detail so as to legally identify the land:
  - a. adjoining water bodies or other natural landmarks
  - b. bearings and distances (required)
  - c. identification of adjacent streets, roads, and highways
  - d. north arrow
  - e. a scale stated in feet per inch
- Project sponsor name

Photostatic copies, which alter the scale, are not acceptable.

## Environmental Screening Form (ESF)

This is a working tool for planners and decision-makers to use to identify the degree of potential impacts to resources that may occur as a result of federal approval of the proposal. It also serves as the administrative record documenting the project sponsor's efforts to identify and consider impacts during proposal development. Your ESF responses may change as the planning process refines the proposal that will ultimately be submitted along with the final completed ESF for federal review and decision.

As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment. By early identification of possible environmental resource impacts, the information will be useful during proposal development, including ways to lessen impacts. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the National Environmental Policy Act. .

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and invited to provide input as well. At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission, the completed ESF should reflect the project sponsor's final determination of the extent to which the proposal will impact the list of resources on the form. The results of the completed ESF will inform the State's choice of which NEPA pathway to follow, i.e., categorical exclusion (CE), environmental assessment (EA), environmental impact statement (EIS). Also, the completed ESF will identify the resource topics and issues that should be presented and analyzed in an EA or an EIS, if required.

The ESF contains two parts that must be completed:

### Part A. Impacts to Environmental Resources

### Part B. Mandatory Criteria

**Part A:** For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. These impact levels should be used to estimate specific impact levels on each separate resource and must be accompanied with a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal, is still viable, and it includes planned mitigation, explain this for each applicable resource and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A23) if not included in the list.

Use a separate sheet to explain all potential adverse impacts (negligible, minor and those exceeding minor) as well as to indicate the type of data that still needs to be determined for each of the applicable resources listed below. Describe direct, indirect and cumulative impacts as well as explain any planned mitigation already addressed in previous environmental reviews.

**Part B:** This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer "yes" or "maybe" for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all "yes" and "maybe" answers on a separate sheet.

*Indicate potential for adverse impacts.*

<b>A. ENVIRONMENTAL RESOURCES</b>	<b>No Impacts or Not Applicable</b>	<b>Negligible Impacts</b>	<b>Minor Impacts</b>	<b>Impacts Exceed Minor EA/EIS required</b>	<b>More Data Needed to Determine EA/EIS required</b>
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.					
2. Air quality					
3. Sound (noise impacts)					
4. Water quality/quantity					
5. Stream flow characteristics					
6. Marine/estuarine					
7. Floodplains/wetlands					
8. Land use/ownership patterns; property values; community livability					
9. Circulation, transportation					
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing					
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.					
12. Unique or important wildlife/wildlife habitat					
13. Unique or important fish/habitat					
14. Introduce or promote invasive species (plant or animal)					
15. Recreation resources, including parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.)					
16. Accessibility for populations with disabilities					
17. Overall aesthetics, special characteristics/features					
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.					
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure					
20. Minority and low-income populations					
21. Energy resources (geothermal, fossil fuels, etc.)					
22. Other agency or tribal land use plans or policies					
23. Land/structures with history of contamination/hazardous materials even if remediated					
24. Other important environmental resources that should be addressed					

B. MANDATORY CRITERIA If your proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?			
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas.			
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?			
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?			
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects?			
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office. (Attach SHPO/THPO Comments)			
8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.			
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?			
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)?			
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)?			
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?			

**Environmental Reviewers**

**The following individual(s) provided input in the completion of the environmental screening form.**  
*List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit.*

- 1.
- 2.
- 3.

**The following individuals conducted a site inspection to verify field conditions.**  
*List name of inspector(s), title, agency, and date(s) of inspection.*

- 1.
- 2.
- 3.

**ENVIRONMENTAL CHECKLIST  
FOR  
RECREATIONAL TRAILS PROJECT**

County: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Sponsor/Applicant: \_\_\_\_\_

Project Description: \_\_\_\_\_

Concurrence from Alabama Historical Commission attached?	Yes _	No __
Concurrence from U.S. Fish and Wildlife Services attached?	Yes _	No __
Concurrence from the U.S. Army Corps of Engineers attached?	Yes _	No __
Was the property acquired before January 1992?	Yes _	No __
If "No" explain property acquisition process (Use additional sheets if necessary):		

**Note: If you have not received the concurrence letters by the application deadline, submit copies of the request letters. If the compliance letters are not received by October 1, 2009, your application will not be rated.**

**REQUIRED LETTERS OF COMPLIANCE  
AND RELEASE OF CONDITIONS**

**US ARMY CORPS OF ENGINEERS**

<b>Mobile District Corps of Engineers</b>	<b>Nashville District Corps of Engineers</b>
Chief	Western Regulatory Field Office
Regulatory Branch	2042 Beltline Road SW
US Army Corps of Engineers	Building C, Suite 415
109 Saint Joseph Street	Decatur, Alabama 35601
Mobile, Alabama 36602	Phone Number: 256-350-5620
Phone: 251-690-2658	Fax Number: 256-350-5499

- **ALABAMA HISTORICAL COMMISSION**

Ms. Stacye Hathorne  
Alabama Historical Commission  
468 South Perry Street  
Montgomery, Alabama 36130-0900  
Phone: 334-242-3184

- **US FISH AND WILDLIFE SERVICE**

Mr. Bill Pearson, Field Supervisor  
US Fish and Wildlife Service  
1208-B Main Street  
Daphne, Alabama 36526  
251-441-5181

## ATTACHMENT I

## ADA ACCESSIBILITY GUIDELINES

All projects are required to be planned/designed to comply with the "American Standard Specifications for making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped."

New regulations being finalized will affect all of us who plan and design trails. The final report of the Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas proposes ADA Accessibility Guidelines (**ADAAG**) for trails, outdoor recreational access routes, beach access routes, and picnic and camping facilities. This report is available at: <http://www.access-board.gov/outdoor/nprm/>. The following questions and answers cover the highlights of the trail guidelines:

**First, what exactly is a trail according to ADA regulations?**

A trail is "a route that is designed, designated, or constructed for recreational pedestrian use or provided as a pedestrian alternative to vehicular routes within a transportation system."

**What kinds of trails are subject to the ADA regulations?**

The accessibility guidelines apply to those trails which are designed and constructed for pedestrian use. These guidelines are not applicable to trails primarily designed and constructed for recreational use by equestrians, mountain bicyclists, snowmobile users, or off-highway vehicle users, even if pedestrians may occasionally use the same trails. However, a multi-use trail specifically designed and designated for hiking and bicycling would be considered a pedestrian trail.

**Does that mean an urban bikeway is a "pedestrian trail"?**

Accessibility guidelines apply to trails used as nonmotorized transportation facilities for bicyclists and skaters as well as pedestrians. However, the AASHTO Guide (1999), generally required of TEA-21-funded projects, requires a greater level of accessibility than the ADA trail guidelines. The AASHTO Guide for the Development of Bicycle Facilities is the primary guidebook for facilities built with transportation funds. The Guide (available for \$45 for non-members from AASHTO at 202-624-5800, 800-231-3475, or <https://bookstore.transportation.org/>) generally provides a greater level of accessibility than the ADA trail guidelines (except running slope). The appendix of the Access Board report compares the AASHTO guide with the ADA trail guidelines.

**Will we have to bring existing trails up to ADA standards?**

No; the proposed guidelines require all areas of newly designed or newly constructed and altered portions of existing trails to comply.

**Must we improve accessibility when trail maintenance is done?**

Routine or periodic maintenance or repair of existing trails or trail segments is exempt. Maintenance and repair is defined as work that is not an alteration: it does not change the original purpose, intent, or design of the trail.

**Can we be required to allow vehicles on our non-motorized trails to accommodate accessibility?**

No; while a variety of mobility-enhancing equipment can be used on trails, the necessity of protecting the environment and maintaining the appropriateness of the setting might exclude ATVs or other off-highway vehicles.

**Does an accessible trail have to be paved?**

No, as long as the surface is "firm and stable."

**What about new trails that are nowhere near a road or an accessible trailhead?**

The requirements apply only to trails that “connect to an accessible trail” or “designated trailhead.” Where new trails connect to an existing trail that is not accessible, the technical provisions do not apply. Nor do they apply where the new or altered portion is not connected to a designated trailhead.

#### **What if building a trail to an accessible standard just isn’t logical, or desirable, or even possible?**

Departures from the guidelines are permitted for any portion of the trail where compliance would:

1. cause substantial harm to cultural, historic, religious, or significant natural features or characteristics;
2. substantially alter the nature of the setting or the purpose;
3. require construction methods or materials that are prohibited by Federal, State, or local regulations or statutes;
4. not be feasible due to terrain or the prevailing construction practices.

**For detailed information on accessible trails and how they apply to specific situations, see**

<http://www.access-board.gov/outdoor/nprm/>

The following manuals and guidelines are recommended for trail design, construction and maintenance. Copies may be purchased or acquired from the source indicated. U.S. Government regulations may be purchased from the U.S. Government Printing Office, Superintendent of Documents, Mail Stop SSOP, Washington, DC 20402-9328.

*Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities (ADAAG)*; available in U.S. DOT regulations, 49 CFR Part 37. Also, an *Interim Final Rule* was published in the *Federal Register*, June 20, 1994 (59 FR 31676; 31745); from: U.S. Architectural and Transportation Barriers Compliance Board (Access Board), 1331 F Street NW, Suite 1000, Washington, DC 20004-1111. The *Interim Final Rule* included Section 14, "Public Rights of Way," much of which would be applicable to the Trails Program, if adopted by the U.S. DOT. FHWA intends to develop program guidance for accommodating people with disabilities largely based on Section 14.

*Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance*; available in U.S. DOT regulations, 49 CFR Part 27 (44 FR 31442). This implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as amended, to the end that no otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

*Nondiscrimination on the Basis of Disability in State and Local Government Services*; available in U.S. Department of Justice regulations, 28 CFR Part 35 (56 FR 35694). This implements subtitle A of title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public entities.

*Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities*; available in U.S. Department of Justice regulations, 28 CFR Part 36 (56 FR 35544). This implements title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established by this part.

*Uniform Federal Accessibility Standards*, published in the *Federal Register*, August 7, 1984 (49 FR 31528); from the U.S. Architectural and Transportation Barriers Compliance Board (Access Board), 1331 F Street NW, Suite 1000, Washington, DC 20004- 1111.

*Recommendations for Accessibility Guidelines: Recreational Facilities and Outdoor Developed Areas, July 1994*, a report to the U.S. Architectural and Transportation Barriers Compliance Board by the Recreation Access Advisory Committee, from: Access Board, Recreation Report, 1331 F Street NW, Suite 1000, Washington, DC 20004- 1111. The Access Board is currently developing proposed guidelines for recreation facilities.

## ATTACHMENT II

## METROPOLITAN PLANNING ORGANIZATIONS

**HUNTSVILLE AREA**

Mr. Dallas Fanning, Director  
Huntsville Planning Department  
Municipal Building  
308 Fountain Circle  
Huntsville, Alabama 35801

(256) 427-5100 (Fax:256-427-5121)

**TUSCALOOSA AREA**

Mr. Robert B. Lake, Executive Director  
West Alabama Regional Commission  
4200 Highway 69 N. Suite 1  
Northport, Alabama 35476

(205)333-2990 (Fax: 205-333-2713)

**SHOALS AREA**

Mr. Keith Jones, Executive Director  
Northwest Alabama Council  
of Local Governments  
103 Student Drive  
Muscle Shoals, Alabama 35661

(256)389-0500 (Fax: 256-389-0599)

**MOBILE AREA**

Mr. Russell J. Wimberly, Executive Director  
South Alabama Regional  
Planning Commission  
110 Beauregard  
Mobile, Alabama 36633

(251)433-6541 (Fax: 251-433-6009)

**ANNISTON AREA**

Mr. Bill Curtis, Executive Director  
East Alabama Regional Planning  
and Development Commission  
1130 Quintard Ave., Suite 300  
Anniston, Alabama 36201

(256)237-6741 (Fax: 256-237-6763)

**DOTHAN AREA**

Mr. Todd McDonald, Planning Director  
City of Dothan  
126 St. Andrews Street  
Dothan, Alabama 36303

(334)615-4410 (Fax: 334-615-4419)

**GADSDEN AREA**

Mr. Shane Ellison, Associate Planner  
Planning Department  
City of Gadsden  
90 Broad Street  
Gadsden, Alabama 35901

(256) 549-4520 (Fax: 256-549-4851)

**AUBURN-OPELIKA AREA**

Ms. Suzanne Burnette, Executive Director  
Lee-Russell Council of Governments  
2207 Gateway Drive  
Opelika, Alabama 36803-6834

(334)749-5264 (Fax: 334-749-6582)

**BIRMINGHAM AREA**

Mr. Charles Ball, Executive Director  
Birmingham Regional Planning  
Commission  
2111-11th Avenue, South  
Birmingham, Alabama 35203

(205) 251-8139 (205-328-3304)

**DECATUR AREA**

Mr. Ronald Matthews, Executive Director  
North Central Alabama Regional  
Council of Governments  
216 Jackson Street, S. E.  
Decatur, Alabama 35602

(256)355-4515 (Fax: 256-351-1380)

**MONTGOMERY AREA**

Mr. Kenneth J. Groves Jr., Director  
Attention: Robert Smith  
Division of Planning Programming & Transportation  
City Hall  
27 Madison Avenue, Second Floor  
Montgomery, Alabama 36104

(334)241-2737 (Fax: 334-241-2266)

**COLUMBUS/PHENIX CITY AREA**

Mr. Rick Jones, Director  
Columbus-Muscogee County  
Consolidated Gov't.  
420-10th Street  
Columbus, Georgia 31901

(706)653-4116 (Fax:706-653-4120)