

APPENDIX C:

Alternative Transportation Funding Sources
Available for Recreation or Pedestrian/
Bicycle Infrastructure

LWCF Application Information Page

Application Deadline - April 1st on EVEN YEARS

Land and Water Conservation Fund (LWCF) grant awards are available to the State of Louisiana and its political subdivisions to acquire land for park and recreation areas and /or to develop and/or renovate outdoor recreation facilities. Project sponsor eligibility is limited to political subdivisions or state agencies. Political subdivisions include parishes, cities, towns, school districts or special assessment districts, such as recreation districts. Nonprofit or charitable organizations must work through their local or state agencies, parishes, cities, towns, school districts or special assessment districts in order to qualify for assistance under this program. Private individuals and organizations are not eligible for assistance.

The LWCF is funded annually through the Federal budget by the United States Congress and apportioned to states by the Department of the Interior. Administration of the program within Louisiana is conducted by the Office of State Parks (OSP), Division of Outdoor Recreation under agreement with the National Park Service (NPS).

Projects reviewed, approved, and selected at the state level are submitted to the NPS for federal review and approval. Project proposals must be approved at both the Federal and state levels. Upon NPS approval of a project application, a state agreement is prepared by OSP and forwarded to the project sponsor for signature.

Recreation areas that receive Federal assistance through the LWCF must remain dedicated to public outdoor recreation use in perpetuity. Property within the project boundary may not be converted to any use other than outdoor recreation without prior approval from the OSP and the NPS. The local sponsor must replace any converted property with property of equal or greater recreational value and usefulness in accordance with Section 6(f) of the LWCF Act. Project sponsors are responsible for notifying OSP of any changes in usage to assure that a conversion is not required.

LWCF grants reimburse up to 50 percent of the cost for land acquisition, development or renovation/restoration projects less administrative fees. Project totals less than \$60,000 are not considered competitive. **The maximum level of Federal assistance available for a single LWCF grant is \$250,000.** Project sponsors cannot be reimbursed for funds incurred before an application receives federal approval and a local grant agreement is signed.

The application deadline is **April 1st** of each even year (2016, 2018, etc.). Applications must be submitted on or before that date. Late or incomplete applications will not be considered. Applications may not be submitted for multiple sites.

April 1- April 15	Preliminary State Review & approval
April 15-June 1	Sponsors approved during preliminary review will be contacted & receive 90 days to make corrections and submit remainder of application documents
June 1 – July 15	State Review
TBA	State submittal to National Park Service for Federal review

ELECTRONIC SUBMISSIONS ONLY shall be emailed or send your cloud server link to outdoorrec@crt.la.gov. Prior to submission contact the Division of Outdoor Recreation at 225/342-8111 or Toll free 1-888/677-1400 for further instructions.

Land & Water Conservation Fund Program Grant Application

I. GENERAL PROJECT INFORMATION

Project Name: _____

Project Sponsor: (Ex. Town of Walker or Livingston Parish) _____

Parish: _____

Property or Official Park Name: (Project location) _____

Type of Project (check one):

- Acquisition
- Combination Acquisition and Development
- Development

Is there a previous grant from another federal agency on this site? ____ Yes ____ No

If so, what is the name of the agency? _____

Name of the other agency's project? _____

II. POINT OF CONTACT (applicant Author)

Name: _____ Title: _____

Address: _____

Phone: _____ Email address: _____

Alternate Contact Name: _____ Phone # _____

Email: _____ Website: _____

III. PROJECT SPONSOR & APPOINTED AUTHORITY

Name: _____ Title: _____

Address: _____

Phone: _____ Email address: _____

Alternate Contact Name: _____ Phone # _____

Email: _____ Website: _____

IV. PROJECT PHYSICAL LOCATION INFORMATION:

Municipal Address: _____

Geocode: (latitude / longitude coordinates) _____

Township: N/S _____ Range: E/W _____ Section: _____ Congressional District: _____

SCORP Planning Region: _____ Current Population of area to be served: _____

Population of Parish: _____

Estimated annual visitation of proposed project area: _____

Project enhanced acreage _____ Acres needed to purchase: _____ Total 6(f) acreage: _____

V. SITE CLASSIFICATION (Check all that apply)

___ Sports Park / recreation area (more than 4 athletic fields, includes regional parks)

___ Neighborhood Park /multipurpose outdoor recreation area (playground, athletic fields, etc.)

___ Natural Area / Passive recreation (community gardens, arboretum, amphitheater)

___ Water based recreation area (fishing, boat launch, piers, swimming, overlooks, etc.)

___ Outstanding natural environmental area /Preservation area (trails, picnic area)

___ Historic or cultural site

___ Other (Explain) _____

VI. PROJECT CATEGORY / SCORP PRIORITIES (2014-2019 SCORP page 97)

___ Trails (paved & unpaved to facilitate non-motorized travel to outdoor recreation opportunities)

___ Public Access to Water (fishing, beach & lake swimming, kayak & canoe trails, boat launches)

___ Land Acquisition for Preservation / Protection (wilderness conservation & open space)

___ Camping (designated camping areas & rental cabins with access to outdoor amenities)

___ Playgrounds & Picnic Areas (upgrades & new developments meeting national standards)

VII. TIME / DISTANCE CLASSIFICATION (refers to primary or 80% of users)

___ Neighborhood / walking distance ___ Community / town (within 15 minute drive)

___ Weekend or day use (over 2 hour drive) ___ Metropolitan / regional (within 45 minute drive)

VIII. WATER RESOURCE

Marine shoreline frontage _____ linear feet

Freshwater shoreline frontage including reservoirs _____ linear feet

Rivers / streams frontage _____ linear feet

Natural lakes / ponds _____ # of water bodies & total water surface _____ acres

Artificial impoundments ____# of water bodies & total water surface area ____acres

IX. PROJECT DESCRIPTION

1. Total Project Cost \$ _____

2. Requested Fund Amount (not to exceed \$250,000) \$ _____

3. Matching Fund Source: _____

This section certifies that the sponsor has their share of money available and has earmarked these funds for use on this project. It is necessary to have 50% of the total project cost available.

3. Do you have a MASTER PLAN for your park or site? ____yes ____ no (You are submitting a Conceptual Development Plan for your project with this application, it should be a portion of the Master Plan which is a guide for all future development for the site)

4. Is the project part of a local strategic plan for outdoor recreation and / or has a community survey been conducted that indicates the need for this project? ____ yes ____ no

4. (a) If yes, please explain the public input process in planning for this project:

Surveys____ Community Meetings____ Website Information ____ Public Web Forum ____

5. How many phases of work do you anticipate to complete the master plan for this site? _____

5. Do you have a REGIONAL PLAN for your parish that includes outdoor recreation? _____

6. Description of your project / List of the project elements – 100 character limit (Ex. 1 restroom with 4 stalls, 1 lighted ball field, a 40 car gravel parking lot, playground equipment for ages 6-12) You will have opportunity to explain further in a separate document - your **Project Narrative**.

7. Describe any impact (positive or negative) to the site by the completion of this project.

8. How does the project meet requirements of the Americans with Disabilities Act and Architectural Barriers Act, as well as the special needs of senior citizens?

10. Is this project a renovation of an existing LWCF facility? ___ yes ___ no

10(a) If yes, please indicate the year funds were awarded for the initial project _____.

11. Are there other facilities in the area similar to the proposed project? ___ yes ___ no

11(a) If yes, please describe the existing recreation facility elements:

FHWA Recreational Trails Program For Louisiana Application

\$1,517,643 Available for Trail Grants for 2019

The Recreational Trails Program (RTP) is an assistance program of the US Department of Transportation's Federal Highway Administration (FHWA) administered for the State of Louisiana by the Department of Culture Recreation and Tourism, Office of State Parks, Louisiana Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development.

Submit application (one original) to:

Louisiana Department of Culture, Recreation and Tourism
Office of State Parks
Division of Outdoor Recreation
FHWA Recreational Trails Program for Louisiana
1051 North Third Street, Suite 307
Baton Rouge, LA 70802-5239
P. O. Box 44426
Baton Rouge, LA 70804-4426

mdomingue@crt.la.gov

Applications are due in our office or postmarked by **July 1, 2019**.
Faxed or emailed copies will not be accepted. **Call (225) 342-4435, before March 1, 2019, for further instructions if planning to submit an application in 2019 for 2020 awards.**

Recreational Trails Program Application & Application Brief

- ◆ Project must be completed within one year after the signature date of the Letter of Commitment Agreement.
- ◆ The FHWA Recreational Trails Program for Louisiana (FRTPL) is an 80/20 reimbursable (*we reimburse sponsors 80% of eligible costs*) matching grant program. The sponsor match can be either cash or value of documented contributions of land, material, equipment, labor or services.
- ◆ The minimum (federal share) grant is \$10,000 and the maximum is \$100,000 for non-motorized projects. The minimum (federal share) grant is \$20,000 and the maximum is \$159,000 for motorized projects.
- ◆ Grant funding may be provided to non-profit, governmental or certain commercial entities.
- ◆ Grant funding can be used for the entire trail project or a component (trail tread, bridge or boardwalk, trailhead, trailside, etc.) of the trail.
- ◆ Projects will be selected based on criteria developed by the FRTPL Advisory Committee and the FRTPL Administrator in compliance with federal regulations.
- ◆ Applicants with incomplete applications, unfinished grants or a poor record of execution in previous grants, or recently funded projects in their parish, shall be penalized in the application review process.
- ◆ Projects will be funded in conformance with the 30/30/40% FHWA funding structure that requires a minimum of 30% funding of motorized trails, 30% funding of non-motorized trails and 40% to be used at the discretion of the FRTPL Administrator in accordance with federal guidelines.
- ◆ Selected projects will be included in the FRTPL submission to DOTD for environmental clearance and the FHWA for funding approval. Upon receipt of DOTD clearance and the FHWA approval and prior to the beginning of any project, a commitment agreement must be signed by the grantee/project sponsor and FRTPL and a notice to proceed letter from FRTPL will be sent to the grantee/project sponsor to explain the grantee/project sponsor responsibilities and the request for payment criteria.
- ◆ Upon receipt and approval of a fully executed commitment agreement, the grantee/project sponsor may initiate site development, procurement of materials and/or services, and all other activities to complete the project. Costs incurred by the grantee/project sponsor **prior** to receipt of a fully executed agreement and notice to proceed **will not be reimbursed**.

Recreational Trails Program

The FRTPL is a state-administered, federal aid grant program (see CFDA RTP 20.219) funded by the National Recreational Trails Fund Act (NRTFA) of 1991 and extended by the Fixing America's Surface Transportation Act, or "FAST Act", of 2015 which will provide funding for our nation's critical transportation infrastructure including for the purpose of providing and maintaining recreational trails and trails-related facilities. The program is administered at the national level by the US Department of Transportation, Federal Highway Administration (FHWA) in consultation with the US Department of the Interior and at the state level in Louisiana by the Lieutenant Governor's Office/Department of Culture, Recreation and Tourism, Office of State Parks, Division of Outdoor Recreation, Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development. NRTFA was established to redirect tax revenues generated from the sale of motor fuel used for off-highway recreational purposes to both motorized and nonmotorized recreational trails and facility improvements.

This program will provide the opportunity to generate innovative solutions for issues facing motorized and nonmotorized trail users and managers in Louisiana. The program will encourage trail projects that work in partnership with trail-user groups, volunteer groups, the business community, AmeriCorps, tribal entities, and local, state, and federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner with an emphasis on public health and active transportation.

Applicant Match

This is a reimbursement program. Therefore, the grant recipient must pay 100% of the cost of an eligible item before submitting a request for reimbursement for 80% of that eligible cost. For example,

$$\begin{array}{r} \$10,000 \text{ in eligible costs submitted} \\ \underline{\times 80\%} \\ = \$8,000 \text{ reimbursed to grant recipient.} \end{array}$$

The program encourages the donation of private funds, land and/or right-of-way, materials and services at fair market value to be counted toward the match. However, donations of existing state or local government right-of-way, materials, or services cannot be credited toward the local match.

Reimbursements will be made **only for those scope items that were listed in the approved application and subsequent approved grant amendments**. Normally, requests for reimbursements are processed and funds are dispersed within two to four weeks.

FHWA Recreational Trails Program for Louisiana (FRTPL) Advisory Committee

The FRTPL Advisory Committee was first convened on September 25, 1996 to identify the major trail issues facing the state. The committee is comprised of both motorized and nonmotorized trail users as well as local, state and federal governmental and nonprofit stakeholder entities. Its structure and composition shall be determined by it in consultation with the FHWA and the FRTPL Administrator. The following groups and agencies are currently represented on the board: the FHWA, the National Park Service, the US Forest Service, the Louisiana Paddlers, the Plaquemines Parish Off Road Committee, Transportation Recreation Activities in Louisiana (T.R.A.I.L.), the LA Department of Wildlife & Fisheries, the LA Department of Culture Recreation & Tourism, the New Orleans Mountain Biking Organization, the LA Department of Transportation & Development, the South Louisiana Trailblazers, and the Louisiana Equine Council.

Trail Planning Requirement

The intent of the National Recreational Trails Fund Act states that the funds should be used for trails and trail-related projects which have been planned and developed under existing laws, policies, and administrative procedures within Louisiana. The projects should further a specific trail-related goal in the current Louisiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP) or in a local/regional strategic and/or comprehensive plan. The SCORP identifies trails and trails development as one of Louisiana's top five priorities and strategies. The strategy is to develop all types of trails- urban corridor trails, multi-use trails, scenic trails, off-road vehicle trails, nature trails, dedicated use trails, levee trails, rail trails, bike and pedestrian trails, paddling trails, equine trails, etc. In general, trails provide safe methods of alternative and active transportation, connections to community recreation, opportunities for passive recreation and universal access to recreation. Specific goals are to promote exercise and physical fitness through recreation in our great outdoors and increased utilization of outdoor recreation areas.

Permitted Grant Uses:

A grant recipient may use funds received under this program on actual trail or trail-related projects such as:

- Construction of new trails on federal, state, parish, municipal or private lands (with certain requirements) where a recreational need for such construction is shown.
- Redesign, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize the impact to the natural environment.
- Surveying, structural design or engineering, inspection, testing or GPS mapping when included with trail development (not to exceed 5% of grant).
- Trail development and renovation activities such as: subgrade preparation, base course installation, soil sterilization, earthwork, erosion control, revegetation, natural and hardened surfacing, and installation of culverts/drainage structures, low-water crossings, bank improvements, retaining walls, guard/hand rails and toe rails.
- Ramps, bridges and/or boardwalks constructed, repaired, or replaced to provide an integral link along a trail and to provide connections between trails.
- Development of trailside and trailhead facilities. 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: drainage, crossings, stabilization, parking, signage, kiosks, lighting, shelters, hitching rails, outdoor /street furniture, bike racks, access controls, gates and fencing, motorized access barriers, water and restroom facilities.
- Providing access and use of trails to persons with disabilities.
- Acquisition of easements for trails or for trail corridors identified in a trail plan.
- Acquisition of fee simple title to trail right-of-way (ROW) property from a willing seller when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means.
- Construction of new trails crossing federal or state lands where such construction is approved by the administering agency of the state and/or 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 and the Forest and Rangeland Renewable Resources Planning Act of 1974, and the Federal Land Policy and Management Act.

Grant Uses Not Permitted:

A grant recipient may not use monies received under this program for:

- Planning or environmental documentation.
- Condemnation of any kind of interest in property.
- Construction of new trails for motorized use on national forest land that has been recommended for wilderness designation.
- Road construction, sidewalks (on side of roads or streets) except to connect trails and trail elements, gardening/landscaping, park acquisition, playground equipment and spray parks.

- Other items may be subject to review.

Specific Recommendations for All Projects

Projects selected for funding shall:

- Plan for the needs of the widest variety of trail users and accommodate them safely.
- Follow guidelines of the Americans with Disabilities Act (ADA) in providing for trail access and consider the needs of the elderly and families with small children.
- Further a trail-related goal in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or local/regional strategic/comprehensive plan.
- Include a commitment for maintenance and long-term public access.
- Have written permission and support of land manager(s).
- Include a commitment to starting and completing the project quickly and efficiently.
- Provide for trail construction and use in a manner sensitive to the environment.
- Include a resolution of support (see enclosed examples) from the applicant/project sponsor and/or local government where the trail is located.
- If the applicant/project sponsor is not a local government, the applicant/project sponsor must get a resolution (in addition to their own council, board, etc. resolution) of support from the local government in which the project site is located.
- Solicit Disadvantaged Business Enterprises (DBE) when contracting out work.

Project Number (office use only):
Federal _____

Louisiana Recreational Trails Program

Project Application

General Information:

1. Amount Requested: \$ _____ 2. Total Cost of Trail Project: \$ _____
(Column A in Budget) (Column A + B + C in Budget)

3. Trail Project Sponsor: _____

4. Type of Sponsor: ___ Federal Agency ___ State Agency ___ Local Agency ___ Non-profit Organization
___ Partnership (more than one explain) or Other: _____

5. Tax ID No.: _____ DUNS No.: _____ DOA Vendor Registration No.: _____

6. Sponsor Address: _____
_____ Zip Code (nine-digit) _____

7. Sponsor Contact / Responsible Charge:

Phone Number: _____ Fax Number: _____
Mobile Number: _____ Email address: _____

8. Trail Project Name: _____

9. Parish Where Trail Is Located: _____ 10. Congressional District: _____

11. State Representative: _____ State Senator: _____

12. Land Classification: ___ Public ___ Private ___ Combination (explain): _____

13. Ownership: (Who will own and maintain the completed project?) _____

14. Does this project link to or is it an integral part of any other trail(s)? ___ Yes ___ No
If yes, explain: _____

15. Project Location * (give *physical address with nine digit zip code* and directions to site from nearest marked intersection):

*** Application must include a Site Plan, Map (printed) precisely identifying the project location (showing nearest marked intersection) and a Vicinity Map showing the surrounding area / neighborhood.**

15a. GPS Coordinates of entrance to project: _____

16. Primary Use: (check all that apply) _____ **Hiking/Walking** _____ **Fitness/Jogging** _____ **Equestrian**
_____ **Paddling/Canoeing** _____ **ATV/Motorcycle/OHV** _____ **Interpretive/Nature**
_____ **Cycling /Mountain Biking**

17. List linear feet, miles or acres for each of the following that applies to this project:

Non-routine Maintenance: _____ **Restoration (usage damage):** _____
Trailside/trailhead facilities: _____ **New Trail Construction:** _____
Acquisition: easement- _____ **fee simple-** _____
Other (specify): _____

18. Narrative Description of what will be constructed (describe in sufficient detail, the work to be accomplished under this project and how the work will be done):

19. Time Table (give a proposed timetable for the accomplishment of this work):

	Start Date (mm/yy)	Scope of work to be accomplished (description)
Phase I:	_____	_____
Phase II:	_____	_____
Phase III:	_____	_____
Phase IV:	_____	_____
Phase V:	_____	_____
Final Phase:	_____	_____

20. Estimated Project Budget:

	(A)* Grant Request	(B)* Sponsor Cash	(C)* In-Kind Match**
Scope Item 1. Design, Surveying, Engineering, Inspection, Testing and/or GPS mapping: *	_____	_____	_____

Scope Item 2: Tools and Equipment purchase or rental:	_____	_____	_____

Scope Item 3: Material / Supplies Costs (specify use, material, quantity):	_____	_____	_____

Scope Item 4: Direct Labor Costs (specify):	_____	_____	_____

Scope Item 5: Acquisition (easement cost or purchase price):	_____	_____	_____

Scope Item 6: Contractor Services (specify):	_____	_____	_____

Scope Item 7: Other Costs (specify):	_____	_____	_____

TOTALS	_____	_____	_____
	(A)	(B)	(C)

A = Amount Requested (1. on page 1): not to exceed 80% of the Total Cost of the Project.
A + B + C = Total Cost of the Project (2. on page 1)
B + C = Total Matching Funds (2. – 1. on page 1): must be, at least, 20% of the Total Cost of the Project.

Definition of in-kind match: Value of **donated equipment, material, services or volunteers. *Properly documented administrative staff time and overhead may be counted as in-kind services.*

21. Socioeconomic Issues: Will the proposed project negatively impact any of the following? (circle answer No or Yes and if Yes, explain)

- a. Health/Education Facilities** No Yes explain: _____
- _____
- b. Emergency Service Providers** No Yes explain: _____
- _____

c. Handicapped, Minorities, Elderly	No	Yes	explain: _____
d. Economic Activity	No	Yes	explain: _____
e. Public Utilities	No	Yes	explain: _____
f. Local Tax Base	No	Yes	explain: _____
g. Residential Areas	No	Yes	explain: _____
h. Environment	No	Yes	explain: _____

Additional Documentation Required:

Applications approved for funding may require additional documentation prior to issuance of a fully executed Letter of Commitment Agreement by the FRTPL Office. It is the responsibility of the applicant to secure the required documentation, permits, etc. and submit them to the FRTPL office.

Please check the appropriate ones that may apply to this project.

Work on Public Lands ____

Organizations and individuals receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work. Approval by the land manager for long-term commitment of property will also be required. (See separate form.)

Work on Private Lands ____

Any grant recipient receiving approval for work on private lands must enter into an easement or other legally binding agreement that ensures public access to the recreational trail. The owner of the private land must provide a signed statement stipulating that they are willing to ensure public access to the trail improvements funded by the grant. (See separate form.)

Federal Requirements ____

Grant recipients receiving approval to acquire an easement or purchase land in fee simple will be required to comply with the terms of TITLE II and TITLE III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirement and procedures implementing such Act and other provisions of federal laws and executive orders as identified under the project agreement and general provisions.

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and executive orders must be provided prior to project approval under the Recreational Trails Program. It should be expected that most trail projects would qualify as Categorical Exclusions (CE) under NEPA. Each project, however, shall be reviewed by FHWA/DOTD to assure that it does not have a significant negative impact on the environment. A letter of approval from FHWA/DOTD shall be written before FRTPL shall execute a Letter of Commitment Agreement with a project sponsor/grantee. All permits are the responsibility of the project sponsor.

Trail Project Justification

Please explain on a separate sheet of paper how the project meets the following project selection criteria.

Trail and Trail Site (0-23 total points):

- Describe the trail project that will be built and the trail site **(0-13 points)**.
- Describe the natural setting and features and/or built environment **(0-6 points)** of the trail.
- Describe the fitness/exercise aspects **(0-4 points)** of the trail.

Planning Process and Community Support (0-15 total points):

- Describe the planning process for the project. Attach the site plan, conceptual design, etc. **(0-4 points)**.
- Document the use of professionals **(0-3 points)** such as landscape architects, engineers, planners, etc.
- Describe the participation or assistance provided to this project **(0-3 points)** by public agencies, private industry, or special interest/ nonprofit groups.
 - Describe the degree of support for this project from trail user groups, community leaders and organizations, service organizations, recreation and environmental groups, schools, churches, businesses, and other non-governmental groups. **(0-5 points)**.

Partnerships/Volunteerism/Excessive Match (0-12 total points):

- Describe the degree to which the trail project involves interagency cooperation and public/private partnerships between trail users, private interests within the area, and public agencies. **(0-3 points)**
- Provide information about donations and volunteer services **(0-3 points)** that will be used to accomplish this project. Is there a “trail-adopter” group for the project? **(0-2 points)**
- Does the project sponsor provide more than the required local funding match of 20% and/or request less than the maximum grant amount? **(0-4 points)**

Connections And Transportation Value (0-15 total points):

- Describe the degree to which project provides connections or linkages **(0-7 points)** to other trails, greenways, blueways or waterways, natural or scenic corridors, parks, or recreation areas.
- Describe the active transportation value **(0-8 points)** of the trail in the community. Does the trail connect neighborhoods, commercial sectors, social, cultural and/or governmental centers, etc?

Economic and Neighborhood Revitalization (0-5 total points)

- Describe the economic and neighborhood revitalization benefits of this trail.
 - a. How does the project help economically revitalize the community?
 - b. How does the project help revitalize (physically, culturally, socially, etc.) the neighborhood of the trail?

Trail Corridor Sharing (0-5 total points)

- Describe how the trail project can accommodate a variety of motorized (ATV's, OHV's, motorcycles) and/or non-motorized recreational trails activities (hiking, cycling, equestrian, fitness, interpretive, paddling, multi-use, mountain biking, accessible for persons with disabilities).

Trail Use Promotion and Education (0-5 total points)

- Describe how you will make the public more aware of trail opportunities, etiquette and rules, outdoor education, or sharing the trail by publicizing and promoting this trail project.

- Describe the use of kiosks, signage, maps or printed material, and the internet to promote and facilitate the use of the trail.

Maintenance and Environmental Mitigation (0-10 total points)

- Describe the degree of commitment (on-going funding; governmental, private or non-profit sponsorship; or trail adopters) to continue operation and maintenance of the project after grant money is no longer available.

(0-5 points)

- Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail and/or trailhead in order to mitigate and minimize the impact to the natural environment and the need for ongoing maintenance, thus making for a sustainable project. **(0-5 Points)**

Project Sponsor Recreational Trails Program Grant History (0-10 total points)

- Provide details regarding the total grant funds received by the project sponsor/applicant from the recreational trails program in the last ten years.

a. Are there any past grants? If so, were the past grants completed in a timely and successful manner and are they being maintained and utilized? **(0-4 points)**

b. Are there any open grants? If so, what is the status of the open grant(s)? **(0-4 points)**

-Are additional applications being submitted by applicant or other applicants in the same parish? **(0-2 points)**

Approval by Land Manager and/or Owner

Name of Project: _____

Name of Project Sponsor: _____
(name of government or organization)

Name of Land Owner / Operator / Manager (governmental, non-profit, business entity or individual):

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The trail project or facility will remain accessible for public use for not less than thirty years.
2. The project as described in this application has my approval.
3. If this project is located on federal lands, the project is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act requirements, and has a decision to proceed. (decision letter must accompany grant application).

signature of land manager

Date

print or type land manager official's name and title

Mailing Address: _____

Email Address: _____

Phone Numbers: _____

SAMPLE RESOLUTION (For Project Sponsor)

RESOLUTION OF THE (Name of Application Sponsor) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE FHWA RECREATIONAL TRAILS PROGRAM FOR LOUISIANA (FRTPL), as established by CFDA 20.219 :

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FRTPL has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures require the applicant to certify by resolution the approval of the application before the submission of said application;

NOW, THEREFORE, BE IT RESOLVED that the (Name of Application Sponsor) does hereby:

1. Approve the filing of an application with FRTPL; and
2. Certify that the said applicant has or will have available prior to commencement of any work on the project included in this application, sufficient funds to build (including 20% local match), operate and maintain the project; and
3. Appoint the (Title - not name) as agent of the (Name of Applicant) to conduct all negotiations, execute and submit all documents, including, but not limited to application, letter of commitment agreement, amendments, payment requests and completion report, which may be necessary for the completion of the aforementioned project.

Approved and Adopted the ___ day of _____, 20__.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: _____ (signature of certifying agent)

LOCAL GOVERNMENT SUPPORT SAMPLE RESOLUTION *

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) Transportation Act provides funds to the State of Louisiana for grants to federal, state, local government agencies, non-profit organizations and commercial entities to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FHWA Recreational Trails Program for Louisiana (FRTPL) has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, these regulations require an application to have a resolution of support from the local governmental body of the jurisdiction in which the proposed project is located;

NOW, THEREFORE, BE IT RESOLVED that the (name of local governmental body) does hereby endorse and support the application being submitted to the FRTPL by the (name of applicant) .

Approved and Adopted the ____ day of _____, 20__.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: _____ (signature of certifying agent)

**** This resolution is needed only if the applicant/project sponsor is not the local government in which the project is located.***

Certification of Signatures

Name of Project: _____

**Name of Project
Sponsor:** _____

As the official designated to represent the application sponsor, I am requesting funding assistance from the FHWA Recreational Trails Program for Louisiana and I agree to the following:

1. The application sponsor has the ability and intent to finance its share of the project costs, including upfront costs, 20% local match, long-term management and maintenance.
2. Actual project development will not start until a commitment agreement has been signed and the project will be completed within one year after the execution date of the commitment agreement.
3. If this project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must first be approved by a project amendment.
4. The project contact listed below will be the responsible charge for this project.

Name and Title of Authorized Official of Project Sponsor

Signature of Official

Date

Name and Title of Project Contact

Signature of Project Contact

Date

Note: Submit one original application to:

**Louisiana Office of State Parks
Division of Outdoor Recreation, Recreational Trails Program
1051 N. Third Street, Room 307, Baton Rouge, LA 70802-5239**

LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT

SAFE ROUTES TO PUBLIC PLACES
PROGRAM APPLICATION

(Applicant Name here)

(Project Name here)

2018

INFRASTRUCTURE ACTIVITIES

Safe Routes

Safe Routes to Public Places Program

Louisiana Department of Transportation and Development
APPLICATION FOR FEDERAL PROGRAMS

- Program: Transportation Alternatives Program (TAP)
 Local Road Safety Program (LRSP)
 Safe Routes to Public Places Program (SRTPPP)

The following is general information to be completed for all programs:

SPONSOR INFORMATION

Official Entity Name: _____

Type of Sponsor:

- Local Government State Government Federal Agency
 Public University Partnership (if more than 1 explain)
 Other: _____

Mailing Address: _____

City: _____ State: _____ Zip (9 digits): _____

Signatory Person: _____ Title: _____

Responsible Charge Person: _____ Title: _____

Email: _____ Phone #: _____

Other Contact Person: _____ Title: _____

Email: _____ Phone #: _____

Fax #: _____ Federal ID: _____

DUNS #: _____

LPA Responsible Charge Form must be completed and included with application (See Appendix)

PROJECT NAME

Name of Project (40 characters only including spaces): _____

Roadway or Facility Name (If different from project name): _____

PUBLIC PLACE INFORMATION

Public Place Facility Name: _____

Property Owner: _____ CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax Number: _____ Email: _____

(Attach letter of support if different from sponsor)

Public Place Facility Name: _____

Property Owner: _____ CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax Number: _____ Email: _____

(Attach letter of support if different from sponsor)

Public Place Facility Name: _____

Property Owner: _____ CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax Number: _____ Email: _____

(Attach letter of support if different from sponsor)

DESCRIBE EXISTING CONDITION AND POTENTIAL SAFETY RISKS

Describe the existing condition and potential safety risk with local vehicular traffic relative to the current condition or lack of proper facility to support pedestrian / bicycle traffic. Description should include specific location(s), supporting pictures and location maps that clearly identify the potential safety risk(s) for pedestrian / bicycle walking or operating along, adjacent or across the roadway(s) within the proposed project limits.

PEDESTRIAN AND/OR BICYCLE DEMAND

Provide data that supports the potential for pedestrian use within one mile and/or bicycle use within two miles of the public place. Application should demonstrate through statistical data, population density, parent surveys, community outreach or other data analysis that a high potential for pedestrian and/or bicycle traffic currently exist or will exist with implemented safety improvements.

OTHER SUPPORTING RISK DATA ANALYSIS (optional)

While DOTD will perform a crash data analysis, entities may provide additional data supporting the need for the safety improvements. Include any additional high quality site specific data and data analysis that support the need and/or potential safety risk reduction provided by safety countermeasures. (*i.e. high number of speeding tickets issued on project streets, number of disabled users, etc.*)

ROADWAY CHARACTERISTICS

Provide specific roadway characteristic for each roadway segment within the project limits to receive safety improvements. Data should include number of lanes, ADT, roadway classification, speed, traffic direction (one-way, two-way, etc.).

Roadway use:

What is the amount of average daily traffic (ADT) that typically uses the facility each day? How did you determine the traffic volume?

What type of traffic uses the roadway? (Cars, trucks, buses, pedestrians, cyclists, etc.)

What is the best time of day to observe or experience the safety issue? _____

Is there any special event in the vicinity of your projects that generates unusually high traffic volumes?

Road Information (complete for each road type/classification) :

How many lanes are on the road or proposed site? _____

How wide are these lanes? _____

How wide are the existing shoulders, if applicable? _____

What is the current posted speed limit for the road(s) or proposed site? _____

Identify specific high volume intersections that pose safety risks to pedestrian / bicyclist and identify the traffic control type (STOP controlled or signalized):

Other pertinent information:

PROJECT SCOPE AND DETAILED PROJECT DESCRIPTION

Provide a brief description of how the proposed safety improvement will address the previously identified existing conditions and potential safety risk(s) for pedestrian / bicycle conflict with vehicular traffic walking or operating along, adjacent or across the roadway(s). Project scope should include a table with type of safety improvement, locations, and quantities as applicable.

MAPS, PLANS & PHOTOGRAPHS

Attach project location map(s); project boundary map and site plan. Show location of public place(s), proposed improvements, and project limits on the site map. Please note this application will be reproduced, so please provide maps in a "reproducible friendly" format (on 8-1/2" X 11" paper.)

LOCAL SAFETY PLAN AND NETWORK CONNECTIVITY

If applicable, describe how this project supports or is integrated into a state or local pedestrian or bicycle safety plan(s). Provide copy of local safety plan if available. Please provide evidence that project location and scope is specifically identified in the local safety plan.

DESIGN ENGINEERING OPTION /CONSULTANT INFORMATION

Select one option

- DOTD will be responsible for providing and funding design engineering services
- Project Sponsor will be responsible for providing and funding design engineering services*

*If project sponsor is paying for 100% of the engineering/design consultant and has selected their engineer, please provide consultant information. Please note that companies that are on DOTD's disqualified or disbarred list cannot be used on Federal Aid projects. The lists may be found by going to http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/default.aspx.

Name of Company: _____

Address: _____

State: _____ Zip: _____ Contact Person: _____

Title: _____ Phone Number: _____

Email: _____ Fax Number: _____

GENERAL INFORMATION

What is the type of land use adjacent to the project? (Residential, Commercial, Agricultural, Recreational, Government, etc.):

Are there any drainage issues or features associated with the project site location? Please explain.

	Yes	No
Does all right-of-way necessary for the project fall within public ownership or lease?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, was right-of-way obtained using federal guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
If no, can the applicant/sponsor obtain the property (or 25 year lease within 1 year of acceptance into the program – program specific) in accordance with the Federal Uniform Act?	<input type="checkbox"/>	<input type="checkbox"/>
Will any of the project be constructed within State-Maintained right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
Will any of the project be constructed within a historical district?	<input type="checkbox"/>	<input type="checkbox"/>
Does any part of the project encroach on or cross railroad right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach a document from the affected railroad stating they are aware of the project.		
Is the sponsor aware that the project must conform to applicable requirements of the Americans with Disabilities Act or any other federal, state or local laws concerning accessibility?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a continuation of a phased project?	<input type="checkbox"/>	<input type="checkbox"/>
Which phase of Series? _____		
State Project No./Names of other phases: _____		

Priority (Relative to other applications submitted by Project Sponsor this cycle): _____

PROJECT COST

Itemize ALL project elements and costs for which funding is being sought. All construction contracts will be advertised and bid by DOTD, take this into consideration when preparing project costs. List item, description, quantity, unit price, amount, etc. Include items for mobilization, temporary signs and barricades, irrigation systems for landscaping, and construction layout (if layout is applicable and to be performed by contractor). Be sure to have as complete and accurate a cost estimate as possible for all phases of the work and consider inflationary costs due to time in the program. Use additional sheet(s) if necessary. Itemize any items, quantities and costs for work to be performed on the project not eligible for federal funds to be provided with local funds.

Construction Costs (Eligible for Federal Funds)				
DOTD ITEM NUMBERS	UNIT OF MEASURE	QUANTITY (A)	UNIT PRICE (B)	COST (A*B)
Subtotal A				
Construction Costs (Not eligible for Federal Funds)(if applicable)				
Subtotal B				
Construction Costs (Eligible for Federal Funds)				
Mobilization (5-10% of Amount Subtotals (A+B)		1		
Traffic Control (2-10% of Amount Subtotals (A+B)		1		
Construction Layout (0-5% of Amount Subtotals (A+B)		1		
Subtotal C				
CONSTRUCTION COSTS TOTAL (Subtotals A + B + C)				

Other Costs (Eligible for Federal Funds)(if applicable)		
Right of Way Acquisition		
Subtotal D		

Sponsor Provided Financial Support (optional)	
Additional Funding Support	
Subtotal E	

Sponsor Provided Design Engineering Services (optional)		
Design Engineering Services	For estimating purposes, use minimum 15% of Construction Costs for Projects > \$100,000; use minimum 30% for Projects < \$100,000	
Subtotal F		

Total Costs	
Total Project Construction and R/W Costs (Subtotals A + B + C + D)	
Line 1 - Total Requested Federal Funds* (Subtotals A + C + D - E)	
Line 2 – Total Local Funds Provided to DOTD (Subtotals B + E)	

* Limited to \$350,000 max

STAKEHOLDER SUPPORT

Provide high priority designation for site specific improvements from MPO long range plan or other political subdivision long range transportation plan, along with documented support from Regional Safety Coalition, political subdivisions, local agencies and public associations.

For Metropolitan Areas over 50,000 population, has the Metropolitan Planning Organization (MPO) endorsed the project? Yes No
 If yes, provide letter of MPO endorsement

OPERATION AND MAINTENANCE

Briefly describe the Maintenance and Operating Plan for this project. Provide entity resolution (if available) accepting maintenance of the safety improvements once project is complete. Include an estimate of the annual cost of maintenance and operation including the source of those funds.

CERTIFICATION

The undersigned has legal authority to enter into contract to implement this project. The undersigned certifies that all information provided is complete and accurate to their best knowledge. The undersigned acknowledges that if the project is accepted, the funding and scope of work requested in this application SHALL NOT be changed from that originally requested without written approval.

Signature: _____ Date: _____

Title: _____ Phone Number: _____

Printed Name: _____

APPLICATION SUBMITTAL

Submit one (1) completed hard copy along with an electronic pdf file on CD or USB flash drive to the following address.

Louisiana Department of Transportation & Development
Attn: Laura Riggs, Rm 204Y
PO Box 94245
Baton Rouge, LA 70804-9245

RESPONSIBLE CHARGE AND FINANCIAL CONTACT FOR FEDERAL-AID PROJECTS

In accordance with Federal Regulation 23 CFR 635.105 the Local Public Agency must provide a full time employee of the Local Public Agency to be in "responsible charge" of the project. This person does not need to be an engineer. This person is required even when consultants have been retained by the LPA to manage the entity's engineering activities, including design and construction engineering and inspection services. Identified below is the information and duties required of this employee.

Project No. _____ Project Name: _____
Entity: _____

Responsible Person in Charge Contact Information

Name & Title _____
Address: _____
Phone: _____ Cell Phone: _____
E-mail: _____

NOTE: The regulation does not require the same public employees to be in responsible charge over several projects. It allows for the transfer of responsible charge duties for different phases, i.e. design and construction. If design and construction duties are handled by separate individuals on a project, please identify each employee and the phase of the project they are responsible for. (**Note: Only one employee per phase should be listed.**)

Duties:

- This person acts as the primary point of contact for the Entity with the DOTD Project Manager.
- Oversees project activities; cost, time adherence to contract requirements, design and construction quality and scope
- Ensures the contract is properly recorded
- Directs project staff, agency or consultant, to carry out project administration and contract oversight including proper documentation
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements
- Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste and abuse
- Maintains familiarity of day to day project operations & safety issues
- Visits and reviews the project on a frequency that is proportionate with the magnitude and complexity of the project.
- Attends all project related meetings. (It is understood that if the person in Responsible Charge is not in attendance, the meeting will be cancelled.)

Financial Contact Information - Contact Person for financial questions on the cost principles and audit requirements defined in "Supercircular" 2 CFR 200

Name & Title of _____
Address: _____
Phone: _____ Cell Phone: _____
E-mail: _____

Name of Signatory Party for the Local Public Agency (Print)

Signature of Signatory Party for the Local Public Agency

NOTE: It is the Entity's responsibility to notify the Project Manager if the Responsible Person in Charge or Financial Contact changes during any phase or duty.