

2020 Recreational Trails Program

RTP APPLICATION* GUIDANCE



Submit an electronic copy through SCTrails.net
(you will first need to create username and password).

ONLINE APPLICATION MUST BE SUBMITTED BY
JANUARY 31, 2020 AT 4 P.M.

(Applicants are no longer asked to submit physical bound copies of the RTP Application to SCPRT, the Applications should be submitted online only. Fax copies will not be accepted.)

GRANT AWARDS WILL BE ANNOUNCED SPRING 2020
RTP APPLICATION LINK COMING SOON

**Only sponsors that have submitted Letter of Intent forms by the deadline are eligible to apply.*

2020 RECREATIONAL TRAILS PROGRAM (RTP)

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2020 RECREATIONAL TRAILS PROGRAM (RTP)

A QUICK LOOK

How much funding does South Carolina have available for RTP grants in 2020? **Approximately \$1,200,000** (pending available funding)

Who can apply? **Local, state and federal government agencies; qualified private organizations; and registered nonprofits** (see page 2 for additional requirements)

What sorts of recreational facilities can receive a grant? **Generally, recreational trails and trailhead facilities that are open to the public; these guidelines will explain the requirements and restrictions.**

What is the maximum federally funded grant amount per project? **\$100,000*—this does not apply to motorized projects. Motorized projects are eligible for the maximum amount of motorized funding available.**

**Note: The SCPRT – State Trails Program may waive the maximum amount of an approved project if the project is determined to have statewide or regional significance.*

What is the minimum federally funded grant amount per project? **\$10,000**

Do grant funds have to be matched? **Yes—RTP requires the sponsor provide 20% of the total project cost. RTP will reimburse only up to 80% of the total project cost. Your 20% match can be contributed in the form of hard cash or approved in-kind services.**

Is RTP a reimbursement grant program? **Yes—you must first spend your money and then request reimbursement.**

When is the application deadline? **Friday, Jan. 31, 2020 at 4 p.m.**

What is the target date for award? **Spring 2020**

How many copies of the grant application are required? **Online SCTrails.net submission only**

Where do we send the completed paper original application? **Applicants no longer need to submit a paper-bound copy of the RTP Application, the Applications should be submitted online only.**

If questions arise while preparing the application, please call the State Trails Coordinator, Neal Hamilton, at (803) 734-0735.

HISTORY

The South Carolina Department of Parks, Recreation and Tourism (SCPRT) administers the Recreational Trails Program (RTP) under the approval of the Federal Highway Administration (FHWA). This federally funded program receives its funding from a portion of federal gas taxes paid on fuel used in non-highway recreational vehicles. Funds can be spent on both motorized and nonmotorized recreational trail projects to construct new recreational trails, improve/maintain existing trails, develop/improve trailhead or trailside facilities and acquire trail corridors.

Funding provided by this program is on a cost reimbursement basis. Project sponsors must initiate their approved projects with their own funds and be reimbursed up to 80 percent of allowable costs after submitting documentation of expenses. Individual trail grants can range from a minimum of \$10,000 (\$12,500 would be the total project cost) to \$100,000 maximum (\$125,000—total project cost), with the exception of the motorized projects. Motorized projects are eligible for the maximum amount of motorized funding available. Projects will be selected for funding with the help of the State Trails Advisory Committee made up of both motorized and nonmotorized trail users. Selected projects must comply with FHWA funding requirements and be in accordance with all applicable federal laws and executive orders, state and local laws and regulations.

Priorities for funding are based on the South Carolina State Trails Plan: *Expanding the Experience, Trails for South Carolina* (2002) and advice from South Carolina's State Trails Advisory Committee. Projects will be evaluated in terms of their overall quality, need, public support, planning process; that adequate resources are available to execute the project; and that resources are available to adequately manage, maintain and operate the project after completion.

Private nonprofit organizations, local trail volunteer groups and private operators of recreational facilities open to the public are encouraged to work *with* federal, state and local government agencies to develop RTP grant applications. The State's goal is long-term development and management of SC trails by fostering cooperative efforts among these groups.



FUNDING

Available Funding

The Recreational Trails Program requires that not less than 30 percent of the monies received annually shall be used for uses relating to *Motorized* recreation and not less than 30 percent shall be used for uses relating to *Nonmotorized* recreation. To ensure diversified trail use, the remaining 40 percent shall be used for *Diverse* trail uses.

These are the minimum requirements and may be exceeded—projects are not necessarily selected exclusively in these three categories. For example, a diverse nonmotorized use (walking and biking) project may satisfy the 40% *Diverse* requirement and the 30% *Nonmotorized* requirement simultaneously. There could potentially be *Diverse/Motorized* projects, *Diverse/Nonmotorized* projects, and projects which benefit both *Motorized* and *Nonmotorized* use simultaneously. **It is unnecessary for sponsors to present their projects in any single category—all *Nonmotorized* and *Diverse* projects will be ranked by score only.**

Applicant Match

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of an item before submitting a request for reimbursement for 80% of eligible costs.

For Example: *\$5,000 in eligible billings submitted*

$$\begin{array}{r} \underline{\quad X 80\%} \\ = \$4,000 \text{ reimbursed to grant recipient.} \end{array}$$

The program allows the donation of private funds, materials, right-of-way, and services at fair market value to be counted toward the match. However, donations of pre-existing state or local government right-of-way, materials, or services cannot be credited toward the local match. This federal program allows federal funds, materials, programs (NCCC, AmeriCorps, [Palmetto Conservation Corps](#), etc.) or services to credit 15% toward the match for a total of 95% federal. However, equipment previously purchased with federal trails funds cannot be used as project match. Only non-federal equipment can be used as project match.

Reimbursements will be made only for those items that were listed on the Project Agreement and subsequent approved amendments. Normally, requests for reimbursements are processed, and funds are dispersed within 6 to 8 weeks.

Procurement Procedure Requirements – In order to receive reimbursements, grantees are required to follow and provide documentation of procedures for the purchase and/or rental of materials, the rental of equipment, and contract services associated with any awarded grant.

ELIGIBLE APPLICANTS/SPONSORS

Eligible sponsors include state, federal and municipal government agencies or qualified private organizations. Private organizations include for-profit or registered nonprofit organizations that operate recreational facilities open to the public. The Trails Program encourages community-based partnerships.

Nonprofit organizations must meet all of the following requirements to be determined eligible to receive RTP grant funds:

- Nonprofit organizations which are registered at the time of application with the Secretary of State under South Carolina's [Solicitation of Charitable Funds Act](#) are eligible. Nonprofit organizations need to include a copy of their confirmation letter of registration with their project application. For additional information, see South Carolina's Secretary of State's Official Web site (<http://www.scsos.com/>) or call 803-734-1790.
- Nonprofit organizations determined at the time of application by the Internal Revenue Service (IRS) to be a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code are eligible. All nonprofit organizations need to include a copy of their IRS tax-exempt letter with their project application.
- An organization described in section 501(c)(4) of the Internal Revenue Code which engages in lobbying activities is not eligible.

For-profit and Nonprofit applicants are required to have at least one full-time employee on their staff that can be reached during normal business hours. In addition, the organizations personnel must demonstrate financial ability to execute the project and maintain/operate a deed-restricted property for twenty-five years.

For-profit organizations which are approved for funding will have additional requirements in their Project Agreement.

PERMITTED USES

- Construction of new recreational trails open to the public on state, county, municipal or private lands where a recreational need for such construction is shown
- Construction of new recreation trails crossing federal land if the project is consistent with resources management plans—approval will be contingent upon compliance with all applicable laws, including the National Environmental Policy Act and the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act.
- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails—trailside and trailhead facilities include 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, controls, shelters, hitching rails, bike racks, fencing, motorized access barriers, underpasses, and water, sanitary, and access facilities
- Acquisition of easements or fee simple title from a willing seller to property for recreational trails or recreational trail corridors—only governmental agencies are allowed to purchase property
- Maintenance and restoration of existing recreational trails
- Lease of recreational trail construction and maintenance equipment
- Provide access and use of recreational trails by persons with disabilities

- Redesign, reconstruction, nonroutine maintenance or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact to the natural environment
- No more than 5% of total project costs on construction engineering or planning costs (environmental evaluation and documentation, permits or approvals)

USES NOT PERMITTED

- Condemnation of any kind of interest in property
- Construction of new recreation trails for motorized use on National Forest or Bureau of Land Management lands that have been recommended for Wilderness designation
- Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by nonmotorized recreational trail users and on which, as of May 1, 1991, motorized use was prohibited or had not occurred
- Road construction or sidewalks
- Purchase of recreational trail construction and maintenance equipment
- Administrative staff time, overhead or indirect charges are not allowable charges
- Feasibility studies
- Playground equipment
- Exercise station equipment

POINTS OF INTEREST

- ⦿ Your project should be shovel ready by May 2020. If not, please do not apply in this cycle; wait until the next RTP cycle to apply.
- ⦿ Project sponsors may submit up to **two** applications in a grant cycle.
- ⦿ Projects will be required to meet a minimum score of 120 points to be determined eligible.
- ⦿ Projects will be awarded in Rank order—*Nonmotorized* and *Diverse* projects will be ranked by their application score only—as a single category—*Motorized* projects will ranked separately with other *Motorized* projects. *(SCPRT will handle placing projects in their appropriate categories. There are times when additional funds become available from projects that came in under budget and for various other reasons. If this occurs, the additional funds will be offered to the next highest scoring project that was not originally funded.)*
- ⦿ **We are unable to score incomplete applications. Incomplete applications will be returned without consideration for funding.**
- ⦿ The RTP requires a match. The share attributable to RTP may not exceed 80 percent of the total project cost. Funds from federal sources may be attributed to the project, which could bring the total federal share to 95 percent. The sponsor must provide the remaining project amount from a non-federal source.
- ⦿ Project costs are eligible only if they are incurred after the project has been approved, awarded and the Project Agreement has been signed. Sponsors cannot be reimbursed for work done prior to Agreement date.
- ⦿ Project sponsors will have 18 months to complete the project after the Project Agreement has been signed.
- ⦿ Grant funds will be paid on a reimbursement basis.
- ⦿ If admission, user or other fees are charged for the use of the land, facilities or buildings that were rehabilitated, developed or acquired with funding from the RTP, the fee structure must be reasonable and cannot be discriminatory to non-residents of the local area. The fee structure and use of program income will have to be approved by the SCPRT - State Trails Program and be specified in the Project Agreement.
- ⦿ Up to 5% of the total project amount may be expended on construction engineering or planning costs (environmental evaluation and documentation, permits or approvals).
- ⦿ Projects should solicit Disadvantaged Businesses when contracting out work.
- ⦿ Project sponsors are encouraged to enter into contracts and cooperative agreements with qualified youth service and conservation corps, such as the [Palmetto Conservation Corps](#).
- ⦿ Projects that involve new construction or renovation of facilities must provide access in accordance with the American with Disabilities Act (ADA).

- ⦿ Projects which are approved for funding for work on public lands will be required to enter into a separate agreement with the agency (or agencies) to undertake the work.
- ⦿ Projects which are approved for funding for work on private lands must enter into an easement or other legally binding agreement that ensures public access to their recreational trail.
- ⦿ Projects shall comply with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and the Endangered Species Act.
- ⦿ Federal Agencies who are awarded an RTP Project should involve the Federal Highway Administration (FHWA), South Carolina Division as a Cooperating Agency on all NEPA work. Non-Federal Agencies awarded should involve FHWA, SC Division as the Lead Federal Agency on all NEPA work.
- ⦿ Projects shall comply with all applicable local, state and federal laws, rules and regulations.
- ⦿ Projects shall comply with the Code of Federal Regulations (CFR) and Office of Management and Budget (OMB) Supercircular.
- ⦿ Projects which are approved for funding may require additional documentation prior to receiving a Project Agreement. It is the responsibility of the Project Sponsor to secure the required documentation and submit it to SCPRT - State Trails Program.
- ⦿ Projects which are approved 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 provision of federal laws and executive orders as identified under the Project Agreement. Acquired property will be restricted subject to Section 6(f)(3) of the Land and Water Conservation Fund Act. Only governmental agencies are allowed to purchase property.
- ⦿ All project sponsors will be required to attend a fiscal briefing before receiving a signed Project Agreement.
- ⦿ Because of the competitive review process, an increase in funding or significant changes in project scope will not be considered.

APPLICATION PROCESS

Applicants must have submitted a Recreational Trails Program **2020 Letter of Intent form** by the **Sept. 9, 2019 deadline** to be eligible to apply for RTP funds. **All applicants must submit their application through SCTrails.net.** It is mandatory that all applicants use the most recent application and follow the instructions given on the following page carefully on how to submit your online application.

The following instructions are provided to assist you in development of your RTP application.

- Incomplete applications will not be considered for funding and will be returned to the applicant without being scored. **Do not leave any sections blank, use N/A when appropriate.**
- No late or fax applications will be accepted.
- Physical applications are no longer necessary.
- Provide enough detail in your project description so that the SC Trails Review Team can clearly understand your project.
- All supporting materials, such as maps and drawings, must be no larger than 8.5" x 11".
- Please be sure to scan your support documentation in color. Otherwise, the review team won't be able to interpret trail routes accurately.

Applicants must submit an Online Application by 4 p.m., Jan. 31, 2020.

Start early and finish early — RTP Applications won't be accepted after the deadline!

Please remember to save your application for future reference. If you have any questions or need assistance, please call the State Trails Coordinator, Neal Hamilton, at (803) 734-0735.

ONLINE APPLICATION TIPS

To complete an RTP Application—once your Letter of Intent has been submitted and approved—visit [\[link coming soon\]](#). You will then be asked to sign in, or [create a SCTrails.net profile](#) (username and password). Once your login information has been set up, please write this down and keep in a safe place (you could also make a note in your phone). At this point, applicants should be able to view the 2020 RTP Application webpage.

Please input your information accordingly into the online application. Fields that are required will have an asterisks (*), you may input “N/A” if that question/field is not applicable to your project. To save your project application, so you can return and work on it later, simply click the “Save as Draft” button. There is one located at the beginning of the application—in between *Sponsor Information* and “Sponsor Name”—this is shown on the image above. There is another “Save as Draft” button at the end of the application on the **right-hand side**.

Note: When a file is uploaded, such as your “Detailed Budget” page, and you save your application—the file will *not* show up when you return to work on it. The file *was* uploaded, so it isn’t necessary to re-upload the file (you may, however, re-upload files as many times as you’d like).

In order to ensure you haven’t missed anything, it is recommended to wait until right before you submit your online application to upload all support documentation files. When you click “Submit”, there will be a review page, where you will be able to view your uploaded files, before the application is submitted.

CHECK LIST

- Sponsor Information
- Project Information
- Project Narrative
- Topographic Map
- Site Map
- Financial Information
 - Funding Commitment Letter(s)
- Project Description
- Fixed Criteria
- Project Criteria
- Special Priority
- Landowner/Manager Approval
- Certification
- Support Documentation/Additional Attachments
- Submit One (1) Electronic copy (including ALL sections and attachments)
- Nonprofit Organizations only
 - Copy of Confirmation Letter of Registration from SCSOS
 - Copy of IRS tax-exempt letter

2018/2019 RECREATIONAL TRAILS PROGRAM APPLICATION

SCPRT USE ONLY

Received: _____
Postmarked: _____
Application #: _____

SPONSOR INFORMATION

Sponsor _____

Contact Person _____

(The contact person is someone who will be in direct contact with SCPRT.)

Title _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Federal Tax Identification Number _____

Type of Sponsor (check one)

- Federal Agency
- State Agency
- Local Agency
- Registered Nonprofit Organization
- For-profit Organization
- Other (explain) _____

PROJECT INFORMATION

Name of Trail Project _____

County(s) _____ (Closest) City _____

Project Address _____ (Closest) Cross Street _____

U.S. House District Number _____

State Senate District Number _____ State House District Number _____

Land Classification (check one) Public Private Combination

If combination or private, please explain:

(Example: easement, lease, MOU, written permission – documentation required)

PROJECT LOCATION

Topographic map (No larger than 8.5"x11")

Submit electronic and one (1) original copy of the 1:24,000 U.S. Geological Service (USGS) topographic map (or map portions, clearly marked with USGS quad name) which shows your complete project site. Indicate the project boundaries clearly on all maps.

A site map (No larger than 8.5"x11")

Submit electronic and one (1) original copy of a site map of the project itself. The maps must have a scale, a north arrow, and the route of the proposed trail or location of the trail facilities must be clearly indicated. If the project involves a combination of new trail construction and trail maintenance/restoration, the location of these two activities must be clearly marked along the length of the trail on the site map.

BUDGET INFORMATION

A detailed summary of request and match expenses for your project must be completed on page 15 of the application. Please only list items on budget summary sheet that have a **direct link** to the completion of project and are eligible for RTP reimbursement. Individual items and expenses may be adjusted or denied at the discretion of SCPRT.

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

BUDGET SECTION GUIDANCE

Acceptable In-Kind Matches & Expenditures:

- **Volunteer Labor** - Work performed outside of the workers/volunteers professional capacity (unskilled labor) – rate, \$10.00 per hour.
- **Skilled Labor** - Work performed within the workers/volunteers professional capacity (must provide proper documentation).
- **Service Contracts** - Contracted services for any combination of labor, equipment rental and operation, and/or materials.
- **Design & Engineering** - May be included, only through use of a professionally licensed engineer or trail design planner. Total cost may not exceed 5% of total project cost.
- **Land Acquisition** - Appraised value of land. Applications submitted for land acquisition must include development of recreational trail.
- **Donated Land** - Appraised value of land donated after fully executed agreement with SCPRT with proper documentation of land value.
- **Materials** - Materials needed to complete project. Such as, lumber, steel, fasteners, concrete, stone, culverts, mulch, seed, etc.
- **Donated Materials** - Fair market value of materials donated to project with proper documentation from provider.
- **Trail Signs & Trailside Amenities** - Educational/interpretative signage, shelters, benches, trash receptacles, lights, kiosks, etc.
- **Equipment** - FEMA equipment rates – see website at:
 - www.fema.gov/schedule-equipment-rates

Items not eligible for reimbursement or match include but are not limited to the following:

- **Administration time**
- **Meeting time**
- **Travel time**
- **Food items**
- **Indirect charges**

FINANCIAL INFORMATION REQUIREMENTS

Funding:

List all sources of project funding and the amount committed by each for this project. Attach a letter of commitment from each funding source other than the applicant. The commitment letters should specify the amount of funds being provided, when the funds are available, and any restrictions or conditions for the use of the funds. For the applicant's commitment, attach a letter from the chief executive (or resolution if a county or city council is committing the funds) specifying the source of funds, when the funds are available and any restrictions or conditions for the use of the funds.

If a letter of commitment cannot be provided for any expected sources of funds, a rationale should be provided which explains why such a letter cannot be provided and states how funding for the project will be assured.

---If RTP grant is awarded and approved---

Grant Payments:

RTP grants are paid on a reimbursement basis. Grantees must incur cost for work actually completed then submit requests for reimbursement with invoices, cancelled checks and/or paid-in-full receipts attached. Expenses and items may not be reimbursed if not included within the original project proposal and budget.

Procurement Procedure Requirements: In order to receive reimbursements grantees are required to follow and provide documentation of procedures for the purchase and/or rental of materials, equipment, and contract services associated with any awarded grant.

Project Sponsors can use their established procurement guidelines, unless their procurement guidelines are less stringent than our State Procurement Guidelines. In which case, the Project Sponsor **must** follow our established State Procurement Guidelines. **Failure to follow established procurement guidelines will result in reimbursement request being deemed ineligible for reimbursement (no exceptions).**

FINANCIAL INFORMATION DETAILED BUDGET

Include a detailed budget that includes all project activities and costs. List the source of all match funds and provide commitment letters. (Provide justification for cost—example: cost estimate from vendor)

Estimated Expenditures and Percentage of Total Project Cost	Total Funds	RTP Funds Requested	Match Funds	Source of Match Funds
Personnel: _____				

Supplies/Materials: _____				

Equipment: _____				

Contractual: _____				

Acquisition: _____				

Other (be specific): _____				

Total: _____				

Total Project Costs \$ _____ 100% of Total Project Costs

Match Funds \$ _____ 20% of Total Project Costs

RTP Funds Requested \$ _____ 80% of Total Project Costs

Has the sponsor authorized and appropriated the financial resources to pay the total project costs as they are incurred? **Documentation required and must be included in application attachments.**

Yes or No

Has the sponsor received funding from the Recreational Trails Program in the past **three** grant cycles?

Yes or No

If yes, please list project names, project number, amount received and date completed:

PROJECT DESCRIPTION SHEET

The description sheet will be used to assess the impact of your project on cultural and natural resources—its accurate completion cannot be overemphasized. Do not leave any sections blank, use N/A if appropriate.

Project Name: _____

Project Sponsor: _____

Landscape Description

1. How many acres in the site will be impacted by the proposed trail construction?

2. Describe the site's general land cover as accurately as possible (for example—40% hardwoods, 30% pines, 30% open field)

3. If there is water flowing or open water on the site, please describe it.

4. If there is a Wild or Scenic River on the site, please list it.

5. If there is a wetland on the site (for more information, visit <https://www.fws.gov/wetlands/>), please describe it, noting the acreage it includes. Show its extent on the enclosed site map.

6. If there is a floodplain on the site (for more information, visit <https://msc.fema.gov/portal>), please describe it, noting the acreage it includes. Show its extent on the enclosed site map.

7. If there is a coastal zone area on the site, please describe it, noting the acreage it includes. Show its extent on the enclosed site map. (This applies to Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper Counties.)

8. Describe the site's general topography as accurately as possible (for example—40% steep bluffs, 40% floodplain, 20% gentle ridges)

9. What are the significant plant communities on the site? (for example—bottomland forests of sweetgum, tulip trees, and ash; part of site covered in honeysuckle) Include approximate age and size of trees.

10. What animal species have been noted on the site?

11. Has the site ever been identified as having a threatened or endangered species of plant or animal? Yes or No

If yes, what is the species?

Additional information to answer this question is available at the following web sites:

<https://ecos.fws.gov/ipac/>

<https://www.fws.gov/charleston/endangeredSpecies.html>

<http://dnr.sc.gov/species/index.html>

12. Has the site ever been known or suspected to have hazardous wastes?

Yes or No

If yes, please list them and indicate their location on the site map.

13. Does the site contain any known historic or archaeological resources that are on, or are eligible for the National Register of Historic Places? Yes or No

If yes, please list them and indicate them on the site map.

SCPRT must submit any items to SHPO for review (for more information, visit <http://scarchsite.com/>).

If your trail is on a new location, SHPO coordination is required.

SHPO REVIEW

The South Carolina Recreational Trails Program is made possible through funding from the Fixing America's Surface Transportation (FAST) Act and the Federal Highway Administration. A requirement of the FAST Act is compliance with the National Environmental Policy Act, the Historic Preservation Act (Section 106), the Endangered Species Act and other federal, state and local environmental laws, regulations and Executive Orders. Funded projects are required to comply with these regulations.

In order to expedite the review process, we are requiring all RTP applicants to complete the **SHPO Section 106 Project Review Form** and return it to our office with your original application. **Please do not send it to the South Carolina Department of Archives & History's SHPO office for review.** We will coordinate the review process for all recommended projects.

The Section 106 Project Review Form can be completed and downloaded from the following link: <https://scdah.sc.gov/historic-preservation/programs/review-compliance/section-106-process> (or [Section 106 Project Review Form](#))

Construction Description

1. If your application is for construction of a new trail:
What is the proposed length? _____
What is the proposed width of your trail? _____
Of what material(s) is the trail tread constructed? _____

2. If your application is for trail maintenance/rehabilitation/restoration:
What is the length? _____
What is the width of your trail? _____
Of what material(s) is the trail tread constructed? _____

3. Check the appropriate boxes to show all expected trail user groups:

- Hikers/Walkers
- Horseback Riders
- Accessible
- Trail/Mountain Bicyclists
- Off-Road Vehicles (e.g., motorcycles, ATV's, OHV's)
- Canoeist/Kayakers/Boaters

4. Estimate the number of trail users per week per user group checked above.

How were these estimates determined?

5. If your application is for construction of trail facilities (for example—parking, restrooms, ramps, etc.) what is the total area which will be impacted?

6. Please describe these facilities as completely as possible, including specific dimensions (for example—parking area of 70 ft by 85 ft) when relevant:

7. Please describe any construction impact mitigation practices that you will be using:

8. Will the project's construction have any adverse affect on air quality?
 Yes or No
If yes, please explain:

9. If this trail includes motorized use, please explain the potential for noise impacts on surrounding land uses:

10. Have all required pre-construction permits and approvals been secured (Documentation required)?

- Yes or No - Approval to Cross a Public Highway
- Yes or No - Approval to Cross a Public Utility Right-of-Way
- Yes or No - Water Obstruction and Encroachment Permit
- Yes or No - Wetlands Review
- Yes or No - Erosion and Sedimentation Control
- Yes or No - Building Permit
- Yes or No - Sewage Permit
- Yes or No - Water System Approval
- Yes or No - Others: _____

If no, please explain:

Socioeconomic Description

1. Will the proposed project impact Health/Education Facilities?

Yes or No

Explain:

2. Will the proposed project impact Emergency Service Providers?

Yes or No

Explain:

3. Will the proposed project impact persons with disabilities, seniors, economically disadvantaged and other special populations?

Yes or No

Explain:

4. Will the proposed project impact Economic Activity?

Yes or No

Explain:

5. Will the proposed project impact Public Utilities?

Yes or No

Explain:

6. Will the proposed project impact Local Tax Base?

Yes or No

Explain:

7. Will the proposed project impact Residential Areas?

Yes or No

Explain:

FIXED CRITERIA

- Most recent grant award (**no response required for this section**)

2012 Grant Cycle or earlier (or never) – 10 points
2013/14 Grant Cycle – 5 points
2015/16/17 Grant Cycle – 0 points

- Grant Administration and Project Maintenance History
(**no response required for this section**)
0 - 25 points

- Project Readiness (Complete Project Description Sheet—Page 26)
0 - 25 points

PROJECT CRITERIA

Please provide a written proposal that thoroughly answers each question as it pertains to your project in the order presented in the following outline. Projects will be rated on the information that you provide. Include as much supporting documentation as you deem necessary to convey to the graders that your project is needed, that it is supported by the general public, that it has been thoroughly planned, that adequate resources are available to execute the project and that resources are available to adequately maintain the project upon completion. Organize your documentation in a manner that is easily referenced (Notebook with tabs, etc.).

1. What is the primary purpose of your project (check only one box and provide **brief** explanation)?

- New trail construction. **0 - 30 points**
- Acquisition & Development (list what % is development). **0 - 25 points**
- Maintenance and restoration of existing trails. **0 - 20 points**
- Support facilities such as restrooms, benches, signage, trailhead parking and lighting. (provide a breakdown by percentage) **0 - 15 points**
- If project is "Combination", provide a breakdown of project by percentage—based on RTP funding. **0 - 30 points**

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

2. 0 - 10 points

How is the project consistent with the SC Statewide Comprehensive Outdoor Recreation Plan (SCORP), SC State Trails Plan, State or any Metropolitan Transportation Improvement Programs, city, county, regional plan or the applicant's general plan? Please provide site specific documentation of how your trail project will implement the plan(s). **(Please limit response to up to two paragraphs.)**

3. 0 - 10 points

How will the project connect or complement other trails or result in the development of trail linkages? Check one of the following boxes and provide **brief** explanation.

- Stand-alone – No existing trail on either end of the project
- Extension – Project extends or lengthens an existing trail
- Connector – Project connects two existing trails
- N/A – Not trail construction (support facilities)

4. 0 - 10 points

Are there cultural, historical, geographical, or scenic points of interest that contribute to the project?

5. 0 - 10 points

Describe how the project provides for diversified recreational uses and/or trail corridor sharing.

6. 0 - 10 points

Describe the measures employed in the design of the trail that ensures the sustainability of the trail and minimizes negative environmental impacts. Does your project plan and design follow a published standard or guideline?

7. 0 - 10 points

Describe how the trail will be managed. Include discussion on season length, hours of operation, limitations on use, enforcement provisions, scheduling, safety and educational activities. Please identify the managing agency/organization and commitment letter.

8. 0 - 10 points

Describe the degree of commitment to continue operation and maintenance of the project. Include an operations and maintenance plan detailing the annual estimated cost of operating and maintaining the trail. Identify who will incur the cost and who will be responsible for the work.

9. Describe how the public has been informed about this trail project. Has the public been allowed to comment on the trail project? Please check how the public was informed about the trail project and provide explanation. **Documentation required and must be included in application attachments.**

- A current advertised public meeting was held specifically for the purpose of discussing this trail project. **10 points**
- No current advertised public meeting was held or public comment period provided. **0 points**

10. 0 - 10 points

Describe in detail and thoroughly document how this project involves interagency cooperation, public/private partnerships and volunteer services. Provide the roles, responsibilities or financial contributions of each cooperator, partner and volunteer group.

11. 0 - 5 points

Describe the lack of similar trail opportunities in the surrounding area. Will this trail be the first public trail for your area?

12. 0 - 5 points

Describe how the project will facilitate access and assistance to and use of trails by persons with disabilities. List any features that are proposed for ADA compliance (surfacing, grades, handrails, font size on signs, etc.).

13. 0 - 5 points

Describe how the project will facilitate access to and use of trails by seniors. List any features that are proposed (ADA parking, lighting, benches, location of trail to seniors, surfacing, grades, handrails, font size on signs, etc.).

14. 0 - 5 points

Describe how the project will facilitate access to and use of trails by economically disadvantaged people. List the trail location to economically disadvantaged neighborhoods, schools, parks, businesses and community centers.

SPECIAL PRIORITY – MOTORIZED PROJECTS ONLY

15. Use up to one (1) page to describe the project and how it relates to the special priority section. 0 - 25 points
 - Acquisition of land that will provide mileage for motorized trails will receive up to 25 additional points.
 - Development projects that will provide new motorized trails will be eligible for up to 25 additional points.
 - Rehabilitation or maintenance projects that are necessary to keep a motorized trail open will be eligible for up to 10 additional points.

PROJECT READINESS

Provide a brief statement describing project readiness. Is the project just in concept? Do you have your plans in hand? Are you ready to build? If your project is funded, how soon can you start construction? Do you have all necessary permits for the project? Is this project associated with the *Transportation Alternatives Program (TAP)*? If so, has the Local Public Agency (LPA) approval process been completed? Provide project timeline in response. Including anticipated start dates, completion dates and any major project milestones. *(Please limit your response to the space provided below.)*

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LAND OWNER/MANAGER APPROVAL

As the official responsible for management of the land or land owner 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 25 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 the 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.

Signature	Title
Printed Name	Date

**Please note: Grant may not be awarded without proper permission from the property owner(s).*

CERTIFICATION

I certify that the information provided in this application is complete and accurate. I understand this application will be rated on the basis of the information submitted and the submission of incorrect data or an incomplete application can result in this application being withdrawn from consideration for funding.

I certify the sponsor will comply with all applicable local, state and federal laws and regulations.

I certify the availability resources required to complete this project as represented in this application.

I certify the sponsor has the ability and intent to provide for long term management, maintenance and operation of the project.

I further certify that I have the authority to apply for this grant on behalf of the project sponsor.

Signature of Authorized Representative

Title

Printed Name

Date

Signature of Project Contact

Title

Printed Name

Date