



2016 RTP Application Manual

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TENNESSEE RECREATIONAL TRAILS PROGRAM (RTP) 2016 Grant Cycle

OVERVIEW OF THE RECREATIONAL TRAILS PROGRAM

Intent of the Recreational Trails Program:

The intent of the Tennessee Recreational Trails Program (RTP) is to enhance both motorized and non-motorized recreation trail opportunities and to provide and maintain recreation trails as directed by Congress through the MAP-21. **The goal of the RTP is to produce sustainable trails that are well designed, properly constructed and will require minimum future maintenance.**

The National Park Service definition of a sustainable trail is:

- **Supports current and future use with minimal impact to the area's natural systems.**
- **Produces negligible soil loss or movement while allowing vegetation to inhabit the area.**
- **Recognizes that pruning or removal of certain plants may be necessary for proper trail construction and maintenance.**
- **Does not adversely affect the area's wildlife.**
- **Accommodates existing use while allowing only appropriate future use.**
- **Requires little rerouting and minimal trail maintenance.**

-- From the National Park Service

GENERAL PROCEDURES

Distribution of Funds

RTP grants are awarded by TDEC/RES on a project-by-project basis to those applicants earning the highest ranking following a competitive evaluation of eligible program applications. Each grant project application is evaluated based upon the Open Project Selection Process (OPSP) priority rating mechanism. Projects recommended for funding through the RTP will be reviewed and approved by the Commissioner of TDEC after all grant requirements have been met.

Grant recipients will receive funds through a reimbursement process established by TDEC/RES, only funds expended will be eligible for reimbursement. Detailed instructions on this process will be distributed to grant recipients following the award announcement.

Eligible Applicants

State, federal and local (city/county) government agencies are eligible to apply for funding through the RTP. **Private organization, state of Tennessee chartered non-profit organizations who are designated as 501(c)(3) by the IRS, may apply if the trail that will be constructed or maintained is on publicly owned land.** Specific criteria for each type of applicant are described in the next section.

Local Governments:

1. Local government applications are required to have the signature of the Mayor (City or County).
2. **If the landowner is other than the applicant, the land must be owned by a governmental entity and the applicant must provide a legally binding legal agreement for a permanent easement or long term lease for the property where the funds will be spent. If the project is selected for funding, a Notice of Limitation of Use (NLU) must be recorded on the property that ensures public access to the recreation trail improvements in perpetuity.**

State and Federal Governments:

1. State and Federal agencies applying must have the signature of the top agency official (Commissioner, Superintendent, Forest Supervisor or Director)
2. **If the landowner is other than the applicant, the land must be owned by a governmental entity and the applicant must provide a legally binding legal agreement for a permanent easement or long term lease for the property where the funds will be spent. If the project is selected for funding, a Notice of Limitation of Use (NLU) must be recorded on the property that ensures public access to the recreation trail improvements in perpetuity.**

Partnerships, Private/Public Applicants:

1. A written contract or legal agreement is required between the government agency and private non-profit organization regarding the long-term management of the proposed project or the trail system.
2. Private, nonprofit organization chartered by the State of Tennessee may apply for funds on public property if they are designated as 501(c)(3) by the IRS. However, the government agency that owns the land must agree, in writing, to maintain the property as funded in perpetuity.
3. A local, state or federal governmental agency must provide a **resolution or ordinance** promising to manage and maintain the project as a recreational trail in the event that the private non-profit organization cannot fulfill its long-term obligations and responsibilities to the grant contract.

Each eligible applicant may submit one RTP application for the 2016 RTP grant cycle. All applications must be **RECEIVED** at the RES main office, address below, by 4 pm Central Standard Time on April 22, 2016. The deadline is NOT a post marked by deadline. Applications are to be submitted to:

**Tennessee Department of Environment and Conservation
Recreation Educational Services Division (TDEC-RES)
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, Tennessee 37243**

If an applicant has a currently open LPRF, RTP or LWCF grant project, they must meet the following criteria to apply in the 2016 grant cycle:

- The Project Completion Certification (PCC) form certifying the project is complete per the scope of the grant must be submitted to RES **no later than** March 4, 2016.
- **If items are noted by RES staff at inspection following PCC submissions, a single follow-up inspection may be scheduled to address items noted. In this instance, scope of project must be complete per scope of grant contract and budget details with no outstanding Federal, State or Local regulations by April 1, 2016 for a 2016 grant application to be submitted. If noted items and scope of grant projects are not complete by April 1, 2016, an application will not be scored and considered for funding by grantee.**
- All other pertinent documentation, including final reimbursement forms and supporting documentation must be submitted to RES no later than **April 15, 2016.**

A city and/or county may apply jointly for a project in addition to their individual city or county project. **If a government entity is currently a lead grantee in an open project (LPRF, RTP, L&WCF, or HPP), they will not be eligible to reapply unless the open project is physically complete.** State Agency applicants applying for RTP must follow the same procedure.

Categories of Trail Projects:

The federal RTP legislation requires that states use 40 percent of their funds apportioned in a fiscal year for diverse recreational trail use, 30 percent for motorized recreational trails and 30 percent for non-motorized recreational trails. If eligible projects are not received within the above categories to fully administer the available funds, these funds may remain unobligated and be held over for future distribution. In the event the grant application project is selected for funding, all grant projects must follow federal regulations set forth in the super circular.

- ◆ **Diverse trails** are defined as projects that provide the greatest number of compatible uses. **A trail must accommodate more than one user group (multiple use) to qualify.** Example: a pedestrian only trail is a single use non-motorized trail. Motorized and non-motorized trail projects are eligible for diverse use funds. Diverse use projects may include both motorized and non-motorized components.
- ◆ **Motorized** is defined as off-road recreation using any motorized vehicle. The some examples are ATV, four-wheel drive (or other light utility vehicle) and off road motorcycles. **Motorized use does not include use of electric-powered wheelchairs. “Roads” or trails where general highway passenger vehicles can travel are not eligible.**
In 2004, the Tennessee Legislature, through passage of the “Tennessee Off-Highway Vehicle Act” (**Public Acts, 2004, Chapter 622**), directed the Tennessee Wildlife Resources Agency (TWRA) to receive any future federal funds for administration and enforcement of Off-Highway Vehicle use.
- ◆ **Non-motorized** is defined as off-road trail for non-motorized use. The most common modes are bicycle, equestrian, pedestrian (including wheelchair use), inline skates and cross country skiing. Non-motorized can also include walking, hiking, running, bird watching, nature interpretation, back-packing, etc. **Sidewalks are not eligible unless they are at least 6 feet wide and will only be approved IF they are used to connect two sections of off road greenway trails AND there is not another acceptable option.**

Eligible Projects

- ◆ Non-routine maintenance and restoration/renovation of existing trails, i.e. damage due to flooding, storm or other environmental event.
- ◆ Development and rehabilitation of trailside and trailhead facilities. These are trail components or associated facilities which serve the purpose and safe use of the recreational trail such as: ADA accessible facilities, restroom and water supplies, trail signage and trailhead kiosks, trail/road crossings, drainage stabilization, and small trailhead parking areas. Pavilions with areas designating for picnicking or other use are not permitted as application components for RTP.
- ◆ Purchase of trail construction and maintenance equipment with a detailed Justification of why the equipment needs to be purchased. Any equipment purchased must be new, must meet the Buy America Requirements, and be specifically designed for trail construction and maintenance to be eligible for reimbursement. All equipment purchase **MUST** be approved

by RES in writing before purchase. Specifications for the equipment must be included in the grant application. All equipment must be used solely (100%) for trail-related purposes for the entire life of the equipment. **Land clearing type equipment is NOT eligible.**

- ◆ Construction of new trails (with certain restrictions for new trails on Federal lands).
- ◆ Acquisition of easements or fee simple title to property for recreational trails or recreational trail corridors. **Land must be acquired from a Willing Seller and the FHWA Uniform Land Acquisition and Relocation Act MUST BE FOLLOWED.** If you are considering a land acquisition, you must contact RES first so that we may assist you in following the Uniform Act. Acquisition must occur within the executed contract term dates, for land to be purchased with grant funds or used as match for the grant funds.
 - ◆ Multi-Use Trails such as off road bicycle and/or pedestrian trails
 - ◆ Walking/Running/Hiking/Fitness/Environmental Education Trails
 - ◆ Water Trails- River access is limited to non-motorized canoe/kayak/rowboats.
 - ◆ Equestrian Trails
 - ◆ Mountain Bike Trails
 - ◆ Off-Road Motorcycle Trails
 - ◆ Off-Road All-Terrain Vehicle (ATV) Trails
 - ◆ Off-Road All-Terrain Vehicle Trails carrying more than one passenger (side by side)
 - ◆ Off-Highway Four-Wheel Drive Trails
 - ◆ Environmental Education signs or brochures
 - ◆ Lease or purchase of trail construction and maintenance equipment (100% trail use), with prior written approval from RES and details included in grant application
 - ◆ Equipment for fitness trails must be commercial grade, outdoor equipment and must not exceed 25% of the total project cost, if it is a component of the project, or is limited at \$65,000 if a stand-alone project.

Non-Eligible Projects

- ◆ Property condemnation (eminent domain), RTP funds cannot be used for development on property that was previously acquired through condemnation (eminent domain).
- ◆ Work completed without complying with Buy America, where applicable. Buy America applies to steel products, both purchased and donated. For more information, go to: <http://www.fhwa.dot.gov/map21/qandas/qabuyamerica.cfm>
- ◆ Constructing new trails for motorized use on National Forest or Bureau of Land Management lands, unless the project is consistent with that agency's approved resource management plan.
- ◆ Facilitating motorized access on otherwise non-motorized trails. Funds may not be used to facilitate motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991.
- ◆ Environmental education buildings, classrooms, or park-like pavilions/amenities.
- ◆ Any costs associated with law enforcement activities or vehicles.
- ◆ Equipment used only to construct trails in the short term then used for non-trail uses. Equipment should be rented for the trail project if it will not be used for ongoing future maintenance specific to the proposed trail or trail systems. Park mowing or maintenance equipment is NOT Eligible

- ◆ These funds are intended for recreational trails; they may not be used to improve roads for general passenger vehicle use or to provide sidewalks along roads. Short sections of sidewalk connecting two off-road hard surfaced trails, may be eligible on a case by case review basis, must be included in application and will require review and written approval from RES prior to purchase.
- ◆ While donations and in-kind can be the project match, reimbursable expenses must be documented by actual cash expenditures.

Project Costs

- The only RTP costs eligible for reimbursement that incurred prior to the beginning of the grant term are: land acquisition/donation. All other architectural and engineering costs, planning expenses and project signage will not be reimbursed if incurred prior to the beginning of the grant term.
- Project expenses (i.e., architectural and engineering fees, etc.) are eligible project costs provided they do not exceed 15 percent of the total project cost. If an awarded project has only been partially funded, the 15% for expenses will be reduced accordingly. *Note: In order for administration, architectural and engineering fees, etc., to be eligible for reimbursement, it **MUST** be included in the grant application and if selected for funding, will have a line-item designated in the contract budget.*
- A grant will not be awarded for the sole purpose of reimbursing support facilities, administrative, or architectural & engineering costs.
- All expenses associated with environmental studies and/or permits are 100% the responsibility of the grantee and will not be considered as match or reimbursable grant expenditures.

Note: Reimbursements will be for cash expenditures only.

1. Accountability

The grant recipient will be responsible for the following:

- a. *Accounting System* - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for the expenditure of all grant and matching funds.
- b. *Grant and Contract Accountability Policy* - The local applicant will fulfill the conditions of the written contract.
- c. *Contracts* – Grantees who do not have a written local procurement procedure must follow State of Tennessee procurement policies, <https://www.tn.gov/generalservices/section/central-procurement-office>. If project is selected for funding, grantees will be required to provide a copy of their local procurement procedures once a fully executed grant contract is received.

Match Requirements

Match Assurance

A resolution or ordinance indicating the amount of funds requested, the source of said funds, and the applicant's commitment to match the requested amount must be included with the application. Additionally, a signed and dated statement from the chief elected or appointed official (i.e., Mayor) indicating the applicant's desire for funding and commitment to completing the project must be included. For a joint application, both the city and County Mayors must submit the required documentation.

The grant for a RTP project is 80% of the Total Project Cost. If a grant of \$200,000 is made, the matching funds would be \$50,000 for a Total Project Cost of \$250,000. The applicant must provide a match of 20% of the **Total Project Cost**.

Non-cash or in-kind contributions are limited to 50% of the grant applicant match or 10% of the total project cost, unless the donation is land value for the development of the project.

Matching the grant funds may be done through Cash or General Fund (**preferred**), grantee staff Workforce, land purchase during the contract term, land donation by a third party owner during the contract term, All land associated with RTP projects selected for funding must obtain a certified appraisal meeting federal requirements prior to approval of value being an allowable expense or match. ALL donations of 3rd party labor, equipment, materials, and supplies must be documented, in detail, on letterhead of the business or organization responsible for donation.

Example:

XXX Trail Club will donate 200 hours of labor at \$7.25/hour for a donation value of \$1,450.00.

If project is selected for funding, volunteer labor must be accounted for using the Individual Accountability Report forms and criteria established by TDEC-RES. For trail volunteers working for in-kind match, the hourly wage rate is \$7.25 (federal minimum wage rate). If the volunteer works in the construction trades as a carpenter, plumber, electrician, etc., they will need to document, in writing, their hourly rate greater than minimum wage.

Prison labor may be used as a match ONLY if the grant recipient pays the prison laborers. Additionally, prison labor may only be reimbursed for the **actual amount paid** for that labor. Prison labor is ineligible if the work occurs within the right-of-way of a Federal-aid highway. Contact TDEC-RES if questions arise concerning what qualifies as a prison labor match.

Federal agency applicants (US Forest Service, NPS, FWS, COE, TVA, etc.) must show a non-federal match of at least five percent (5%) of the total project cost. Grant administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-federal match must come from trail user groups or other non-federal funding sources.

A federal agency applicant may provide additional federal funds for the required 20% grant match, provided the total federal match share does not exceed 15% of the total project cost, or a total project cost of 95% of the total project cost from federal funding and 5% of the total project cost from another non-federal source.

Match List

Can this funding source be used as a match for the grant we are applying for?	LPRF-State	L&WCF-Federal	RTP-Federal Note: If a federal grant project is funded there must be at least a 5% non-federal match.
Cash	Yes	Yes	Yes
Another LPRF or NRTF grant	No	No	No
L&WCF grant	No	No	Yes
In-kind services, materials and equipment	Yes	Yes	Yes
Appraised value of real property not previously dedicated to recreation	Yes.	Yes. Acquisition must be within grant term.	Yes. Acquisition must be within grant term.
Permanent Easements	Yes	Yes	Yes
Conservation Easements	No	No	No
Leases (must be 25 yr minimum)	No	No	No
Legislative line item appropriations	No	No	No
TVA	Yes	Yes	Yes
Transportation Alternative (TA) Funds	Yes	No	Yes
Urban Forestry grants	Yes	No	Yes
U.S. Corps of Engineers	Yes	No	Yes
Grantee's Enterprise Funds	Yes	Yes	Yes
Community Development Block Grants	Yes	Yes	Yes
Art or Historical Commission Grants (Federal only)	Yes	No	Yes
USDA Rural Development	Yes	No	Yes

It is recommended that the grant applicant confirm in advance that such a match is allowed with the agency responsible for providing the match.

Recreational Trails Program Funding Allocations

The minimum grant request is \$20,000 with a match of \$5,000 for a total project cost of \$25,000; the maximum grant request is \$200,000 with a match of \$50,000 for a total project cost of \$250,000.

State or federal applicants, with projects of statewide significance, may be considered for additional funds. Projects are awarded based on an Open Project Selection Process (OPSP).

The State reserves the right to fund a portion of a project based on the current revenue tax collection, pursuant to the TCA 67-4-409, and on the number of applications requesting funds. If the grant award is less than the amount requested due to items in the application not being eligible for RTP funding, TDEC/RES will assist the applicant in preparing a revised project scope and budget prior to the signing of the contract documents. Scope changes/amendments requested by applicant or grantee will not be allowable.

Please make sure all the items in your grant application scope are items that you are capable of providing/developing if the grant application is awarded. Items presented in scope of project during application phase are the items that determine the score and outcome of the grant application. Removal or changing of items in the scope of the submitted RTP grant application will not be allowed, unless RES determines the items are not fundable based on current cycle or grant requirements. If project application, or components of project application, is selected for funding, all items included in budget details must be complete to the intent of the application for project to close as complete.

Site Control

The site of a RTP grant funded development or acquisition must be permanently dedicated as a public recreation site and must be maintained as such according to the terms of the dedication. After grant award, documentation (i.e., the *Notice of Limitation of Use* (NLU) form found in this manual) must be on permanent file with the local Registrar of Deeds. A signed and/or stamped copy showing that it is on file with the local Registrar of Deeds must be received no later than the second reimbursement request; the first reimbursement request is designated as grant acknowledgement sign expenditure only. The NLU must be referenced on the deed.

ADA Compliance

Applicants, applicant sites and projects must comply with the Americans with Disability Act (ADA). For the current best practice or best information available refer to the website: www.access-board.gov. Additional ADA information may be found at: www.NCAonline.org.

Public Accessibility

Project sites must be accessible and open to the public during reasonable hours of operation, on a non-exclusive basis without regard to age, sex, race, religion, or similar condition. All grant projects will be managed in a safe and attractive manner appropriate for public use and not subject to exclusive use by any one organization or group.

Fees and Charges

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 RTP Programs, the fee structure cannot be discriminatory to non-residents of the governmental entity. Higher fees may be charged to non-residents; however, they cannot exceed twice that charged to residents.

Unsettled Claims

TDEC/RES may deny or suspend program eligibility or withhold grant funds to any applicant against which the State has an unsettled financial claim.

Utility Lines

Overhead utility lines constitute major safety concerns and detract from the natural quality of many recreation areas and must be eliminated where possible. Grantees will, therefore, be expected to:

1. *Take all reasonable steps* to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site's character.
2. *Insure that all new* electric wires under 15 KV and telephone wires be placed underground. In no case will high density recreation use areas (swimming, picnicking, etc.) be located under electric wires.

If the government agency thinks that existing overhead lines should not be removed, rerouted, or buried, a detailed explanation and justification of such (i.e., certified engineer's report) must be included in the Maintenance Narrative section within the application package.

APPLICATION REQUIREMENTS AND PROCESS

Application Submission Period

Complete grant applications shall be submitted **ONLY** during the announced application submission period. Applications must be **RECEIVED** by RES at the main office in Nashville **by 4:00 P.M. CST on Friday, April 22, 2016**. TDEC/RES has announced the application submission period to all City and County Mayors or agency officials through electronic notification and/or media releases. Applications submitted after the deadline will be ineligible and will be returned to the applicant. Grant applications must be on a CD or USB drive and all files in pdf format unless receiving **prior** approval for submitting a hard copy from RES.

Review of Applications

TDEC/RES will review all applications and notify applicants of ineligible, incomplete and/or non-funded projects after announcement of grant awards by the Governor's Office. Applicants with unfunded projects may request a summary of their application score no later than 6 months after grant award announcement and may request technical assistance to improve their current delivery system in order to prepare for future grant cycles. **In addition to ineligible applicant status, ineligibility can be based on the following:**

1. *Inadequate verification of equal match* - (TCA 67-4-409, 11-14-307, and Public Law 88-578, 78 Stat 897) for requested funds.
2. *Ineligible expense* - Example: Any item that is not of permanent use to the project (i.e., contingency line item, hand tools, maintenance equipment; portable toilets for permanent public use, un-mounted trash cans and sporting equipment).
3. *Deficient Documentation*
 - a. Required documents - All required documents and scoring criteria i.e., proof of site control; resolution/ordinance supporting application; statement of commitment from elected official; evaluation criteria; environmental packet; cost estimate; site development plan; boundary maps; topographical quadrangle maps; location maps; lease; deed; title; Tax Map (to include page and parcel number) must be included in the application and located in the correct digital file folder.
 - b. Prescribed time period – If the application is not received in RES's Nashville office by 4pm central on Friday, April 22, 2016, it will not be scored.
 - c. Failure to follow format instructions - Failure to adhere to specified formatting instructions (i.e., information out of order, illegible maps, etc.) will result in significant point deductions or declaration of the project as ineligible.
4. *Acquisition Documentation* - The applicant must have or will have clear title to the land in question, or possess a long-term lease (the lease must be for no less than 25 years, with at least 15 remaining at time of application), and must be entered into with a state, federal, or local government agency such as TVA, the Corps of Engineers, local school board of education, etc. for public recreation use. An acquisition that is not permanently dedicated to recreation use will be ineligible. Projects involving land that is currently or previously owned by TVA or a rail road company must have all clearances and/or land acquisition approval prior to submitting and included in the application.

Application Evaluation

Each application will be evaluated based upon the information provided in the application, as well as on information and observances compiled during the actual physical inspection of each project site. Projects will be rated in accordance with the OPSP rating criteria.

Special Requirements

ACQUISITION PROJECTS

Land acquired using funds from the Recreational Trails Program **MUST** be acquired following the rules and regulations of the federal Uniform Land Acquisition and Relocation Act, see http://www.fhwa.dot.gov/real_estate/uniform_act/index.cfm. Acquisitions must be completed within a one year period from the start of the grant contract. Any land to be purchased or donated for use as match, will have a Notice of Limitation of Use (NLU) recorded and reference the land deed, property book # and page #, which binds the property in perpetuity for recreation purposes.

A Fair Market Value land appraisal will need to be completed by a state certified land appraiser (check with RES for the list) to determine the exact value of the property. The land appraisal must be completed by a certified land appraiser on the most current, approved State of Tennessee appraiser list. The appraisal will also need a second level review by the State's contracted Yellow Book Review appraiser. This second level review will be paid by the grantee by issuing a check to the State of Tennessee.

1. ***Land Acquisition*** - The grant recipient has ***one*** year from the effective date of the project contract to complete the acquisition. Grant contract dates will be included in the fully executed contract documentation.
2. ***Development*** – If the grant project does not include development, the grant recipient must develop the land according to the use identified in the original application within three (3) years of acquisition. If the grant project includes development, it must be developed in accordance with the grant requirements within the two (2) year contract.
3. ***Ownership*** - An applicant receiving assistance from the State for acquisition must have a clear title to the acquired land and must permanently commit the land to public recreation and/or public recreational use.
4. ***Application Documentation*** - The applicant will submit for TDEC/RES's approval the documentation described in the *Application Requirements Checklist*.
 - a. ***Opinion of Value*** – The applicant will submit to TDEC/RES at a minimum an Opinion of Value, prepared by the tax assessor or a licensed/certified real estate appraiser, which establishes the estimated fair market value of the project site. If a grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed/certified real estate appraiser in order to use the property as all or part of the match. The appraisal must be dated no earlier than twelve (12) months prior to the grant award date. The appraisal will be reviewed/approved by the TDEC/RES appraisal reviewer prior to the release of the RTP money to the applicant.
 - b. ***Survey*** – For all acquisition projects, the applicant will submit to TDEC/RES a survey of the project site. The survey must have been performed by a registered land surveyor, and must be dated within one year of the closing date of the application submission period.

The survey must possess a North arrow and the date of the survey. A legal description of the property must be included, along with the results of a title search for the property. The title search should cover a five-year period prior to the approval of the grant project.

- c. Boundary Maps – The applicant will submit to TDEC/RES boundary map(s) of the site. This map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a permanent public recreation site. The boundary map should include the GPS coordinates (DMS format) for the site. For more detailed instructions, see *Exhibit 1 - Project Boundary Map*
- d. Topographical Maps – The applicant will submit one color copy of a project location topographical map, indicating the quadrangle name, at a scale of 1:24,000. The map shall display the exact location of the project site with written directions from the nearest State highway. If the site is not currently a park or difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 2 - Topographical Map*.)
- e. Copy of county tax map which must include map number and parcel number clearly identified on the map.

5. DEVELOPMENT PROJECTS

- a. *Grant Period* - The applicant will have **two** years from the effective date of the project contract to complete the project. Grant contract dates will be included in the fully executed contract documentation.
- b. *Application Documentation* - The applicant will submit for TDEC/RES's acceptance, the documentation described in the *Application Requirements Checklist*, in this manual.
- c. *Land Value as Match* – If applicable, the applicant will submit to TDEC/RES a current *opinion of value* prepared by the County Tax Assessor's office OR a licensed/certified real estate appraiser. This opinion of value will establish the approximate land value of the project site. The opinion of value must be dated no earlier than one year prior to the closing date of the application submission period. If the grant is awarded, the applicant will be required to submit a fair market value appraisal prepared by a licensed, certified real estate appraiser to establish the official land value. For land to be used as match for RTP grants, the land cannot presently be owned by the grant applicant, it can be owned by a 3rd party and if the grant is selected for award be donated to grantee during the grant contract term.
- d. *Leased land*- If the project is to occur on leased land, the land owner must be a government agency and the grant applicant must have a lease for a minimum of 25 years with at least 15 years from the application deadline to apply, a copy of the lease must be submitted with application.
- e. *Rail-to-trail projects*- RTP funds can be used to develop land currently owned by applicant that at one point and time was owned by a rail road company.
- f. *Environmental Review* – A complete environmental review packet is required to be submitted with the application, additional information is included on the grant application disk. The environmental review packet only contains the items required for review, it is not to be submitted to review agencies and therefor will not contain any agency response letters. If the grant application project is selected for funding, all required Federal and State permits must be obtained by the grantee as part of the

Environmental Review These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alternation Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. The costs associated with any items needed to obtain environmental clearance are 100% the responsibility of the grantee and may cost into the tens of thousands of dollars. In the event a project is selected for funding, receives environmental clearance and an issue develops at the grant site that requires additional attention, grant funds may be suspended until issue is resolved.

- g. *Boundary Map* - For all projects, the applicant will submit to TDEC/RES a boundary map of the site. This map must indicate the boundaries of the site, display known easements, and be sufficient to identify the area for protection as a permanent recreation site and include GPS coordinates (DMS format) for the project site. For more detailed instructions, see *Exhibit 1 – Project Boundary map*
- h. *Location and Topographic Map* - The applicant will submit a project location map and a topographic map with a North arrow and a scale of 1:24,000 displaying the exact location of the project site with written directions from the main part of town as well as indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 2 – Topographical Map, Exhibit 3 - Location Map*).
- i. *Project Development* - A preliminary site plan and preliminary component plan must be submitted with the application. ADA access routes and ADA compliance must be shown on the preliminary site plan and structure, when applicable, indicating. If the project is selected for funding ADA compliance will be required to be shown in detail on associated plans and/or renderings. For details regarding these plans, see *Exhibit 4 - Preliminary Site Plan* and *Exhibit 5 - Preliminary Component Plan*.
- j. *Tax Map (include page and parcel number)*.

COMPLIANCE RESPONSIBILITIES

Site Dedication

Land acquired or developed by the applicant with RTP grant funds must be permanently dedicated as a public recreation site according to the terms of the original grant contract. After grant award, documentation (i.e., *Notice of Limitation of Use*) is to be filed with the local Register of Deeds. The *Notice of Limitation of Use* must be referenced on the deed **prior to the second reimbursement**. Applicants with leases must have a minimum **25-year lease** with a local, state, or federal agency and are not required to file an NLU.

Conversion

Sites with development funded by or land acquired by the grant programs administered by RES will have a Notice of Limitation of Use (NLU) recorded against the deed of the property protecting the site for public recreation in perpetuity. In certain instances it may become necessary for the protection placed on a parcel or part of a parcel to be relocated to a new parcel, i.e. converted. In this situation, the community must complete a Conversion to meet the grant requirements. If a community feels the conversion of a parcel or part of a parcel that has received past grant funding will take place, they must notify TDEC-RES at the earliest possible time to discuss options and completion of the Conversion process. Conversions are at the grantee's expense, with an acceptable conversion project involving replacement land of equal or greater fair market value and recreational utility. The conversion process should take place and be approved before any "protected" park land is removed from the public recreation inventory or ownership/dedicated use is transferred from the grantee. Conversions take approximately 24 months to multiple years depending on the situation and the dedication of the local government to completing the process and meeting all requirements of the State of Tennessee and/or National Parks Service. Examples of conversions include: cell tower, Boys and Girls Club operation of facility with dedicated space, emergency services buildings, etc. (**Conversions must have TDEC/RES, FHWA approval, TDOA, TWRA and in some instances NPS approval.**)

Non-Compliance

TDEC/RES will have the right during grant contract term to terminate a project contract and demand return of the grant funds for non-compliance by a grantee. Failure by an applicant to comply with the provisions of the project contract will result in TDEC/RES declaring the grantee ineligible for further participation in RTP until such time as compliance has been obtained to the satisfaction of the State and/or NPS.

Inspections

The TDEC/RES staff will perform grant progress inspections as necessary and a final inspection upon notification by the grantee that the project is complete. Grantee is responsible for the upkeep, maintenance and operation of the land and/or facilities developed by the grant. Five year post completion inspections (PCIs) are required to insure the facilities are still operating properly and are well maintained.

RTP APPLICATION REQUIREMENTS CHECKLIST

APPLICANT:

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below **MUST** be in the order listed below and contained on a **CD OR USB DRIVE** in pdf format. All required information **MUST** be included in the project application. All items listed in header section below must be identified by a folder on the CD or USB drive and section requirements included in folder as a pdf file with proper descriptive name. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points or the application not being scored. Applications must be **received** by RES at the main office in Nashville no later than 4 pm CST on April 22, 2016.

FORMS AND MATCH	CHECK-
1. Signed Tennessee LWCF/LPRF/NRTF/RTP Grant Application form	<input type="checkbox"/>
2. Project Cost Sheet	<input type="checkbox"/>
3. Development Project Cost form	<input type="checkbox"/>
4. Assurance of Match (resolution/ordinance, statement from elected official)	<input type="checkbox"/>
PROPERTY INFORMATION AND ACQUISITION	CHECK-
5. Notice of Limitation of Use form signed by the proper Government Official(s), only recorded if project is funded, required unless the acquisition is a lease. Not required if acquisition has not yet occurred.	<input type="checkbox"/>
6. Project Boundary Map	<input type="checkbox"/>
7. Project Boundary Map Certification form	<input type="checkbox"/>
8. Legal Description	<input type="checkbox"/>
9. Deed of Ownership or Lease	<input type="checkbox"/>
10. Survey (only applies to acquisition projects or projects using land value as match)	<input type="checkbox"/>
11. Title Search (Applies to acquisition projects or development projects using land value as a match; only applies if property was purchased within 1 year of grant award)	<input type="checkbox"/>
12. Opinion of Value (Applies to acquisition projects or development projects using land value as a match)	<input type="checkbox"/>
13. Tax Map (to include page and parcel number)	<input type="checkbox"/>
MAPS, PHOTOS AND DESIGN	CHECK-
14. Location and Topographical Maps and Written Directions	<input type="checkbox"/>
15. Photograph(s) of Site	<input type="checkbox"/>
16. Preliminary Site Plan w/ADA Features and dimensions	<input type="checkbox"/>
17. Preliminary Component Plans w/ADA Features	<input type="checkbox"/>
SCORING CRITERIA	CHECK-
18. Open Project Selection Criteria (OPSP)	<input type="checkbox"/>
19. Environmental Review Packet	<input type="checkbox"/>

RTP APPLICATION INSTRUCTIONS

Read these instructions carefully. Any applications which do not follow these instructions will be determined ineligible and will be returned to the Applicant.

Applicants must submit one copy of the project CD OR USB DRIVE with files in pdf format to the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES) W.R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243-0439 **no later than April 22, 2016 at 4 p.m. CST.** Applications must include all required documentation. Hard copies may be submitted with **prior RES approval** only.

- The CD OR USB DRIVE should be formatted in labeled folders corresponding with the Application Checklist sections and including the required numbered document with proper descriptive names in pdf format.
- If submitted in **pre-approved** hard copy, all support documentation in the application must have numbered tab dividers conforming to the numbered sections on the Application checklist.
- The project applications will be reviewed for eligibility, scored and ranked by TDEC/RES staff. The list of scored and ranked applications will be submitted to the TDEC Commissioner for approval.
- Project applicants will receive approval or disapproval in writing and will have an opportunity to request an un-funded summary by date specified in notification letter.

Application information is to be listed in the order below.

1. ***Tennessee LWCF/LPRF/NRTF/RTP Grant Application*** - Answer **ALL** questions. Also, make sure that you list the **CORRECT** Federal Congressional Representative, State Senator, and State Representative along with their **CORRECT** districts.
2. ***Project Cost Sheet*** - Answer **ALL** applicable sections.
3. ***Development Project Costs form*** - Answer **ALL** applicable sections, be sure to list all project line items. . The project line items should include the major components of the project with details and cost estimates listed below. A line item for ADA compliance is required in the 2016 Development Project Cost Sheet. An example of a Development Project Cost Sheet is included on the grant application disk. If the grant application project is selected for funding, the grantee will be held to the dollar amounts listed for each individual component of the grant project. If the individual component cost exceeds the amount provided in the project cost form, the grantee will be 100% responsible for the overage. The only exception to this rule is when all items in the scope of the have been completed per the intent of the application and additional funds are remaining in the grant project. In this instance and this instance only, a grantee may submit the additional costs of the line item with the overage for reimbursement as long as it meets reimbursement requirements. Over and under designs will not be allowed as the intent of the application will not be met. Remember, architectural, and engineering or administration expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. **Assurance of Match** - This includes a resolution/ordinance passed by the governing body **and** a letter from the appropriate elected or appointed official (i.e., usually Mayor or agency director if a State application) giving assurance that the requested funds will be matched by the applicant and that the community is committed to seeing the project through to completion. The resolution must include acknowledgment of the following: 1) the source of the applicant's match funding must be indicated, if match includes a donation, a letter documenting the donation from donor **must** be included; 2) a Notice of Limitation of Use (NLU) will be registered against the deed of project parcel in the even it is selected for funding; 3) the project must be completed within 2 years of the project contract start date if funded and 4) a statement indicating the Mayor is aware and assures the project, if selected for funding, will meet all Federal, State and local regulations and requirements including ADA and if project includes a playground, CPSC and ASTM. For a joint application, both Mayors must submit required documentation.
5. ***Notice of Limitation of Use (NLU)*** form – In the application phase the form is to be completed and signed by the elected or appointed official who will sign the grant contract unless the acquisition consists of a lease. **If the grant is awarded, the original must be filed with the local Register of Deeds, and a copy is to be to RES prior to the second reimbursement.** The NLU must be referenced on the deed as evidenced by the stamp by the Register of Deeds. Note that only the reimbursement for the grant acknowledgement sign will be processed until the recorded NLU is received by RES.
6. **Project Boundary Map** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
7. **Project Boundary Map Certification form** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.

8. **Legal Description** - A legal description of the project property must be submitted with the application.
9. **Deed of Ownership, and/or Lease** - A copy of any or all such applicable documents must be submitted.
10. **Survey** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey.
11. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
12. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match.
13. **Tax Map** (to include page and parcel number).
14. **Location and Topographical Maps** - Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. The topographic name and number must be included on the map. Written directions to the site must be included.
15. **Photographs of Site**
16. **Preliminary Site Plan** - A copy of the preliminary site plan for the project is to be submitted and **must show** dimensions of all project components, i.e. a trail head restroom facility that is approximately 30 feet by 25 feet or a walking trail that is approximately 1 mile long by 10 feet wide, location of trees that are to be removed by the project that are 5 inches or greater in diameter at breast height and location of water elements of site. These measurements are vital to the environmental review process. ADA access routes and ADA compliance must be shown on the preliminary site plan. If the project is selected for funding ADA compliance will be required to be shown in detail on associated plans and/or renderings. Preliminary site plans for playground must include a sample rendering and details on quantity of each type of equipment that is included for the project. For details regarding these plans, see *Exhibit 4 - Preliminary Site Plan*.
17. **Preliminary Component Plans** - A copy of the preliminary plan for individual components, i.e. trail head restroom, trail, etc. included in the project is to be submitted with the application. ADA access routes and ADA compliance must be shown on the preliminary component plan. If the project is selected for funding ADA compliance will be required to be shown in detail on associated plans. For details regarding these plans, see *Exhibit 5 - Preliminary Component Plan*.

All funded projects must have A&E stamped plans by a State of TN certified architect or engineer on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on trail, trailhead restroom facilities, etc. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.

18. **Open Project Selection Criteria**— details provided in designated section
19. **Environmental Review Packet** A complete environmental review packet is required to be submitted with the application, additional information is included on the grant application disk. The environmental review packet only contains the items required for review, it is

not to be submitted to review agencies and therefor will not contain any agency response letters. If the grant application project is selected for funding, all required Federal and State permits must be obtained by the grantee as part of the Environmental Review. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alteration Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. The costs associated with any items needed to obtain environmental clearance are 100% the responsibility of the grantee and may cost into the tens of thousands of dollars.



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES**
WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243
PH: 615-532-0748 FAX: 615-532-0732
LWCF/LPRF/NRTF/RTP GRANT APPLICATION

APPLICANT INFORMATION

Customer Name _____
 Street Number _____ Street Name _____ P.O. Box _____
 Phone Number _____ Extension _____ Fax Number _____
 Website _____ E-Mail _____
 City _____ State _____ Zip Code _____ +4 _____

Grant Type: LPR _____ LWCF _____ NRTF _____ RTP _____ Region _____
 Applicant is a: Federal Govt. _____ State Govt. _____ Local Govt. _____ Private Organization _____
 911 Street Address, City, and 9 digit Zip Code for project location and GIS/GPS Coordinates

Federal ID # _____

List of Partners (if any)

County/Countries

--

--

Application Prepared By:

Name: _____ E-Mail: _____
 Organization _____ Phone Number: _____

Project Contact (Person responsible for daily management of project)

Prefix _____ First Name _____ Last Name _____ Middle Initial _____
 Suffix _____ Title _____ Contact Type _____
 Street Number _____ Street Name _____ P.O. Box _____
 Phone Number _____ Extension _____ Fax Number _____
 Address Line Other _____ E-Mail _____
 City _____ State _____ Zip Code _____ +4 _____

If applying for LPRF, skip to Question #9

Applicant DUNS +4: _____ Date DUNS # Verified (Office Use Only) _____

Is Applicant registered in Central Contractor Registration (CCR)? Yes No

If Yes, CAGE # (Opt.): _____ Date CCR Expires: _____

A. In the Applicant's previous financial/fiscal year, did you receive (1) 80% or more of your annual gross revenues in federal funds; and (2) \$25 million or more in annual gross revenues from federal funds? Yes No

B. Does the public have access to information about the compensation of the senior executives in the Applicant's organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a),780(d)) or section 6164 of the Internal Revenue Code of 1986? Yes No

* If Applicant answered "YES" to question A and "NO" to question B, provide the following, list the 5 highest paid executives and his/her compensation amounts in descending order. (The highest paid official is listed first):

Official Name _____ Compensation Amount _____

Park Name: _____

Project Title: _____

Grant Type (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> New Construction | <input type="checkbox"/> Land is publicly owned |
| <input type="checkbox"/> Development | <input type="checkbox"/> Renovation | <input type="checkbox"/> Land is privately owned (RTP only) |
| <input type="checkbox"/> Land owned by applicant | <input type="checkbox"/> Land is leased by applicant | Date lease expires: _____ |

*Acquisition Only projects are not eligible for motorized grants.

- | | |
|--|--|
| <input type="checkbox"/> RTP Only | <input type="checkbox"/> Motorized Use |
| Intended Use (Check one) | <input type="checkbox"/> Non-Motorized Use |
| | <input type="checkbox"/> Combination Motorized/Non-Motorized Use |
| | <input type="checkbox"/> Combination of Motorized Uses |
| | <input type="checkbox"/> Combination of Non-Motorized Uses |

Federal Congressional District

Congressman's Name: _____

District Number: _____

State Districts

Senator's Name: _____

District Number: _____

Representative's Name: _____

District Number: _____



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 LWCF/LPRF/NRTF/RTP

PROJECT COST SHEET

Applicant's Name: _____
 Park Name: _____
 Project Title: _____

Brief Description: _____

- Acquisition Only Development Only Acquisition and Development Preservation (NRTF only)

GRANT ADMINISTRATION AND A/E COSTS

	Cost incurred within grant term.	Work to be Completed By:		
		Grantee Staff	Volunteers	Contractor
Architectural/Engineer Fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Administration	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Administrative Costs	\$			

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Parcel Cost	Anticipated Date of Acquisition
Total Acquisition Costs			

Method of Acquisition: Negotiated Purchase Donation Easement Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

_____ New Acreage- for acquisition or development; not previously under 6(f) protection.

_____ Value Added Acreage -additional development of land already under 6(f) protection

_____ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: Publicly owned Privately owned (RTP only)



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LWCF/LPRF/NRTF/RTP

DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates (List specific line items for which funds are requested broken down by who is completing work. Use attachment if more space needed. Be specific on sizes i.e. linear ft. or square ft.)

Line Items	# of Units	Unit Cost	Total Item Cost	To Be Completed By		
				Grantee Staff	Volunteers	Contractor
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Development Cost			\$			

Use Attachment if more space is needed

TOTAL COSTS

Cost Description	Cost Amount	To Be Completed By		
		Grantee Staff Workforce	Volunteers /3rd Party Donation	Professional Services Agreement
Total Grant Administration Costs	\$			
Total Architectural/Engineering Costs	\$			
Total Acquisition Costs	\$			
Total Development Costs	\$			
Total Project Costs	\$			
Total Grant Request	\$			



PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

LWCF LPRF NRTF RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- 1. Deed references
- 2. Adjoining Ownership
- 3. Adjoining easements of record
- 4. Adjoining water bodies
- 5. Metes and bounds
- 6. Government survey

Certification is made to the above by:

 Applicant's Signature (Usually Mayor or Agency Director)

 Date

 Printed Name and Title



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PH: 615-532-0748 FAX: 615-532-0732
LWCF/LPRF/NRTF/RTP

NOTICE OF LIMITATION OF USE

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.



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RECREATION EDUCATIONAL SERVICES**
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PH: 615-532-0748 FAX: 615-532-0732
LWCF/LPRF/NRTF/RTP

NOTICE OF LIMITATION OF USE

FOR RTP:

The property identified in the attached general warranty deed has been acquired or developed with Federal Moving Ahead for Progress in the 21st Century (MAP-21), Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or any other means) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he/she finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

Authorized Signature (usually Mayor or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Street Number

Street Name

P.O. Box

Phone Number

Date

***Attach copy of underlying Deed and Section 6(f)(3) boundary map with this NLU and record together. Provide copy of recorded NLU with attachments to RES.**

STATE OF TENNESSEE, COUNTY OF _____

On this _____ day of _____, _____, before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged him/herself to be the _____, and in his/her official capacity, and that he/she as such official, being authorized so to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the Agency, by him/herself, as such official.

Notary Public

My commission expires: _____

RTP Frequently Asked Questions (FAQ's)

How many copies of the application do I need to send to Recreation Educational Services Division?

Applicants must submit one copy of the project application on CD OR USB DRIVE with all files in pdf format to:

**Tennessee Department of Environment and Conservation
Recreation Educational Services Division (TDEC-RES)
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, Tennessee 37243**

no later than April 22, 2016 at 4 p.m. CST. Applications must include all support documentation. Hard copies may be submitted with **prior** RES approval only.

How much can I apply for?

The minimum grant request is \$20,000 with a match of \$5,000 for a total project cost of \$25,000; the maximum grant request is \$200,000 with a match of \$50,000 for a total project cost of \$250,000. State or federal applicants, with projects of statewide significance, may be considered for additional funds. The State may waive the minimum amount of an approved grant under special circumstances.

Does RTP fund projects on school property?

Eligible applicants are restricted to county and incorporated municipal governments. Grants cannot go for acquisition or development of park facilities on school property, unless the Board of Education deeds or leases (**for a minimum of twenty-five years**) all or a portion of the school property to the local governing body, and therefore, be eligible for a grant. Property must be open to the public and under the control and management of the local government rather than the school. All deeds and/or leases, surveys, boundary maps and boundary map certification must be included in the grant application.

What does the phrase “in perpetuity” mean?

For grant purposes, it means “forever”. Parkland and park facilities developed with grant funding must remain public parkland and public park facilities from now until the end of time.

Does the local, state or federal government have to own the land to receive a grant?

The land must be used for public recreation in perpetuity. Cities and/or counties may lease land for no less than **25 years** but only from other governmental entities, including state and federal properties. Cities and counties may not lease land from private citizens, non-profit organizations, civic groups, businesses, industry, etc., to develop park property. In addition, cities and counties may not lease park property to private citizens, non-profit organizations, civic groups, businesses, industry, etc. Government Agencies may enter into “trail management agreements” with such organizations for the programming, development and maintenance of such trail facilities; however, the agreement must state that they are non-exclusive to other users. (See question concerning exclusive use.)

Can land acquisition be used as match?

Yes. Acquisition of land that will be dedicated entirely for park or recreational purposes after receipt of the grant may qualify as an applicant's match. The land must not have been previously used for park or recreational purposes.

Can I purchase land before grant award and be reimbursed for it after grant award?

Land owned or purchased by a third party before the grant contract is executed can only provide that land as part of the entire matching funds requirement. The transfer of those lands to the government agency, who will manage them in perpetuity, must occur during the term of the executed grant contract.

I currently have an open project, what must I do to apply for this grant cycle?

If you are a lead grantee in an open L&WCF, LPRF, RTP, or HPP grant, the project must be physically complete and the Project Completion Certification (PCC) form be submitted to our Division on or before **March 4, 2016**. "Physically complete" means that all portions of the project scope and line items that are a part of the grant contract have been fully completed, and all requirements and regulations pertaining to the project are complete, i.e. ADA and CPSC/ASTM. Once the PCC is received a PARTAS Consultant will conduct an on-site inspection. If the project is lacking completion in any way on April 1, 2016, (ADA compliance, functional use, materials ordered but not in, portions not complete for any circumstance, or any other reason), the grant application will not be accepted. Final reimbursement must be submitted on or before **April 15, 2016**.

Must I have all the cash, in-kind labor, material donations in place when we submit a grant application?

All governing bodies must submit a resolution or ordinance indicating the amount of funds requested, the source of said funds, and the "applicant's commitment to match the requested amount" with their application **Any in-kind/donations of labor, materials and equipment for the project must have a written letter of commitment defining the donation and all letters for donated items must be included in the grant application.**

What about Environmental Clearance for the project?

A complete environmental review packet is required to be submitted with the application, additional information is included on the grant application disk. The environmental review packet only contains the items required for review, it is not to be submitted to review agencies and therefore will not contain any agency response letters.

If the grant application project is selected for funding, all required Federal and State permits, surveys and/or studies must be obtained by the grantee as part of the Environmental Review. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alteration Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. The costs associated with any items needed to obtain environmental clearance are 100% the responsibility of the grantee and may cost into the tens of thousands of dollars.

I have a project in the form of acquisition/donation for new parkland with trail facilities. Must I submit the appraisals from a certified real estate appraiser with the grant application?

No. All you are required to submit with the application is an “Opinion of Value” prepared by the County Tax Assessor or a Certified Real Estate Appraiser. If the grant is awarded, land **MUST** be acquired following the rules and regulations of the federal Uniform Land Acquisition and Relocation Act, see http://www.fhwa.dot.gov/real_estate/uniform_act/index.cfm

I am developing a park facility that may only be used during certain seasons and/or months of the year for organized activity. If funded through RTP would it be all right for me to close and lock my facility during the non-use days or months and/or lock it up after the activity is over, such as at 3:00 p.m.?

No. RTP guidelines state that the park facility must be open during reasonable hours for public use every day of the year, **including restrooms**. Some exceptions include inclement weather, vandalism, damage that would pose a hazard to users. Even if it is the “off-season” for programming, the facility must remain open and accessible to the general public. In the event the facility, or any part/section of the facility, is closed for any instance more than 1 day, RES must be notified and a sign located at all facility entrances to notify the public of closure, reason and estimated date of re-opening.

I know that my new trail facility must be ADA accessible, but what about accessibility from the parking lot to the trail or trail head?

Many communities design accessible facilities yet omit accessible design features from the parking lot or other high-use areas to those facilities. For example, if you are developing/renovating a trail head restroom facilities, not only do the restrooms themselves have to be accessible, but the access route from the ADA designated parking in the parking area and other high-use areas must meet ADA accessibility as well.

I have heard the term “exclusive use”, what does this mean?

It means restricting the use of a park or park facilities for varying groups of people, organizations, genders, age differences and religions. We require all parklands and facilities offices that have been developed with RTP to post EEOC, Section 504 and Title VI signage in the grant project site, the park and recreation department office or the Mayor’s office. We also require that a sign be placed in a park site/facility that has been funded through an RTP grant acknowledging the State of Tennessee and the Federal Highway Administration for its assistance.

I am considering applying for trail maintenance equipment, is the equipment an allowable cost under RTP guidelines?

Yes. Lease and/or purchase of trail construction and maintenance equipment with a FULL justification of why the equipment needs to be purchased. **Any equipment purchased must be new, specifically designed for trail construction and maintenance and MUST meet the Buy America requirement to be eligible for reimbursement. Equipment purchase MUST be approved by RES in writing before purchase and specifications for the equipment must be included in the grant application.** All equipment must be used solely (100%) for trail-related

purposes for the entire life of the equipment. **Land clearing type equipment is NOT eligible.** If you have any questions about the eligibility of any equipment, contact RES for clarification.

Do I have to have State of TN certified stamped plans if our public works or other governmental employees are constructing the project?

All projects must have A&E stamped plans with current State of Tennessee certification on any section of the project that is structural, mechanical or electrical. If your agency has a State of Tennessee registered, licensed professional who can stamp the drawings, then they can meet that requirement. Renderings and standard construction drawings will be required on walking trail, parking lots, etc. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.

Must my RTP project abide by State Prevailing Wages?

No, after much research, discussion and a legal opinion, grants administered by RES are not required to comply with State Prevailing Wages.

Must my RTP project abide by the federal Davis Bacon wage rate requirements?

It depends, but generally not. Any RTP projects involving a Federal Highway Right of Way must abide by Davis Bacon regulations. **Can I change the scope of my project if it is selected to be funded?**

No, if the grant project is selected for funding, the grantee will be required to complete the project scope with the funding as indicated in the application. If the end cost of the project is more than the total project amount noted in the application, the grantee will be responsible for 100% of the cost overrun to complete the scope of the project.

Can I meet with someone to discuss the scope of the project prior to the application deadline?

Yes, PARTAS Consultants will be available to meet with prospective community's at the Consultant's office to review and discuss their possible RTP application project scope. The intent of the meeting is to review the main components of the scope and to provide information on items that may not be applicable for RTP funding. The meeting is not to present the application workshop, to review or provide comments on the scoring section of the application or for the Consultant to select an application project. **The Consultant must be contacted to schedule the meeting no later than March 11, 2016.** Communities are advised to bring photos of site and surrounding development, examples or drawings of proposed development and information on the ownership of the parcel to be developed or acquired.

Can items be added or removed by applicant from the grant project application scope if the project is selected for funding?

No, grant application projects are scored, ranked and funded based on the information provided in the grant application. No scope amendments will be allowed or processed.

How long will I have to complete the project?

Applicants will have 2 years from the effective date of the project's executed contract to complete the project. There will be **NO** term extensions regardless of justification.

If my project is selected for funding and is not complete in the two year grant contract, can I request an extension of the contract end date?

No, grant contract dates will not be altered, extended or amended.

Can I use part of the funds for design expenses and grant administration?

Yes. Use of RTP funds for architecture, engineering, surveys, grant administration and/or legal expenses are eligible, *but are limited to 15 % of the total project cost. Grantee must have a line item in the grant application budget for A&E design or grant administration expenses.*

When can projects begin?

An approved CE Request is REQUIRED before the funds can be obligated by the Federal Highway Administration (FHWA). Once the funds are obligated by FHWA, then a state contract will be prepared for signatures. The applicant MUST wait until TDEC-RES returns the signed, executed contract and the start date of the contract before beginning the project. Any construction started or equipment purchases made prior to the start date of this executed contract are not eligible for reimbursement. This contract will not be issued until TDEC-RES concurs with all environmental approvals and obligation authorization is granted from the Federal Highway Administration.

When must I begin working on the project after I receive a fully executed contract?

If selected for funding, grantees with RTP contracts must show progress on the grant project within 60 days and must file a first reimbursement request within 90 days 120 days of the start date of the executed contract. Grant recipients that do not begin their projects within these 120 days may be subject to having their project funding withdrawn.

What are the grantee's responsibilities to the proposed project?

If selected for funding, the grantee must complete the project as proposed in the grant application. Scope changes/amendment will not be considered as the project was scored and selected for funding based on information in the application. Projects funded through RTP must remain open to the public in perpetuity (forever) and this action is documented through the Notice of Limitation of Use (NLU) form. The current grant form, CN-0249, must be used or the NLU will be rejected. Should an RTP grantee convert all or part of the project site to other than approved recreation use or lose the use of property for recreation purposes, the grantee must complete a conversion and replace the site/facilities, at their own expense at current market value. The grantee shall submit, for RES approval, a plan with an acceptable project of comparable scope and quality. (Such conversions must have approval from TDEC-RES PRIOR to any construction or loss of public recreation land.)

What if my project involves Land Acquisition?

Land acquired using funds from the Recreational Trails Program **MUST** be acquired following the rules and regulations of the federal Uniform Land Acquisition and Relocation Act, see http://www.fhwa.dot.gov/real_estate/uniform_act/index.cfm. Acquisitions must be completed within a one year period from the start of the grant contract. Any land to be purchased or donated for use as match, will have a Notice of Limitation of Use (NLU) recorded and reference the land deed, property book # and page #, which binds the property in perpetuity for recreation purposes. ***Acquisition Only Projects must be developed within 3 years of the date of the acquisition for the purpose of use stated in the grant application.***

What other documentation is required with the application?

Please refer to the RTP Application Checklist on page 17 for a list of items that will need to accompany the application.

What is the Federal Funding Accountability Transparency Act (FFATA) and why do I submit the information for #8 in the application?

The Federal Funding Accountability Transparency Act (FFATA) of 2006 requires information disclosure of entities receiving Federal funding through Federal awards such as Federal contracts and their sub-contracts. The Recreational Trails Program (RTP) is funded through the Federal Highway Administration and the Land & Water Conservation Fund (LWCF) is funded through the National Park Service. As the administering agency, the Tennessee Department of Environment and Conservation is required to report such awards. If funded, information on the application is used in the reporting by Recreation Educational Services:

DUNS Number: This is a unique 9 digit number issued by Dun and Bradstreet and this is required. To obtain a DUNS number, please access: <http://fedgov.dnb.com/webform>.

CCR and CAGE #: This is a unique 5 digit number issued by the Central Contractor Registration. More information on how to obtain this number can be found at <https://uscontractorregistration.com/>.

How to obtain information regarding gross income and public access to compensation information: We suggest contacting your Finance and/or Accounting departments for this information.

WHAT OTHER RULES OR RESTRICTIONS APPLY?

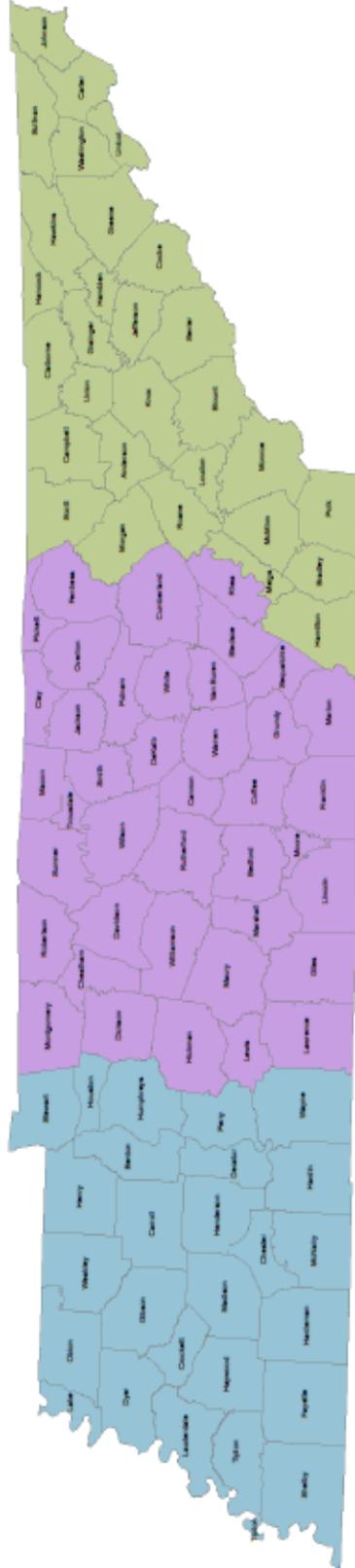
Termination of Grant: TDEC-RES reserves the right to terminate a project grant award and/or a grant contract and demand the return of granted funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the executed contract will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until the grantee demonstrates compliance to the satisfaction of TDEC-RES.

With respect to Motorized Trail projects, the applicant **shall establish and follow a plan of best management practices** for the maintenance and operation of the Motorized Trail activity. Failure to adhere to the plan of best management practices shall be a violation of the project contract. TDEC-RES will give the applicant a specific time period within which to come into compliance. Failure to come into compliance will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until grantee demonstrates compliance to the satisfaction of TDEC-RES.

Grant Post-Completion Responsibilities: Grantees (or, the agency landowner who receives the benefit of a grant in the case of non-profit grant awards) are responsible for the continued operations and maintenance of the project. Each grantee will receive a post-completion handbook. Post-completion inspections will occur every 5 years from the final inspection of the grant project to ensure compliance to this requirement.

TN Counties and PARTAS

(July 2014)



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- Benton
- Carroll
- Chester
- Crockett
- Decatur
- Dyer
- Fayette
- Gibson
- Hardeman
- Hardin
- Haywood
- Henderson
- Henry
- Houston
- Humphreys
- Lake
- Lauderdale
- Madison
- McNairy
- Obion
- Perry
- Shelby
- Stewart
- Tipton
- Wayne
- Weakley

- Bedford
- Bedford
- Bledsoe
- Cannon
- Cheatham
- Clay
- Coffee
- Cumberland
- Davidson
- DeKalb
- Dickson
- Fentress
- Franklin
- Giles
- Grundy
- Hickman
- Jackson
- Lawrence
- Lewis
- Lincoln
- Macon
- Marion
- Marshall
- Maudry
- Montgomery
- Moore
- Overtton
- Pickett
- Fulton
- Rhea
- Robertson
- Rutherford
- Sequatchie
- Smith
- Sumner
- Trousdale
- Van Buren
- Warren
- White
- Williamson
- Wilson

- Anderson
- Brant
- Bradley
- Campbell
- Carter
- Carbone
- Cocke
- Cranger
- Greene
- Hamilton
- Hancock
- Hawkins
- Jefferson
- Johnson
- Knox
- Loudon
- McMinn
- Meigs
- Monroe
- Morgan
- Polk
- Roane
- Scott
- Sevier
- Sullivan
- Union
- Washington

Legend

- PARTAS
- April Johnson
- Gerald Parish
- Mackel Reagan

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07-11-2014
Using ArcMap 10.1

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STATE OF TENNESSEE
Open Project Selection Process
2016 RTP Grant Application
Scoring Criteria

Project Proposal Presentation (Required, if not included project will not be scored)

Project Proposal Presentation:

Provide a power-point presentation properly named in the OPSP folder on the project application CD or USB drive with all files being in pdf format. Provide clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items. Clip-art is NOT permitted. This Power Point is to be used at the Civic group support meetings. Criteria to be included in presentation:

1. 2010 Census population of your jurisdiction and total acres currently dedicated to recreation use within the jurisdiction.
2. Demographics of the public you are targeting with project.
3. Explain what public recreation activities/programs you envision occurring at project.
4. Explain how the project will provide a positive impact in your community.
5. Explain the goal of the project and how it relates to the service area and needs of the potential users. Include information on how the project will address public health issues, specifically access to exercise and fitness opportunities.
6. Explain the means and funding that will be used to develop the project.
7. Explain if the site is suitable, location and topography, for the development of the project.
8. Explain the future site development and programming plans, future development phases.
9. Explain what makes the project stand out or special.
10. List each principal met from the 2008 Tennessee Greenways and Trails Plan. For a copy of the 2008 Tennessee Greenways and Trails plan, visit:
http://tn.gov/assets/entities/environment/attachments/gt_plan2008.pdf
11. Provide a 2 year time-line for completion of project if funded.
12. Project Design elements to include use of site, access, ease of maintenance and realistic cost estimates.
13. Pictures of site or developments similar to project, photos submitted should be taken for presentation, no stock photos may be used
14. Project Location Map
15. Topographic Map
16. Project Boundary Map
17. Preliminary Site Plans showing proposed (and existing) park structures, facilities and/or trails and environmental items, i.e. trees, streams, etc.

Open Project Selection Process Scoring Criteria (OPSP)

The following documentation must be presented in lettered folders (A, B, C & D) with folders corresponding to the numbered criteria and properly named documents located in the OPSP folder on the project application CD or USB drive.

A. Planning and Design (30 points possible)

1. Detailed Scope of Project

Details should include all items to be developed with grant and dimensions of perimeter of items.

Documentation Required:

- Detailed scope

2. Project compliance with the **2008 Tennessee Greenways and Trails Plan** and with **Tennessee 2020 (Visions for Parks, People and Landscapes)**

Documentation Required:

- List each “Guiding Principle” of the 2008 Tennessee Greenways and Trails plan your project meets and provide a detailed summary. A ½ to 1 page narrative is required for each principle that the project will impact. For a copy of the 2008 Tennessee Greenways and Trails plan, visit http://tn.gov/assets/entities/environment/attachments/gt_plan2008.pdf
- Provide a narrative addressing how the proposed grant project meets one or more of the initiative(s) of the Statewide Outdoor Comprehensive Recreation Plan (SCORP), Tennessee 2020. A ½ to 1 page narrative is required for each initiative that the project will impact. For a copy of the Tennessee 2020 plan, visit http://tn.gov/assets/entities/environment/attachments/2020_full_version.pdf

3. Planning Document

The applicant has a trail system-wide planning document created or revised with the past five years that includes a plan for recreation as a whole for the applicant’s community as well as including information on the project illustrating the grant application project conforms to the plan. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.)

Documentation Required:

- Date the plan was produced or updated
- Copy of the planning document that includes the grant application project created or revised in the last 5 years.

- Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.
- List the page number(s) where the grant application project is referenced in the plan, tab and highlight section on page(s)

4. Recreation Funding

Provide a list of upgrades and/or renovations to completed greenways and trails facilities from January 2012 to January 2016.

Documentation Required:

- List greenways and trails facilities and any upgrades and/or renovations to each facility from January 2012 to January 2016. Provide details on what was included in upgrade and/or renovation and funding source. If any grants were used, provide source, grant and match dollars.

5. Recreational Needs Assessment

The recreational need of the project is determined by the results of a needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years.

Documentation Required:

- Date the needs assessment was conducted
- Copy of needs assessment
- Results of needs assessment
- Description of the distribution method for the needs assessment. Give the date(s) of distribution and the number distributed.
- Provide the number of returned needs assessments
- Describe how the needs assessment results show support for project

6. Public Meeting

The applicant must conduct 3 public meeting(s) between June 1, 2015 and April 8, 2016. These meeting are scheduled to specifically discuss the project and obtaining community comments. 1 of the 3 meetings can be conducted **prior** to a regularly scheduled meeting, i.e. City Board or County Commission, but must be advertised per the agency's standard procedures. 1 of the 3 meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. Locating a sign advertising the meeting(s) at the project development site is required.

Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing the other means used to promote each meeting.

- Copy of meeting minutes, including a sign in sheet and detailed documentation of the discussion and public comments on the project. Social media type meeting must provide documentation of all comments received, including screen names.
- Photo of grant application project site showing notification of meeting(s)

7. Civic (non-governmental) Group Support

The applicant **presented** the project to **two or more** local civic groups to determine their support of project. Examples of groups include: civic groups, neighborhood associations, religious organizations, advisory boards, youth organizations, etc.

Documentation Required:

- Copy of the group's meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. *Letters from the established leader of the group will not meet this requirement.* If the group does not normally have an agenda and/or take meeting minutes, the applicant can provide this service, but the Chair of the organization must provide documentation verify the meeting was conducted in addition to the agenda and minutes required in this section.

8. Parks and Recreation Board Support

The applicant presented the project to their parks and recreation board and received a motion of support for project.

Documentation Required:

- Copy of the parks and recreation boards meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. For a joint project application, both agencies must provide documentation from their parks and recreation board. *Letters from the board chair or president will not meet this requirement.*

9. Architect and Engineering Plans

Provide a copy of any existing Architect and Engineering plans **or** a letter from the Mayor, agency director for federal agencies or agency director and Mayor of a local government partner. If applicant is a non-profit indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Grant Administration fees can be awarded as part of the grant project, total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost.

Documentation Required:

- Copy of stamped plans for project, or letter from individual(s) indicated above based on applicant status, stating they are aware of the above requirement. For a joint project application, both agencies must provide documentation from their Mayor if plans are not provided.

10. TRAIL SPECIFICATION AND DESIGN SYSTEM

The RTP grant applicant MUST STATE WHICH SOURCE will be used for trail construction and trail maintenance in this proposed grant funded project. In this section, identify and reference the resource used in the trail design. To obtain the maximum points in this section, applicant must provide specific details from the sections of each of the source(s) that will be used. Multiple sources can be used.

- International Mountain Bike Association (IMBA): *Trail Solutions* book
- US Forest Service (USFS): *Trail Construction and Maintenance Notebook* (2007 Edition)
- U. S. Forest Service: *Equestrian Design Guidebook for Trails, Trailheads and Campgrounds*, December 2007 Edition
- AASHTO: *Guide for the Development of Bicycle Facilities* (2012 edition)
- AASHTO: *Guide to the Development of Pedestrian Facilities* (July 2004 Edition)
- National Off-Highway Vehicle Conservation Council (NOHVCC): *Park Guidelines for Off Highway Vehicles*
- TDEC-RES, *Tennessee Pathways to Trail Building*, May 2010 Edition, For more information, contact Bob Richards at 615-532-0753, Robert.richards@tn.gov or see the RTP website:
http://www.fhwa.dot.gov/environment/recreational_trails/publications/trailpub.cfm
- TDEC-RES, *Greenways 101*, 2014 edition,
<http://www.tn.gov/assets/entities/environment/attachments/greenways-101.pdf>
- Tennessee Department of Transportation, *Bicycle and Pedestrian Standard*, 2013
- DOJ- U.S. Access Board, *Americans with Disabilities Act (ADA) Recreation Facilities*; Chapter 10, Section 1017, Trails:
See: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>

To the extent practicable, all hard surfaced pedestrian trails shall meet the ADA guidelines for trail development. **If this project does not meet the ADA guidelines, justification must be provided explaining why.**

Current System Development (10 points possible)

Provide detailed information on the current greenways and trails in the recreation system. For a joint project application, both agencies must provide documentation for their current recreation system.

Documentation Required:

- The applicant must provide a numbered and detailed current inventory of recreation sites in the system.
 - Items to include in the details for each park are:
 - 911 addresses of park
 - List of amenities and facilities
 - Acreage
 - List renovations or additions within the last 10 years
 - Provide a copy of any use or maintenance agreements

- **COMPREHENSIVE TRAIL SYSTEM MAP**

Provide a detailed map showing the entire proposed trail system along with a trail inventory in Excel spreadsheet format that includes Park Name, Trail Name, Length of trail, Surface type, Difficulty and a web link to the trail map. Existing trails to be included in the system and any new trails to be constructed are to be identified on the map.

The trail system development or maintenance project can be broken down in phases and the phase(s) to be developed must be identified. The total length (linear feet) and width of proposed trail(s) must be identified and the trail(s) to be developed with the grant funds MUST also be identified on the Map.

- **CONNECTIONS**

Identify any physical connections to parks, schools, residential, commercial/retail businesses. List any health related opportunities for programs/events. List any environmental education opportunities/programs that relate to this project. If the project is part of a phased development, identify the phase number and all work to be accomplished in the proposed grant project.

- **DIVERSE USE Trails**

Categories of trail use are non-motorized and motorized. List the different types of use of the trail project showing it can accommodate more than ONE variety of recreation activities (examples: pedestrian and bicycle, or motorcycle, ATV, and 4-wheel drive).

B. Management and Maintenance (20 points possible)

Current facilities must be managed and maintained.

Documentation Required:

- Management overview- Provide a detailed management overview illustrating who will manage the project during construction. Who will provide the operations, management and maintenance after completion of the grant project? Include written documentation on the operations and maintenance staff, budget, safety and security (rules of operation) and programming.
- Include management and maintenance plans for each area of the Parks and Recreation system as well as specific management and maintenance plans for specific facilities, i.e. pools, splash pads, playgrounds, ballfields, community centers, etc.
- Include copies of each type of maintenance and inspection lists completed between June 2015 and December 2015

C. 2016 Special Focus (5 points possible)

Provide a narrative with information on various components of your project that have sustainable features. This narrative should be no longer than two pages, should include any sustainability measures* and details about how they will provide a significant environmental, social, and/or economic benefit. Details on how the various sustainability measures will offer energy reductions (kWh, therms, BTUs), cost savings, and other benefits (lifecycle analysis, sourcing, etc.) must be part of this section. If sustainable items are present in your grant project application and detailed in this section, the items will be required to be included in the grant contract scope and budget details.

*Regarding Development, Water, Energy, Materials Management, Transportation, Natural Heritage, Outreach, etc.

- ◆ If your grant application project includes trail fitness equipment, please provide a copy of the proposed equipment and a narrative as to the benefit of this equipment to the facility and community. Equipment must be presented on the preliminary site and component plans, must be of a commercial grade designed for outdoor fitness trail usage and must meet ADA requirements. Equipment for fitness trails must be commercial grade, outdoor equipment and must not exceed 25% of the total project cost, if it is a component of the project, or is limited at \$65,000 if a stand-alone project.

RES Program Compliance (30 points possible)

No information will be provided in the application for this section RES staff will review items in 1 & 2 below and may request supplemental information if deficiencies are found during inspection.

1. RES Program Compliance

- For past grants, completing and returning Post Completion Inspections by deadlines.
 - a. No remaining unresolved issues discovered during Post Completion Inspections.
- No unresolved conversions.
- No undeveloped acquisitions identified for development in previous grants.
- No incomplete past grants, example: non-fulfillment of contracts.
- Participation in RES surveys, certifications, requests & evaluations.

2. On-site Recreation System Criteria

RES will conduct an ON SITE INSPECTION. The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.

CD or USB Drive Layout

- 1 Grant Application form
 - 2 Project Cost Sheet
 - 3 Development Project Cost form
 - 4 Assurance of Match
 - 5 Notice of Limitation of Use
 - 6 Project Boundary Map
 - 7 Project Boundary Map Certification form
 - 8 Legal Description
 - 9 Deed of Ownership or Lease
 - 10 Survey
 - 11 Title Search
 - 12 Opinion of Value
 - 13 Tax Map
 - 14 Location and Topo Maps and directions
 - 15 Photographs of Site
 - 16 Preliminary Site Plan
 - 17 Preliminary Component Plan
 - 18 OPSP
 - 19 Environmental Review Packet
- A Planning and Design
 - B Current System Development
 - C Management and Maintenance
 - D Benchmarking
 - F Special Focus
 - Project Proposal Presentation
- 1 Detailed Scope
 - 2 Compliance with Tennessee 2020
 - 3 Planning Document
 - 4 Recreation Funding
 - 5 Recreational Needs Assessment
 - 6 Public Meeting
 - 7 Civic Group Support
 - 8 Parks and Recreation Board Support
 - 9 Architect and Engineering Plans
 - 10. Trail Specification and Design System

List of Abbreviations

ADA- Americans with Disability Act	NLU – Notice of Limitation of Use
APRP – Associate Park & Recreation Professional	NPS- National Park Service
ASTM- American Society for Testing and Materials	NRTF- Natural Resources Trust Fund
CE – Categorical Exclusion	OGC – Office of General Counsel
CN- Certified Number	OPSP- Open Project Selection Process
CPRP – Certified Parks & Recreation Professional	PARTAS – Parks and Recreation Technical Advisory Service
CPSC- Consumer Product Safety Commission	REC – Recreation Educational Consultant
CST- Central Standard Time	RES- Recreation Educational Services Division
COE – U.S. Army Corps of Engineers	RTP – Recreational Trails Program
DBE – Disadvantaged Business Enterprise	TCA- Tennessee Code Annotated
FAQ- Frequently Asked Questions	TDEC- Tennessee Department of Environment and Conservation
FHWA- Federal Highway Administration	TDOA- Tennessee Department of Agriculture
FWS – U.S. Fish and Wildlife Service	TVA- Tennessee Valley Authority
LPRF- Local Parks and Recreation Fund	TWRA- Tennessee Wildlife Resources Agency
LWCF- Land & Water Conservation Fund	USGS- United States Geological Service

EXHIBITS

The following exhibits are required components of the grant application. Follow the instructions on each exhibit in order to provide complete documentation.

Exhibit 1 Location Map

Exhibit 2 Project Boundary Map

Exhibit 3 Topographic Map

Exhibit 4 Preliminary Site Plan showing proposed (and existing) park structures, facilities and/or trails

Exhibit 5 **Preliminary Component Plan**

EXHIBIT 1: LOCATION MAP

A map shall be submitted with each application and shall identify the following items:

1. Location and 911 street address.
2. Definition of the anticipated service area of the proposed project.
3. Location of other park structures within the anticipated service area.
4. North arrow, scale, project title, and date map was prepared.
5. Map size preferred is 11" x 17". Do not include construction drawing.

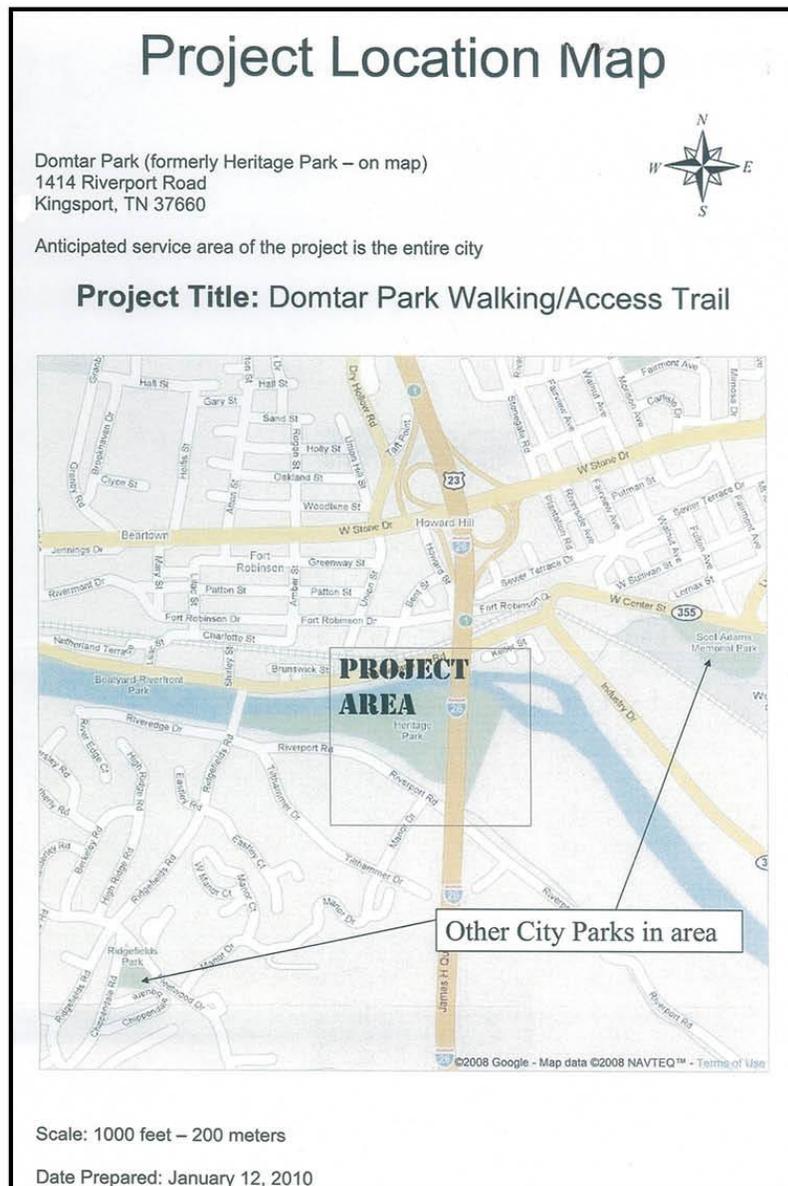


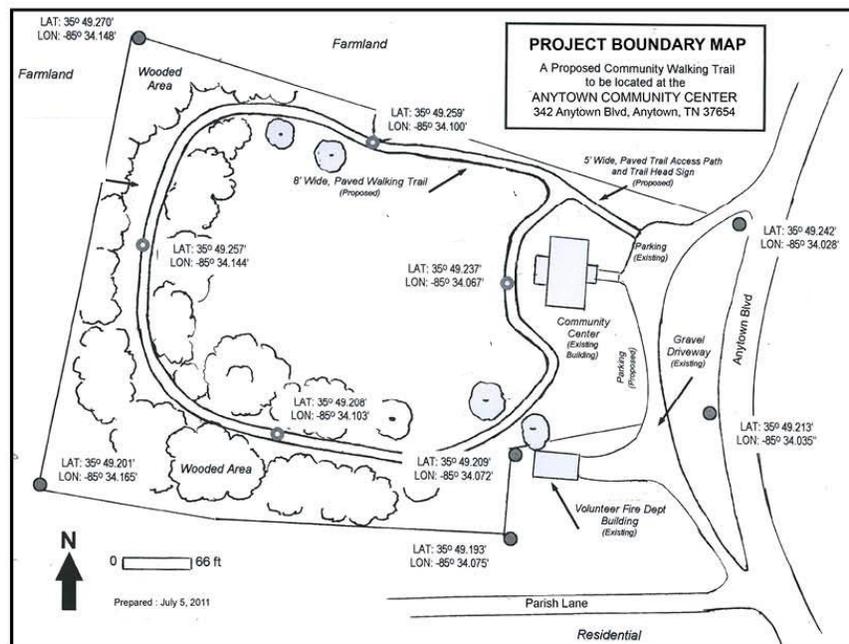
EXHIBIT 2

PROJECT BOUNDARY MAP

A map shall be submitted with each application that specially delineates the proposed boundary of the recreation site(s) project area where grant funds will be expended.

The map shall identify the following items:

1. North arrow, scale, project title and date map was prepared.
2. Any areas under lease and length of term remaining on the lease.
3. Known outstanding rights and interests in the project area held by others (easements, water, timber, subsurface mineral rights, cell tower leases, etc.)
4. The boundary of the project area delineated must be legally sufficient to identify the project for conversion protection from other uses besides recreation.



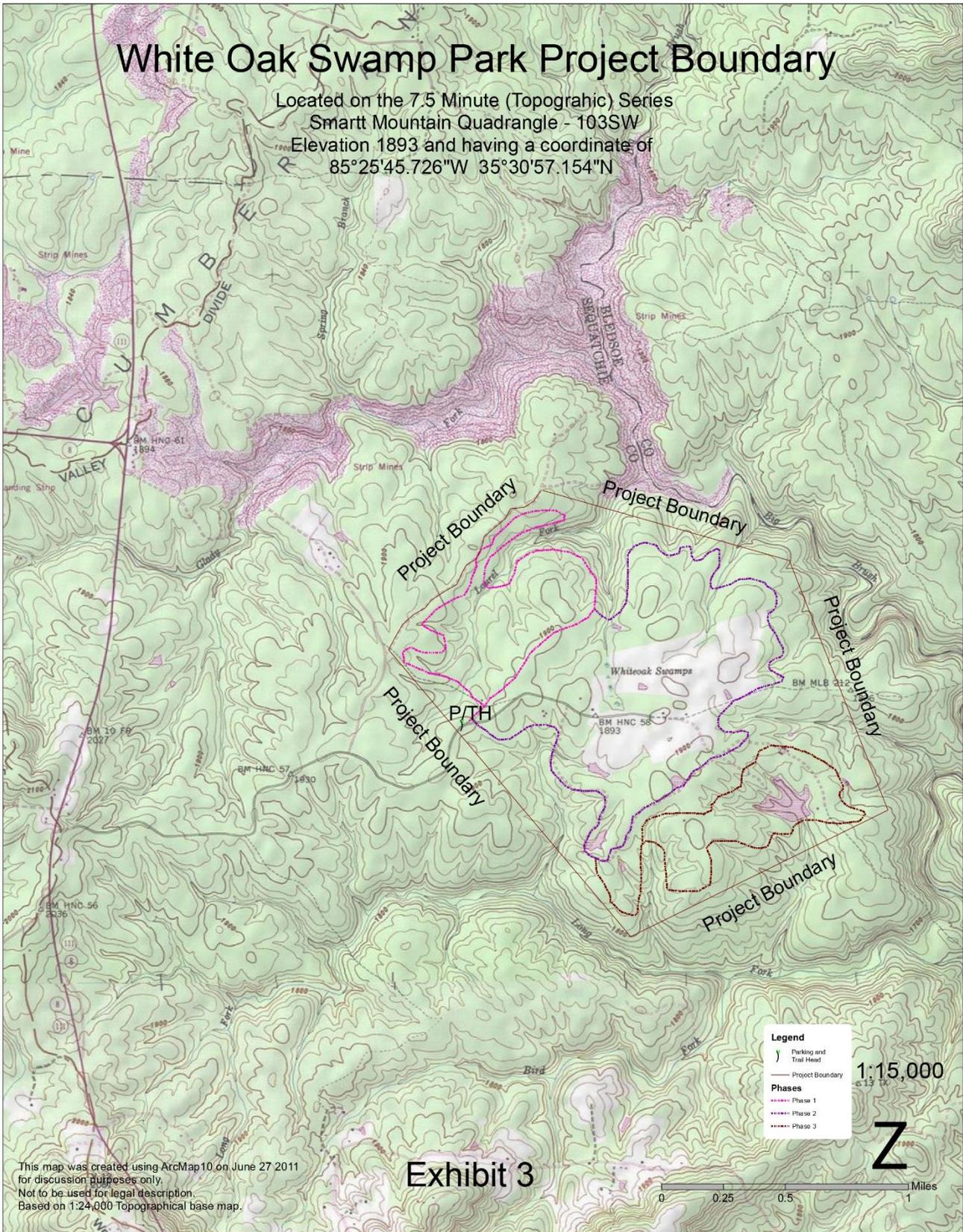
EXAMPLE - SITE BOUNDARY DESCRIPTION

City of Anytown - Anytown Walking Trail
Project Boundary Map - Legal Description

Beginning at an iron pin on the right-of-way on Parish Lane, thence North 90 degrees East, 2,080 feet, thence South 0 degrees East, 1,680 feet, thence South 90 degrees West, 2,400 feet, thence North 0 degrees West, 1,355 feet, thence North 90 degrees East, thence North 0 degrees East, 315 feet to the true point of beginning.

The total area of this tract of land is 90.1 acres and lies in the Southeast Quadrant of Anytown, Anytown County, Tennessee.

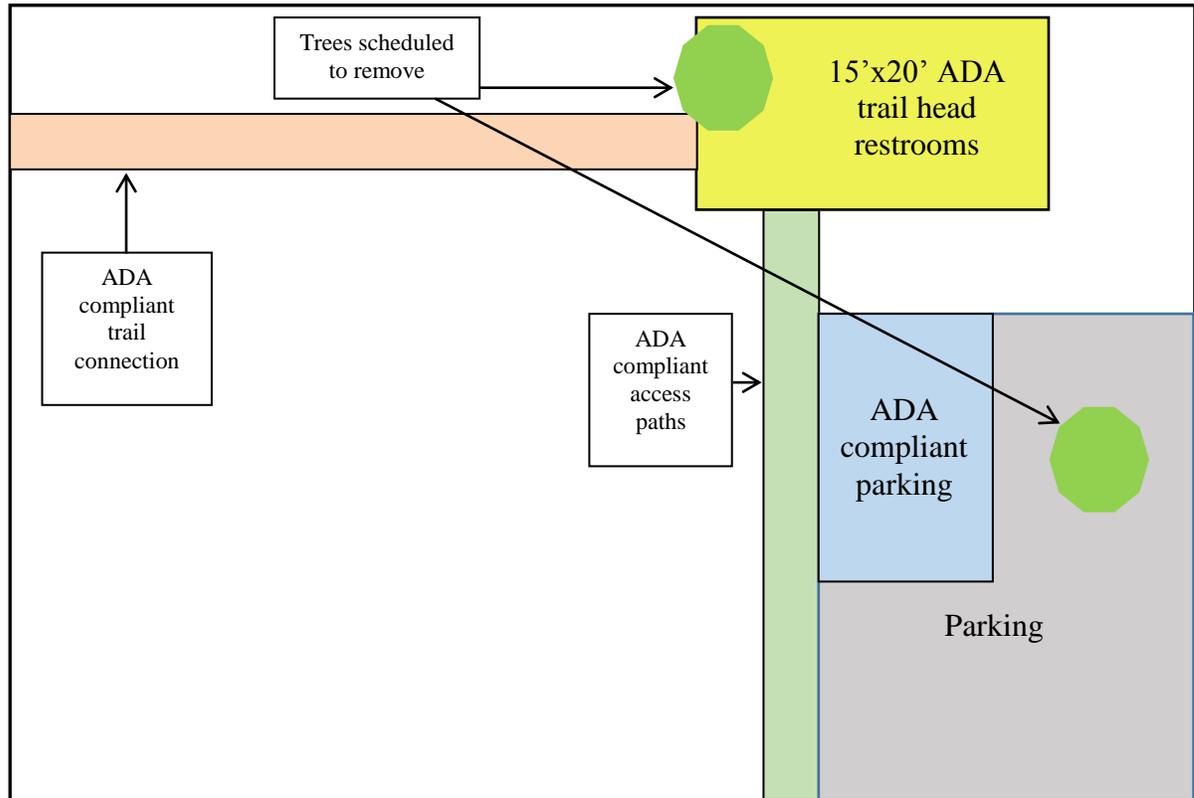
EXHIBIT 3: TOPOGRAPHIC MAP



This map was created using ArcMap10 on June 27 2011 for discussion purposes only. Not to be used for legal description. Based on 1:24,000 Topographical base map.

Exhibit 3

Exhibit 4- Preliminary Site-Plan



Preliminary Site Plans are required to have dimensions of development, location of water area and location of any trees that are scheduled to be removed due to development that are 5 inches or larger at chest height.

Exhibit 5- Preliminary Component Plan

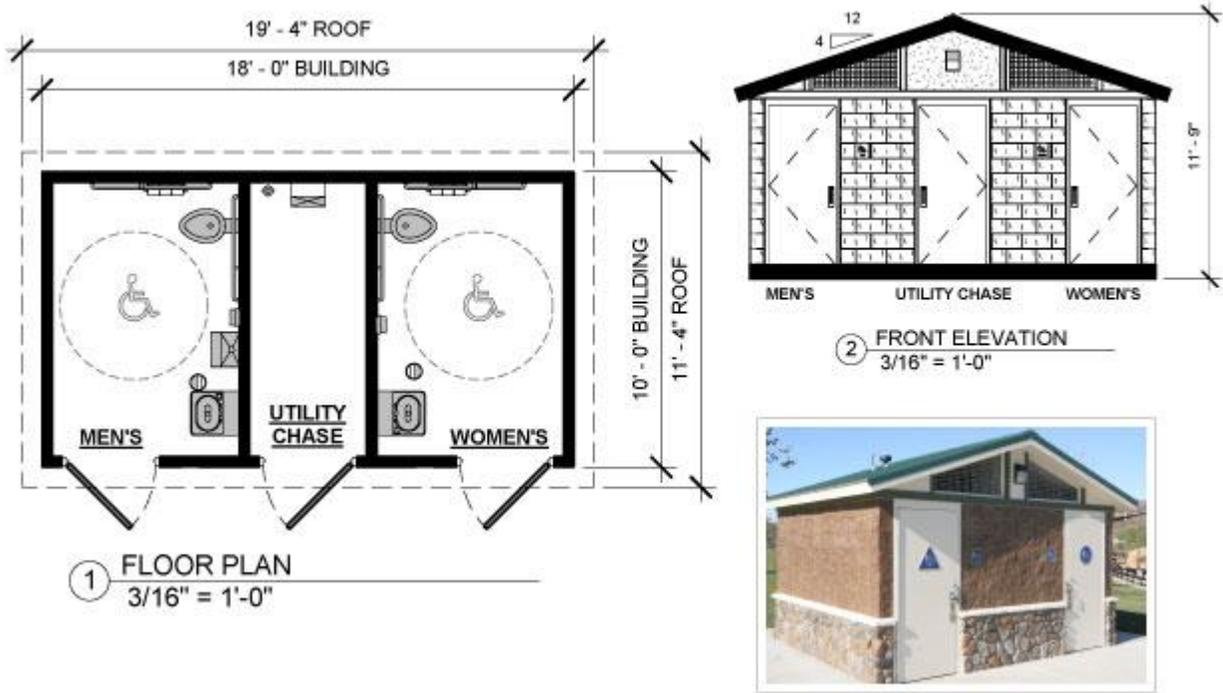


Image above obtained from <http://publicrestroomcompany.com/building-models/ps-122.php>, if project is selected for funding, plans must meet RTP grant requirements. Selected grantees will not be held to a manufacturer submitted in application due to procurement procedures, but item must meet the intent of the grant application.

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