



















RECREATIONAL TRAILS PROGRAM (RTP)





Attendance to one workshop per grant year is required to submit an application.

What is the RTP?

- Federal assistance program funded from federal gas taxes paid on fuel for off highway use
 (Title 23 U.S.C. Chapter 2, § 206)
- Authorized by the Infrastructure, Investment and Jobs act of November 2021
 - 5 year bill: RTP has funds until 2026
 - Administered *nationally* by the
 Federal Highway Administration (FHWA)
- Administered locally by the NH Trails Bureau (BOT)
 - In NH: a highly *competitive* grant program which seeks quality public trail projects



The Recreational Trails Program

Improving America's Trails Since 1991



\$270+\text{Paid in federal taxes by non-highway recreational users per year.}

Off-highway recreational activities are taxed at 18.4 cents per gallon.













Shared with other users.

Recreational Trails Program

- Over 25,000 projects funded.
- Benefitting tens of millions of diverse trail users.
- Administered by states (20% match required from states).
- ▲ Funded at less than 1/3 of the revenues generated.
- ▲ Applies user pay-user benefit principle of Highway Trust Fund to recreational trails.

Coalition for Recreational Trails

1 - Tax Dollars to Trails

Non-highway vehicle recreation is estimated to generate \$300 million in fuel taxes annually. The RTP is funded at \$85 million annually. This money is distributed to states, which select which projects to fund.

2 - Matching Dollars

RTP projects require matching funds. These dollars come from various sources, including donations, volunteer labor, and use of conservation corps. Details on projects are in the RTP database at http://recreationaltralisinfo.org.

3 - Trailheads & Bridges

RTP bridge and trailhead projects have helped make thousands of miles of trails safe and accessible. Some of the projects even provide access to water trails.

RTP is key to funding trail projects in many state and federal parks and forests.

4 - Local Economies

Recreational trails are key to America's outdoor economy. The federal Bureau of Economic Analysis estimates that outdoor recreation contributes \$778 billion annually and supports 5.2 million jobs.

5 - Access to Healthy Outdoor Fun

RTP aids the nation in many ways, including better physical and mental health. It helps those with mobility challenges, and millions of Americans with different trail use interests, access our public lands and waters.

Recreational Trails Program (RTP)

Every year, tens of millions of Americans pay federal gas taxes to fuel non-highway recreation equipment like motorcycles, snowmobiles and ATVs. Created by Congress in 1991, the Recreational Trails Program (RTP) puts these tax dollars towards trailhead facilities, trail construction and maintenance, environmental education materials, and more. RTP unites and benefits various trail users, including equestrians, hikers, bicyclists, cross-country skiers, joggers – even water trail enthusiasts in kayaks and canoes.



For additional information on the RTP, contact the Coalition for Recreational Trails at www.rectrails.org

Who can apply (sponsor a project) for RTP funds?

- Private organizations*
- Non-profit organizations*
- Educational Institution*
 - must be registered with NH Secretary of State's Office

Approved grants will be posted on Bureau of Trails website per

Federal public funds requirements for solicitation

- Municipalities
- State agencies
- Federal agencies



Eligible Projects: FHWA Categories

- A: Maintenance and restoration of existing trails
- B: Development & rehabilitation of trailside/trailhead facilities/linkages
- C: Purchase and lease of trail maintenance equipment

- D: Construction of new trails
- G: Educational projects for safety and/or environmental protection



Ineligible Projects



- Project Planning*
- Feasibility studies
- ProjectAdministration
- Construction of paths or sidewalks along or adjacent to public roads
- Small power/hand tools: chainsaws, drills, hammers, etc.

- Projects that are in progress when the grant is awarded
- Projects completed prior to the grant being awarded
- For profit trail systems that charge a user fee
- Paving of trails

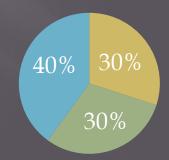
*in order to be reimbursed: must be done after FHWA approval Only 10% allowed of total project amount

\$ Available

- In 2021 \$719,000+ was contracted out in grants
- In 2022 \$733,000+ was contracted out in grants
- In 2023 \$670,000+ was contracted out in grants
- In 2024 \$886,000+ was contracted out in grants
- Federal apportionments must be divided as follows:
 - 30% for Motorized Trail Projects
 - 30% for Non-Motorized Projects
 - 40% for Diversified Projects

Grant \$ Available

- Motorized
- Non-Motorized
- Diversified



Identifying Trail Users

- You must identify the permitted and primary users of the trail for both summer and winter
- Proposals will be placed into either the Motorized, Non-Motorized or Diversified user category (as determined by the Trails Bureau and/or the grant selection committee).
- Applications will be scored against other applications <u>within</u> each user category.

Motorized Trail Projects



Trails for primary use of:

- Snowmobiles
- Trail bikes
- All terrain vehicles
- Utility terrain vehicles
- Off HighwayRecreational Vehicles

Non-Motorized Projects

Includes trails for, but not limited to:

- Hikers
- Joggers/runners
- X-country skiers
- Cyclists
- Equestrians
- Mushers
- Skijorners



Diversified Trail Projects

 For trails that are open to <u>both</u> motorized and non-motorized uses





Funding Projects

- RTP grants are given to good projects, not for creative grant writing: & applications should always be complete!
- Don't put your eggs all in one basket: remember this is a <u>highly competitive program</u>

(HAVE ALTERNATIVES)

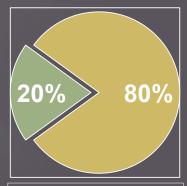
- Partnerships are recommended
 - The use of youth *conservation/service corps & Disadvantaged Business Enterprises* for project work is encouraged
 - BE AWARE: youth labor contracts need to be approved before work starts in order to have acceptable costs
 - Additional documentation from contracted services may be requested if the costs are questioned: ex: timecards, receipts, invoices, etc. It is the sponsor's responsibility to provide any and all additional information to RTP coordinator.

Funding Projects

- RTP grants are available for amounts between \$8,000 & \$80,000 for A,B,C,D,E projects
 - Minimum Total Project Cost for A,B,C,D,E categories: \$10,000
 - RTP Grants for G (education) projects between \$3,000-\$10,000
 - Minimum <u>Total Project Cost</u> for G category: \$3,750

- Maximum of 2 applications/organization/grant year
- Total RTP funding not to exceed \$80,000 per applicant
- Maximum RTP share for any project is \$80% or \$80,000
 (whichever comes first) of the <u>Total Project Cost</u>
- Minimum of 20% must be pledged as Match
 - 20% Match is of <u>Total Project Cost Value</u>
 (Not 20% of granted amount)

TOTAL PROJECT



RTP (80% or \$80,000, whichever comes first)

Funding Projects

- Payment is on a reimbursement basis
 - Grantees must incur cost for work actually completed
- Requests for reimbursements to be submitted <u>quarterly</u> or within 30 days of incurring costs
 - Copies of cancelled checks (front & back), bank statements showing payment and/or paid-in-full receipts attached along with a progress report
 - Receipts must be legible & as detailed as possible
- Eligible items for reimbursement must be detailed in the original proposal
 - Any changes in project scope or budget must be pre-approved by the BOT in writing
- Advances/Working capital advances may be requested/approved on a case-by-case basis
 - These must be justified and written in application

Billing Form

- Located on BOT website
- Auto-calculates
- If using <u>skilled labor</u> in billing, must include rate of pay, detailed task log with hours & paystub(s)
- Project administrator must sign & date



Department of Natural and Cultural Resources Division of Parks and Recreation

RECREATIONAL TRAILS PROGRAM BILLING FORM

	Charge to:
Grant #:	Today's date:
Grant Administrator:	Invoice #:
Organization:	
Organization Address:	
City/Town:	State: Zip:
Attach ambicable invoices receipts/cancelled chacks/forced labor records. All receipts inv	

BUREAU OF TRAILS USE ONLY

Month(s) Expense incurred:

Vendor code:

			_								
Attach applicable invoices receipts/cancelled checks/forced labor records. All receipts invoices must provide sufficient detail of items/services provided. All billing submittals must be accompanied by PROGRESS REPORT FORM.											
Vendor Name: items or services provided	Invoice Date	Invoice #	Invoice total	Payment Method	Check # or last 4 digits of CC	Amount to Charge to RTP					
			Total Amo	ount to Chai	rge to RTP:	\$ 0.00					

Project Administrator's Signature:	_Date:		
Authorized Project Administrator's signature verifies that all contracted work is eligible to receive fede	ral funds	, No subcontra	ctor has been
suspended or debarred from receiving federal funds. SIGNED UNDER PENALTY	OF PER	JURY.	

Progress report

- Progress report for <u>every</u> bill
- Final report with final billing requires color photos of completed project
- Site inspections may be performed by BOT staff



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails



RECREATIONAL TRAILS PROGRAM PROJECT PROGRESS REPORT FORM

Reports are due v	vith each submission for re	eimbursement and/or match as required by the grant contract.
Grant #:	Rep	port Date://
Organization:		
Project Start Dat	e://	Project End Date://
Percent of project	et completed: %	Check here if final report: *
Description of work con		ust include photos (electronic copies acceptable)
Project Problems or dela	rys:	
Report complete	d by (Project Administra	ator Authorization):
Name:		Signature:
Rece	eived by DNCR-BOT	Date:/

Match Requirement

- Match can only be incurred after G&C approval
- Unskilled volunteer labor is at current rate from Independent Sector.
- Skilled volunteer labor is at <u>hourly</u> market rate (with adequate back-up provided)
- Privately owned machine use (including OHRVs) are considered a donation to the project and can be put towards the match requirement
 - The FEMA schedule of equipment rates gives hourly rates for each machine (link on BOT website). Document the time like a volunteer laborer.
- Donated funds & fair market value of materials or services may be pledged
- All match must be accounted for before final payment is reimbursed
- Match to be submitted <u>with every billing form</u> until 20% is met
- In-kind labor from town or government employees is credited at their wage plus benefits (FICA only)
- Convict labor may be used, but at actual cost of administering agency (cannot be volunteer or donated)
- Other grants as match are eligible (purchases including steel & iron still need to be Buy America compliant)

Match Record

- Auto-fill in/auto calculates
- Use for match other than volunteer labor (including volunteer skilled labor)
- PAID Labor can be put here
 - Need copies of paystubs, work logs& rate of payment
- Project admin must sign & date



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails



RECREATIONAL TRAILS PROGRAM MATCH RECORD

Organization:													
Organization:													
Attach applicable invoices/receipts/cancelled checks/work force labor records. All re items/services provided. All match submittals must be accompanied by PROGRESS Record unpaid volunteer labor on VOLUNTEER LABOR MATCH RECORD.		ORM.	vide suffic	rient detail of									
Vendor Name: items or services provided Invoice Dat	Invoice Number	Invoice Total	Purchase Method	Check or last 4 digits of CC	Line Value								
		Total	Match	Value:	\$ 0.00								

Project Administrator's Signature:	Date://	,
(Not valid unless signed & dated)		

Volunteer Labor Match Record

- Use for ALL volunteer labor (unskilled & skilled)
 - Record hours for each volunteer by date
- Skilled labor must provide rate of pay
 - Must include work log/time cards, rate of payment & paystub from regular paid job
- Privately-owned
 equipment use must have
 machine make and model
 w/ hourly rate
 - Do not assume your equipment is approved
 - Use FEMA equipment rates



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails



RECREATIONAL TRAILS PROGRAM VOLUNTEER LABOR MATCH RECORD

(Grant#: _			Proj	ect Administrator:			
(Organizat	ion:						
-	Skilled volunt from current of This form ma	<i>eer laboi</i> employer y be used	r is at cum) or hours I for per se	rent mærket f will be coun mal equipm	by date. Unskilled volunteer labor is currer by rate. Backup documentation must be pro- tted at the current unskilled volunteer labor. tent donation time for match – use <u>FEMA</u> de" on this form.	vided showing rat rate.	e of pay (u	
Date	Laborer Na Include FE			type/model f applicable		Hourly Rate	# of hours	Line Value
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					Totals for # of hours and volunte	er match value	0.00	\$ 0.00

Project Administrator's Signature:	Date:	/	/
(Not valid unless signed & dated)			

Procurement Requirements

	Minimum of three (3) quotes from separate vendors required*	Sole source vendor allowed
Goods/Materials	\$2000 and over per invoice	under \$2000 per invoice, per day (multiple invoices from single vendor with same date that equal \$2000 or greater will not be accepted)
Equipment purchase	\$2000 and over	under \$2000
Service agreements	\$10,000 and over per total contract	under \$10,000 per total contract, <i>or</i> use of own forces (with justification)
Equipment rental	No limit/restrictions	

- * Low quote vendor must be used, unless alternate vendor is justified and approved per the following:
- Pre-determined intent to use single vendor citing unique or specialized goods or services
- Best justified value available from vendor other than lowest quote

Grantees are encouraged (not required) to obtain quotes for use of:

- Qualified Youth Conservation or Service Corp
- Disadvantaged Business Enterprises: current list of DBE vendors available at

www.nh.gov/dot/org/administration/ofc/index.htm

Procurement Requirements con't

- Equipment: Grantees agree to retain, and keep in good mechanical condition, any equipment purchased with RTP funding for the <u>useful life of</u> <u>the equipment</u>.
- Disposal or transfer of ownership of said equipment requires written authorization from the Bureau of Trails.
- A percentage of any proceeds received as a result of equipment disposal shall be reimbursed to the State equal to the percentage of the RTP contribution to the original purchase total

(unless Fair Market Value < \$5000).

Grantees must submit an <u>Annual Equipment</u> <u>Report Form</u> each year after purchase year for the useful life of the equipment.

Annual Equipment Report Form

- Required after equipment purchase for the useful life of the equipment.
- Disposal or sale of equipment must be authorized by BOT.

STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails



RECREATIONAL TRAILS PROGRAM ANNUAL EQUIPMENT REPORT FORM

Reports are due by to December 31st for the useful life of equipment purchased following grant year purchase as required by the grant contract. Failure to comply may be considered a breach of contract and may affect future grant applications.

RTP Grant	#:	Report Date://
Organizatio	n:	
Equipment	Type: Winter Groomer	Present Condition: cxcellent
	OHRV	good
	Tractor	fair
	Other:	poor
Make/Mode	el/year manufactured:	
Year Purcha	ased: Serial	#
Current Ho	ur Meter/Odometer Reading:	
Where is the	is equipment stored (physical lo	cation)?
Use space below to	write any comments	
Report com	pleted by (Project Administrato	r Authorization):
	preses ey (210)cc: 110111111	
Name:		Signature:
		(Not valid unless signed)
	Received by DNCR-BOT	Date:/

Procurement Requirements

- All projects incorporating steel and/or iron must
 be "Buy America" compliant (23 U.S.C. § 313)
 - This means: documenting where the steel/iron is manufactured usually by obtaining Mill Certificates
 - Recycled steel/iron is ok to be foreign but must document where it comes from and cannot be melted down (unless documented in United States)
 - This includes any donated steel for match
- When Buying Equipment:
 - Decals from BOT will be displayed on equipment and will be provided during equipment audit
 - Waivers can be applied for but <u>final assembly must be in</u> <u>United States and documented</u>

NOTE: as of May 2017: all waivers are on hold indefinitely

Test Certificate

1051 Tapscott Road, Toronto, ON M1X 1A1, CA

Form TC1: Revision 2: Date 23 Apr 2014

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WE HEREBY CERTIFY THAT THIS MATERIAL WAS TESTED IN ACCORDANCE WITH, AND MEETS THE REQUIREMENTS OF, THE APPROPRIATE SPECIFICATION

Darvl Banman +1 416 321 4949 CHECKED BY

08-23-2017 14:15

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40046491

Heat - A7G100

American Steel & Aluminum, LLC
Cust PO - AMARICA

Cust. PO - 02010492

Order-Line - 15216266 / 2

Procurement Requirements con't

- On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law (the Bipartisan Infrastructure Law, or BIL), which includes the **Build America**, **Buy America Act (BABA)**. Pub. L. No. 117-58.
 - Iron and Steel: All iron and steel permanently incorporated into the project must be produced in the United States.
 - Manufactured Products: All manufactured products permanently incorporated into the project must be produced in the United States.
 - All construction materials permanently incorporated into the project must be manufactured in the United States.
 - Construction Materials include an article, material, or supply that is or consists primarily of: Non-ferrous metals; Plastic and polymer-based products (including polyvinylchloride, composite build materials, and polymers used in fiber optic cables); Glass (including optic glass); Lumber; or Drywall.
 - A Certificate of Compliance, conforming to the requirements of Section 106.04, shall be furnished for all above materials, regardless of item category.

Procurement Requirements con't

- On August 16th, 2023 the US Department of Transportation found, based on public comment, that it was in the public interest to issue a waiver of BABA's domestic preferences for iron, steel, manufactured products, and construction materials under a single financial assistance award for which:
 - The total value of the non-compliant products is no more than the lesser of \$1,000,000 or 5% of total applicable costs for the project; or
 - The total amount of Federal financial assistance applied to the project, through awards or subawards, is below \$500,000.

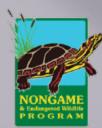








- To comply with NEPA (National Environmental Policy Act) (42 U.S.C. § 4321, Chapter 55)
- ABDEG* applications require a Natural Heritage Bureau (NHB) review of rare plants & animals
 - *if installing kiosks
 - If NHB has a "hit", there is a \$25 fee that is not eligible for RTP reimbursement
 - If there is a "hit": sponsor is responsible for providing documentation showing consultation from:
 - NH Fish & Game for guidance on animals
 - Natural Heritage Bureau for guidance on plants
- All project sponsors should be familiar with the 2017 "Best Management Practices for Erosion Control During Trail Maintenance & Construction" manual (BMP Manual is on Bureau of Trails website)



NHB Example #1:

"We currently have no recorded occurrences for sensitive species near this project area"

Which means: you are in the clear!



New Hampshire Natural Heritage Bureau

То:

Date: 4/29/2016

From: NH Natural Heritage Bureau

Re: Review by NH Natural Heritage Bureau of request dated 4/29/2016

VALID ONLY FOR NOTIFICTION OR MINIMUM EXPEDITED APPLICATIONS SUBMITTED TO THE NHDES WETLANDS BUREAU

NHB File ID: NHB16-1329

licant:

ocation: Tax Map(s)/Lot(s):

Groton

Project Description: widen trail install 5 culverts address drainage issues

The NH Natural Heritage database has been checked for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal government. We currently have no recorded occurrences for sensitive species near this project area.

A negative result (no record in our database) does not mean that a sensitive species is not present. Our data can only tell you of known occurrences, based on information gathered by qualified biologists and reported to our office. However, many areas have never been surveyed, or have only been surveyed for certain species. An on-site survey would provide better information on what species and communities are indeed present.

This report is valid through 4/28/2017.



NHB Example #2:

"It was determined that, although there was a NHB record present in the vicinity, we do not expect that it will be impacted by the proposed project."

Which means: you are in the clear!



NEW HAMPSHIRE NATURAL HERITAGE BUREAU NHB DATACHECK RESULTS LETTER

NH Natural Heritage Bureau

6/6/2016 (valid for one year from this date)

Review by NH Natural Heritage Bureau of request submitted 6/2/2016

NHB File ID: NHB16-1783

Applicant:

Location: Harrisville

Tax Maps: Map 10 Lot 37

Description: Installation of refurbished salvaged steel truss bridge for hiking, bicycle, and equestrian traffic. This bridge will expand our current rail-trail by opening an additional mile for trail. The bridge will span the Jacquith Brook where the former rail bridge abutments exist. The

span is approximately 50 feet between abutments, and is approximately 50 feet above Jacquith Brook.

The NH Natural Heritage database has been checked by staff of the NH Natural Heritage Bureau and/or the NH Nongame and Endangered Species Program for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal

It was determined that, although there was a NHB record (e.g., rare wildlife, plant, and/or natural community) present in the vicinity, we do not expect that it will be impacted by the proposed project. This determination was made based on the project information submitted via the NHB Datacheck Tool on 6/2/2016, and cannot be used for any other project.

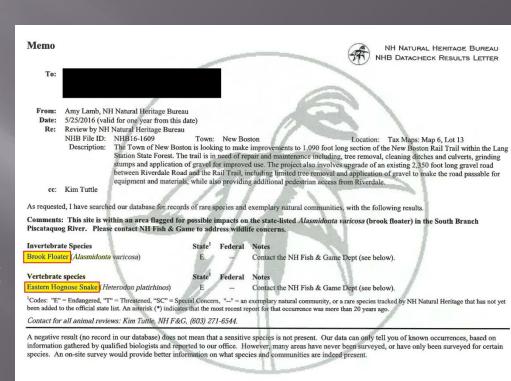


Department of Resources and Economic Development

Division of Forests and Lands

(603) 271-2214 fax: 271-6488

- NHB Example #3:
- There will be records in NHB database indicating "hits"
- Which means: you have to contact either:
 - Fish & Game for animal occurrences
 - Natural heritage Bureau for plant occurrences



DRED/NHB

172 Pembroke Rd.

Concord, NH 03301





NHB Example #4:

If there is a federally-listed plant or animal species, there is further review needed. Call RTP coordinator for assistance. Do not call USF&W.

CONFIDENTIAL - NH Dept. of Environmental Services review

Memo

NH NATURAL HERITAGE BUREAU NHB DATACHECK RESULTS LETTER

Cambridge mountain, wooded area,

Amy Lamb, NH Natural Heritage Bureau 6/21/2019 (valid for one year from this date) Review by NH Natural Heritage Bureau

previous clear cut by timber company Description: The current trail comes in from the bottom on the map provided; when it reaches the bottom of the polygon that I drew in (southeastern work area) it takes a right and goes around mountain and up steep back side to connect to the top of polygon. Our wish is to go straight through and avoid steep climb. It has been walked & scoped it is actually an old cutting & clear cut. The second work area (central work area) is a well maintained dirt road that is growing in and we want to brush hog it. The third area (northwestern work area) is an existing well maintained dirt road that we want to grade.

ecords of thre species and exemplary natural communities, with the following results. As requested, I have searched our

Comments: Please contact the NH Fish & Ga t to address wildlife concerns.

Vertebrate species Canada Lynx (Lynx canadensis

Contact the NH Fish & Game Dept and the US Fish & Wildlife

1 Codes: "E" = Endangered, "T" = Threatened, "SC" = Special Concern, "--" = an exemplary natural community, or a rare species tracked by NH Natural Heritage that has not yet been added to the official state list. An asterisk (*) indicates that the most recent report for that occurrence was more than 20 years ago.

Contact for all animal reviews: Kim Tuttle, NH F&G, (603) 271-6544.

A negative result (no record in our database) does not mean that a sensitive species is not present. Our data can only tell you of known occurrences, based on information gathered by qualified biologists and reported to our office. However, many areas have never been surveyed, or have only been surveyed for certain species. An on-site survey would provide better information on what species and communities are indeed present.

Department of Natural and Cultural Resources Division of Forests and Lands (603) 271-2214 fax: 271-6488

DNCR/NHB 172 Pembroke Rd. Concord, NH 03301









- Tree-cutting is limited because of U.S. Fish & Wildlife Service protecting the **Northern Long-Eared Bat.** The US F&WS re-classified the NLEB as "endangered" from "threatened." This took effect March 31, 2023
- As a result, ANY tree removal, trimming, or brushing will have a time-of-year restriction imposed on it.
 - This work <u>CAN NOT BE DONE</u> April 15th October 31st.
- Your NHB Review will tell you if your project is within ¼ mile of known hibernaculum or 150 feet of a maternity roosting tree.
 - If your NHB review has a "hit" for bats you may be delayed or denied project funds.
 - Tell BOT if you are cutting/trimming trees or brushing!!

- It is the sponsor's responsibility to obtain any necessary <u>notifications</u> or <u>permits</u> from the <u>Department of Environmental Services</u> (DES): Wetlands Bureau
- December 15, 2019: new wetland rules posted

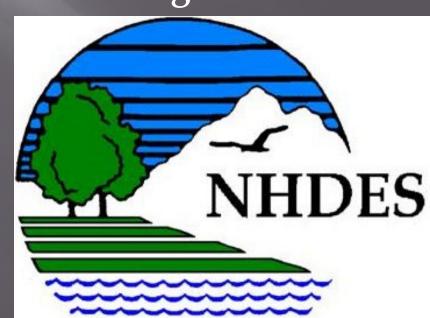
• FYI: DES will not accept requests for notifications or permits without a **Natural Heritage Bureau**

(NHB) review attached

 If you know you need a permit: specify in application

(if your not sure: ask DES)

Link on BOT website



Historic Reviews

- To comply with NHPA (National Historic Preservation Act)(16 U.S.C. § 470f), Granted Projects will be reviewed for adverse effects to historic properties by the NH Division of Historical Resources (DHR) through EMMIT
 - Historic properties includes prehistoric or historic districts, sites, buildings or structures included in or eligible for inclusion in the national Registrar of Historic Places
- Grantee may have to perform additional Phase 1A or 1B surveys if DHR finds impacts. This is at sponsoring organization's cost and not reimbursable by RTP
- Tell BOT if you are **digging**!!

Additional Requirements

- Project Administrator Authorization (on website)
- Budget Detail form in excel format (on website)
- Landowner Permission forms (on website)
- Labelled Topographical map(s) of project area <u>showing</u> <u>contour lines</u>
- Official Trail System Map: <u>label project area</u>
- Color Photos of equipment or project site to purchase
 - LABEL YOUR PHOTOS SO WE CAN UNDERSTAND THEM!!!
 - Minimum of 4 photos no smaller then 8"x10" on regular paper
- NH Natural Heritage Review (if required)
 - Landowner requests are not valid for RTP
- Letters of Support (recommended)

Project Administrator Form

- Form located on BOT website Must mail in original
- This person will be the contact for RTP coordinator and will sign and date all submitted paperwork
- Include this in ALL applications



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails



RECREATIONAL TRAILS PROGRAM PROJECT ADMINISTRATOR'S AUTHORIZATION

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

Project	Administrator (type or print full name):					
person i Hampsl	son who is named above has been appo is authorized to enter into Recreational f hire, Bureau of Trails and accept monies or agreement.	Trails Progra	ms contracts and agreer	nents with the	State of New	
The Pro the requ	ject Administrator is the only person au ject Administrator shall be responsible iired project reports/updates as specified	for complian d in the contr	ce with all aspects of that act or agreement.	e project and s	hall submit	
I hereby	certify that the person named as Project	et Administra	itor, above, is fully auth	orized to act o	n behalf of th	e
(print na	ame of organization):			organizati	on or political	l
subdivi	sion to submit a grant request for the pro	oject named:				
;	Print Name (person giving project admi authorization on behalf of organization) Signature (person giving project admin authorization on behalf of organization)	istrator	Title in o	organization		
	PROJECT ADMINISTRATOR INFOR	MATION: to	be filled out by the Proj	ect Administra	tor ONLY	\
	Print Name	Signature	(not valid unless signe	Date: d)	//	
'	Email (required: prima	ry form of co	ontact with Bureau of T	rails)		
	() Phone (secondary form of c	ontact)	()Alternate phone	(if necessary)		
(Organization Mailing Address		City/Town	State	Zip Code	-/

Landowner Permission Forms

- It is the sponsor's responsibility to obtain any and all landowner permissions prior to submitting application
- ORIGNAL SIGNATURES & DATES REQUIRED
- Private Lands: applications will NOT be considered unless landowner has signed PRIVATE landowner permission form
- Public Lands: sponsor will need to contact agency holding deed to land. BOT can assist in determining who to contact. Use the PUBLIC landowner permission form.
 - BOT-owned lands will require Field Supervisor approval
 - Go to town for easement map: they can usually point you in right direction

Landowner Permission

- The Trails Bureau's role as state land managers and as grant managers are operated <u>separately</u>.
- Obtaining a grant for a project on DNCR properties such as NH State Parks, NH State Forests, or State Recreational Rail Trails does not directly translate to obtaining permission to do the work and vice-versa. So...
- ...if you are looking to perform trail projects on DNCR land, you must contact the Bureau of Trails before submitting your application...we will work with you to obtain permission <u>IF</u> you are awarded a grant

Landowner Permission Form - PRIVATE

- Use this form for PRIVATE lands
- Use a new form for each land owner
- Form is not valid
 without
 landowner's
 signature & DATE
- Mail <u>originals</u> with application



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails





RECREATIONAL TRAILS PROGRAM PRIVATE LANDOWNER PERMISSION FORM

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

For the purpose of receiving RTP Funding from the Bureau of Trails, any and all projects funded by the RTP on private property must have prior written approval by the landowner or land manager before any work is initiated.

As the landowner, I will allow access to my property for access to trails for the useful life of the federal investment. In the event permission for this trail is revoked within the useful life of the federal investment, as the landowner I give permission to the New Hampshire Bureau of Trails, or their agent, access to my property to remove RTP-funded structures, or portions of, such as bridges and culverts.

Description of useful life of various federal investments:

- 5 years for trail maintenance
- 10 years for new trail construction projects.
- 25 years for permanent structures such a bridges

Assurance: The Sub-recipient shall assure that the recreational trail shall remain open and available for public use consistent with the recreational trail purpose for the useful life of the investment, which is a minimum of _____ year(s) for this project.

Grant approval by the Bureau of Trails <u>DOES NOT</u> constitute consent by a landowner or land manager for any work to commence.

Sponsor Organization:				
Project name:	me:			
Project Administrator	Name:	Date:	/	/

List the landowner to the private property where the project named above will be taking place.

If project is on multiple parcels of private land, use a new landowner permission form for every landowner.

Sponsoring organization has informed landowner of project scope for above named project.

Consent is hereby given from lando	wner for work to take place on priva	te property:
Print Private Landowner Name:		
Signature of Private Landowner:		Date: / /
Best method of contact for landown	(Not valid unless signed) er (ex: phone number w/ area code/n	(Not valid unless dated)

Landowner Permission Form - PUBLIC

- Use this form for PUBLIC lands
- Use a new form for each land owner
- Form is *not* valid
 without land
 manager's signature
 & DATE
- Mail <u>originals</u> with application



STATE OF NEW HAMPSHIRE

Department of Natural and Cultural Resources Division of Parks and Recreation Bureau of Trails





RECREATIONAL TRAILS PROGRAM PUBLIC LANDOWNER PERMISSION FORM

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

For the purpose of receiving RTP funding from the Bureau of Trails, any and all projects funded by the RTP Program on public property must have prior written approval by the land manager before any work is initiated. This form can be used for federal, state, county and municipal properties. This form is not valid for private land. Grant approval by the Bureau of Trails <u>DOES NOT</u> constitute consent by a landowner or land manager for any work to commence.

Sponsor Organization:
Project name:
Project Administrator Name: Date://
List the landowner to the property where the project named above will be taking place (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, etc.). If project is on multiple parcels of public lands, use a new landowner permission form for every landowner.
Name of public land (if applicable): Contact person for public land/land manager: Title of contact person for public land/land manager: Best method of contact for land manager (ex: phone number w/ area code/mailing address/email address):
Sponsoring organization has informed land manager of project scope for above named project. Consent is hereby given from land manager for work to take place on above named public property:
Signature (Land Manager): Date:/ (Not valid unless signed) (Not valid unless dated)

Proposed Western End of Work East Bridge in Need of restoration Proposed Eastern End Chamberlain, Fitzwilliam, N.H. A - Property Locator Map at 1:24,000 Scale Chamberlain (77.22 acres) Monadnock Conservancy lands

Other public or protected lands

R. Brackett, 6/22/2018. Map not survey accurate. Sources: GRANIT, GPS. Projection: NAD 83/NH SP feet

Map Example

This is an excellent map example from a community project

- Color
- Labelled
- Landowners
- Scale bar
- North arrow
- topographic

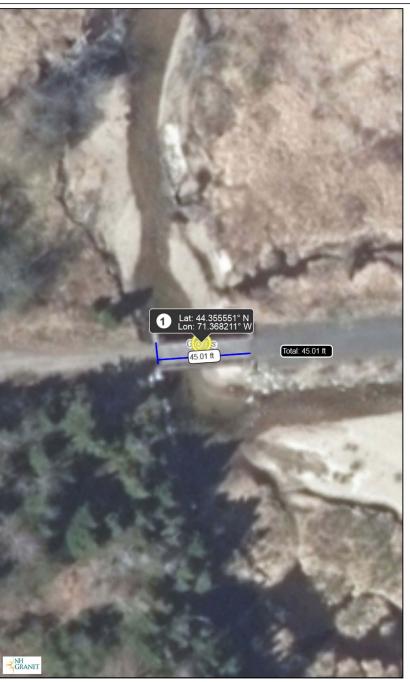
Map Example

This is an ok map example from a community project

GPS coordinates (sorta), color, labelled, description of project on map location.



2020 RTP application District 1 Project: Bridge of Israel River



Legend

- State
- County
- ☐ City/Town NH 2015 1-foot RGB

NH 2015 1-foot RGB

Map Scale

1: 406



© NH GRANIT, www.granit.unh.edu Map Generated: 7/22/2019

Notes

Bridge west of Bowman Crossing on Presidential Rail Trail over Israel River. This project is proposed by Clint Savage, District 1 supervisor for Bureau of Trails.



Map Example

Good:

- Aerial view of project
- GPS coordinates
- Length of bridge
- Notes detailing project

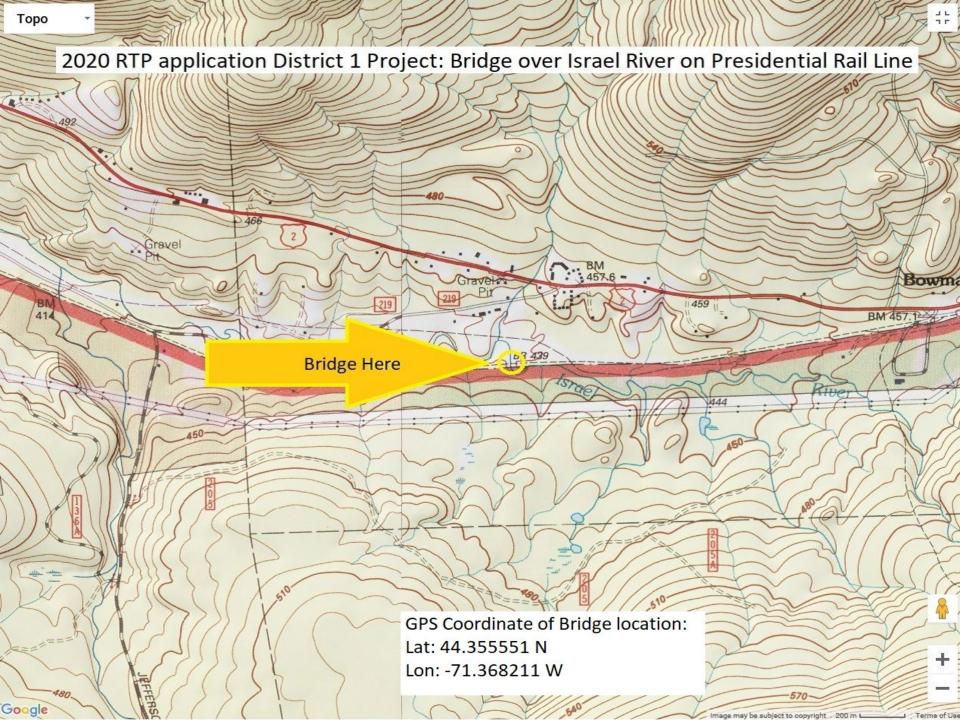
Bad:

- Not topographic
- Can't see surrounding structures

2020 RTP application District 1 BOT EMMIT Review







Icegulch Perimeter trail Town Forest around Moose Brook CCC Perimeter Wes State Park Moose Brook State Park #1 Middle Borderline way BB Moose Brook State Park supports mountain hiking and a variety of other outdoor activities Be sure to pay the day use fee at the Park Office when you ride their trails. --- Single Track Easy WHITE MOUNTAIN NATIONAL FOREST - Double Track - Easy Presidential Rail Trail ---- Winter Bike Trail Hiking & Other Trails Cantone Interval 20 feet | Date May 2019 Cartography & Design Center for Community GIS Pine Mountain

Map Example

This is a "keyed" map that corresponds with photos

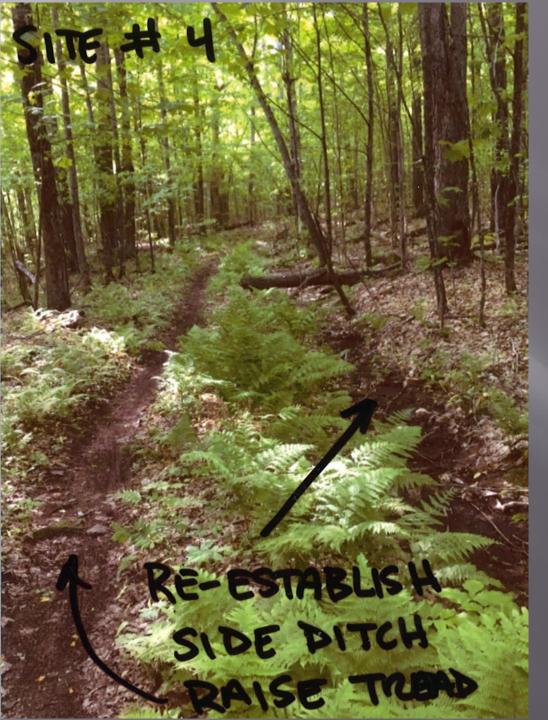


Photo example

This is photo location four from the "keyed" map on previous slide.

A GPS coordinate at every location would make this photo/map combo even better.

Photo Example

Photo 3. Add a scattering of WWBs to encourage the existing outslope while it's still a little bit present. Ample fir and some hemlock around. Usually about four WB's per tree cut. Good water sources and some flat areas nearby for camping. Note the Old dug well at the side of the trail.



Photo Example

- Color
- Labelled
- Description of what I'm looking at
- Pointing out specific problems to fix

The Situation at the Wetlands Walk at Gunstock Recreation Area, aka County Park

Basic construction is black locust posts carrying pt 2x8 at the front and end of 10 boxes with stringers in the center. This has made simple maintenance easy, but is complicating the greater repairs now needed. Boxes that used to be easily leveled can no longer be modified.



At the north end of the loop, the section in the foreground is tipping to the left, the center section w railings is straight and the further section has just been impacted by a new beaver dam and sadly should be tipping soon.

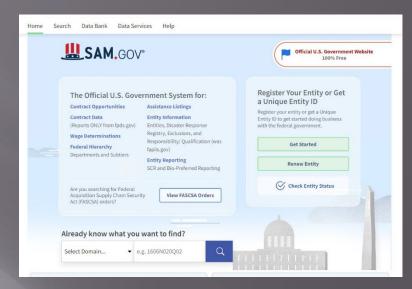


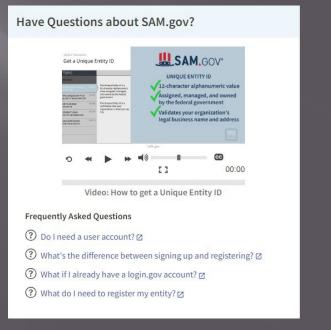
Contract requirements

- UEID #'s must be submitted at time of contract
- Certificate of good standing send in with contract
 - OHRV & SMC are on file with BOT
- Certificate of insurance send in with contract
 - OHRV & SMC are on file with BOT
- Certificate of authority send in with contract
 - Must be submitted with every contract for every grantee
 - Only good for 30 days.

Unique Entity ID (EUID) SAM.GOV

- Recipients of Federal Grant funds are required to register for a UEID through SAM.gov
- This is a unique identification number used for reporting purposes for all Federal funds recipients
- Additional resources are available on the RTP website to assist with the registration process.
- There is a tutorial video available on the SAM.gov website
- This process is free of charge and the registration should be renewed every year that your organization receives Federal funds.





Certificate of Good Standing

- Can use NH Quickstart
 (http://quickstart.sos.nh.gov) or mail in to NH
 Dept. of State to obtain certificate
- Submit with <u>Contract</u> not application.
- Obtain on or after April 2nd of contract year
- Non-profit certsare good for 5 years
- Municipalities & government agencies are exempt



Penalties for Breeching Contract

- Termination of Grant: Any failure by the Grantee to abide by or carry out any of the terms or conditions of this grant shall, at the discretion of the State, result in termination of this grant, if, after notice to the Grantee, said default is not remedied within ten (10) days. In the event of termination, no further payments shall be made by the State.
- Denial of future RTP funds: failure to comply with any and all terms or conditions of this grant may result in denial of future RTP funds for no less than 2 years from current grant year.

Timeline for Approved Projects

- Work will begin on granted projects
 Lending FHWA approval (this takes time)
 & NH Governor & Council approval
- Match may <u>not</u> be applied towards the project until G&C approval
- RTP coordinator will issue a "Notice to Proceed" via email
- All work/match must be completed by:
 Contract end date

How to Apply

- Located on our website: www.nhstateparks.org
- Application forms are on the NH State Parks Website, under Trails Bureau, under Grants: Recreational Trails Program





- Applications should be typed/printed
 - Do not use covers/binders or staple
 - Submit copies of completed application
 - 1 Original paper copy + electronic copy
 - Missing information and/or attachments will result in point loss or rejection

Deadline to Submit Application

Applications must be stamped in at the DNCR front desk by...

Friday, June 14, 2024, 4:00 PM

LATE APPLICATIONS WILL **NOT** BE ACCEPTED!!!

RTP Coordinator for State of NH: Jay Scarborough

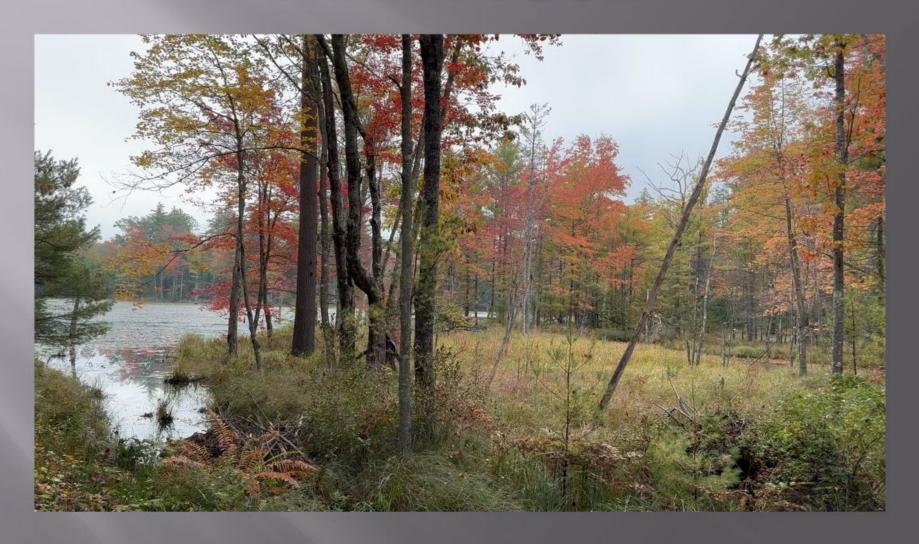
- Jay.A.Scarborough@dncr.nh.gov
- **(603) 271-3254**
- 172 Pembroke Rd, Concord, NH 03301

Good Luck! and remember...



- Call/email if you have questions (seriously)
- Make sure your application is complete
- Label your photos and maps
- Don't miss the deadline

THANK YOU!!!



Jay Scarborough – jay.a.scarborough@dncr.nh.gov