



# Recreational Trails Program Grant Application Federal Fiscal Year 2025 Project C

*Trails Bureau Use Only*

25-\_\_\_\_\_

## APPLICANT INFORMATION

Organization Name: \_\_\_\_\_

Project Administrator (will be required to sign project administrator authorization form): \_\_\_\_\_

Name of person who attended at least 1 workshop for project A (Federal Fiscal year 2023): \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Day Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Organization Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Applicant Is:  Federal agency  
 (choose one)  State agency  
 Municipality  
 University/educational institution  
 Non-Profit:  
 Private:

Registered with the NH Secretary of State?  
 Yes No N/A (state/federal/municipality)

Unique Entity ID (EUID) if known\*: \_\_\_\_\_  
 \*not required to apply, if granted funds EUID will be required.

## PROJECT INFORMATION

Project Name (include phase # if applicable): \_\_\_\_\_

Approximate Project Area Length or Total Trail System Length: \_\_\_\_\_ indicate either *miles* or *feet*

Is this trail's primary permitted use: **primarily motorized**  **non-motorized only**  **diversified**

**Primary/Permitted trail use(s) served (check all that have land owner permission):**

ATV  hiking  snowshoe  mountain biking  
 UTV  bicycle  x-c ski  wheelchairs  
 motorbike  equestrian  dog sled/mushing  other: \_\_\_\_\_  
 4x4  jogging/running  skijoring  
 snowmobile

**Secondary/Permitted/Incidental trail use(s) served (check all that have land owner permission):**

ATV  hiking  snowshoe  mountain biking  
 UTV  bicycle  x-c ski  wheelchairs  
 motorbike  equestrian  dog sled/mushing  other: \_\_\_\_\_  
 4x4  jogging/running  skijoring  
 snowmobile

**Project Category (per FHWA) check all that apply:**

A: Maintenance and Restoration of Existing Trails  
 B: Development and Rehabilitation of Trailside and Trailhead Facilities  
 C: Purchase of Trail Construction and Maintenance Equipment  
 D: Construction of New Recreational Trails  
 G: Educational Programs to Promote Safety and Environmental Protection  
 (may not be combined with project categories A,B,C,D, above - must be submitted individually)

## PROJECT LOCATION

City/Town/Unincorporated Place Name(s): _____	<i>Trails Bureau Only</i>
Land/Landowner(s) (check all that apply): <input type="checkbox"/> federal <input type="checkbox"/> state <input type="checkbox"/> county <input type="checkbox"/> municipal <input type="checkbox"/> private	District 1 <input type="checkbox"/>
List ANY and ALL <b>Landowners</b> : Public and Private (use additional page if necessary): _____	District 2 <input type="checkbox"/>
Name(s) of Public Land Project is Within (if applicable): _____	District 3 <input type="checkbox"/>
US-NH Congressional District <input type="checkbox"/> 1 <input type="checkbox"/> 2	
Is this project located on land that has public access? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Approximate</b> Center GPS Coordinates (decimal degrees format): _____ ° N, - _____ ° W	

**PROJECT PROPOSAL**

**Section I - Organizational Overview up to one page:**

- Describe your organization/agency. Answer all questions below. Use additional space below if necessary.
  - Yes  No Will your organization be **contracting to a 3<sup>rd</sup> party** to complete this project?
    - If yes: provide details below
  - Yes  No Will your organization be working with **youth/service corps** to complete this project?
    - If yes: provide details below
  - Yes  No Will your organization be applying to **any other grants funds** to complete this project?
    - If yes: provide details below & attach relevant documents to application
      - Ex: **Transportation Alternatives Program (TAP)**
      - Ex: **Grant-in-Aid (GIA)** (for snowmobile & ATV clubs only)
      - Ex: **Land and Water Conservation Funds (LWCF)** (for municipalities only)
  - Yes  No Will your organization be **requesting an advance of funds**?
    - If yes: **justify** below & indicate approximate amounts to be advanced
    - **(NOTE: if not included in this application any request for advancement of funds will be denied. If no justification is provided; advancement request will be denied)**
  - Yes  No Has your organization received **RTP grants in the past**?
    - If yes: include RTP numbers and brief description of past projects below
  - Use additional space on below to describe the following:
    1. Your organization's purpose, mission and/or goals
    2. How long your organization has been in existence
    3. How many miles of trails (and where in NH) does your organization maintain?
    4. How many current members and/or staff information
    5. Any other grant-funded projects currently being constructed?
    6. Indication of your organization's financial ability to make initial payments for grant costs
    7. Has your organization done any fundraising to assist in paying for this project?
    8. Can your organization meet the timelines for project completion?
    9. What preparation and coordination did your organization/agency perform to prepare for this project?

Describe your organization/agency below. May attach one additional typed page if necessary.

## Section II – Trail Public Information

**Category A, B, D projects:** (maintenance, construction, development and rehabilitation of trails) describe the particular trail(s) associated with this project.

**Category C projects:** (equipment purchases & refurbishment) describe the trail system as a whole.

- Indicate in space below:
  - What perceived level of difficulty is this trail? (Ex: is trail geared towards novices vs. experienced enthusiasts?)
  - Is there universal access to this trail? (ex: can a standard wheelchair be able to use this trail?)
    - NOTE: organization will need to follow [USDA Accessibility Guidelines](#) when constructing trail
  - Is it a gateway trail to more difficult trails?
  - Will this project link current trail to another trail?

- Indicate in space below:
  - Does this trail have public parking and access?
  - Describe any amenities in parking area (ex: bathrooms, fix stations) or public information (ex: kiosks, signs, etc.)  
**1. NOTE: be sure to indicate on attached maps where parking is located**

- Indicate in space below:
  - How does the public access information about this trail?
  - Is trail information posted online publicly? If yes, add website for trail information below.
  - Is there a kiosk associated with this trail?

- Indicate in space below:
  - Describe how the trail for this project supports local business and stimulates economic growth for NH.
  - Does it connect trail users to public bathrooms, shopping or food centers?

- Indicate in space below:
  - How often is the trail for this project **maintained**?
  - Who is responsible for regular, routine maintenance?
  - Does your organization actively recruit local volunteers to assist with regular maintenance?
  - Will this trail need additional sources of funding in the future to be maintained?
  - Describe any commitments and plans by your organization, partnering organization and/or landowner to keep and maintain trail open for future public use. (minimum of 5 years after project completion).

### Section III - Project Description

Based on your project category(s) include all applicable information as indicated below. If project falls within more than one category describe how each individual category relates to each other within your overall project.

**Answer all questions for your project category.**

**Category A, B, D projects:** (maintenance, construction, development and rehabilitation of trails)

- Yes  No Will project require **NEW iron or steel**?
  - **NOTE: any NEW iron or steel purchased must comply with FHWA Buy America requirements** (Certification letter *and* mill certificates from product manufacturer required for all steel/iron purchases with cumulative costs of \$2,500 or greater).
    - **This also applies to *donated* iron or steel used for match.**
- Yes  No Will project require **RECYCLED iron or steel**?
  - NOTE: any RECYCLED iron or steel purchased must **document where acquired**.
    - **This also applies to *donated* iron or steel used for match.**
- Yes  No Will this project *add new* or *replace* **gates**?
  - If yes: include in space below:
    - What type/style, how wide will your gate(s) be, & what will the gate(s) be made of?
    - Does your gate allow for 36" pass through as required by the ABA act?
    - How wide will your trail be? Does this include ditches for water movement?
    - **NOTE: be sure to indicate on attached maps where NEW gates will be installed**

- Yes  No Will your project involve *construction* or *refurbishing* **bridges**?
  - If yes: include in space below:
    - Dimensions (length & width)
    - Bridge materials (steel? wood? aluminum?)
    - Abutment materials
    - What water body bridge spans (if applicable):
    - **NOTE: be sure to indicate on attached maps where bridge will cross**

- Yes  No Will your project involve *constructing new*, *completely replacing* or *repairing existing* **culverts**?
  - If yes: include in space below:
    - What type?
    - How many?
    - What will culverts be made of? Or what are they currently made of?
    - Dimensions of culverts: length (in feet) & diameter (in inches)

- Yes  No Will any **match** sources be using **privately-owned** machinery/equipment?
  - If yes: include in space below:
    - Make, Model, year manufactured
    - What tasks this piece of equipment will be specifically used for?
  - **NOTE: privately owned machines donated use for match must indicate the machines hourly rate in budget using FEMA schedule of equipment rates.**

- **Use additional space on page 6 to describe the following:**
  1. Purpose and need of project, planned end results/product (if necessary)
  2. Necessary labor and source of labor, indicate:
    - Unskilled, skilled, contracted, youth corps, own work force, volunteer, service contract
  3. Necessary materials and/or equipment to be used
  4. Detailed construction and/or maintenance methods
  5. Design and/or engineering services, planned end results/product (if necessary)

**Category C projects:** (equipment purchases & refurbishment) describe the equipment proposed for RTP funding and intended use.

**NOTE: as of May 2017 all Federal Buy America waivers are on hold until further notice. Applications requesting any foreign made products will not be considered for selection. Any equipment purchases will have to obtain proper documentation of Buy America compliance. See the FHWA website for further details.**

- Yes  No Will this purchase be  $\geq$ \$2,000.00?
  - If yes: include on page 5: **anticipated sources for 3 competitive vendor quotes, or justification for why only 1 vendor is available**
    - NOTE: 3 competitive quotes are *not required* with application, but may be attached
    - NOTE: justification for sole sourcing a vendor is evaluated on a case-by-case basis and is subject to approval by the Bureau of Trails.
- Yes  No Is this a **new piece of equipment** (not necessarily a newly made piece of equipment)
- Yes  No Is this a **refurbishment** on a piece already owned?
- Yes  No Will this purchase be **replacing** a current piece of equipment?
- Yes  No Will a currently-owned piece of equipment purchased with past RTP funds be disposed of or traded in to help pay for this purchase?
  - If yes: describe equipment and trade in value on page 5
- **Use additional space on page 6 to describe the following:**
  1. Purpose and need (what will you be using this equipment for?)
  2. Preferred model/type, manufacturer and/or vendor (if applicable), and justification for this model
  3. *Anticipated* life of equipment and/or retention plans (sale or disposal of equipment needs Bureau of Trails authorization)
  4. Describe your organization's plans & methods to maintain equipment in good working condition for life of the equipment
  5. Describe where this equipment will be stored when not in use

**Category G projects:** (educational projects) this project category cannot be combined with other program categories; however a proposal may contain costs for labor, services, materials and equipment. Complete all applicable budget tables.

- **Use additional space on page 6 to describe the following:**
  1. Projects that involve installation of structures should follow requirements for categories **A, B, D.**
    - Indicate that your project is category G but answer questions from category A, B, D that apply
  2. Purpose and target audience
  3. Methods and materials needed (including details on all media, hard goods and structures)
  4. Relevance to specific trail users
  5. Planned partnerships (if applicable)
  6. Program longevity (is this a short-term, long-term or permanent program?)
  7. Describe your organization's and/or partner's plans to continue the program and schedule

**Section III - Project Description** (Describe your project in full. Committee will not be familiar with your request)

You may add up to one additional *typed* page for Project Description *scope* (two pages max).

Every Project needs to indicate ALL *FUNDING & MATCH SOURCES*.

Indicate the **goals** and **scope** of work necessary to complete this project ***in detail***.

**Section IV - Environmental & Cultural Analysis:**

Describe the effects of your project site in relation to *natural* and *cultural* resources and how you plan to minimize any impacts. Any potential impacts to wetlands, rivers, streams or bodies of water **must** be addressed here. Any impacts to historical resources **must** be addressed here.

**Answer all questions for your project category.**

**Category A, B, D projects:** (maintenance, construction, development and rehabilitation of trails) answer the following questions: Use additional space on next page if needed to further describe environmental or historical impacts to project.

- Yes  No Has your organization performed a [Natural Heritage Bureau \(NHB\) Datacheck](#) & attached (in **COLOR**) to this application? (See attachment requirements)

**Enter Natural Heritage Review number here: NHB \_\_\_\_\_ - \_\_\_\_\_**

- Yes  No If yes to previous question: was there a **hit? (it is the organization's responsibility to contact NHB or NH Fish & Game for consult)**
  - If yes: **attach** NHB and/or NH Fish & Game's advisory (must be documented with emails)
- Yes  No Will you be **cutting trees**?
- Yes  No If yes to previous question: will any trees to be cut have a **diameter at breast height (DBH) ≥ 3 inches**?
  - Use space below to answer the following questions:
    - Estimate how many trees to be cut
    - Estimate the *average* DBH of trees to be cut
    - Indicate if you will be *pulling the stumps* of **any** trees
    - Indicate if *stumps* be *ground down* to ground level (no stump pulling at all)

- Yes  No Will you be **digging** for your project?
- Yes  No If yes to previous question, will digging remain *ENTIRELY* in *footprint* of existing trail?
- Hand  excavator If yes to digging, will you be using hand tools or excavator?
  - Approximately how **deep** and over how large an **area**? (add dimensions in space below: length, width & depth)

- Yes  No Are there any: **Historic Properties** 50+ years in project area that you are aware of that will be **adversely affected** by this project?
  - Historic Properties are: prehistoric or historic districts, sites, buildings, structures or objects. Some examples include but not limited to: culverts, bridges, buildings, stone walls, town pounds, foundations, wells, dams, whistle posts, rail rests, mile markers, etc. (Projects will be reviewed through [EMMIT](#) and evaluated by the State Historical Preservation Officer (SHPO), through the Bureau of Trails for cultural impacts)
    - If yes: attach **photos** & describe in space below
    - Will you be rebuilding/repairing these structures? (describe in space below)

- Yes  No Any **cemeteries** within 25 feet of project area? (If yes: attach **photos** & describe in space below)

- Yes  No Is there any **wetlands** in or near your project area?
- Yes  No If yes to previous question: are these wetlands considered "Prime Wetlands"? (under [NH RSA 482-A:15](#))
  - If yes: how far away in feet? (use space below)

- Yes  No Is there a stream/river/floodplain/sand dune/watershed/vernal pool in/near your project area?
  - If yes: describe what it is (use space below)
  - If yes: how far away in feet? (use space below)

- Yes  No Will your project cross or run adjacent to either of the 3 designated **Wild & Scenic Rivers in NH**:
  - **Lamprey River** in Strafford & Rockingham Counties
  - **Wildcat River** in Coos & Carroll Counties
  - **Nissitissit River** in Hillsborough County
  - If yes: describe where crossing is and/or how far away trail is in feet? (use space below)

- Yes  No Will your project require Department of Environmental Service's (DES) Wetlands **permits**?
  - If yes: which **permits**? (list specific permits in space below)
  - If no: indicate how you know you will not need these permits?
    - Ex: Did you consult DES? Attach any emails to document this.

- Use space below to **describe specific techniques** on how you will **minimize erosional** impact using the [2017 Best Management Practices for Erosion Control manual](#) (found on RTP website), or any other **trail building/maintenance/best practices manual**. Indicate which manual that is being followed.
  - Ex: how will construction debris/erosion NOT flow into river/stream? (use space below)

**Category C projects:** (equipment purchases) describe in space below Category G: how the new/refurbished equipment will improve the environment in regards to:

1. Emissions
2. Fuel impact
3. Financial grooming costs
4. How its use will impact the physical land

**Category G projects:** (educational projects) describe in space below the relationship of program to environment.

- Projects that involve installation of structures should follow requirements for categories **A, B, D**.



**Section V - Project Attachments:**

**Include the following attachments, or your application *may be rejected*:**

<b>Project Category</b>	<b>Required Attachments. Do not send CDs for electronic copies. Thumb drives accepted.</b>
All projects	Project administrator authorization form must be <b>signed by project administrator</b> and another member of the sponsoring organization (cannot be same person). <ul style="list-style-type: none"> <li>Original Signatures Required. Only one hardcopy required, no additional copies necessary.</li> </ul>
All Projects	<b>Budget Detail</b> (excel file): <b>New for FFY-2022</b> , replaces budget pages in application. <ul style="list-style-type: none"> <li><b>Electronic copy in unlocked excel format required</b> in addition to one hardcopy.</li> </ul>
A, B, D, G*	Signed landowner permission to perform project work (private and/or public) <ul style="list-style-type: none"> <li>Original Signatures Required. Only one hardcopy required, no additional copies necessary.</li> <li>Include one electronic and one hardcopy of any and all <b>easements</b> for project area.</li> <li><b>G*</b> only necessary if installing structures such as kiosks and signs</li> </ul>
A, B, D, G*	<b>Natural Heritage Bureau</b> review of project area (using the <a href="#">DataCheck Tool</a> ) <ul style="list-style-type: none"> <li>Hits on NHB must be addressed in Environmental section with written recommendation from Natural Heritage Bureau (NHB) or NH Fish &amp; Game (NHF&amp;G) attached to NHB Review.</li> <li><b>Two full-color hardcopies required. Electronic PDF copy required in addition to hardcopies.</b></li> <li><b>G*</b> only necessary if installing structures such as kiosks and signs</li> </ul>
A, B, D	Quality <b>topographical-type maps</b> with highlighted project area location <b>LABEL ALL MAPS SO WE UNDERSTAND WHAT THEY ARE REFERRING TO</b> <ul style="list-style-type: none"> <li><b>Two full-color hardcopies required. Electronic copy required in addition to hardcopies.</b></li> </ul>
All projects*	<b>Official trail system map</b> with the following details highlighted/labelled: <ul style="list-style-type: none"> <li>project area location (especially bridge locations) (<b>A, B, D</b>), (<b>G*</b> if applicable)</li> <li>*equipment use area, if necessary (<b>C</b>)</li> <li>Only one full-color hardcopy required. Electronic copy may submitted in addition to hardcopy.</li> </ul>
All projects*	<b>Two full color hardcopies</b> of at all photos; <b>submit enough photos to accurately depict project.</b> <ul style="list-style-type: none"> <li><b>No smaller than 8"x10"</b>. Can be printed on <i>regular</i> printer paper.</li> <li><b>Do no submit blurry, grainy, or otherwise unrecognizable photos.</b></li> <li><b>Electronic copy of all photos required in addition to hard copies.</b></li> <li><b>A, B, D</b> projects (*<b>G</b> if applicable): Project area(s).</li> <li><b>G</b> projects: samples of educational materials</li> <li><b>C</b> projects (equipment) include: front, back, sides and interior angles.</li> <li><b>LABEL ALL PHOTOS SO WE UNDERSTAND WHAT THEY ARE REFERRING TO</b></li> </ul>
All projects	<b>One complete hardcopy of original application and attachments mailed to DNCR office.</b> <ul style="list-style-type: none"> <li>Some attachments require two color copies (NHB review, topo maps, photos)</li> <li>Electronic copies can be submitted in addition to (not instead of) hardcopies. Do <u>not</u> send CDs.</li> <li>Budget detail must be submitted electronically as unlocked excel workbook (not PDF of excel)</li> </ul>

Optional attachments:

- Letters of support. 1 hardcopy set only; no additional copies required.
- Quotes for budget estimates. 1 hardcopy and one electronic.
- Permits if already acquired for project. 1 hardcopy and one electronic.
- Historical reviews/phase studies if already acquired for project. 1 hardcopy and one electronic.

**DEADLINE FOR APPLICATION SUBMISSION**

Applications must be received and stamped in at DNCR HQ by:

**Friday, June 14, 2024 @ 4:00 PM**

Late applications will not be accepted!

Address to... **NH Bureau of Trails  
RTP Coordinator  
172 Pembroke Road  
Concord, NH 03301**

Click RTP logo for website



For questions, contact: Jay Scarborough, NH Bureau of Trails, (603) 271-2401 or [Jay.A.Scarborough@dncr.nh.gov](mailto:Jay.A.Scarborough@dncr.nh.gov)