



# STATE OF NEW HAMPSHIRE 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



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

- ▣ Private organizations\*
- ▣ Non-profit organizations\*
- ▣ Educational Institution\*
- ▣ Municipalities
- ▣ State agencies
- ▣ Federal agencies

\*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



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



# Ineligible Projects



- ▣ *Project Planning\**
- ▣ Feasibility studies
- ▣ Project Administration
- ▣ 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

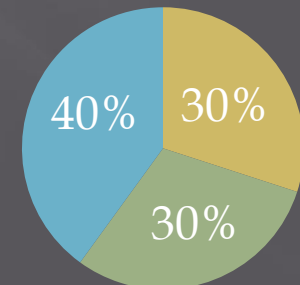
- ▣ In 2018 \$750,000+ was contracted out in grants
- ▣ In 2019 \$811,000+ was contracted out in grants
- ▣ In 2020 \$747,000+ was contracted out in grants
- ▣ In 2021 \$719,000+ was contracted out in grants

- ▣ 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 within each user category.

# Motorized Trail Projects



Trails for...

- ▣ Snowmobiles
- ▣ Trail bikes
- ▣ All terrain vehicles
- ▣ Light utility vehicles
- ▣ Off Highway  
Recreational 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 both motorized and non-motorized uses



# Funding Projects

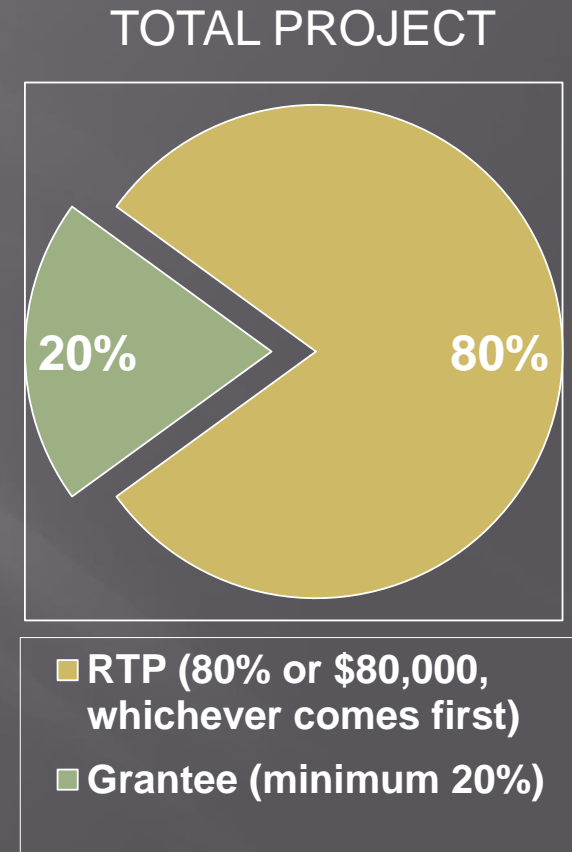
- ▣ RTP grants are given to good projects, not for creative grant writing: **& applications should always be complete!**
- ▣ Don't put your eggs all in one basket: remember this is a highly *competitive* program  
(HAVE ALTERNATIVES)
- ▣ Partnerships are recommended
  - ▣ The use of youth *conservation/service corps* & *Disadvantaged Business Enterprises* for project work is encouraged
  - ▣ BE AWARE: 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 education G projects between \$3,000-\$10,000
  - ▣ Minimum Total Project Cost 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 Total Project Cost
- ▣ Minimum of 20% must be pledged as Match
  - ▣ 20% of Total Project Cost Value – Not 20% of grant amount

# Funding Projects

- ▣ Examples for A category
  - ▣ Total Project Cost: \$50,000
    - ▣ 80% RTP grant: \$40,000
    - ▣ 20% Match: \$10,000
  - ▣ Minimum Total Project Cost: \$10,000
    - ▣ 80% RTP grant: \$8,000
    - ▣ 20% Match: \$2,000
- ▣ Examples for G category
  - ▣ Total Project Cost: \$12,500
    - ▣ 80% RTP Grant: \$10,000
    - ▣ 20% Match: \$ 2,500
  - ▣ Minimum Total Project Cost: \$3,750
    - ▣ 80% RTP Grant: \$3,000
    - ▣ 20% Match: \$750



# Funding Projects

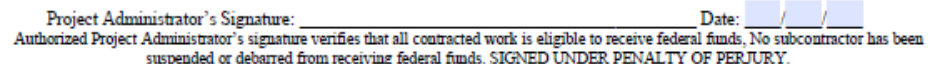
- ▣ Payment is on a **reimbursement** basis
  - ▣ Grantees must incur cost for work actually completed
- ▣ Requests for reimbursements to be submitted quarterly or within 30 days of incurring costs
  - ▣ Copies of **cancelled checks (front & back), bank statements showing payment and/or paid-in-full 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

# Funding Projects

## ▣ Skilled Labor Rates

- ▣ Must be calculated to an HOURLY rate
- In order to receive a skilled labor rate the grantee must provide:
  - 1) An letter of agreement on letterhead between the skilled laborer and the RTP Grantee naming the type of labor, rate of pay and hours worked
  - 2) Pay stub from **regular employment showing pay rate** (skilled labor performed for RTP grantee must be the same as regular employment)
  - 3) Any license #'s of skilled laborer (engineering)
  - 4) Detailed daily log for skilled laborer by date with # of hours and specific work performed

- ▣ Submit quarterly or within 30 days of incurring costs
- ▣ Located on BOT website
- ▣ Auto-calculates
- ▣ Include a progress report
- ▣ Copies of **paid invoices must** be included
- ▣ Copies of **cancelled checks** (front & back) and/or receipts **must** be included
- ▣ If using skilled labor in billing, must include **rate of pay, detailed task log with hours & paystub(s)**
- ▣ Project administrator must sign & date



# Progress report

- ▣ Progress report for every 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 with each submission for reimbursement and/or match as required by the grant contract.

Grant #: --

Report Date: //

Organization:

Project Start Date: //

Project End Date: //

Percent of project completed:  %

Check here if final report: ☐ \*

\*must include photos (electronic copies acceptable)

Description of work completed to date:

Project Problems or delays:

Report completed by (Project Administrator Authorization):

Name:  Signature:

Received 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 hourly 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 with every billing form 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
- ▣ Other grants as match are eligible (**purchases including steel & iron still need to be Buy America compliant**)

- ## RECREATIONAL TRAILS PROGRAM MATCH RECORD

Project Administrator: \_\_\_\_\_

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

<b>Vendor Name: items or services provided</b>	<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Invoice Total</b>	<b>Purchase Method</b>	<b>Check or last 4 digits of CC</b>	<b>Line Value</b>
<b>Total Match Value:</b>						<b>\$ 0.00</b>

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



Grant #: \_\_\_\_\_ Project Administrator: \_\_\_\_\_  
Organization: \_\_\_\_\_

- [illegible]

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*
- *Three comparable vendors are not reasonably available*
- *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](http://www.nh.gov/dot/org/administration/ofc/index.htm)*



# 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 final assembly must be in United States and documented



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

# Procurement Requirements

- ▣ Equipment: Grantees agree to retain, and keep in good mechanical condition, any equipment purchased with RTP funding for the useful life of the equipment.
- ▣ 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 < \$5,000*).
- ▣ Grantees must submit an Annual Equipment Report Form 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 31<sup>st</sup> 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: //

Organization:

Equipment Type: ☐ Winter Groomer ☐ Present Condition: ☐ excellent  
☐ OHRV ☐ good  
☐ Tractor ☐ fair  
☐ Other:  ☐ poor

Make/Model/year manufactured:

Year Purchased:  Serial #:

Current Hour Meter/Odometer Reading:

Where is this equipment stored (physical location)?

Use space below to write any comments

Report completed by (Project Administrator Authorization):

Name:  Signature:   
(Not valid unless signed)

Received by DNCR-BOT  Date: //



# Environmental Reviews



- 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)



# Environmental Reviews

## ▣ 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

To: [REDACTED]

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 NOTIFICATION OR MINIMUM EXPEDITED APPLICATIONS SUBMITTED TO THE NHDES WETLANDS BUREAU

NHB File ID: NHB16-1329

Applicant: [REDACTED]

Location: 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.



# Environmental Reviews

## ▣ 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

To: [REDACTED]

From: NH Natural Heritage Bureau

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

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

NHB File ID: NHB16-1783

Applicant: [REDACTED]

Location: Harrisville  
Tax Maps: Map 10 Lot 37

Project 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 government.


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.



# Environmental Reviews

- 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

**Memo**

 **NH NATURAL HERITAGE BUREAU**  
**NHB DATACHECK RESULTS LETTER**

**To:** [REDACTED]

**From:** Amy Lamb, NH Natural Heritage Bureau  
**Date:** 5/25/2016 (valid for one year from this date)  
**Re:** Review by NH Natural Heritage Bureau  
NHB File ID: NHB16-1609      Town: New Boston      Location: Tax Maps: Map 6, Lot 13  
**Description:** The Town of New Boston is looking to make improvements to 1,090 foot long section of the New Boston Rail Trail within the Lang Station State Forest. The trail is in need of repair and maintenance including, tree removal, cleaning ditches and culverts, grinding stumps and application of gravel for improved use. The project also involves upgrade of an existing 2,350 foot long gravel road between Riverdale Road and the Rail Trail, including limited tree removal and application of gravel to make the road passable for equipment and materials, while also providing additional pedestrian access from Riverdale.

**cc:** Kim Tuttle

As requested, I have searched our database for records of rare species and exemplary natural communities, with the following results.

**Comments:** This site is within an area flagged for possible impacts on the state-listed *Alasmodonta varicosa* (brook floater) in the South Branch Piscataquog River. Please contact NH Fish & Game to address wildlife concerns.

Invertebrate Species	State <sup>1</sup>	Federal	Notes
Brook Floater ( <i>Alasmodonta varicosa</i> )	E	--	Contact the NH Fish & Game Dept (see below).

Vertebrate species	State <sup>1</sup>	Federal	Notes
Eastern Hognose Snake ( <i>Heterodon platirhinos</i> )	E	--	Contact the NH Fish & Game Dept (see below).

<sup>1</sup>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.

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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.

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

DRED/NHB  
172 Pembroke Rd.  
Concord, NH 03301



# Environmental Reviews



- NHB Example #4:
- If there is a federally-listed plant or animal species, there is further review needed. Call RTP coordinator for assistance.

**CONFIDENTIAL – NH Dept. of Environmental Services review**

**Memo**

To: [REDACTED]

From: Amy Lamb, NH Natural Heritage Bureau

Date: 6/21/2019 (valid for one year from this date)

Re: Review by NH Natural Heritage Bureau  
NHB File ID: NHB19-1847 [REDACTED]

Location: Cambridge mountain, wooded area, 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.

cc: Kim Tuttle

As requested, we searched our database for records of rare species and exemplary natural communities, with the following results.

Comments: Please contact the NH Fish & Game Department to address wildlife concerns.

Vertebrate species	State <sup>1</sup>	Federal	Notes
Canada Lynx ( <i>Lynx canadensis</i> )	E	T	Contact the NH Fish & Game Dept and the US Fish & Wildlife Service (see below).

<sup>1</sup>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.

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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





# Environmental Reviews

- It is the sponsor's responsibility to obtain any necessary notifications or permits from the **Department of Environmental Services (DES)**, Wetlands Bureau
  - 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!!

# Environmental & Historic Reviews

- ▣ Some projects may not require EMMIT or NHB reviews
- ▣ Projects relating to:
  - ▣ Safety/education
  - ▣ Equipment purchases
- ▣ However, the relationship of the project to environmental & historical resources should be *described* in the application
- ▣ Do not skip this section: it will lower your score or may cause your application to be rejected

# Additional Requirements

- ▣ Project Administrator Authorization (on website)
- ▣ Budget Detail in excel format (on website)
- ▣ Landowner Permission forms (on website)
- ▣ Labelled Topographical map(s) of project area showing contour lines
- ▣ Official Trail System Map: label project area
- ▣ 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)
- ▣ Certificate of good standing (directions to obtain on website)
  - Submit with contract dated after April 2<sup>nd</sup> of contract year.
- ▣ Certificate of authority – send this in with contract as it has an expiration date (on website)
- ▣ Certificate of insurance – submit with contract

# Project Administrator Form

- Form located on BOT website – must mail in original form
- 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): \_\_\_\_\_

The person who is named above has been appointed as Recreational Trails Program Project Administrator. This person is authorized to enter into Recreational Trails Programs contracts and agreements with the State of New Hampshire, Bureau of Trails and accept monies granted and received in compliance with the application, contract or agreement.

The Project Administrator is the only person authorized to submit billing requests for reimbursement of funds. The Project Administrator shall be responsible for compliance with all aspects of the project and shall submit the required project reports/updates as specified in the contract or agreement.

I hereby certify that the person named as Project Administrator, above, is fully authorized to act on behalf of the

(print name of organization): \_\_\_\_\_ organization or political

subdivision to submit a grant request for the project named: \_\_\_\_\_

\_\_\_\_\_  
Print Name (person giving project administrator  
authorization on behalf of organization)

\_\_\_\_\_  
Title in organization

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature (person giving project administrator  
authorization on behalf of organization)

### PROJECT ADMINISTRATOR INFORMATION: to be filled out by the Project Administrator ONLY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (not valid unless signed)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Email (required: primary form of contact with Bureau of Trails)

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
Phone (secondary form of contact)

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
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
- ▣ **ORIGINAL 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 separately.
- ▣ 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 IF you are awarded a grant

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



Best method of contact for landowner (ex: phone number w/ area code/ mailing address/ email address):

# 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 originals 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 DOES NOT 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): \_\_\_\_\_

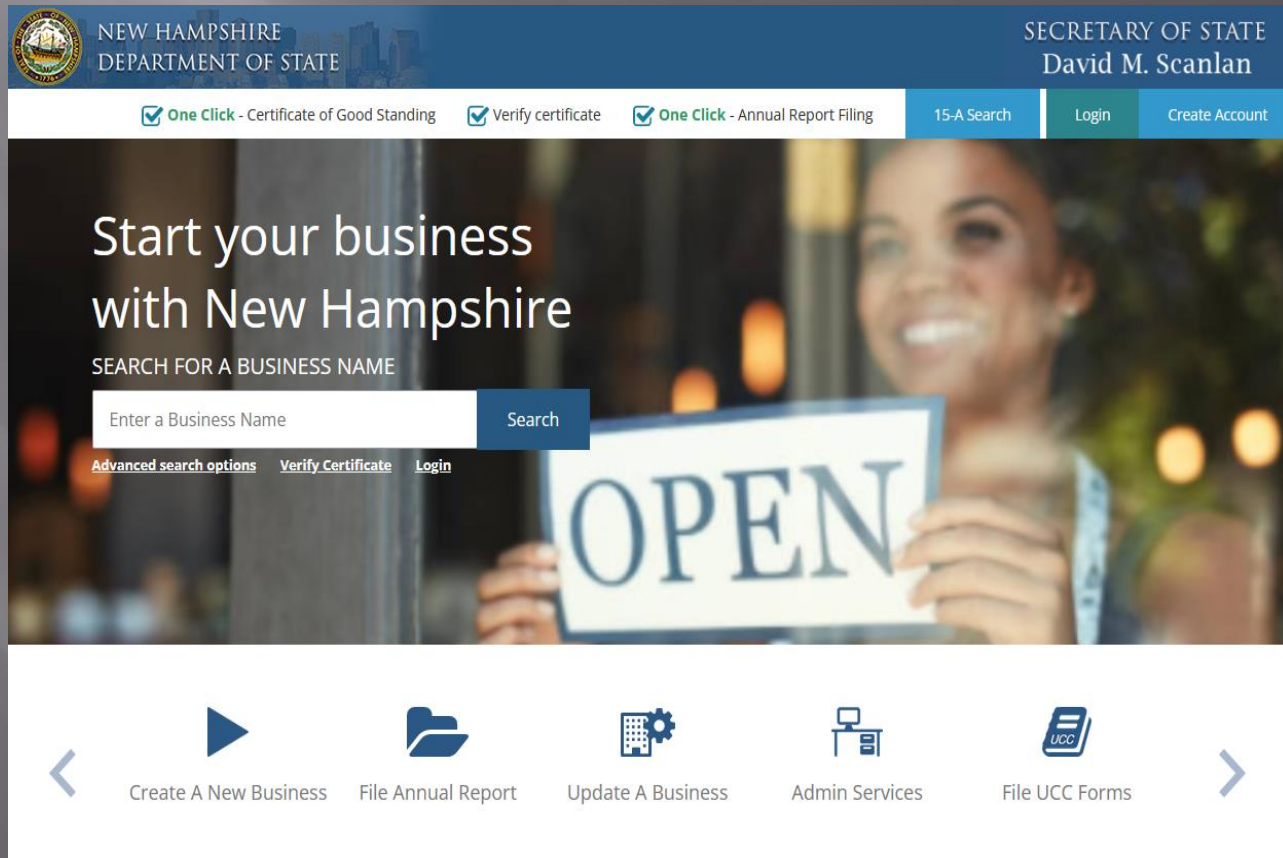
(Not valid unless signed)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Not valid unless dated)

# 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 Contract: obtain on or after April 2<sup>nd</sup> of contract year



NEW HAMPSHIRE  
DEPARTMENT OF STATE

SECRETARY OF STATE  
David M. Scanlan

☒ One Click - Certificate of Good Standing ☒ Verify certificate ☒ One Click - Annual Report Filing 15-A Search Login Create Account

## Start your business with New Hampshire

SEARCH FOR A BUSINESS NAME

Enter a Business Name Search

[Advanced search options](#) [Verify Certificate](#) [Login](#)

OPEN

Create A New Business File Annual Report Update A Business Admin Services File UCC Forms

# Penalties for Breaching 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.

# How to Apply

- ▣ Located on our website:  
[www.nhstateparks.org](http://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



# Sample Application

(Varies year to year)

## ■ Applicant Info

- Who is your Project Administrator?

## ■ Project Info

- What is the name of your project?

## ■ Project Location

- Is your project on a public piece of property?



### Recreational Trails Program Grant Application Federal Fiscal Year 2023 Project A

Trails Bureau Use Only

23-\_\_\_\_\_

#### 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)

#### 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):

<input type="checkbox"/> ATV	<input type="checkbox"/> hiking	<input type="checkbox"/> snowshoe	<input type="checkbox"/> mountain biking
<input type="checkbox"/> UTV	<input type="checkbox"/> bicycle	<input type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs
<input type="checkbox"/> motorbike	<input type="checkbox"/> equestrian	<input type="checkbox"/> dog sled/mushing	<input type="checkbox"/> other: _____
<input type="checkbox"/> 4x4	<input type="checkbox"/> jogging/running	<input type="checkbox"/> skijoring	
<input type="checkbox"/> snowmobile			

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

<input type="checkbox"/> ATV	<input type="checkbox"/> hiking	<input type="checkbox"/> snowshoe	<input type="checkbox"/> mountain biking
<input type="checkbox"/> UTV	<input type="checkbox"/> bicycle	<input type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs
<input type="checkbox"/> motorbike	<input type="checkbox"/> equestrian	<input type="checkbox"/> dog sled/mushing	<input type="checkbox"/> other: _____
<input type="checkbox"/> 4x4	<input type="checkbox"/> jogging/running	<input type="checkbox"/> skijoring	
<input type="checkbox"/> 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): _____	Trails Bureau Only
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 Landowners: 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	
Approximate Center GPS Coordinates (decimal degrees format): _____° N, - _____° W	

# Project Proposal

- ▣ Any advances needed?
- ▣ Current/Past RTP projects?
- ▣ Planning to hire a youth corps?
- ▣ Describe your organization.

## 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.

# Project Description

- ▣ Find your project category(s) and answer ALL questions
- ▣ Where is the public access?
- ▣ Where is the public info about trail?
- ▣ Maintenance schedule?

## Section II - 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) describe the goals and scope of work necessary to complete your trail project IN DETAIL.

- Indicate in space below:
  - What perceived level of difficulty is this trail? (Ex: is trail geared towards novices vs. experienced enthusiasts?)
  - 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).

# Project Description

- ▣ Iron or STEEL?
- (Buy America applies!)
- ▣ Gates?
- ▣ Bridges?
- ▣ Culverts?

- ☐ 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 there be **universal** access to this trail?
  - If yes: organization will need to follow [USDA Accessibility Guidelines](#) when constructing trail
- ☐ 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)

# Project Description

- ▣ Category “C” projects for purchases
- ▣ No Category “E” projects
- ▣ Category “G” projects for education

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 ≥\$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

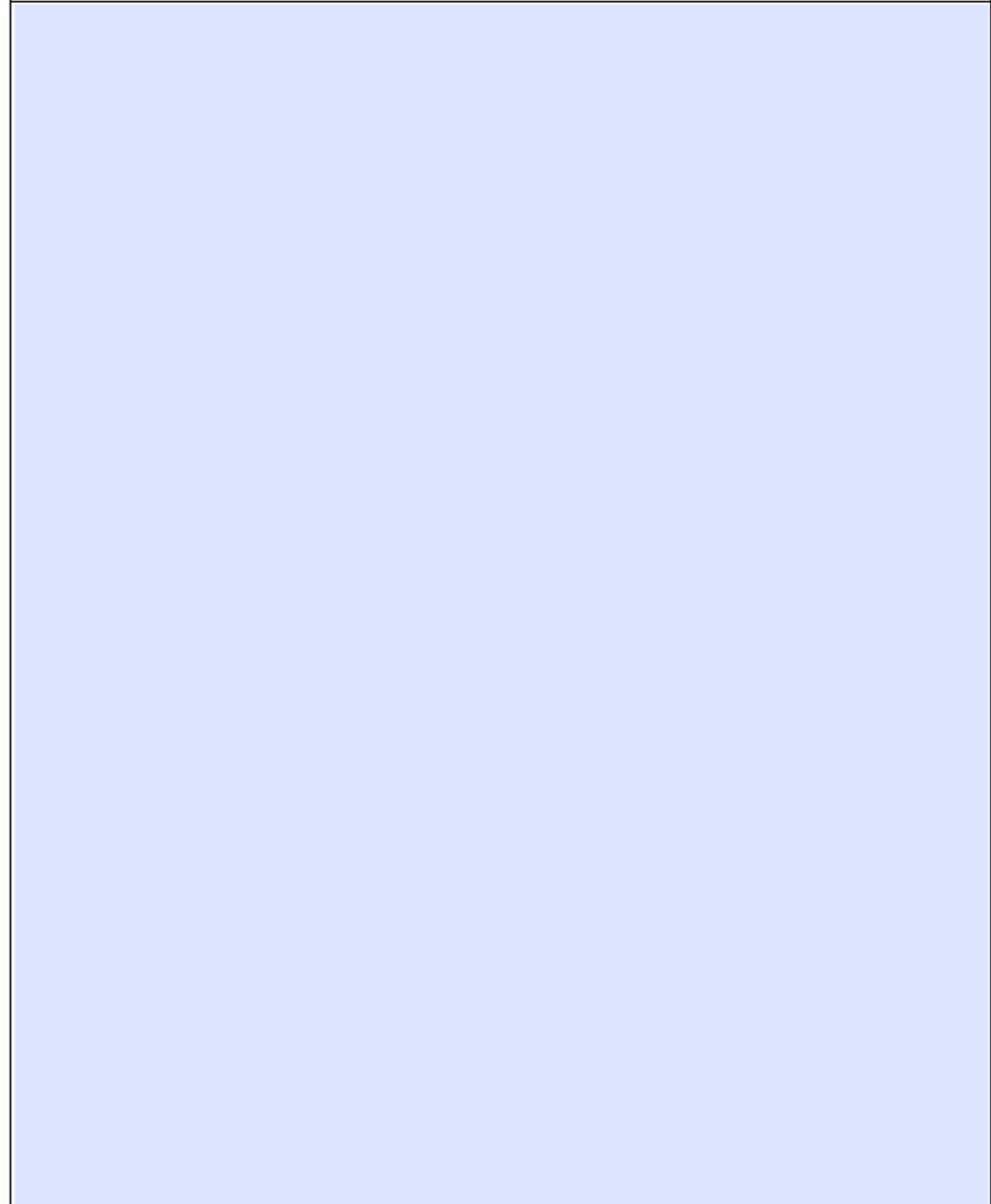
Category G projects: (educational projects) this project category cannot be combined with other program categories; however a proposal may contain costs for labor, services, materials and equipment. Complete all applicable budget tables.

- 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

# Project Description

- ▣ May include 2<sup>nd</sup> TYPED page for additional information.
- ▣ Please answer all questions for your project category.

**Section II - Project Description** (Describe your project in full. Scoring 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*.



# Environmental Analysis

- Find your project category(s) and answer ALL questions
- How will you minimize impacts on the environment?
- Did you get a “hit” from Natural Heritage Bureau review?

## Section III - 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)

# Environmental Analysis

- ▣ Describe how you will follow the Trail Bureau's Best Management Practices for Erosion Control During Trail Maintenance and Construction
- ▣ Do not skip environmental section if category "C" or "G" project

- ☐ 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**.

# Budget Detail

## □ Labor

- Unskilled labor
- Skilled labor: pay rate must be backed up with paystubs/ documentation showing rate

## □ Equipment rental

- Can use FEMA schedule of equipment rates for personal machines

RTP Budget Detail for application						
Sponsoring Organization						
Project Name						
<b>Labor</b>						
Include: unskilled labor, skilled labor and/or own work force						
<ul style="list-style-type: none"> <li>• Unskilled volunteer labor is at current hourly volunteer rate and is for <b>MATCH ONLY</b></li> <li>• Skilled labor is rated at market value (Laborer must be performing tasks within his/her own professional scope, must be able to justify and document rate of pay)</li> <li>• Organization's own work force is at organization's personnel rates &amp; benefits: must provide documentation</li> </ul>						
<i>Do not include equipment operators in this table if costs for operator are included with equipment rental costs</i>						
Labor Type	# of laborers	quantity (hours)	hourly rate	project total	\$ request from RTP	\$ pledged as match
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
Column totals				\$0.00	\$0.00	\$0.00
<b>Equipment Rental</b>						
Include: excavators, loaders, skid steers, vibratory rollers, compactors, tractors, bale choppers, generators, etc.						
<ul style="list-style-type: none"> <li>• Personal machine use are is allowed for MATCH only and hourly rates are determined by FEMA schedule of equipment rates. Indicate FEMA cost code number with each personal machine listed.</li> </ul>						
Equipment Type	operator included?	quantity	rate	project total	\$ request from RTP	\$ pledged as match
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
Column totals				\$0.00	\$0.00	\$0.00

# Budget Detail

- ▣ Materials
  - Buy America!
- ▣ Service Contracts
  - If materials are part of service contract, then Buy America applies to all steel and or iron.

Materials						
Include: aggregates, I-beams, lumber, hardware, concrete blocks, culverts, pre-fabricated items, etc.						
• for all materials, indicate intended "use" as follows:						
**USES: M/C (maintenance/construction), S/K (signs/kiosks), M/B/M (maps/brochures/media)**						
Material Type (specify unit measurement)	Use**	quantity (units)	Cost/unit	project total	\$ request from RTP	\$ pledged as match
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
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				\$0.00		
				\$0.00		
				\$0.00		
Column totals				\$0.00	\$0.00	\$0.00

Service Contracts			
Include: what will be included in contract (labor, materials, equipment, etc)			
• Contract labor and machine use is at contractor's rate (grant recipients are required to follow program procurement procedures)			
• Indicate if service contract is a Qualified Youth Corps			
Service Type	project total	\$ request from RTP	\$ pledged as match
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Column totals		\$0.00	\$0.00

# Budget Detail

- ▣ Planning/Design/Engineering
  - Must be less then 10% of grant request
- ▣ Permits
  - Must submit copy of permit to RTP coordinator
- ▣ Equipment Purchases
  - Buy America!

Planning, Design & Engineering					
Include: costs for services to produce final plans for project • Maximum allowable costs for planning/design/engineering is 10% of total project amount • May include service costs for completing permits/reviews (not actual permit costs) • Designs must be included at time of reimbursement • Skilled labor designs is subject to justification of hourly rate and project sponsor must provide sufficient documentation at time of reimbursement					
Service Type	quantity (hours)	hourly rate	project total	\$ request from RTP	\$ pledged as match
			\$0.00		
			\$0.00		
			\$0.00		
Column totals			\$0.00	\$0.00	\$0.00

Environmental Permits & Reviews					
Include: actual permit and review costs. • Natural Heritage Bureau data check reviews are non-eligible for reimbursement • Phase archeological studies are non-eligible for reimbursement					
Permit/Review type	quantity	cost/unit	project total	\$ request from RTP	\$ pledged as match
			\$0.00		
			\$0.00		
			\$0.00		
Column totals			\$0.00	\$0.00	\$0.00

Equipment Purchase			
• ALL purchases must be BUY AMERICA compliant. • As of May 2017: all federal waivers are on hold indefinitely			
Equipment Type	unit cost	\$ request from RTP	\$ pledged as match
	\$0.00		
	\$0.00		
	\$0.00		
Column totals		\$0.00	\$0.00

# Budget Detail

- ▣ Other Items
- ▣ Running Totals
  - This is your RTP request!
  - Includes your minimum match requirement and your pledged match.
  - Total Project Cost

Other Items			
Include: other eligible expense items or services not specified above. Do NOT include contingency costs. <ul style="list-style-type: none"> <li>• Must be described within Project Description.</li> <li>• Miscellaneous items MUST be described/listed in Project Description.</li> </ul>			
Description	project total	\$ request from RTP	\$ pledged as match
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Column totals	\$0.00	\$0.00	\$0.00

Running Totals of Project Cost, RTP request and Match pledge	
RTP Request	<div style="display: inline-block; border: 1px solid black; padding: 2px;">\$0.00</div> up to 80% of TOTAL PROJECT, to maximum of \$80,000 <i>(Minimum 20% Match based on RTP request):</i> <span style="float: right;">\$0.00</span>
Match Pledge	<div style="display: inline-block; border: 1px solid black; padding: 2px;">\$0.00</div> minimum 20% of TOTAL PROJECT COST
Total Project Cost	<div style="display: inline-block; border: 1px solid black; padding: 2px;">\$0.00</div> 100% of project costs and value

PLEASE REMEMBER:
All Categories: <ul style="list-style-type: none"> <li>• maximum one (1) application per overall project or phase</li> <li>• maximum two (2) applications per organization/agency</li> </ul> Categories A, B, C, D <ul style="list-style-type: none"> <li>• \$80,000 maximum request allowed</li> <li>• \$8,000 minimum request required</li> <li>• maximum two (2) applications per organization not to exceed \$80,000 combined total</li> </ul> Category G (Educational Projects) <ul style="list-style-type: none"> <li>• \$10,000 max request allowed</li> <li>• \$3,000 minimum request required</li> <li>• maximum one (1) application per organization</li> </ul>

# Project Attachments

- ▣ Do not forget to attach everything you need
  - Missing attachments will result in loss of points
- ▣ LABEL your color photos
- ▣ LABEL your maps
  - Ex: bridge location, start/stop points for trail work
- ▣ Project Administrator & all Landowner  
Permission forms must be signed & dated:  
original signatures need to be turned in with the application.
- ▣ RTP website has links to acquire all attachments

# Submitting the Application

Applications must be stamped in at the DNCR HQ on Friday by 4:00pm on the closing date.  
**(date changes year to year: Usually mid-June)**

LATE APPLICATIONS WILL NOT BE ACCEPTED!!!

Mail all application materials to:

Department of Natural and Cultural Resources  
Division of Parks & Rec: Bureau of Trails  
Attn: RTP Coordinator  
172 Pembroke Road  
Concord, NH 03301

# Timeline for Approved Projects

- ▣ Work will begin on granted projects  
**Pending FHWA approval** (this takes time)  
& NH Governor & Council approval
- ▣ Match may not 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**



# History & Future of RTP

- ❑ RTP was *created* in 1991 by the **Intermodal Surface Transportation Efficiency Act** (ISTEA)
- ❑ Reauthorized in 1998 as part of **Transportation Equity Act for the 21<sup>st</sup> century** (TEA-21)
- ❑ Reauthorized in 2005 as part of **Safe, Accountable, Flexible, Efficient Transportation Equity Act** (SAFETEA-LU: expired 09/30/09)
- ❑ Reauthorized in 2012 as part of **Moving Ahead for Progress in the 21<sup>st</sup> Century Act** (MAP-21) through Federal fiscal years 2013-2014 as a set-aside of the new Transportation Alternatives Program (TAP). RTP was incorporated into the Surface Transportation Program (STP)
- ❑ The **Fixing America's Surface Transportation Act** (FAST act) was signed in December 2015. This is a 5-year federal highway bill, which keeps RTP intact as a trail funding program until **2020** (with continuing resolution through 2021).
- ❑ In The **Infrastructure Investment and Jobs Act** was signed in November 2021. This is a 5-year federal highway bill, which keeps RTP intact as a trail funding program until **2026**.

# Past RTP Projects...

Buy America  
compliant  
Groomer  
Purchases



# Buy America compliant Drag Purchases



# Stone steps up Mt. Avalon in Crawford Notch State Park





Hooksett Conservation Commission Boardwalk

# Canoe access point on Androscoggin River

## Example of a "water trail"



# Bridge over Lake Todd





Repurposed historic bridge over historic abutments on Jacquith River, *Hancock*



Trailhead improvements: Kiosk construction. Clay Pond Access in Hooksett

# New Trail Construction

## *Seabrook Rail Trail*



**Good Luck!**  
*and remember...*



- ▣ Call/email the RTP coordinator if you have questions
- ▣ (603) 271-3254
- ▣ Make sure your application is **complete**
- ▣ Don't miss the deadline

*Thank You!*