As of Project Year 2020 (Project X): 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 FAST act of December 2015
  - *Fixing America’s Surface Transportation Act*
  - 5 year bill: RTP has funds until 2020
  - 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*

*must be registered with NH Secretary of State’s Office

Municipalities
State agencies
Federal agencies

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
In 2015 $700,000+ was contracted out in grants
In 2017 $800,000+ was contracted out in grants
In 2018 $750,000+ was contracted out in grants
In 2019 $811,000+ 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
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
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
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*
Skilled Labor Rates

- Can be put on billing or used as match
  - 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
**Match Requirement**

- **Match can only be incurred after G&C approval**
- Current *unskilled* volunteer labor is rated at $25.52/hour
- *Volunteer Skilled* labor is at *hourly* market rate (*with adequate back-up provided*)
- Personal OHRV use *for hauling materials* for RTP: $14.30/hour for *match only* and hours for use must be documented like a volunteer laborer
- Privately-owned machine use can be used as match: use FEMA equipment hourly rates (link on BOT website)
- 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*)
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

RECREATIONAL TRAILS PROGRAM
MATCH RECORD

<table>
<thead>
<tr>
<th>Vendor Name: items or services provided</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Purchase Method</th>
<th>Check or last 4 digits of CC</th>
<th>Line Value</th>
</tr>
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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

---

**RECREATIONAL TRAILS PROGRAM**

**VOLUNTEER LABOR MATCH RECORD**

<table>
<thead>
<tr>
<th>Date</th>
<th>Laborer Name</th>
<th>Equipment: type/model</th>
<th>Tasks (Be Specific)</th>
<th>Hourly Rate</th>
<th># of hours</th>
<th>Line Value</th>
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</table>

**Totals for # of hours and volunteer match value**: 0  $0.00

Project Administrator’s Signature: ________________  Date: __/__/__
(Not valid unless signed & dated)
# Procurement Requirements

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

* 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
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 **life of the equipment**.

- The FHWA, through the State of New Hampshire shall retain a permanent interest in the form of a lien on any and all equipment purchased through the RTP, for the **life of the equipment**.

- Disposal or transfer of ownership of said equipment requires written authorization from the Bureau of Trails with approval from FHWA.

- 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 FMV < $5000*).

- Grantees must submit an **Annual Equipment Report Form** each year after purchase year for a **minimum of four (4) years**.
**Annual Equipment Report Form**

- Required for **4** consecutive years after equipment purchase
- Disposal or sale of equipment must be authorized by BOT and approved by FHWA

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**STATE OF NEW HAMPSHIRE**
Department of Natural and Cultural Resources
Division of Parks and Recreation
Bureau of Trails

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**RECREATIONAL TRAILS PROGRAM**
**ANNUAL EQUIPMENT REPORT FORM**

Reports are due prior to September 30th for 4 consecutive calendar years following grant year purchase as required by the grant contract. For example, 2015 grant purchases must submit report in 2016, 2017, 2018 and 2019. Failure to comply may be considered a breach of contract and may affect future grant applications.

- **RTP Grant #:** [blank]
- **Report Date:** [blank]

**Organization:** [blank]

**Equipment Type:**
- [ ] Winter Groomer
- [ ] OHRV
- [ ] Tractor
- [ ] Other: [blank]

**Present Condition:**
- [ ] excellent
- [ ] good
- [ ] fair
- [ ] poor

**Make/Model/year manufactured:** [blank]

**Year Purchased:** [blank]  **Serial #:** [blank]

**Current Hour Meter/Odometer Reading:** [blank]

**Where is this equipment stored (physical location)?** [blank]

Use space below to write any comments

![Comment box]

**Report completed by (Project Administrator Authorization):**

**Name:** [blank]  **Signature:** [blank]

(Not valid unless signed)

---

Received by DNCR-BOT [blank]  **Date:** [blank]/[blank]/[blank]
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)
Example #1:
“We currently have no recorded occurrences for sensitive species near this project area”

Which means: you are in the clear!
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!
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
NHB Example #4:

If there is a federally-listed plant or animal species, there is further review needed. Call RTP coordinator for assistance.
Tree-cutting is limited because of final 4(d) Rule from U.S. Fish & Wildlife Service protecting the Northern Long-Eared Bat (as of February 2016)
- You may NOT cut any trees within ¼ mile of a known bat hibernaculum at any time of year.
- You may NOT cut any trees within 150 feet of maternity roost tree during pup season (June 1-July 31)

Your NHB Review will tell you if your project is within ¼ mile of known hibernaculum (winter roost) 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.
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
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!!**
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)
- 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: procure after awarded grant)
  - Need a new one every year even if old one is still valid
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
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
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
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
Certificate of Good Standing

- Directions to obtain this certificate are located on BOT website
- You have to mail request to N.H. Department of State with check paying fee
  - This fee is not reimbursed by RTP
  - Obtain this AFTER awarded grant
- This is required for each FY. Even though previous years are still valid
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.
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 2 copies of completed application
    - 1 Original paper copy + electronic copy (or paper)
  - 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 named piece of property?
Any advances needed?

Current/Past RTP projects?

Planning to hire a youth corps?

Describe your organization.
Project Description

- Find your project category(s) and answer ALL questions
- STEEL? (Buy America applies!)
- Bridge work?
- Culverts?

Section II - Project Description up to two TYPED pages:

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. BE THOROUGH. Answer all questions. You may include 1 additional TYPED page.

Every Project needs to indicate ALL FUNDING & MATCH SOURCES.

- 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.
  - □ Yes, □ No Will project require NEW iron or steel?
    - NOTE: any NEW iron or steel purchased must comply with FHWA Buy America requirements (mill certificates 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?
    - □ Yes, □ No Is this a motorized only trail?
      - □ Yes, □ No Is this a non-motorized trail or diversified trail?
        - □ Yes, □ No Will the project involve construction or refurbishing bridges?
          - □ Yes, □ No Will the project involve constructing new, completely replacing or repairing existing culverts?
Category “C” projects for purchases

No Category “E” projects

Category “G” projects for education
Project Description

- May include 2\textsuperscript{nd} TYPED page for additional information.
- Please answer all questions for your project category.
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 every question 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) Datasheet & 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? (If the organization’s responsibility to contact NHB or NH Fish & Game for consult)
    - Yes/No If yes: attach NHB and/or NH Fish & Game’s advisory (must be documented with emails)
  - 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?
  - Yes/No excavator If yes to previous question, will you be using hand tools or excavator?
    - Approximately how deep and over how large an area? (add dimensions in space below)
  - Yes/No Will you be cutting trees?
    - Yes/No estimate how many trees? (use space below)
    - Yes/No What is the average diameter at breast height (DBH) of trees? (use space below)
    - Yes/No Will you be pulling the stumps of these trees or will you grind down to ground level?
  - 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.
    - 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 Will this project link existing trails?
    - Yes/No What will be the total trail length including the newly constructed trail? (use 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
## Budget

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

- **Equipment rental**
  - Can put ATV use to haul materials @ $14.30/hour

### Section IV – Budget

**All Categories**
- maximum one (1) application per overall project or phase
- maximum two (2) applications per organization/agency

**Categories A, B, C, D**
- $80,000 maximum request allowed
- $8,000 minimum request required
- maximum two (2) applications per organization not to exceed $80,000 combined total

**Category G (Educational Projects)**
- $10,000 max request allowed
- $3,000 minimum request required
- maximum one (1) application per organization

Complete all applicable budget tables below (write N/A where not applicable). Budgets may be subject to adjustment.

#### LABOR

Include: unskilled labor, skilled labor, contract labor and/or own work force

- Unskilled volunteer labor rated at $25.52 per hour for MATCH ONLY
- 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)
- Contract labor is at contractor’s rate (grant recipients are required to follow program procurement procedures)
- Organization’s own work force is at organization’s personnel rates & benefits: must provide documentation

*Do not include equipment operators in this table if costs for operator are included with equipment rental costs*

<table>
<thead>
<tr>
<th>Labor Type</th>
<th># of laborers</th>
<th>total hours</th>
<th>$ hourly rate</th>
<th>$ project total</th>
<th>$ requested from RTP</th>
<th>$ pledged as match</th>
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**EQUIPMENT RENTAL**

Include: excavators, vibratory rollers, front end loaders, compactors, tractors, bale choppers, generators

- Personal UTV/ATV use is allowed as MATCH ONLY for $14.30/hour

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>rental (Included? yes / no )</th>
<th>total days or hours</th>
<th>$ daily or hourly rate</th>
<th>$ project total</th>
<th>$ requested from RTP</th>
<th>$ pledged as match</th>
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**column totals**

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**New Hampshire  RTP Application Form**
Materials

Planning/Design/Engineering

- Must be less than 10% of grant request

Environmental Permits

- Must include copy of permit with billing
- **Equipment Purchase**
  - Buy America requirements
- **Other Items**
- **Running Totals**
  - This is your RTP request!

## Equipment Purchase

All purchases must be BUY AMERICA compliant. As of May 2017, all federal waivers are on hold indefinitely.

Include: groomers, mowers, tractors, ATVs, OHRVs, snowmobiles, mowers, etc.

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>quantity</th>
<th>$ cost per unit</th>
<th>$ project total</th>
<th>$ requested from RTP</th>
<th>$ pledged as match</th>
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Column totals

## Other Items

Include other eligible expense items or services not specified above.
- Must be described within Project Description.
- Miscellaneous items MUST BE DESCRIBED/LISTED in Project Description.

<table>
<thead>
<tr>
<th>Description</th>
<th>$ project total</th>
<th>$ requested from RTP</th>
<th>$ pledged as match</th>
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Column totals

## Running Totals of Project Cost, RTP Request and Match Pledge

- **RTP Request**: $ (up to 80% of **TOTAL PROJECT**, to maximum of $80,000)
- **Match Pledge**: $ minimum 20% of **TOTAL PROJECT** = $
- **Total Project Cost**: $ (100% of project costs and value)
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 form must be signed & dated: original signatures need to be turned in with the application.
- Last page of app has “clickable” links on pictures on bottom of application
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**
RTP was created in 1991 by the Intermodal Surface Transportation Efficiency Act (ISTEA)

Reauthorized in 1998 as part of Transportation Equity Act for the 21st 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 21st 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)

In December 2015, congress signed the Fixing America’s Surface Transportation Act (FAST act), which is a 5-year federal highway bill, which keeps RTP intact as a trail funding program for until 2020.
Past RTP Projects...

Buy America compliant Groomer Purchases
Buy America compliant Drag Purchases
Stone steps up Mt. Avalon in Crawford Notch State Park
Canoe access point on Androscoggin River

Example of a “water trail”
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!