

Application Submission Deadline: July 1, 2017

Please email Samantha Biddle, <u>sbiddle@sha.state.md.us</u>, with any questions about this application.

- **1. Project Title**: If applying for more than one grant in current application period, please provide priority within project title (i.e. Priority 1, Priority 2...)
- 2. Trail Uses: Check all that apply

| Diverse | Motorized Recreational | Non-motorized Recreational | Transportation Trail |
|---------|------------------------|----------------------------|----------------------|
|---------|------------------------|----------------------------|----------------------|

3. Project Types: Check only one category

Construction

| Construction of new trail or trail related facilities I Maintenance of trail or trail related facilities |
|--|
| If new construction is to occur, please describe the following, if the information can be provided: length, width, proposed materials, drainage removal of resources, etc. |

Non-Construction

Purchase of equipment

4. Project Sponsor (Applicant/Point of Contact):

Please provide contact information for the Project Sponsor Entity and the Project Manager.

| Project Sponsor Entity | |
|------------------------|--|
| Project Manager | |
| Title | |
| Organization | |
| Address 1 | |
| Address 2 | |
| Telephone | |
| Cell Phone | |
| Fax | |
| E-mail | |



Application Submission Deadline: July 1, 2017

- 5. Project Sponsor Prior Projects: Describe the status of any previously funded National Recreational Trail funded projects.
- Include the year that the prior project was funded or prior project Recreational Trail number (RT#).
- If there are delays with the prior projects, please explain why they occurred.
- Describe any relationship between this project and previously funded National Recreational Trail Program projects.
- Describe how the proposed work relates to any multi-year work or comprehensive plans that may have been developed.
- Describe any prior experience you have managing state/federal grant funds (include in the lines provided below the table)

| Rec Trail Project Number | Year Awarded | Grant Amount | Status |
|--------------------------------|-----------------|-----------------|--------|
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Application Submission Deadline: July 1, 2017

6. Benefits to Maryland: Describe how the project will benefit trail users and the State of Maryland. Is the project a missing link or potentially part of the State Transportation Trail network? (Visit <u>http://www.mdot.maryland.gov/Planning/Trails/trails.html</u> for more information). Does the project enhance tourism/economic development opportunities, particularly for towns? Does the project provide access to a regional land or water system?

7. Project Location:

Describe the limits of the project, including the City and the County. Please include a project map as an attachment to your application. The map must have a north arrow, scale and the title of the project. It should clearly show the project location, property lines, public facilities, state roads, and any other relevant information. The Map must clearly identify the proposed project site with beginning and ending points.



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- 8. Project Description: Please provide a comprehensive description of the scope of work.
 - **a.** Please state the proposed work to be completed with the awarded federal funds.
 - **b.** What is the length of the project? Be very clear what the beginning and end points are and the limits of disturbance.
 - C. How will the project be built and what is the proposed surface?



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9. Impacts: Are there anticipated impacts with the project? Please fill out the checklist below that will later assist the SHA Environmental coordinator.

- a. ____ Permits are anticipated for the project (Y/N)
- b. ____ Impacts to trees are anticipated with the project (Y/N)
 - i. ____ Approximate square footage (# SF)
- c. ____ Project is in a Maryland identified Critical Area (Y/N)
- d. ____ Historic resources may be impacted by the project (Y/N)
- e. ____ Impacts anticipated to wetlands and waterways (Y/N)
 - i. _____ Approximate square footage (# SF)
- **10. Detailed Project Work Plan**: List by task and completely describe all the major elements of your proposed project including match items in a concise manner. Although the program does not cover the cost of planning, design, engineering and permitting, please include these items in your summary.

| Task Name | Start Date | Duration | Responsible Party | Justification |
|-----------|------------|----------|----------------------|---------------|
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11. Project Status: Has any planning, design, right-of-way acquisition or construction activities already occurred on the job?



Application Submission Deadline: July 1, 2017

12. Right-of Way: The Project shall be constructed on property owned by and/or on permanent easements held by the Project Sponsor. If a non-profit is partnering with a Park Manager, please include an email or letter by Park Manager explaining that there is, or will be, an agreement. This will need to be verified by the Maryland Department of Transportation.

13. Project Budget: Provide a cost estimate for each task listed in question #10, note whether it is anticipated to be reimbursable or used towards the required match. The match must be 20% of the total cost of the project. The value of any soft match must be a part of the total project cost. Cash match must be used for all equipment purchases. Please refer to the labor rates in the 2018 Recreational Trail Manual for not to exceed rates for volunteer hours, project management hours, etc. Requested funds shall not exceed \$80,000 for trail maintenance and construction and \$30,000 for non-construction projects; exceptions could be considered on a case by case basis for construction projects. All projects are subject to a \$20,000 minimum request.

| Task Name | Requested | Sponsor Match | | Total Task Cost |
|------------|-----------|---------------|---------------------------|-----------------|
| | | Value | Type (in-kind or cash) | |
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| Total Cost | | | | |



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Please use this space to provide additional information, if any, on Project Budget. For example, please indicate if Match items such as other grants are in hand.

14. Submission

It is preferred that applications be submitted electronically to <u>sbiddle@sha.state.md.us</u> by **4 p.m. on July 1**, **2017.** Because our email server rejects most attachments larger than 6 MB, please use an FTP site or file sharing service, to transmit the application and any large attachments. Confirmation will be sent when the application is received. Please contact us at the email above with any questions about submissions or to discuss potential projects. The Recreational Trail Advisory Committee will meet to review projects in August. Awards will be announced in the Fall.

Options for Submission include:

Internet/E-mail (preferred)

- Complete the form on your computer and save the file on your computer.
- Email the file as an attachment to: Samantha Biddle at sbiddle@sha.state.md.us
- Use an FTP site or file sharing service to transmit the application and any large attachments.

U.S. Mail

• Mail a completed application to:

Samantha Biddle, AICP Assistant Division Chief Recreational Trails Program Maryland Department of Transportation State Highway Administration 707 N. Calvert Street, MS C-502 Baltimore, MD 21202

15. Authorized Signature

Sponsor signature

Date