
RECREATIONAL TRAILS PROGRAM MANUAL

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I. INTRODUCTION

The Maryland Department of Transportation's (MDOT) State Highway Administration (SHA) is pleased to present this sponsor manual for the policies and procedures concerning projects funded through the Recreational Trails Program (RTP).

The US Congress created the RTP in the Intermodal Surface Transportation Efficiency Act of 1991. The Program was then reauthorized in 1998 under the Transportation Equity Act for the 21st Century (TEA-21), in 2005 under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for All Users (SAFETEA-LU), in 2012 under Moving Ahead for Progress in the 21st Century Act (MAP-21) and, most recently, under the 2016 Fixing America's Surface Transportation (FAST) Act. The RTP provides federal funds to states to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. Examples of trail uses include hiking, walking, bicycling / mountain bicycle, multi-use, in-line skating, equestrian use, canoeing, kayaking, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving and other off-road motorized vehicles.

MDOT SHA encourages non-profit organizations and government agencies to utilize the RTP to fund trail related projects. This information has been developed to provide a broad overview of project reporting and financial management requirements. Minor adjustments and refinements may be made to address specific project needs. Please contact the RTP Manager (see Appendix E for contact information) with any questions.

A. Available Funding

FAST-Act legislation provides Maryland an average of \$1,000,000 per year to the RTP.

Projects eligible for funding through the RTP include: construction of a new recreational trail or trail linkage, trailhead facility, or trailside facilities directly associated with a recreational trail; acquisition of easement or property for recreational trails; maintenance, renovation, or restoration of existing trails; improvements to signage, structures, or facilities directly associated with a recreational trail; and educational projects to provide information, education and outreach programs to promote safety or conservation.

All states must use 30 percent of their funds in a fiscal year for motorized trail uses, 30 percent for non-motorized trail uses, and 40 percent for diverse trail uses. Diverse motorized projects (such as motorboat and motorcycle) or diverse non-motorized projects (such as pedestrian and equestrian) may satisfy two of these categories at the same time.

B. Federal and State Requirements

RTP projects must conform to all applicable federal and state requirements, metropolitan and statewide planning processes and public involvement activities, including, but not limited to:

- United States Code (USC) Title 23
- Code of Federal Regulations (CFR) Title 2 and Title 23

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- Uniform Relocation Assistance
- Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and provide for under 49 CFR Part 24, and 23 CFR Subchapter H Part 710
- National Environmental Policy Act (NEPA)
- Section 106 of the National Historic Preservation Act (Section 106)
- Section 7 of the Endangered Species Act (Section 7)
- Section 404 of the Clean Water Act
- Chesapeake and Atlantic Coastal Bays Critical Areas Act
- Metropolitan Planning Organization (MPO) Requirements

MDOT SHA is responsible for managing the program and assuring that all appropriate regulations are followed. MDOT SHA screens all applications and awards funding.

The RTP is federally funded, is administered on a reimbursement basis, and is not to be considered a grant. Therefore, after the procurement is complete and paid for by the sponsors, invoicing for reimbursement can begin.

C. Sponsor Responsibilities

Most governmental agencies and non-profits are eligible candidates to sponsor RTP projects. In general, a project sponsor shall be responsible for:

- Applying for Program funds
- Signing a Memorandum of Understanding (MOU) with MDOT SHA stipulating that Program funds shall be spent in accordance with all applicable Program requirements, as well as state and federal laws
- Obtaining environmental approvals and securing applicable permits
- Preparing a competitive bid procurement package and awarding for construction projects or preparing a small purchase procurement package for purchase of materials/or equipment
- Providing MDOT SHA with all necessary documentation when requesting Program funds for reimbursement of project expenses
- Providing a match value of a minimum of 20 percent (20%) of the project costs, as well as contributing any costs beyond the approved award amount necessary to complete the project
- Providing all necessary documentation and project status reports
- Taking ownership and maintenance of the project.

II. WHAT PROJECTS QUALIFY

This section describes the types of projects that qualify for the RTP and specifies the types of activities and project components that are eligible to receive funding through the program.

To be eligible, all associated work and expenditures must be directly related to the construction or maintenance of the subject project.

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Eligible project types, including examples, are summarized in Table 1.

Table 1: Eligible Project Types

Project Type	Examples
Construction	<ul style="list-style-type: none"> • Construction of a new recreational trail or trail linkage • Construction of a new trailhead facility • Construction of trailside facilities directly associated with a recreational trail • Maintenance, renovation, or restoration of an existing trail • Improvements to signage, structures, or facilities directly associated with a recreational trail • Training on safety measures associated with a specific trail construction project
Non-Construction	<ul style="list-style-type: none"> • Purchase of equipment

A. Eligible Components for Reimbursement

Activities eligible for funding reimbursement within this Program include:

- Maintenance and restoration of an existing recreational trail;
- Development and rehabilitation of trailside and trailhead facilities and trail linkages;
- Construction of new recreational trails (there are restrictions on new trails on Federal lands); and
- Purchase of recreational trail construction/maintenance equipment or vehicles (Vehicle purchases required to be compliant with USDOT Buy America provisions). Documentation of specific tasks completed with purchased equipment is required.

MDOT SHA will only pay for work performed after the MOU has been signed, MDOT SHA issues the Notice to Solicit and Notice to Proceed for procurements (see Section VII for more information) and work has been completed. Federal contribution cannot exceed 80% of construction cost.

B. Ineligible Components for Reimbursement

Project activities that do not qualify for funding reimbursement are listed below. Some of these items may be eligible as match (see Table 2 in Section III.A).

- Educational activities and materials including maps, brochures, itineraries, trail guides, etc.
- Employee salaries for maintenance not tied to a specific trail construction or trail maintenance project.
- Salary or personnel expenses beyond the base wage rate (insurance, benefits, etc.).
- Research, planning, and design activities including surveys, flagging, etc.
- Grant management (including sponsor administrative time with permitting, application development, invoicing, and NEPA coordination).
- Construction plans and specifications.

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- Trail patrol or enforcement activities or patrol / enforcement equipment except for those activities specific to trail construction and maintenance.
- Staff or volunteer time and mileage to and from the jobsite.
- Equipment not solely used for the construction or maintenance of the trail project.
- Food, beverages, lodging, or entertainment.
- Rental cars, transit, and other transportation related expenses such as fuel, tolls, parking fees, etc.
- Business operation and overhead expenses such as general accounting, insurance policies, etc.

III. MATCH REQUIREMENTS

Sponsor matching obligations consist of a minimum of 20 percent of the project cost. Matching (or cost sharing) is defined as the portion of project or program costs not borne by the Federal Government (2 CFR Part 29).

All matching sources that the sponsor elects to secure must adhere to the requirements in the following sections and be documented in detail on the RTP Funding Application. Any changes to the sponsor match made after the execution of the MOU may require an amendment to the MOU. All changes must be coordinated with the RTP Manager. **All equipment purchases must have a 20 percent cash match.**

The required amount of match can be calculated by multiplying the project's total cost by 20 percent.

Match = Total Project Cost – RTP grant award

Example of a project with a total cost of \$50,000:
 \$40,000 (RTP grant award amount) x 1.25 = \$50,000
 (total project cost)

\$50,000 (total project cost) - \$40,000 (RTP grant amount)
 = \$10,000 (required match)

Any modifications in match not approved in writing will not be paid when an invoice is received and the match will automatically convert to a cash match.

The requested award would be the total cost minus the required match or in this example \$40,000.

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A. Allowable Match

Table 2 summarizes the allowable Match items and provides more detail or examples, as applicable.

Table 2: Allowable Match Items

Allowable Match Items	Detailed Description
Donated or purchased right-of-way	Appraised value of right-of-way is acceptable, as long as both the donation/purchase of the right-of-way and the appraisal were completed within 18 months of FHWA authorization of the RTP project. The deed and the plat must be submitted to the RTP Manager for review. The value of match will be determined as the appraised value within 18 months of FHWA authorization.
Design and direct project development activities	Design and direct project development activities that are directly tied to the planning and design of the specific trail construction or maintenance project. These activities must occur within 18 months of FHWA authorization. This can be proof of payment to a licensed design professional or in house staff time (see wage rates).
Construction Costs	Construction costs over and above the award amount.
Materials	“In-kind” refers to tangible contributions. An example is donated materials for construction of the project. The Sponsor may also use the value of purchased materials if not sought for reimbursement.
Equipment	Equipment purchased or rented specifically for the subject project and not sought for reimbursement. Documentation of specific use of equipment is required. Match value for rentals cannot exceed the cost of the fair market value of the equipment.
Cash	Cash donations are allowable. Copy of check to be included in records.
Funds from other Federal grants or State agencies directly tied to the same construction or maintenance project	Funds in place from other grants or programs must be awarded prior to submittal of application. Funds from other Federal grants that are counted toward a matching requirement for that grant agreement cannot also be used as a match under this program. Documentation proving funds are not being double counted is required to be submitted to the RTP Manager.
Work performed (directly related to the subject project)	Paid or volunteer work performed that is directly related to the project, provided it is accurately documented and a value can be established (see Section VI.B and Appendix D). Work must have occurred after the execution of the MOU to be eligible.
Mileage and Fuel	Mileage from vehicles being used to transport materials to and from a job site only with proper documentation.

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Table 3 summarizes the prohibited Match items and provides more detail or examples, as applicable.

Table 3: Prohibited Match Items

Prohibited Match Items	Description
Mileage or Rental Vehicles	Mileage from employees or volunteers traveling to and from the job site are not eligible as match.
Meals / Food / Beverages/ Entertainment / Lodging Expenses	Meals, food, beverages, entertainment, and lodging expenses are not eligible as match.
Indirect Employee or staff expenses	Insurance, medical, retirement, company overhead, etc.
Value of equipment or tools	The value of equipment not purchased or rented for the project are not eligible as match.
Donated equipment or tools	Value of donated equipment and tools are not allowable match items.
Wage Differences	Any difference between the highest reimbursable wage rate and the amount paid to the employee is not eligible.
Previously Completed Work	Any work completed prior to the application submittal date is not eligible for match. Any work completed that is outside of the scope of work as noted in the application is not eligible for match.
Business and Overhead Expenses	Business operation and overhead expenses such as general accounting, insurance policies, application development, grant management (such as invoicing, MOU, correspondence, procurement, etc.) are not eligible for match.
Equipment Repairs	Equipment Repairs for items not solely used for the trail construction project are not eligible for match.
On-going maintenance activities	On-going maintenance activities are not eligible for match.

B. Wage Rates

MDOT SHA will use the rates listed in Table 4 for Match and reimbursement for Recreation Trail Programs. These rates are from the 2016 Bureau of Labor Statistics (BLS) for Maryland. If one individual is serving in multiple roles, they must document their time performed as each activity with the appropriate corresponding wage rate. Rates provided are “not to exceed” (NTE), usage of lower rates is permitted.

Table 4: Allowable Wage Rates for RTP Projects (paid and volunteer)

Labor Category ¹	Rate ² (Per Hour)
General unskilled labor (BLS Occupation Code: 47-2061) <i>Trail construction, maintenance, mowing, landscaping/weeding, brush removal</i>	\$15.96
Skilled Labor (BLS Occupation Code: 47-2073) <i>Operating engineers and other construction equipment operators. If an employee of the sponsor is providing this type of labor, documentation demonstrating prior work experience and/or education is necessary.</i>	\$23.43

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Table 4 (continued): Allowable Wage Rates for RTP Projects (paid and volunteer)

Labor Category ¹	Rate ² (Per Hour)
Construction Supervisor (BLS Occupation Code: 47-1011) <i>Supervisors of unskilled and skilled labor</i>	\$33.90
Professional Design ¹ (BLS Occupation Code 17-3019) <i>Prepare detailed drawings of architectural and structural features of projects.</i>	\$24.76

Source: https://www.bls.gov/oes/current/oes_md.htm#47-0000

Notes: 1. Other specialty skilled labor rates can be used upon submitting documentation to MDOT SHA that shows prior education and experience in the skill that is being used on the project. The employee's rate can be used upon documentation of the wage rate.

2. The Not to Exceed (NTE) rates listed do not include any salary-related expenses beyond the base hourly rate. These salary-related expenses are not eligible for reimbursement or match.

IV. PROJECT REQUIREMENTS

Since the RTP is federally funded, it requires each project to meet all State and federal requirements before authorization to spend allocated funds will be permitted. This section is intended to help sponsors meet these requirements.

The RTP is administered by the Regional and Intermodal Planning Division (RIPD) within MDOT SHA's Office of Planning and Preliminary Engineering (OPPE).

A. Memorandum of Understanding (MOU)

1. Preparation of an MOU

MDOT SHA will prepare an MOU for each project, outlining the responsibilities of both MDOT SHA and the project sponsor. It will cover a general project description, amount of funds awarded, activities for which funds will be reimbursed, matching obligations, and MDOT SHA's and the project sponsor's responsibilities. (See Appendix B for a sample MOU).

A draft MOU will be prepared and circulated to the project sponsor and within MDOT SHA for review prior to circulation for signatures and execution. If the sponsor has reviewed the MOU and has no comments, the sponsor may sign two originals as well as provide a Federal I.D. number and then mail both originals to MDOT SHA for signatures. Once MDOT SHA signs both, one executed original will be sent back to the sponsor. The MOU will contain a provision that will require project procurement to be underway within three years from the date of the signed MOU. In addition, if the project remains idle and/or does not move forward within two years of the date of the MOU, the funds for the project may be withdrawn by the Administration. Any request for reimbursement of work started prior to a fully executed MOU will be denied.

The MOU must be executed (signed by all parties) before any federal funds can be authorized for spending. Sponsors are encouraged to call the RTP Manager with any questions or concerns.

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2. MOU Amendment Process

The following scenarios may require an amendment to the MOU. Changes to the MOU must be coordinated with the RTP Manager. Additional environmental approvals may be required for certain MOU amendments. All MOU amendments will be considered on a case-by-case basis.

Eligible MOU Amendments:

1. **Time or Location (minor) Change:** for these minor changes, an MOU amendment can be submitted for OPPE Director approval. A minor change in location means expanding the Limits of Disturbance (LOD) of an existing project and will require additional environmental review.
2. **Sponsor Change:** an MOU amendment can be submitted for OPPE Director consideration. The new sponsor must complete the same project as described, be an eligible RTP recipient, demonstrate ownership of the property or a signed agreement with the property owner, and agree to the maintenance and other requirements of the original sponsor in perpetuity.
3. **Minor Scope Change:** which involves up to 35 percent (of the requested fund amount) scope change, an MOU amendment with justification along with updated Work Plan, Budget and Match will be required for OPPE Director consideration. The new scope must be consistent with the original scope of the project.
4. **Minor Funding Amount Increases:** if essential to the project, a sponsor may request additional RTP funding after the original RTP award is given and before the project is awarded to a contractor. MDOT SHA will consider increases up to an additional 10 percent above the original award amount. Requests for increases will require an amendment request with justification along with an updated Work Plan, Budget and Match and will require OPPE Director approval. The RTP Manager will review and make a recommendation.
5. **Match Changes:** if the amount or the type of match provided changes, an MOU amendment may be submitted for the OPPE Director consideration. The RTP Manager will review and make a recommendation.

Changes to the amount or type of match require submittal of an MOU amendment to the OPPE Director for consideration. The RTP Manager will review and make a recommendation.

Non-Eligible MOU Amendments:

1. **New Tasks from Remaining Balance:** If the scope of the originally awarded project is complete, all remaining funds must be returned to MDOT SHA. No new tasks will be awarded.
2. **Major Scope Change:** which involves more than 35 percent (of the requested fund amount) scope change resulting from a change of project location, and/or the change of the project scope is not consistent with the original award. A major scope change will require approval from the OPPE

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Director and/or the project will be closed and the funds will be returned to MDOT SHA.
Environmental Approval

B. Environmental Approval

Although the RTP is administered by states, it is a federally funded program and, as a result, is subject to NEPA and other federal and state environmental regulations that ensure the environment is protected and enhanced. Laws ensuring environmental protection include, but are not limited to:

- NEPA
- Section 106 of the National Historic Preservation Act
- Section 404 of the Clean Water Act
- Section 7 of the Endangered Species Act
- Wetland/Waterway/Floodplain/Erosion & Sediment Control Permits
- Chesapeake and Atlantic Coastal Bay Critical Areas Act
- Maryland Environmental Policy Act

NEPA requires projects receiving federal funds to consider natural, cultural and socioeconomic factors using a systematic, interdisciplinary approach before committing to a project. Environmental approval is required for all projects regardless of the scope of work. The level of environmental coordination and documentation for a RTP project is commensurate with the potential natural and cultural resource impacts. For example, projects that are non-construction related will not require the same level of coordination as new trail construction.

Sponsors must coordinate with the RTP Environmental Coordinator (see Appendix E) to obtain a NEPA document. NEPA approval is also required before advertising a non-construction project, a small purchase procurement, or acquisition of property.

Project Sponsors are the lead in coordinating with the Maryland Historical Trust (MHT), Maryland Department of Natural Resources (DNR), the United States Fish and Wildlife Service (USFWS), among other agencies and for obtaining any necessary permits. MDOT SHA is responsible for providing guidance to Sponsors and for securing final approval of the environmental document. The Project Sponsor should provide MDOT SHA with a detailed map of the exact location/limit of disturbance for trail construction and trail maintenance projects.

When Project Sponsors send letters to agencies, it is important to include as many details as possible. The RTP Manager and Environmental Coordinator should be copied on all agency correspondence. Please include a detailed description of the proposed work and include a clear location map. If the project includes extensive construction work, plans and photos are helpful but not necessary.

The following outline provides guidance on the NEPA process for RTP projects:

1. Once the RTP funding has been approved by MDOT SHA, the Project Sponsor should contact the RTP Environmental Coordinator and provide a short but detailed project description with a map of the exact location/limit of disturbance.

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2. The RTP Environmental Coordinator will provide the Project Sponsor with specific guidance and an agency template letter so that the Project Sponsor can begin coordination with MHT. MHT has programmatically excluded some minor activities from individual MHT review. The RTP Environmental Coordinator will provide the Sponsor with this information.
3. The Project Sponsor should coordinate with MHT for most ground disturbing activities to determine if historic resources are present and whether the project will have an effect on those resources. MHT typically has 30 days to respond.
4. If the RTP project results in impacts to non-tidal and/or tidal wetlands, waterways, or floodplains, the Project Sponsor should coordinate with the Maryland Department of the Environment (MDE) and obtain a joint MDE and US Army Corps of Engineers (USACE) permit for impacts to those resources.
5. Chesapeake Bay and Atlantic Coastal Bay Critical Area occurs in all Maryland counties except for Carroll, Howard, Frederick, Montgomery, Washington, Allegany, and Garrett. If the project falls outside of these counties and occurs near tidal waters, then impacts to Critical Area may need to be considered. Please notify the RTP Environmental Coordinator to determine whether impacts may occur and, if so, obtain guidance on the coordination process.
6. Coordination with USFWS and DNR needs to be completed to determine if federally or state listed rare, threatened, or endangered species may occur within the project area. Both agencies have online coordination tools to streamline the coordination process. The RTP Environmental Coordinator will send tutorials on how to use the online tools.
7. The Project Sponsor should ensure that the RTP project complies with all county and local ordinances.
8. After all coordination is complete, the Project Sponsor should send electronic copies of all responses/permits from the resource agencies to the RTP Environmental Coordinator. The RTP Environmental Coordinator will then submit the environmental document for approval internally at MDOT SHA. This process typically takes two weeks. The Sponsor will be carbon copied on the approved environmental document and will be sent a copy via email.

C. Permitting

The sponsor is responsible for obtaining all required permits. The permits need to be included as part of any bid package and are therefore required prior to advertising the project for construction bids.

The permits include, but are not limited to:

- Wetland permit/waiver (USACE, MDE) if impacts to wetlands or wetland buffers will occur;
- Waterway Construction Permits if the project involves a bridge (hydrology/hydraulic studies and a scour study are required for this) (MDE);
- Access permit for work within State right-of-way (refer to RTP Manager to provide contact info for MDOT SHA District Regional Engineers);
- Floodplain permits (MDE);
- Coordination with the Federal Emergency Management Agency (FEMA), if the project involves a bridge in a FEMA flood plain; and
- Sediment and Erosion Control and Stormwater Management approvals (MDE).

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D. Right-of-Way Certification

When sponsors propose to acquire property or property easements for RTP projects, the acquisition of real property interests related to trail projects must conform to governing state and federal laws. No state or federal funds may be used to improve private property or property not dedicated to public use.

The project sponsor must contact the RIPD office for guidelines regarding compliance certification and documentation regarding right-of-way and property acquisitions. The sponsor shall be responsible for providing verifiable documentation evidencing compliance for any real property that may have previously been acquired for the project, which is to serve as the project match. Acquisition of land or easements for RTP projects is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act). The Uniform Act provides for fair and equitable treatment of persons whose property will be acquired or who will be displaced because of programs or projects financed with Federal Funds.

**Recreational Trail Projects that will be incorporated into Transportation Alternatives Program (TAP) projects must follow the TAP project requirements. Please contact the TAP Manager (RIPD), for more information.*

**All bridge construction activities should be coordinated with the Office of Structures. See Appendix E for contact information.*

E. Notice to Proceed

Notice to Proceed (NTP) for the project will be issued upon completion of NEPA, execution of the MOU, and authorization of the project by FHWA. At this time, the sponsor may proceed to spend money anticipated for reimbursement by the RTP. NTP for equipment or services that are subject to procurement as noted in "Section V. Procurement" is only given after the approved procurement package is approved by MDOT SHA.

V. PROCUREMENT

RTP projects with project elements under \$25,000 are divided into two procurement categories: small purchase and competitive bid. Details on project activities that qualify for each procurement type and the processes to follow are provided in the following sections. Any procurement for project elements over \$25,000 needs to be coordinated with the Federal Aid Programming Division of MDOT SHA's Office of Finance.

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A. Small Purchase Procurement

Small purchase procurement refers to equipment and / or material purchases for a project. Sponsors must prepare a detailed description with all applicable specifications of what exact products are to be provided by the perspective vendor and an estimate of the total cost anticipated.

Project elements that qualify for Small Purchase may include:

- Equipment/vehicles for maintenance of existing trail systems (vehicle purchases required to be manufactured/assembled in America)
- Design, fabrication, construction and or installation of interpretive outdoor sign exhibits
- Materials and equipment to construct or maintain trail systems
- Trail markers and signs for trails
- Trail user promotional/educational information

B. Competitive Bid Procurement

Competitive bid procurement refers to construction or maintenance projects where sponsors must prepare an Invitation for Bids package to be publicly advertised for the selection of a contractor or service. Competitive Bid Procurement must be used for projects elements involving construction of new trail systems, rehabilitation and/or maintenance of existing trail systems. Competitive bid procurement must also be used for services rendered by a contractor or sub-contractor and for rental of equipment used to construct RTP projects. Proof of lowest cost must be provided for rental equipment.

C. Procurement Process

Both Small Purchase and Competitive Bid processes follow the Code of Maryland Regulations (COMAR) procurement policy which divides the procurement process into three cost categories, based on the cost of the particular procurement. In addition, all procurement activities must be consistent with requirements set forth in United States Code of Federal Regulations, Title 49 "Transportation", Volume 18. Details on the requirements and process to follow for each procurement category is provided in Table 5.

For all categories, all necessary affirmative action steps shall be taken to assure that minority firms and women's business enterprises are used when possible. These steps shall include: placing qualified small and minority businesses and women's business enterprises on solicitation lists, and assuring that small, minority businesses and women's business enterprises are solicited whenever there are potential sources.

Each Procurement Package must include the following items:

- Bid solicitation sheet
- Bid submittal form
- List of potential bidders
- Independent cost estimate
- Environmental Permit Certification form
- Right-of-Way Certification form
- NEPA approval
- Copy of the project MOU

In the event that single bids were received, justification must be provided to the RTP Manager and approval must be granted prior to initiation of work.

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The RIPD Assistant Division Chief or Division Chief will issue the notice to solicit and notice to proceed for each procurement package. No purchase can take place until both approvals are received and approved.

Table 5: Small Purchase & Competitive Bid Project Procurement

Category	Cost	Advertisement Required	Process for Approval
Category I	<\$2,500	No formal advertisement required.	<ol style="list-style-type: none"> 1. Sponsor develops Procurement Package (see list above). 2. Procurement package is submitted to MDOT SHA for review and approval. 3. A <i>Notice to Solicit</i> is given to project Sponsor. 4. Sponsor solicits to at least two (2) vendors. Solicitations can be oral, by telephone, or in writing; however, proof/documentation are required. 5. Sponsor receives solicitations and documents prices (more than one solicitation must be received to qualify). 6. Sponsor selects a recommended vendor. This requires additional justification if it is not the lowest responsive responsible bidder. 7. Sponsor submits recommendation with documentation of solicitations to MDOT SHA for concurrence. 8. MDOT SHA issues <i>Notice to Proceed</i> to Sponsor.
Category II	\$2,501 to \$14,999	No formal advertisement is required under this category. However, a written and signed bid form is required to be submitted with the recommendation for concurrence.	<ol style="list-style-type: none"> 1. Sponsor develops Procurement Package (see list above). 2. Procurement package is submitted to MDOT SHA for review and approval. 3. A <i>Notice to Solicit</i> is given to project Sponsor. 4. Sponsor solicits to at least two (2) vendors. Solicitations must be in writing. 5. Sponsor receives bids and documents prices (more than one solicitation must be received to qualify). 6. Sponsor selects a recommended vendor, based on lowest responsive and responsible bid. 7. Sponsor submits recommendation with documentation of solicitations and bids to MDOT SHA for concurrence. 8. MDOT SHA issues <i>Notice to Proceed</i> to Sponsor

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Category	Cost	Advertisement Required	Process for Approval
Category III	\$15,000 to \$25,000	Formal advertisement is required (see Step 4 under Process for Approval).	<ol style="list-style-type: none"> 1. Sponsor develops Procurement Package (see list above). 2. Procurement package is submitted to MDOT SHA for review and approval. 3. A <i>Notice to Solicit</i> is given to project Sponsor. 4. Sponsor posts solicitation on website or (bid board) for a minimum of three (3) working days before the bids are due and opened. 5. Sponsor receives bids and documents prices (more than one solicitation must be received to qualify). 6. Sponsor selects a recommended vendor, based on lowest responsive and responsible bid. A written and signed bid form is to be submitted with the recommendation for concurrence. 7. Sponsor submits recommendation with documentation of solicitations and bids to MDOT SHA for concurrence. 8. MDOT SHA issues <i>Notice to Proceed</i> to Sponsor

VI. INVOICING FOR REIMBURSEMENT / PROJECT CLOSE-OUT

A. Invoicing for Reimbursement

The following procedure shall be used for reimbursement to the sponsor:

1. An invoice submitted by the contractor and/or vendor to the sponsor shall be paid by the sponsor.
2. The sponsor shall submit to the RTP Manager a copy of the invoice along with a copy of the check in which payment was made. Please follow format shown in Appendix C. The sponsor's invoice cover letter to MDOT SHA invoice shall include:
 - Project Title
 - Sponsor Name
 - Federal ID Number
 - Total Cost of Project
 - RTP funds awarded
 - Match amount details
 - Requested funds details
 - Disadvantaged Business Enterprise/Minority Business Enterprise amounts, if any
 - Invoicing Amount
3. Sponsor's final invoice for reimbursement will include the following certification signed by the project sponsor:

Project Sponsors will not be reimbursed for any project activities undertaken prior to execution of the MOU, NEPA approval, approval of applicable procurement package and other necessary federal approvals.

Recreational Trails Program Manual

I/We certify that the subject project was completed in reasonable conformance to the advertised plans and specifications, using materials of equal or greater quality specified in the advertised documents. I/we also certify to the workmanship of the project and that all advertised activities have been accomplished, unless written approval for modifications have been requested of and received from MDOT SHA. As of the date of this certification, any additional work and or maintenance on this project will be the sole responsibility of the project sponsor, or other entity as specified in the Memorandum of Understanding.

When there are multiple expenditures shown on an invoice, please highlight those expenditures that pertain to the present amount requested for reimbursement. Also, be sure to document and highlight line items concerning the match.

4. A final payment will be processed.
5. A project site inspection to certify project completion will be conducted.
6. PROJECT IS CLOSED – NO FURTHER MDOT SHA INPUT OR REIMBURSEMENT.

Any items not detailed in the MOU and application are not eligible for reimbursement.

This procedure shall be followed for all reimbursements, or as defined in the MOU.

B. On-going Maintenance

Funding allocated under this program comes with the long-term obligation to maintain and protect the project area after a project is complete. Adequate maintenance procedures must be developed to keep the property in good condition equipment must be maintained in good condition via implemented procedures.

C. Equipment Tracking and Management

Sponsors must maintain records of all capital equipment purchased as part of the RTP funding. Equipment, as defined by 2 CFR 200.33, is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost equal to or greater than \$5,000. The title of the equipment must list the sponsor's name. The sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every two years. The most recent inventory/equipment records shall be provided to the RTP manager every two years from purchase date.

The sponsor's capital equipment records shall include the following:

- Description of the equipment.
- Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment).
- Acquisition date and cost.

Recreational Trails Program Manual

- Percentage of sponsor participation in the cost of the project or program for which the equipment was acquired as specified in the project MOU.
- Location, use, and condition of the equipment and the date the information was reported.
- Ultimate disposition data, including date of disposal and sale price, including the method used to determine current fair market value, if sold. The sale of any equipment must be approved by MDOT SHA prior to the sale.

The sponsor shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. At a minimum, this must include insurance for the purchased equipment. Any loss, damage, or theft shall be investigated and fully documented. The sponsor shall promptly notify the RTP Manager of any such occurrence.

The sponsor shall establish adequate maintenance procedures to keep the equipment in good condition.

D. Project Reporting

Sponsors are required to provide MDOT SHA with project updates during the course of the project until project close out. Failure to provide the required updates could result in termination of funding.

All performance reports are required to contain the following information:

- Comparison of accomplishments to goals and the objectives established for the period
- Reasons for objectives not being met in the proper time allocated
- Analysis and explanation of cost overruns or high unit costs, when appropriate, as well as any other pertinent information

Sponsors must immediately notify MDOT SHA of the following:

- Any developments that have a significant impact on the award-supported activities, and/or
- Any problems, delays, or conditions which prohibit the grantee to meet the objectives of the award.

1. Construction Performance Reports

Construction performance reports will be required on a quarterly basis. Reports must include updates on the progress of construction including percentage-of-completion data to monitor the progress under the construction. Additional formal performance reports may be required if MDOT SHA deems necessary. Quarterly reports are due 30 days after the reporting period.

2. Non-Construction Performance Reports

Non-construction performance reports will be required on an annual basis. Reports must include updates on the progress of the non-construction efforts underway. Annual reports are due 90 days after the grant year ends.

3. Final Performance Report Information

The final performance report is due 90 days after the expiration or termination of the grant support.

Recreational Trails Program Manual

VII. APPLICATION PROCESS

A. Application Overview

There are many more funding requests submitted than there are RTP funds available. Therefore, MDOT SHA has established an application process to ensure that all projects are evaluated competitively by their merit. This section explains the application process for RTP funds. For additional information, please contact the RTP Manager referenced in Appendix E.

Project sponsors must complete a RTP Funding Application (located at <http://www.roads.maryland.gov/Index.aspx?PageId=98>) for each project. The required information includes scope of work, funds requested, and matching funds to be provided.

MDOT SHA requires that the maximum federal share for each project from RTP funds is 80 percent. In other words, a maximum of 80 percent of the total project costs can be reimbursed by RTP funds; the remaining 20 percent will be covered by sponsor matching resources/funds. Matching resources/funds, such as cash, property value, design, construction, construction inspection, in-kind services, and materials should be included as part of the total project costs (see Section VI.A for more information). The required amount of match can be calculated by multiplying the total project cost by 1.25 and subtracting the total from the requested award amount. That total will give you the required match amount.

Funds requested per project typically shall not exceed \$80,000 for trail maintenance and construction and \$30,000 for non-construction; however, exceptions could be considered on a case by case basis for construction projects. All projects are subject to a \$20,000 minimum request. Applications will be accepted by the RTP Manager throughout the year with an annual deadline of July 1 (see Appendix E for contact information).

If the Sponsor is applying for funding for more than one project, the Sponsor is asked to provide a ranking of those projects, in order of preference for which projects are awarded funding under the RTP (see the RTP Funding Application in Appendix A).

Project applications will be reviewed for eligibility and adherence to Program criteria by the RTP Manager. Complete and eligible applications will be considered for award by the RTP Advisory Committee. Incomplete applications will not be considered by the committee, nor will applications that do not have a sufficiently detailed project description, work plan, or budget. See Section VII.X for more information on evaluation criteria and preference.

After the RTP Advisory Committee makes its recommendations, the SHA Administrator makes the final award decisions. MDOT SHA will send a letter to all recipients with notification of award. The award letter does not grant permission begin work or spend funding. The Sponsor must first acquire the signed MOU, NEPA approval, and approval on each procurement before work may begin.

Recreational Trails Program Manual

No activity is to be undertaken until MDOT SHA gives written notification to sponsors that they may proceed in fulfilling project requirements. The letter of award does not serve this purpose. Any advertisement for construction contracts, purchase of materials, equipment or supplies, or any other activity approved within the executed MOU but conducted prior to receiving written approval from MDOT SHA will make part or the entire project ineligible for reimbursement. (See Section VII for detailed information on the Selection Process and Invoicing.)

No work may begin until MDOT SHA gives written notification to sponsors that they may proceed in fulfilling project requirements.

B. Application Forms

Please see Appendix A or visit <http://www.roads.maryland.gov/Index.aspx?PageId=98> for a blank RTP Funding Application form. Every project application shall include the following:

- 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,...);
- Trail Use Type (Diverse, Motorized Recreational, Non-motorized Recreational, or Transportation);
- Project Type (Construction or Non-Construction);
- Project Sponsor Point of Contact Information;
- Project Sponsor Prior Projects (Describe the status of any previously funded National Recreational Trail funded projects);
- Benefits to Maryland (Describe how the project will benefit trail users and the State of Maryland);
- Project Location (Describe project limits and provide project map);
- Project Description (comprehensive description of the scope of work including length of project, construction details, and proposed surface materials);
- Impacts (Preliminary list of potential impacts to assist SHA Environmental Coordinator);
- Detailed Work Plan;
- Project Status;
- Right-of-Way details; and
- Project Budget (cost estimate for each task- whether it is anticipated to be reimbursable or used towards the required match).

Recreational Trails Program Manual

Applications must be postmarked or electronically submitted by July 1 and may be sent the RTP Manager:

Maryland Department of Transportation
State Highway Administration
Attn: Recreational Trails Program Manager
Office of Planning and Preliminary Engineering
707 North Calvert Street, MS C-502
Baltimore, Maryland 21202

VIII. SELECTION PROCESS

A. Project Selection Preferences

SHA will make every effort to distribute the funds throughout the state in a variety of project categories. Preference will be given to projects that have broad-based community support, provide linkage to or complete existing regional trails, and provide improvements to a trail in order to benefit or mitigate impacts to the environment.

Preference will be given to projects that include the following:

- Livability: benefit to environment and the quality of life within communities. Contributes to Statewide goals related to Transportation, Environment, Economic Development and Public Health (see page 3 of brochure: Maryland Trails: A Greener Way to Go);
- Have local support for the project;
- Experience in administering successful state or federally funded projects;
- Provide greater than the minimum requirement of 20% match
- Have the ability to take ownership and responsibility for long-term maintenance of the project;
- Provide linkages to, complete or maintain existing transportation trails;
- Provide improvements to a trail in order to benefit or mitigate impacts to the natural environment;
- Will be accomplished with volunteer youth conservation or service groups to perform construction and maintenance;
- Have the potential to improve the trail-user experience through direct benefits by providing facilities or interpretive elements where none are available;
- Consistent with other transportation plans/projects;
- Consistent with MPO plans; and
- Non-profit status should be in good standing.

B. Advisory Committee Review

In order for projects to be eligible for funding under the RTP, the matching funds must be committed and documented. The project must be located on property that has a permanent easement or owned by sponsor. If property is not owned by the sponsor a written agreement from the property owner

Recreational Trails Program Manual

documenting ownership and approval to complete work is necessary to continue with the subject project. Notice to proceed with work from third-party property owner may not be substituted for notice to proceed from MDOT SHA. Eligible projects with applications that contain complete and concise information will be reviewed by the RTP Advisory Committee, which consists of representatives from the MDOT Secretary's Office, MDOT SHA, DNR, Office of Tourism Development (OTD), Maryland Department of Planning (MDP), as well as representatives of Motorized and Non-motorized trail-user organizations in Maryland. Incomplete applications will not be reviewed by the Advisory Committee. Upon review, the Advisory Committee will forward its recommendations for funding to the SHA Administrator for concurrence.

C. Notice of Award

Sponsors of projects that are approved by the MDOT SHA Administrator for funding will receive a letter of award. After the Letter of Award is issued, MDOT SHA will contact the project sponsor to schedule a Project Kick-Off Meeting, which will involve a discussion of the program requirements and details. This exchange of information will provide both of the parties a detailed understanding of the project implementation process.

*Notice of Award
is not a Notice to
Proceed.*

APPENDIX A

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Application Submission Deadline: July 1, 2017

Please email Samantha Biddle, sbiddle@sha.state.md.us, 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

- New construction of trail or facilities Maintenance of trail or facilities (with ground disturbance)

If new construction is to occur, please describe the following information if it can be provided: length, width, proposed materials, drainage, removal of resources, etc.

Non-Construction

- Purchase or lease of equipment
 Interpretive/educational programs

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	

APPENDIX A

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



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.*

Rec Trail Project Number	Year Awarded	Grant Amount	Status

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 <http://www.mdot.maryland.gov/Planning/Trails/trails.html> 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?*

APPENDIX A

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Application Submission Deadline: July 1, 2017

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.

8. Project Description: Please provide a comprehensive description of the scope of work (continued on next page).
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?

APPENDIX A

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



STATE HIGHWAY
ADMINISTRATION

Application Submission Deadline: July 1, 2017

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

11. Project Status: Has any planning, design, right-of-way acquisition, or construction activities already occurred on the job?

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



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 #11, 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.*

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

APPENDIX A

FY 2018 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Application Submission Deadline: July 1, 2017

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 sbiddle@sha.state.md.us 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

APPENDIX B

Recreational Trails Program Sample Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING FOR NATIONAL RECREATIONAL TRAILS PROGRAM «Project_Title» Project

THIS MEMORANDUM OF UNDERSTANDING (MOU) executed in duplicate, effective this _____ day, in the month of _____ of the year _____, by and between the State Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, hereinafter called the “**ADMINISTRATION**”, and the «Project_Sponsor», located in «County», «State», hereinafter called the “**PROJECT SPONSOR**”.

WHEREAS, certain funds have been set aside in the National Recreational Trails Program, under the Federal Highway Reauthorization, for the purpose of providing funding for the development and maintenance of recreational trails and trail related projects, hereinafter called “**NRT FUNDING**”; and

WHEREAS, the ADMINISTRATION, pursuant to SAFETEA-LU, is authorized to distribute NRT FUNDING to agencies or organizations within the state of Maryland, hereinafter called the “**AWARD**”, provided the PROJECT is constructed on property owned by and/or on permanent easements held by the PROJECT SPONSOR; NRT FUNDING is used to reimburse a PROJECT SPONSOR for expenses they have paid relating to the PROJECT; and the PROJECT SPONSOR is partially responsible for expenses relating to the PROJECT; and

WHEREAS, the ADMINISTRATION has authorized a disbursement of NRT FUNDING to the PROJECT SPONSOR up to the maximum amount of «**Award Amount**», to be used for the «Project_Title» located in «Project_City», which includes «Project_Description», hereinafter called the “**PROJECT**” as further described in Exhibit “A”, the National Recreational Trails Funding Application of the PROJECT SPONSOR, attached hereto and made a part hereof; and

WHEREAS, the PROJECT SPONSOR has agreed to co-finance the PROJECT in an amount equal to at least twenty percent (20%) of the PROJECT expenses, hereinafter called the MATCH; and

WHEREAS, the ADMINISTRATION and the PROJECT SPONSOR hereby agree that the PROJECT will be a benefit to all parties of this MOU and would promote the safety, health and general welfare of the citizens of the State.

NOW, THEREFORE, in consideration of the mutual promises between the ADMINISTRATION and the PROJECT SPONSOR, as set forth herein, the adequacy of which is hereby acknowledged, the parties hereby agree to the following:

APPENDIX B



Recreational Trails Program Sample Memorandum of Understanding

- c. Provide the ADMINISTRATION certification that all appropriate laws and regulations regarding selection of the contractor have been followed.
- 2. Advertise for construction bids, once the ADMINISTRATION issues a Written Notice of Approval. Any advertisement for construction conducted prior to receiving written approval, shall make the project ineligible for reimbursement.
- 3. Identify as many qualified Minority Business Enterprise ("MBE") firms as reasonable, to afford ample opportunity to MBE firms to bid equally against other vendors.
- 4. Publicly open bids received, (in front of a witness), prepare a list of responses as they are opened.
- 5. Evaluate the bids to determine which bidder will receive the award. The award shall be made to the lowest responsive and responsible bidder. Submit to the ADMINISTRATION documentation of all bidders, bid costs and a recommendation of award. Award of the contract cannot be given to a prospective bidder until the ADMINISTRATION has concurred with the recommendation and issues a written Notice to Proceed.
- 6. Comply with the other applicable requirements of 49 U.S.C. §18-36, copy marked Exhibit "B", attached hereto and made a part hereof.

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- B. Coordinate and conduct any required public hearings or requests for public input.
- C. Provide design specifications and estimates to the ADMINISTRATION for review and comment.
- D. Construct all projects using NRT FUNDING, in accordance with applicable design standards including but not limited to:
 - 1. National Environmental Policy Act - Prior to the commencement of PROJECT work, prepare and submit to the ADMINISTRATION environmental studies and environmental documentation required for the PROJECT under applicable state and/or federal law including, but not limited to, those required to obtain National Environmental Policy Act (NEPA) approval.
 - 2. Americans with Disabilities Act – Construct the PROJECT to be reasonably accessible to individuals with physical disabilities in accordance with federal and state requirements; the PROJECT design shall not include features that would make it more difficult for people with disabilities to use the trail.
 - 3. Environmental Permits - Prior to the commencement of PROJECT work, apply for and obtain all permits required by federal, state or local authorities, including but not limited to, Erosion and Sediment Control, Stormwater Management, Critical Areas, and Wetlands.
 - 4. Construction Permits - Prior to the commencement of PROJECT work, coordinate with and resolve any conflicts with all utility companies within the PROJECT limits; purchase or obtain permanent easements to all properties within the PROJECT limits; and coordinate with any state or local agencies for the required traffic control plan approvals.
 - 5. Liability Insurance - Provide the ADMINISTRATION with evidence of adequate liability insurance to cover third party claims arising from the construction phase of the PROJECT, protecting both the PROJECT SPONSOR and the ADMINISTRATION in amounts and coverages as the ADMINISTRATION may reasonably determine.

APPENDIX B

Recreational Trails Program Sample Memorandum of Understanding



- E. Invoice the ADMINISTRATION on a monthly basis for actual costs incurred and paid by the PROJECT SPONSOR in accomplishing the PROJECT as described herein, and further described in **Exhibit A**, up to the maximum AWARD amount of «Award_Amount». For projects with an award of \$10,000 or less, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least One Thousand Dollars (\$1,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$1,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). However, for projects with an award of more than \$10,000.00, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least Five Thousand Dollars (\$5,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$5,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). Each invoice shall be accompanied by sufficient documentation, in the sole discretion of the ADMINISTRATION, to evidence actual costs incurred. The final invoice for reimbursement shall include a certification signed by the project sponsor indicating that the project was completed in reasonable conformance to the advertised plans and specifications and that all advertised activities have been accomplished.
- F. Prior to the PROJECT SPONSOR submitting their final invoice to SHA for payment of the AWARD, the PROJECT SPONSOR shall certify in writing that the MATCH has been satisfied. Value of MATCH shall be in the form of cash and in-kind services.
- G. Maintain the PROJECT both during and after completion of the PROJECT work.

III. THE ADMINISTRATION SHALL:

- A. Provide timely review and comment of the PROJECT design plans, specifications and estimates submitted by the PROJECT SPONSOR.
- B. Following receipt of the required PROJECT documents from the PROJECT SPONSOR, provide PROJECT certification of acceptance in accordance with United States Code, Title 23 Federal requirements.
- C. Provide oversight inspection and review of the PROJECT to assure all obligations are being met.
- D. Coordinate monetary reimbursements to the PROJECT SPONSOR associated with the terms of this MOU.
- E. Reimburse the PROJECT SPONSOR within thirty (30) days following the receipt by the ADMINISTRATION of each PROJECT invoice. Invoices will not be reimbursed unless, and until, all three of the following circumstances are met:
 - 1. Request for reimbursement contains all necessary information for processing, including documentation that the PROJECT SPONSOR has met or exceeded their MATCH requirement for the invoice; and
 - 2. No charges are disputed by the ADMINISTRATION; and
 - 3. The invoice does not cause the maximum AWARD amount of «Award_Amount» to be exceeded.

IV. GENERAL

- A. The AWARD for the PROJECT shall be used only for «Project_Description», the stated purpose of this MOU. The AWARD shall not be redirected by the PROJECT SPONSOR for any other purpose.

APPENDIX B

Recreational Trails Program Sample Memorandum of Understanding

- B. Any excess AWARD not needed for the PROJECT shall revert to the ADMINISTRATION for redistribution to other programmed projects at the sole discretion of the ADMINISTRATION. In addition, the funds for this PROJECT shall revert to the ADMINISTRATION if the PROJECT does not move forward within two (2) years of the date of this MOU.
- C. The parties hereto agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- D. This MOU shall inure to and be binding upon the parties hereto, their agents, successors, and assigns. However, the PROJECT SPONSOR shall not assign interests in this MOU without prior written consent of the ADMINISTRATION, which may be reasonably withheld.
- E. This MOU and the rights and liabilities of the parties hereto shall be governed in accordance with Maryland law.
- F. The PROJECT SPONSOR shall document and certify to the ADMINISTRATION that all PROJECT activities associated with the AWARD have been accomplished in accordance with Federal law.
- G. All PROJECT documents and records are subject to audit and shall be retained by the ADMINISTRATION and PROJECT SPONSOR for a minimum of three (3) years after final acceptance of the PROJECT by the ADMINISTRATION.
- H. The PROJECT activities covered by this MOU must be completed within five (5) years of the MOU execution date.
- I. All publications, exhibits, and final products that use these funds must utilize the National Recreational Trails and State Highway Administration logos for recognition purposes.

APPENDIX B

Recreational Trails Program Sample Memorandum of Understanding



IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their respective duly authorized officers.

MARYLAND STATE HIGHWAY ADMINISTRATION

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Assistant Attorney General

<Insert NAME>
Deputy Administrator/Chief Engineer
for Planning and Engineering, Real Estate and
Environment

<Insert NAME>
Director of Finance

<Insert NAME>
Director of Environmental Design

«Project_Sponsor»

Tax ID: _____

Witness

By: _____ (Seal)

Name: _____

Title: _____

Date: : _____

APPENDIX C

Recreational Trails Program Template for Reimbursement Request



[ON PROJECT SPONSOR LETTERHEAD]

Date

Ms. Samantha Biddle
Office of Environmental Design
Maryland State Highway Administration
707 N. Calvert Street, MS C-303
Baltimore, MD 21202

RE: **[Project Title]**
State Highway Project Number: **RT----**

Invoice Number - __

Dear Ms. Biddle:

This is to inform you that the **[Project Sponsor]** has completed approximately ___% of the work needed to complete the **[Project Title]**, using \$**[Award Amount]** in Recreational Trails Program funds. At this time **[Project Sponsor]** respectfully requests reimbursement from the State Highway Administration for the **[description of material/labor supplied for this portion of project]**.

Project Information

To be supplied by sponsor

Project Title: _____

Project Sponsor: _____

Federal ID Number: _____

Total Cost of Project: _____

RTP funds awarded (Total Project Cost – 20% Match Amount): _____

20% Match requirement for entire award: _____

20% Match already provided for this award: _____

RTP reimbursement funds already requested for this project: _____

RTP funds remaining available for this project: _____

RTP funds requested with this invoice: _____

20% Match amount for this portion of reimbursement: _____

DBE/MBE Contractors/Vendors

(Disadvantaged Business Enterprise/Minority Business Enterprise)

APPENDIX C

Recreational Trails Program Template for Reimbursement Request



Invoicing Amount for this request [if any]: _____

Please find the following items enclosed:

- 20% Match documentation
(Provide detailed report presenting the breakdown of how you have spent this money on the project with backup In-Kind summary pages and/or invoices w/ canceled checks)
- Copy of invoice from contractor/vendor to sponsor
(Include copy of invoice)
- Copy of cancelled check paid to contractor/vendor
(Include copy of cancelled check(s))
- DBE/MBE: Copy of Invoice from Disadvantaged Business Enterprise/Minority Business Enterprise contractor or vendor (if applicable)
(Include copy of invoice)
- Copy of cancelled check paid to DBE/MBE contract or vendor (if applicable)
(Include copy of cancelled check(s))
- Copy of American-Made Certification Documentation regarding vehicle purchases (if applicable)
(Include copy of manufacturer's documents)

(For final invoice please insert the following language and sign):

I/We certify that the subject project was completed in reasonable conformance to the advertised plans and specifications, using materials of equal or greater quality specified in the advertised documents. I/we also certify to the workmanship of the project and that all advertised activities have been accomplished, unless written approval for modifications have been requested of and received from SHA. As of the date of this certification, any additional work and or maintenance on this project will be the sole responsibility of the project sponsor, or other entity as specified in the Memorandum of Understanding.

Should you have any questions or require additional information, please contact me at XXX-XXX-XXXX

Sincerely,

[Name and Title]
[Project Sponsor]

APPENDIX D

Recreational Trails Program Reimbursement for Staff Time Form



Value of Staff Time Towards Match

PROJECT NAME:

STAFF NAME/POSITION:

DATE	TASK (Please provide sufficient detail to demonstrate relationship to Project Scope)	TOTAL WORK HOURS	HOURLY RATE*	VALUE (HOURS x RATE)
TOTAL VALUE:				\$

* See Section VI.B of RTP Manual for Wage Rate categories

DONOR CERTIFICATION:

I swear and affirm that the above reported hours, have been donated towards the grant project goals and objectives outlined in the Memorandum of Understanding between the _____ and the Maryland State Highway Administration. *(Sponsor)*

Signature of Staff Person Donating Time

Date

Verifying Fiscal Officer's Signature

Date

APPENDIX D

Recreational Trails Program Reimbursement for Staff Time Form



Value of Volunteer Time Towards Match

PROJECT NAME:

VOLUNTEER NAME:

DATE	TASK (Please provide sufficient detail to demonstrate relationship to Project Scope)	TOTAL WORK HOURS	HOURLY RATE*	VALUE (HOURS x RATE)
TOTAL VALUE:				\$

* See Section VI.B of RTP Manual for Wage Rate categories

DONOR CERTIFICATION:

I swear and affirm that the above reported hours, have been donated towards the grant project goals and objectives outlined in the Memorandum of Understanding between the _____ and the Maryland State Highway Administration. *(Sponsor)*

Signature of Staff Person Donating Volunteer Time Date

Verifying Fiscal Officer's Signature Date

APPENDIX E

Recreational Trails Program Contact List



The following is a list of contacts for individual program requirements.

RTP Manager	Samantha Biddle sbiddle@sha.state.md.us 410-545-5560 RTP Website: http://www.roads.maryland.gov/Index.aspx?PageId=98
RTP Coordinator	Kristen Hyde 410-545-8637 khyde@sha.state.md.us
Division Chief Office of Primary Engineering and Planning Regional Intermodal Planning Division	Eric Beckett ebeckett@sha.state.md.us 410-545-5666
Assistant Division Chief Office of Primary Engineering and Planning Regional Intermodal Planning Division	Samantha Biddle sbiddle@sha.state.md.us 410-545-5560
Environmental Coordinator(s)	Caryn Brookman (EPLD) 410-545-8698 cbrookman@sha.state.md.us Juliet Healy (EPLD) 410-545-8698 jhealy@sha.state.md.us
Right-of-Way Property/Easement	410-545-0021 Acquisition
Transportation Alternatives Program	Christy Bernal 410-545-8042 cbernal@sha.state.md.us

Mailing Addresses:

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APPENDIX F

Recreational Trails Program Acronyms and Glossary



BLS	Bureau of Labor Statistics
CFR	Code of Federal Regulations
DNR	Department of Natural Resources
FAST	Fixing America’s Surface Transportation Act
FEMA	The Federal Emergency Management Agency
FHWA	Federal Highway Administration
Matching Funds	Funds provided by the sponsor consisting of at least 20 percent of the total project cost.
MDE	Maryland Department of the Environment
MDOT	Maryland Department of Transportation
MDP	Maryland Department of Planning
MHT	Maryland Historical Trust
MOU	Memorandum of Understanding. Outlines responsibilities of the federal agency and the project sponsor, such as: project description, amount of funds awarded, reimbursement activities, matching obligations, and project responsibilities. An MOU must be executed before federal funds can be authorized for spending.
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act. A federal law, which requires that federal agencies consider natural, cultural, and socio-economic factors using a systematic interdisciplinary approach before committing to a project.
NHPA	National Historic Preservation Act. A federal law that provides for the protection, rehabilitation, restoration and reconstruction of historic sites and objects significant in American architecture, archeology and culture. It also established the Advisory Council on Historic Preservation and established procedures to be followed if a federal action impacts significant historic sites.
Notice of Award	A letter indicating an amount awarded to fund an approved project. A Notice of Award is not the same as a Notice to Proceed.
NTP	Notice to Proceed. A formal written notice from SHA that the sponsor may instruct contractor’s work to begin.

APPENDIX F

Recreational Trails Program Acronyms and Glossary



OPPE	Office of Planning and Preliminary Engineering
OTD	Office of Tourism Development
RIPD	Regional and Intermodal Planning Division
RTP	Recreational Trails Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for All Users
SHA	State Highway Administration
Sponsor	The agency or organization responsible for managing project development and providing matching funds for the proposed project. This is usually, but not necessarily, the same agency that proposed the project, will manage the project and will be responsible for maintenance when complete. The project sponsor must be a public agency. If a private organization is interested in applying for funds, there must be co-sponsors, i.e. the private organization and an appropriate public agency must be partners in applying for funds
TAP	Transportation Alternatives Program
Uniform Act	Uniform Relocation Assistance and Real Property Acquisition Policies Act. State and federal legislation governing the acquisition of real property interests for the purpose of protecting the rights of property owners.
USACE	United States Army Corps of Engineers
USC	United States Code
USFWS	United States Fish and Wildlife Service