



State of New Jersey

Department of Environmental Protection

James E. McGreevey
Governor

Bradley M. Campbell
Commissioner

Natural and Historic Resources
P.O. Box 404
Trenton, New Jersey 08625-0404
Tel. # 609-292-3541
Fax. # 609-984-0836

September 8, 2004

Dear Park Official or Planner:

The National Recreational Trails Program, a part of the Transportation Equity Act for the 21st Century, has provided monies to states for developing trails and trail facilities and has been the only funding available wholly used for trail projects. At the federal level, the program has been administered by the Federal Highway Administration, and originates from federal gas taxes attributed to off-highway vehicle use. Re-authorization of the program is currently being debated in Congress and we anticipate New Jersey will receive approximately \$700,000 for trail projects. If the program is re-authorized, these funds will be made available to federal, state, county and local governments, and non-profit agencies. The funded program is administered by the Office of Natural Lands Management in the Division of Parks and Forestry.

Attached is a grant application for submitting funding requests under the program for 2005, along with information on the types of projects allowed and other requirements of the program. **The deadline for submitting applications to the Office of Natural Lands Management is December 15, 2004. Applications postmarked after December 15 will be disqualified.**

Any questions concerning the program or funding should be directed to Larry Miller of the Office of Natural Lands Management at 609-984-1339 or larry.miller@dep.state.nj.us.

Sincerely,

John S. Watson, Jr.
Assistant Commissioner for
Natural and Historic Resources

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF PARKS AND FORESTRY
OFFICE OF NATURAL LANDS MANAGEMENT

2005 RECREATIONAL TRAILS PROGRAM GRANT APPLICATION

1. Applicant:

2. Project Name:

3. Applicant Type (check all that apply): federal state county municipal non-profit

4. Cost:

Requested for grant (max. is \$25,000):

Match of other funds:

Match of fair market value of services:

Match of fair market value of supplies:

Total project cost:

Note: Total of all matches must be a Minimum 20% of the Total project cost.

5. Project Location: Municipality

County Name of Urbanized Area (if applicable)

Tax block/lot U.S. Congressional District

6. Land classification (check all that apply): public private with easement/lease private anticipating easement/lease

7. Permissible uses (check all that apply):

Links to other trails/urban areas Maintenance of existing trails New trail in existing park

Restoration of damaged areas Development of trail-side trail-head facilities

Disabled access Construction of new trail on new right-of-way

8. Length of trail uses (include all uses that apply with the length of trail miles affected, to the nearest 1/2 mile. **DO NOT PUT IN "X" OR A "✓"**. Disabled Mobility would be trails suitable for wheelchairs, walking aids, etc. Disabled Sensory would be trails for sight or hearing impairments):

hiking mountain biking bicycle horseback horse carriage

cross-country ski disabled-mobility disabled-sensory in-line skating

snowmobile motorcycle ATV 4WD canoe/kayak

9. Project description (describe purpose of the project, work to be performed, design and materials to be used, and ongoing maintenance of funded facilities and the trail once the project is completed; applicant must include statements on the presence of endangered and threatened species within the project area, and presence of sites on the National and State Registers of Historic Places. Use additional sheets if necessary).

10. Project budget (indicate number, basis of cost, and cost of services, supplies, equipment and labor to be funded by a grant):

11. Value of matching share (if labor, include wage rate or basis for salary; if supplies or equipment, list type and value):

12. Dimensions (including length and width) for trails, parking areas, signs, and other facilities.

13. Target dates for implementation: construction date completion date

14. Permits required (list type of permit, administering agency, and if obtained, approval date):

15. Person and title having day-to-day responsibility for this application:

address

telephone fax e-mail

16. Agency's nine-digit federal employee identification number:

17. Attachments:

- a. Map showing location of proposed project on 8 1/2 x 11 copy of county road map or equivalent, and if available, park map; also include copy of USGS map with the area indicated. On the USGS quad copy, label the name of the quad.
- b. Copy of deed showing proof of ownership; for private property, a copy of an easement or lease (if motorized) held by a governmental agency.
- c. For municipal projects, proof trail or trail facility is on the open space inventory; for counties, proof land is dedicated public open space.
- d. Site plan/schematic diagram, showing the site, roads and if possible trail route. Also, if possible, photos of site and trail route.
- e. For non-profit organizations, i.e. non-governmental organizations, IRS ruling/letter showing proof of non-profit status (see additional requirements).
- f. Civil Rights Compliance from authorized official.

I, _____ (name of authorized official) hereby certify that the information provided with this application for Recreational Trails Funding is complete and true, and that I have read and agree to follow the requirements of the Recreational Trails Program included with this application.

_____ date _____ signature of official authorized to submit application

title: _____

RETURN: one (1) original with all attachments; one (1) copy of attachments a and d, and all pages 8 1/2 x 11
SEND TO: Office of Natural Lands Management; P.O. Box 404, 22 South Clinton Ave., Trenton, NJ 08625-0404 Telephone 609-984-1339; Fax: 609-984-1427
E-mail: Larry.Miller@dep.state.nj.us

APPLICATIONS MUST BE POSTMARKED BY DECEMBER 15, 2004.

CIVIL RIGHTS COMPLIANCE
STATE OF NEW JERSEY
U.S. DEPARTMENT OF TRANSPORTATION

As the authorized representative of the applicant, I certify that the applicant agrees that as a condition to receiving any state assistance or Federal financial assistance from the United States Department of Transportation (USDOT), it will comply with all Federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964(42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age; (d) Title IX of the Education amendments of 1972 (20 U.S.C. 1681, et seq.), as amended, which prohibits discrimination on the basis of sex in education programs or activities that receive Federal financial assistance, and (e) applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. The applicant hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement. This assurance, shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

The applicant also agrees that it shall make opportunities under this program available to Disadvantaged Business Enterprises registered with the New Jersey Department of Transportation. Specifically, the applicant agrees to carry out the applicable requirements of 49 CFR part 26 in the award and administration of USDOT-assisted contracts. Failure by the applicant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate. This requirement and assurance applies only to those programs and projects that receive Federal financial assistance from USDOT.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

**RECREATIONAL TRAILS PROGRAM
REQUIREMENTS FOR PROJECTS FUNDED IN NEW JERSEY FOR 2005**

Eligibility Requirements:

1. Funding in New Jersey is available to:
 - a) Public agencies at the federal, state, county, and municipal level
 - b) Nonprofit organizations qualifying under section 501 (c) of the Internal Revenue Service code.
 - c) Friends of a Park group recognized by a governmental agency as a volunteer organization.
2. The maximum grant award is \$25,000.
3. The trail proposal must be located on land that is either:
 - a) Publicly owned; or
 - b) Privately owned with a governmental agency holding an easement for public access. Land subject to the Green Acres Tax Exemption Program or a limited term access covenant under the Open Lands Management Program does not qualify as an easement under this requirement. For motorized projects, a minimum 10-year lease agreement is permitted. The trail or trail facilities must be available to the general public. Approval for funding may be allowed for property in which an easement/lease is in the process of being obtained. However, no financial reimbursements will be made until the easement/lease is secured.
4. All applicants will be notified that their application for Recreational Trails Program funding has been approved or denied by September 2005.

Permissible Uses and Projects:

1. Permissible uses include:
 - a) Maintenance and restoration of existing recreational trails
 - b) Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails
 - c) Purchase and lease of recreational trail construction and maintenance equipment
 - d) Construction of new recreational trails in existing parks or in new rights-of-way
 - e) For motorized use only, acquisition of easement and fee simple title to property for recreational trails. Land acquisition will only be considered if trails to be constructed will total five miles or more.
 - 1) All requests for funding to acquire land for motorized use must comply with requirements of the Federal Highway Administration regarding appraisals, environmental impacts, public involvement and settlement. These requirements are included in publication No. FHWA-PD-93-027, Real Estate Acquisition Guide for Local Public Agencies.
 - 2) A permanent easement held by a governmental agency, allowing recreational use must be placed on all lands acquired with Recreational Trails Program funding.
 - 3) All acquisitions of any kind of interest in property must be from a willing landowner or seller. Condemnation is prohibited under the federal legislation.
 - 4) A plan of the site must be developed before funding will be awarded. The plan must include information on the number, use, and location of trails, location and type of trailside and trailhead facilities, sensitive resource protection measures, management of the site and enforcement of uses and activities.
 - 5) Eligible acquisition costs include those for appraisals, surveys and land value.
2. Trailside, trailhead facilities may include parking, signage, shelters and water, sanitary, and disabled access facilities.
3. According to the Federal Highway Administration, a recreational trail is defined as a thoroughfare or track across land or snow, used for recreational purposes such as, pedestrian activities, including wheelchair use; skating or skateboarding; equestrian activities, including carriage driving;

nonmotorized snow trail activities, including skiing; bicycling or use of other human-powered vehicles; aquatic or water activities; and motorized vehicular activities, including all-terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles. The term thoroughfare or track excludes roads generally accessible by low clearance passenger vehicles, but includes high-clearance primitive roads. Any one of these uses, or combination of uses is eligible for funding.

4. Planning studies, environmental assessments, engineering studies, and costs of permit applications are eligible expenses if they are part of a proposal that is primarily for trail construction or restoration, or development of trailside/trail head facilities. No more than 15% of the total project cost can be funded for planning and trail feasibility study expenses.
5. Equipment may be purchased with grant funds, and if approved, must be adequately safeguarded and used solely for authorized purposes. Records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, location, use, and condition of the property, and any ultimate disposition date including the date of disposal and sale price of the property.

Uses and Projects Not Eligible For Funding:

1. The Recreational Trails Program legislation prohibits using RTP funds for condemnation of any kind of interest in property. Also, it is not permissible to use the value of condemned land toward the match requirement.
2. Trail feasibility studies are not permitted.
3. Funding will not be provided for law enforcement personnel or activities.
4. Projects will not be approved on railroad rights-of-way on which the railroad tracks are in place, if trail users will traverse on or between the railroad tracks, except for providing a railroad crossing in coordination with the railroad owners, operator, and Department of Transportation. However, projects may be located within a railroad right-of-way if trail users will not travel on or between the tracks and if adequate safety measures are implemented in coordination with the railroad owner, operator, and Department of Transportation.
5. Conversion of nonmotorized trails to motorized use, or to facilitate motorized use will not be considered for funding.
5. Projects that include improvements to roads, road shoulders, or sidewalks are not eligible for funding.
7. The purchase of caps, t-shirts, sweat-shirts, jackets, patches, pins, pens, stickers, license plates, flashlights, and other such items for the purpose of promotion is not eligible for funding. Such items cannot be used for meeting the required 20% match.

Financial Requirements:

1. Applicants are reimbursed for expenses incurred. Partial reimbursements can be made with submission of proof of expenditure. The minimum partial reimbursement amount is \$500 for non-state agency grant recipients. Several receipts can be combined to meet the \$500 minimum. If planning and design studies are to be funded as part of the grant, reimbursement for studies will not be made until the entire project is completed.
2. Funding cannot be used to reimburse expenses for projects started before final approval is received from DEP and the Federal Highway Administration.

3. Grantees will use their own procurement procedures that reflect applicable state and local laws and regulations; the Buy America program will apply to steel and iron used in a construction project. Records on procurement will include, but not necessarily be limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
4. All grantees must maintain records that adequately identify the source and application of funds provided for projects. Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc. All required records must be retained for three years after grantees receive final payments and all other pending matters are closed.
5. General requirements for matching funds:
 - a) Applicants must provide a minimum 20% match of the total project cost. A grant would be a maximum of 80% of the total project cost. For example, if the maximum grant award of \$25,000 is being requested, the 20% match would equal \$6,250 for a total project cost of \$31,250. The match can be in the form of cash or the fair market value of labor or materials.
 - b) Labor can be contributed by volunteers, staff salaries, or the value of contracted labor, including the value of labor contracted to develop site plans and apply for permits.
 - c) For in-kind services of labor or materials, the applicant will be required to provide documentation on the value of those services, such as copies of bills, receipts or invoices, for the project funded, and how that value was derived.
 - d) Volunteer services will be valued at wage rates consistent with those ordinarily paid for similar work in the grantees' organizations, or for similar work in the same labor market. A reasonable amount for fringe benefits may be included in the valuation. To the extent feasible, volunteer services will be supported by the same methods that the grantee uses to support the allocability of regular personnel costs.
 - e) Donated supplies will be valued at the market value of the supplies at the time of donation.
 - f) The value of land within a previously established park (land trust, preserve, etc.) may not be used as credit for the match. Also, a public agency may not use the value of land transferred from the administration of one agency to another agency to meet the minimum match.
6. Match using other federal funds:
 - a) Federal agency project sponsor. Notwithstanding any other provision of law, a Federal agency that sponsors a project may contribute additional Federal funds toward the cost of a project, except that:
 - 1) the share attributable to the trails grant may not exceed 80 percent of the cost of a project; and
 - 2) the share attributable to the trail project and the Federal agency may not exceed 95% of the cost of a project.
 - b) Any funds or the fair market value of any materials or services may be provided by a Federal project sponsor and shall be credited to the Federal agency's share.
 - c) Use of funds from Federal programs to provide non-Federal share. Notwithstanding any other provision of law, the non-Federal share of the cost of the project may include amounts made available by the Federal Government under any Federal program that are
 - 1) expended in accordance with the requirements of the Federal program relating to activities funded and populations served; and
 - 2) expended on a project that is eligible for assistance under the Recreational Trails Program.

General Program Requirements:

1. Approved projects must begin within two years of the approval date. A project may be considered to begin with pre-construction work such as obtaining permits, and performing planning and engineering studies, as well as construction work. If a project is not completed within one year of notification of funding, grantees will be expected to complete project status reports. Specific status report forms for the

Recreational Trails Program will be forwarded to grantees. **Projects must be completed by August 31, 2008.**

2. Grantees may be permitted to make changes in the approved project to meet unanticipated requirements. **Changes to the project must receive prior approval from DEP.**
3. If for any reason, the recipient of funding must terminate the project, the recipient must notify DEP in writing, explaining the reason for termination. If partial funding has been given for a project before termination, the grant recipient will be required to reimburse DEP for the amount of funding received.
4. An application to construct a new trail on land that is not in an existing park or privately owned land already available for public use requires a resolution from the governing body stating that it supports such a proposal and that the governing body will abide by the requirements of the program included .
5. Grantees may charge fees for use of project areas as long as the fee is used to meet the operating costs of the project. For-profit activities may not receive funding.
6. Trailhead signs, interpretive signs and printed brochures, guides or booklets funded through this grant program must give recognition that the project was funded by a Recreational Trails Program grant.
7. All permits required for construction or use will be obtained prior to construction. **Copies of approved permits must be sent to the DEP's Office of Natural Lands Management before construction begins.**
8. A project may be denied if it is found to negatively impact an endangered and threatened species habitat. Therefore, applicants should determine and state in their application whether protected status species have been documented within the project area, and what measures will be taken to avoid adverse impact.
9. A project may be denied if the applicant has not completed previously awarded grants by the specified project completion date or by an extended date approved by the Office of Natural Lands Management.
10. Before submitting an application, applicants must determine if the project site is on, in or next to a site on the National or State Registers of Historic Places. Information on listed sites is available from county Cultural and Heritage Commissions, county historical societies, and the New Jersey Historic Preservation Office (HPO). If your project is selected for funding and is on, in or next to a registered site, the project will be subject to review by the New Jersey Historic Preservation Office. **Any construction cannot begin until receiving authorization from the HPO. Copies of the authorization must be supplied to the Office of Natural Lands Management.**
11. If the applicant is not the owner of the land, then the applicant shall provide DEP with written assurances from the owner that the owner of the property will cooperate with the applicant and DEP and participate as necessary in the activities to be conducted.
12. Under the Recreational Trails Program legislation, use of Youth Corps participants is encouraged. These programs provide low cost labor for various types of work projects, while providing youth with job skills. In New Jersey, contact:
New Jersey Youth Corps
P.O. Box 710
Trenton, New Jersey 08625-0710
609-588-3198
13. All grantees must comply with state and federal laws prohibiting discrimination based on race, color, national origin, handicap, or age. The grantee also agrees that it shall make opportunities available to Disadvantaged Business Enterprises (DBEs) in the award and administration of USDOT-assisted contracts. A listing of DBEs is available from the Office of Natural Lands Management. Failure to carry out the requirements may result in the termination of the grant as the DEP deems appropriate.

In order to accept funding, grantees must sign the enclosed form entitled "CIVIL RIGHTS COMPLIANCE" and return it to the Office of Natural Lands Management before work begins.

14. In general, standards for construction of bicycle paths included in the American Association of State Highway and Transportation Officials' (AASHTO) Guide for the Development of Bicycle Facilities, 1999 are recommended for construction of new facilities (see below). However, these may not necessarily apply to mountain bike or multiuse trails. Maximum path width in wetlands or wetland buffers must comply with rules of the New Jersey Land Use Regulation Program, which may require a narrower maximum width.

Factors for Evaluating and Selecting Projects for Funding:

- Inclusion in the Trails Plan: Trail affected is listed in the New Jersey Trails Plan as eligible to the New Jersey Trails System or listed as a potential route in the plan; also considered is a connector to a trail in the Trails Plan.
- Length of trail or trail system affected. Trails over 5 miles in length are given preference.
- Trail provides links to population centers, other trails, or a link in an existing trail.
- Proposal is innovative in its design, development, or use.
- Trail provides disabled access.
- Proposal will benefit more than one trail use.
- Trail proposal provides for restoration of an existing trail.
- Trail did not receive a Recreational Trails Program grant in the previous year.
- Project is a partnership between different agencies, organizations, or volunteers for development and/or maintenance.
- Project is located in an urbanized area or an Urban Aid Community.
- Proposal is a critical necessity for erosion control, maintenance, or enhancement of endangered or threatened species habitat.
- Proposal includes a new trail or an existing, but undesignated and unmarked trail.
- Project is compatible with the landscape, surrounding land use and trail use.
- Project area is to be located in a scenic landscape.
- A negative evaluation is given if the application is incomplete, or the applicant has not yet obtained permits, performed environmental reviews, or received determination of negative impact on historic resources.

Trail Design Guidance:

Several sources of information on designing trails are available, depending on the type of trail anticipated.

- American Association of State Highway and Transportation Officials. **Guide for the Development of Bicycle Facilities.** (AASHTO Guide), 1999. Order Processing, PO Box 96716, Washington DC 20090-6716. Phone: 1-800-231-3475. Recommended for the construction of new bicycle paths.
- Demrow, C. and Salisbury D. for the Appalachian Mountain Club. **The Complete Guide to Trail Building and Maintenance.** Learn tools and techniques to build and maintain woodland trails.
www.outdoors.org/Publications/
- Fogg, G. in association with the National Off-Highway Vehicle Conservation Council and the National Recreation and Park Association. **Park Guidelines for Off-Highway Vehicles.** 2002. NOHVCC 4718 S. Taylor Drive, Sheboygan, WI 53081. Phone: 800-348-6487. Design, construction, maintenance, operation and management of off-highway vehicle parks. www.nohvcc.org
- International Mountain Bicycling Association. **Trail Solutions: IMBA's Guide to Building Sweet Singletrack.** 2004. IMBA, PO Box 7578, Boulder, CO 80306. Phone: 303-545-9011. www.imba.com
- National Center for Bicycling and Walking. **Bicycle and Pedestrian Design Guides** and links to other publications. The Center's mission is to create bicycle-friendly and walkable communities. Phone: 202-463-6625. www.bikewalk.org
- New Jersey Department of Transportation. **Bicycle Compatible Roadways and Bikeways: Planning and Design Guidelines.** Updated 1999. NJDOT, PO Box 600, Trenton, NJ 08625-0600. Includes design treatments for bicycle pathways and design guidelines for bicycle facilities.
www.state.nj.us/transportation/publicat/bike_guidelines.htm
- Rathke, D, and Baughman, M. for Minnesota Extension Service, University of Minnesota. **Recreational Trail Design and Construction.** 1997. Phone: 800-876-8636.
www.extension.umn.edu/distribution/naturalresources/DD6371.html
- U.S. Architectural and Transportation Barriers Compliance Board. **Recommendations for Accessibility Guidelines: Outdoor Developed Areas.** September 1999. 1331 F Street NW, Suite 1000, Washington, DC 20004-1111. Trail specifications and design for access by people with disabilities.
www.access-board.gov/
- U.S. Forest Service. **Trails Construction and Maintenance Notebook.** 2000. Missoula Technology and Development Center, Building 1, Fort Missoula, Missoula, MT 59804-7294. Phone: 406-329-3978. An all-purpose field reference.
- The U.S. Forest Service publishes several technical publications on trail construction techniques. Recent documents include **Handtools for Trail Work, Geosynthetics for Trails in Wet Areas, and Soil Stabilizers on Universally Accessible Trails.** These and other trail publications are available from the Missoula, MT address or the FHWA web site listed below.
- Wernex, J. for American Motorcyclist Association. **Off-Highway Motorcycle and ATV Trails: Guidelines for Design, Construction, Maintenance, and User Satisfaction, 2nd Edition.** 1994. 13515 Yarmouth Drive, Pickerington, OH 43147. Phone: 614-891-5012. General reference on trail planning and construction for motorized use.
- Several other trail-related publications are available through:
 - 1) Federal Highway Administration web site for the Recreational Trails Program at
www.fhwa.dot.gov/environment/rectrails/index.htm
 - 2) American Trails, a non-profit organization focused on the creation of trail systems by fostering communication and complementary action. At the American Trails web page under "Resources & Archives," go to www.AmericanTrails.org

