

RTP APPLICATION PROCEDURE

1. Recreational Trails Program (RTP) applicants must submit one copy of the project application in a white three ring binder with a spine width of 2” to the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES). Application should include **all** support documentation and environment review documents. Applicants must also include one copy of an original USGS 7.5 minute topographic quadrangle copy and 1 black and white copy (8.5” x 11”) of the project identifying the location and boundaries of the project site and the proposed trail route. You can identify which topographic map(s) are needed by going to: <http://www.state.tn.us/environment/tdg/county/>.
2. All support documentation in the application must have numbered tab dividers separating the individual items of the application. *Tab numbers should coincide with the numbered items on the RTP Application Checklist found on page 13.* Please fold the original USGS topographic map so it will fit into the binder.
3. The project applications will be reviewed for eligibility, scored and ranked by TDEC-RES staff. The list of scored and ranked applications will be submitted to the Commissioner’s Advisory Council on Greenways and Trails for their recommendations to the Commissioner of TDEC. The proposed projects are then submitted to the Federal Highway Administration for final approval and clearance.
4. Project applicants will receive approval or disapproval in writing. Upon approval of grant funds, applicants will receive a proposed budget. When budget is returned to TDEC-RES, a contract outlining the project scope, and grant requirements will be sent from TDEC-RES for signatures. Grantees will not receive an executed contract until all environmental clearances for the project have been approved. No work may begin until an executed contract is received by the grantee. Only expenditures from the approved project budget accomplished within the designated grant term will be eligible for reimbursement.

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below MUST be in the order listed below and contained in a white three-ring binder with a spine width of 2 inches. All requested information MUST be included for the project. All items listed below are to be identified by a tab divider stating number of the item. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

CHECK-OFF	FORMS AND MATCH
<input type="checkbox"/>	1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location</i>
<input type="checkbox"/>	2. <i>Project Cost Sheet</i> form
<input type="checkbox"/>	3. <i>Development Project Costs</i> form
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
	PROPERTY INFORMATION AND ACQUISITION
<input type="checkbox"/>	5. Project Boundary Map
<input type="checkbox"/>	6. <i>Project Boundary Map Certification</i> form
<input type="checkbox"/>	7. Legal Description
<input type="checkbox"/>	8. Deed of Ownership, Notice of Limitation of Use, Lease, and/or Easement
<input type="checkbox"/>	9. Survey - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	10. Title Search - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.
	MAPS, PHOTOS AND DESIGN
<input type="checkbox"/>	12. Location and Topographical Quadrangle Maps
<input type="checkbox"/>	13. GPS Coordinates for Latitude and Longitude of the project must be clearly marked on the map in degrees, minutes and seconds.
<input type="checkbox"/>	14. Photograph(s) of Site
<input type="checkbox"/>	15. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.
<input type="checkbox"/>	16. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects
	ENVIRONMENTAL REVIEW SECTION
<input type="checkbox"/>	17. Categorical Exclusion Request packet
<input type="checkbox"/>	18. Environmental Clearance Letters
	SCORING CRITERIA
<input type="checkbox"/>	19. Eligible Project Checklist – page 31
<input type="checkbox"/>	20. Project Summary – page 32
<input type="checkbox"/>	21. Narratives for Individual Project Selection Criteria – page 32

RTP APPLICATION INSTRUCTIONS

Before submitting your application, please review this page and make sure that all required narratives, maps, environmental clearance letters and supporting documentation are enclosed. Late submissions will not be accepted.

Application information is to be listed in the order below. **It must be bound in a white three-ring binder with a spine of 2 inches in width or on CD.** All items listed below are to be identified by a *tab divider with the number of the item*. Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score. Missing sections will result in point deductions in the final score.

Forms and Match

1. ***Tennessee LPRF/LWCF/NRTF/RTP Grant Application*** - Answer **ALL** questions. Also, make sure that you list the **CORRECT** Federal Congressional Representative, State Senator, and State Representative along with their **CORRECT** districts.
2. ***Project Cost Sheet*** - Answer **ALL** applicable sections.
3. ***Development Project Costs form*** - Answer **ALL** applicable sections. Be sure to list all project line items including planning expenses. Remember that administrative expenses will not be reimbursed unless there is a specific line item for the expenditures. **DO NOT INCLUDE A CONTIGENCY LINE ITEM IN THE BUDGET.**
4. ***Assurance of Match*** - A dated and signed letter or resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter.

Property and Acquisition Information

5. ***Project Boundary Map*** – The 1 copy of this map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
6. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
7. **Legal Description** - A legal description of the project property must be submitted with the application.
8. **Deed of Ownership, Lease, and/or Easement** - A copy of any or all such applicable documents must be submitted.

9. **Survey** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)
10. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
11. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using acquisition as match.)

Maps, Photos and Design

12. **Location and Topographical Quadrangle Maps** – One original copy of the USGS topographical 7.5 minute quadrangle with 1 black and white copy of the project location (black and white copy should be 8.5” by 11” in size). Clear, accurate and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total score. Topographical quadrangle maps are available from TVA, USGS, local map store, or TDEC Geology (<http://www.state.tn.us/environment/tdg/county/>) .
13. 911 Street Address of project site should be included with location map information.
14. **Photograph(s) of Site** – Clear photograph(s) showing the proposed trail acquisition or development. Photos should identify any areas where trailhead facilities or trail tread rehabilitation are needed. Photos cannot be returned.
15. **Preliminary Site Plan** - A copy of the preliminary site plan or trail design for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act. See Exhibit 4 for example.
16. **Preliminary Floor Plans** – For trailhead facilities, a copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities MUST clearly indicate ADA compliance throughout the building. Applicants should include trail and trailhead facility plans/drawing as specific as possible indicating ADA accessibility. See Exhibit 5 for example.

Environmental Review Documents Section

17. **Complete Categorical Exclusion Request packet.**
18. **Environmental Clearance** – See Environmental Clearance Section in this manual.

Scoring Criteria

19. **Eligible Project Categories**
20. **Project Summary Narrative**
21. **Project Selection Criteria Narratives**

Match List

Can this funding source be used as a match for the grant we are applying for?	LPRF-State	L&WCF-Federal	RTP-Federal Note: there must be at least a 5% non-federal match.
Cash	Yes	Yes	Yes
Another LPRF or NRTF grant	No	No	No
L&WCF grant	No	No	Yes
In-kind services, materials and equipment costs	Yes	Yes	Yes
Appraised value of real property not previously dedicated to recreation	Yes. Acquisition must occur no earlier than one year prior to grant award date.	Yes. Acquisition must be within grant term.	Yes. Acquisition must be within grant term.
Permanent Easements	Yes	Yes	Yes
Conservation Easements	No	No	No
Leases	No	No	No
Legislative line item appropriations	No	No	No
TVA	Yes	Yes	Yes
SAFETEA-LU	No	No	No
Urban Forestry grants	Yes	No	Yes
Corps of Engineers	Yes	No	Yes
Grantee's Enterprise Funds	Yes	Yes	Yes
Community Development Block Grants	Yes	Yes	Yes
Art or Historical Commission Grants (Federal only)	Yes	No	Yes
Rural Development	Yes	No	Yes

It is recommended that the applicant confirm that such a match is allowed with the agency responsible for providing the match.



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP

PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____
Brief Description: _____

____ Acquisition ____ Dev. ____ Acquisition and Dev. ____ Preservation (NRTF only)

ADMINISTRATIVE COSTS

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ____Negotiated Purchase ____Donation ____Easement

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

_____ New Acreage- for acquisition or development; not previously under 6(f) protection.

_____ Value Added Acreage -additional development of land already under 6(f) protection

_____ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection. This Acquisition is:

_____ Publicly owned



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DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
 (List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
Do not include a contingency line item!			
Total Development Cost			\$

TOTAL COSTS

Total Administrative Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$



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PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM: LWCF LPRF NRTF RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- _____ 1. Deed references
- _____ 2. Adjoining Ownership
- _____ 3. Adjoining easements of record
- _____ 4. Adjoining water bodies
- _____ 5. Metes and bounds
- _____ 6. Government survey

Certification is made to the above by:

Applicant's Signature (Usually Mayor or Agency Director)

Date

Printed Name and Title