



# Recreational Trails Program

FY 2025

- Program Information
- General Program Eligibility
- Application Process
- Open Discussion and Questions and Answers

# Program Information

Estimated Funds Available for RTP                      Approximately \$1,600,000

Maximum Grant-Non-motorized (varies by trail type and activity)                      \$200,000 - \$400,000

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Maximum Grant-Motorized                      \$524,937

Federal Share                      80%

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Allowable Matching Source                      Cash and/or In-kind

FY 2025 Application Due Date                      12 Noon, July 31, 2024

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Project Selection Process                      Competitive

## PROGRAM INFORMATION

The RTP was created in 1998 to assist in acquiring, developing, and/or improving trail and trail related resources. The funds are appropriated by Congress to the U.S. Department of Transportation, Federal Highway Administration (FHWA), and FHWA allocates the funds through state agencies as a grants program to subrecipients.



ALL FORMS &  
INFORMATION  
AVAILABLE AT:

[www.adeca.alabama.gov/trails/](http://www.adeca.alabama.gov/trails/)

# General Program Eligibility

# Eligible Applicants

All applicants must be currently registered in SAM.gov with a Unique Entity Identifier (UEI). Applications from project sponsors not meeting this criterion will be deemed ineligible and will not be reviewed. Eligible applicants include:

- ▶ Local Governments
- ▶ State Agencies
- ▶ Federal Agencies

# Maximum Grant Size

- ▶ The maximum grant amount is:
  - ▶ \$200,000 for non-motorized, single-use trail activities
  - ▶ \$400,000 for non-motorized, diverse-use trail activities
  - ▶ \$524,937 for motorized, diverse-use trail activities
  - ▶ \$87,489 for educational projects which promote safety and environmental protection
- ▶ At least 30 percent of Alabama's RTP funds must be used for motorized trail uses, at least 30 percent for non-motorized trail uses, and at least 40 percent for diverse trail uses. Diverse motorized projects (such as ATV and motorcycle use) or diverse non-motorized projects (such as pedestrian and equestrian use) may satisfy two of these categories at the same time. The State encourages applicants to consider projects that benefit both motorized and non-motorized users, such as common trailhead facilities.



# Matching Requirement

The Federal share for the RTP is up to 80% of the total eligible project costs up to the grant ceiling. The non-Federal share (at least 20% or the remaining project cost) may come from state, local, and/or private sources.

Other Federal shares cannot be used as a source of match unless specific legislation allows funds to be used for the matching share.

Federal agency applicants and applicants wishing to use other Federal funds to match the RTP funds should contact Recreation Programs staff prior to applying.

# Permissible Uses



Construction  
of new  
recreational  
trails



Maintenance  
and restoration  
of existing  
recreational trails



Development and rehabilitation of trailside and trailhead facilities (may include, but are not limited to, the following: 1) Drainage, 2) Crossings, 3) Stabilization, 4) Parking, 5) Signage, 6) Controls, 7) Shelters, and 8) Water, Sanitary, and Access Facilities) and trail linkages for recreational trails

Provision of features which facilitate the access and use of trails by persons with disabilities





Acquisition of easements and fee simple title to property for recreational trails or recreational trails corridors identified in a state trail plan



The assessment of trail conditions for accessibility and maintenance





Development and dissemination of publications and the operation of educational programs to promote safety and environmental protection related to recreational trails



# Types of Trail Projects

## Non – Motorized for a Single Use

- Intended to benefit only one mode of non-motorized recreational trail use such as pedestrian only or equestrian only
- Maximum Federal Share: \$200,000

## Non – Motorized for Diverse Use

- Intended to benefit more than one mode of non-motorized recreational trail use such as walking, skating, and bicycling; pedestrian and equestrian use; equestrian and bicycle use; etc.
- Maximum Federal Share: \$400,000

# Types of Trail Projects

- ▶ Motorized for Diverse Use
  - ▶ Intended to benefit more than one mode of motorized recreational use such as motorcycle and ATV use; ATV and 4x4 OHV (truck) use; etc.
  - ▶ May be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use
  - ▶ Maximum Federal Share: \$524,937



# Types of Trail Projects

## Educational Projects

- Intended to benefit in the dissemination of educational publications and the operation of educational programs which promote safety and environmental protection
- Education projects may include:
  - Development and operation of trail safety education programs
  - Development and operation of trail-related environmental education programs
  - Development and delivery of training on trail accessibility and sustainability
  - Production of trail-related educational materials, including information displays, in print, video, audio, interactive computer displays, etc.
- Maximum Federal Share: \$87,489

**Interested parties MUST consult with ADECA's Recreation Programs staff PRIOR to submitting an educational grant application.**

# Thresholds

Prospective applicants are not eligible to apply if the applicant has an open Land and Water Conservation Fund (LWCF) or RTP grant as of July 31, 2024.

Prospective applicants may be determined ineligible to apply if the applicant:

has unresolved compliance issues from a previous LWCF or RTP grant or

did not respond in writing to an LWCF or RTP inspection report which contained deficiencies and the entity has not obtained approval of a Corrective Action Plan for previous compliance issues.

# Application Process

# Application Checklist

# Application Cover Sheet



APPLICANT'S  
INFORMATION



PROJECT  
INFORMATION



PROJECT  
LOCATION



DISTRICT  
INFORMATION



CONTACT  
INFORMATION



# Project Description Narrative

- ▶ Name of the Project
- ▶ Length of Trail (If)
- ▶ Width of Trail
- ▶ Trail Surface Type
- ▶ Application Type (non-motorized, motorized, educational, etc.)
- ▶ Type of Applicant
- ▶ Project Costs
- ▶ Brief Project Description

# Application Evaluation Criteria



1

Describe the degree to which the project's scope and feasibility meet the project area's recreational needs.

2

Describe the ways in which the project provides for the greatest number of compatible recreational purposes.

3

Describe the ways in which the project provides a new, unique, or more effective means for making trail opportunities available to the public.

4


Describe the ways in which the project facilitates the access and use of trails by persons with disabilities, older adults, economically disadvantaged, and other special populations or groups.



5. Describe the ways in which the project creates opportunities for new partnerships between trail users, private interest groups, and public agencies within the project area. Describe the ways in which the project provides for the greatest number of compatible recreational purposes.



6. Describe the ways in which the project uses the grant funds to leverage other public or private investments (in the form of services and materials as well as dollars).




7. Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail/facility after project completion and identify who will be responsible for these activities.

8. The degree to which community involvement is addressed: i.e., (A) Project idea originated with trail users or a community group that has substantial knowledge, and (B) The private sector (including individual citizens, community groups, and/or local business enterprises) has participated in the development of the proposed idea and has made commitments of labor, money, or materials to support project implementation. Describe the ways in which the project uses the grant funds to leverage other public or private investments (in the form of services and materials as well as dollars).



9. Describe in detail how the trail will be managed. Include a discussion on season length, hours of operation, limitations on use, enforcement provisions, and scheduling.



10. Identify and describe the service area of the project. Approximately how many people do you propose to serve with this project? Identify other trail resources in the service area by trail type (motorized, non-motorized, multi-use), distance, location in relation to the proposed trail, and ownership.

# Project Cost Estimate

# Project Cost Estimate



Acquisition



Construction  
Contracts



Equipment  
Rental



Labor



Signage



Supplies/Materials



Administration



Engineering



# Schedule of Activities

- ▶ 18-month period beginning November 2024
- ▶ Include activities necessary for project completion to include
  - ▶ Measurable milestones
  - ▶ Who will be responsible for each activity
  - ▶ Beginning and ending dates for each activity

# Maps

- ▶ Project Location/Vicinity Map - The project location/vicinity map must display the location of the project in relation to the city or county area and the surrounding highway/road network. . Please note that maps must be clear, concise, and 11"x17" in size.
- ▶ Preliminary Site Plan - The site plan should give a general layout of the park or area to be developed and include the following items:
  - Project sponsor name and dated signature of the chief elected official
  - Proposed facilities and development included in the phase for which RTP assistance is being requested
  - Delineation of the boundary of the property to be developed
  - Public access points
  - Existing facilities regardless of funding source
  - Future development--if known
  - Location of any existing power lines or other utilities within the site boundary area
  - Location and measurements of any easements or rights-of-way
  - Location of floodplain if applicable
  - Site acreage to the nearest tenth of an acre
  - Title block information including the title of the project, north arrow, scale, and date prepared and the signature of the person that prepared the map



# Environmental Screening Form

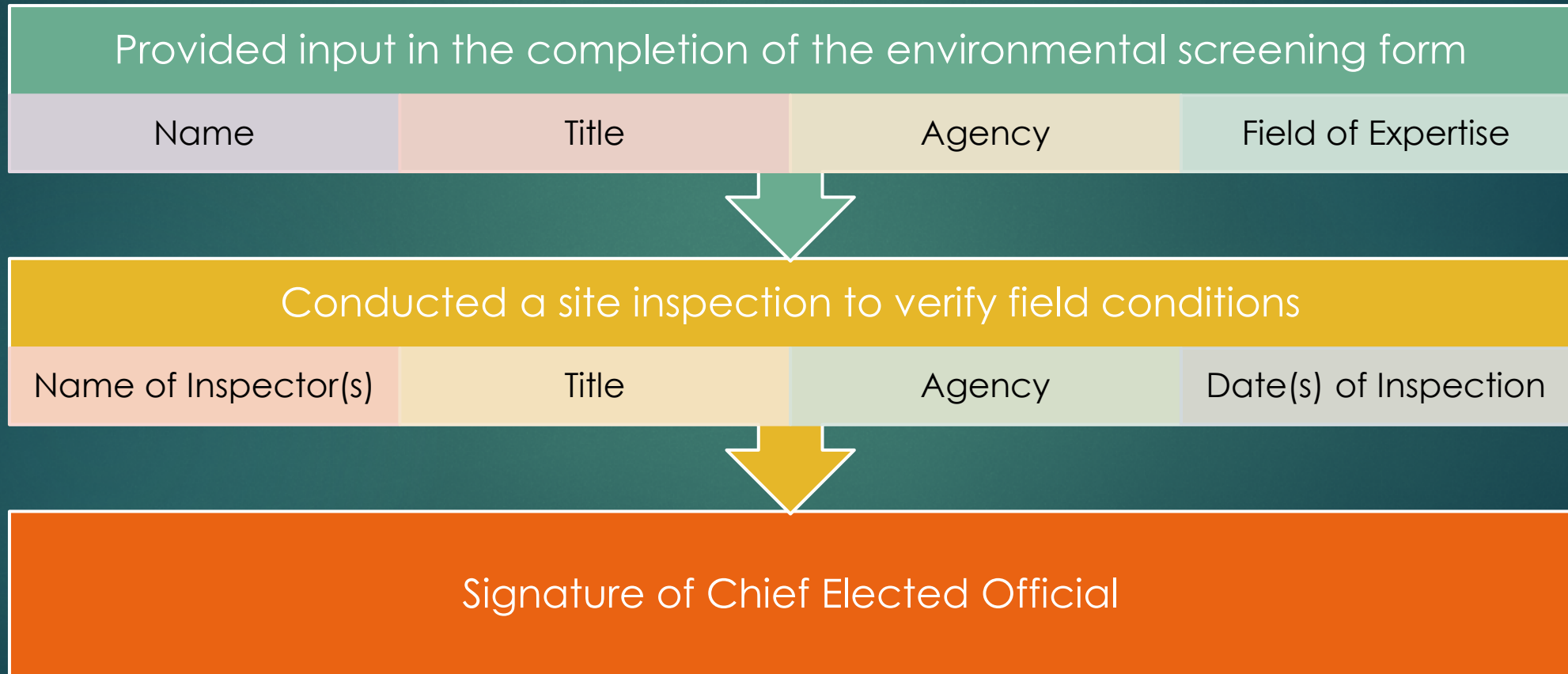
# Environmental Resources

- ▶ No Impacts or Not Applicable
- ▶ Negligible Impacts
- ▶ Minor Impacts
- ▶ Impacts Exceed Minor (*EA/EIS required*)
- ▶ More Data Needed to Determine (*EA/EIS required*)

# Mandatory Criteria and Categorical Exclusion

- ▶ Yes
- ▶ No
- ▶ To be determined

# Environmental Reviewers



# Environmental Checklist

- ▶ Project Information
- ▶ Applicant Information
- ▶ Concurrence Documentation
- ▶ Property Information

# Other

- ▶ Concurrence from the Alabama Department of Emergency Management (if Applicable)
- ▶ Erosion and Sediment Control Plan (if applicable)
- ▶ Approval to cross a public highway or a public utility right-of-way (if applicable)
- ▶ Water obstruction & encroachment permit (if applicable)
- ▶ Other permits (if applicable)





# Categorical Exclusion Form

# Acquisition

If acquisition of real property or right-of-way is part of your project, please consult with ADECA's Recreation Programs staff before applying.

# Additional Documentation

- ▶ Bureau of Land Management or National Forest System lands certification statement (if applicable)
- ▶ Federal agency signed statement of compliance with applicable laws (if applicable)
- ▶ Signed statement of compliance with 23 U.S.C. Section 206(g)(4) (if applicable)
- ▶ Signed statement from landowner expressing support
- ▶ Letters of endorsement, support, and commitment; other documentation of citizen participation and public comment period
- ▶ Any other supporting documentation

# Proposed Timeline

12 Noon, Wednesday, July 31, 2024

- Applications (1 digital copy) due to ADECA

August - October 2024

- Recreation Programs staff and the Alabama Recreational Trails Advisory Board review applications for priority rankings based on evaluation criterion, make recommendations for funding to the ADECA Director for approval by the Governor, complete site inspections, and forward copies of the selected applications to the FHWA

October – November 2024

- Applicants will be notified of recommendation status and award



# Application Submission Instructions

DEADLINE – 12:00 Noon on Wednesday,  
July 31, 2024

Applications must be

emailed to: [alicia.cunningham@adeca.alabama.gov](mailto:alicia.cunningham@adeca.alabama.gov) and  
[latoya.edwards@adeca.alabama.gov](mailto:latoya.edwards@adeca.alabama.gov)

The application must be received by the FIR Division by the time and date above.  
Applications received on July 31, 2024, will be time stamped upon receipt.

Recommend a read receipt on your email or check with ADECA to make sure the  
application has been received.

DEADLINE – 12:00 Noon on Wednesday,  
July 31, 2024

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Must send an electronic copy but may also send hard copy

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Mailed to:

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ADECA

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FIR Division – Recreational Trails Program

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Attention: Ms. Alicia Cunningham

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Post Office Box 5690

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Montgomery, Alabama 36103-5690

DEADLINE – 12:00 Noon on Wednesday,  
July 31, 2024

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Must send an electronic copy but may also send hard copy

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Delivered to:

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ADECA

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FIR Division – Recreational Trails Program

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Attention: Ms. Alicia Cunningham

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401 Adams Avenue, Room 410

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Montgomery, Alabama 36104



# State Contacts

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FIR Division Chief

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Open Discussion

Questions and Answers