



# **Recreational Trails Program (RTP)**

FY 2011-2012  
Application Manual

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# TENNESSEE RECREATIONAL TRAILS PROGRAM (RTP) 2011 Grant Cycle

## OVERVIEW OF THE RECREATIONAL TRAILS PROGRAM

**In 2005, Congress re-authorized the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) as the Safe, Accountable, Efficient Transportation Equity Act- a Legacy for Users, (SAFETEA-LU). This bill was passed by Congress on July 29, 2005 and signed by President Bush on August 10, 2005. The six year appropriation for the Recreational Trail Program (RTP) is \$370 million which is an increase of 62% over funding levels in TEA-21.**

Under this program, each state receives Recreational Trails Program (RTP) dollars based upon a predetermined formula. Half of the funds are distributed equally among all States, the other half of the funds are distributed in proportion to the estimated amount of off-road recreation fuel use in each State – fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles, and off-road light trucks. It is the fuel tax revenue from these recreation vehicles that funds the RTP.

The U.S. Department of Transportation manages the Recreational Trails Program through the Federal Highway Administration (FHWA). The RTP is a State-administered, Federal-aid program. The Governor designated the Department of Environment and Conservation, Recreation Educational Services (TDEC-RES) to administer the program.

Through the SAFETEA-LU legislation, the Department of Environment and Conservation, Recreation Educational Services Division, can allocate up to 7 percent of the funds received annually for administrative costs and up to 5 percent for education expenses relating to recreation trails. From 1993-2011, the State of Tennessee has received approximately \$16 million in federal RTP funds.

In 2005, the Commissioner's Council on Greenways and Trails (CCGT) was re-chartered comprising of fifteen (15) motorized and non-motorized trail users who represent diverse user interests and geographic areas. The CCGT was chartered to advise TDEC-RES on the implementation of the Recreational Trails Program and to recommend bi-annually the allocation of these funds to the Commissioner of TDEC. Final grant allocations are decided by the Commissioner of TDEC and must be approved by the FHWA.

### **Intent of the Recreational Trails Program:**

The intent of the Tennessee Recreational Trails Program (RTP) is to enhance both motorized and non-motorized recreation trail opportunities and to provide and maintain recreation trails as directed by Congress through the SAFETEA-LU. The goal of the RTP is to produce sustainable trails that are well built and will require minimum maintenance.

### **The National Park Service definition of a sustainable trail is:**

- Supports current and future use with minimal impact to the area's natural systems.
  - Produces negligible soil loss or movement while allowing vegetation to inhabit the area.
  - Recognizes that pruning or removal of certain plants may be necessary for proper trail construction and maintenance.
  - Does not adversely affect the area's wildlife.
  - Accommodates existing use while allowing only appropriate future use.
  - Requires little rerouting and minimal trail maintenance.
- *From the National Park Service, Rocky Mountain Region, January 1991*

### **What projects are eligible?**

Recreational Trails Program funds may be used for:

- ◆ Non-routine maintenance and restoration of existing trails.
- ◆ Development and rehabilitation of trailside and trailhead facilities and trail linkages. These are trail components or associated facilities which serve the purpose and safe use of the recreational trail such as: ADA accessible facilities, restroom and water supplies, trail signage and trailhead kiosks, trail/road crossings, drainage stabilization, and small trailhead parking areas.
- ◆ Purchase and/or lease of trail construction and maintenance equipment. Any equipment purchased must be new and specifically designed for trail construction and maintenance to be eligible for reimbursement, and must be approved by RES before purchase. All equipment must be used solely (100%) for trail-related purposes. Land clearing type equipment is NOT eligible.
- ◆ Construction of new trails (with certain restrictions for new trails on Federal lands).
- ◆ Acquisition of easements or fee simple title to property for recreational trails or recreational trail corridors. Land must be acquired from a willing seller and the FHWA Uniform Land Acquisition Act **MUST BE FOLLOWED**. If you are considering a land acquisition, please contact RES so that we may help you follow the Uniform Act.

The federal RTP legislation requires that states use 40 percent of their funds apportioned in a fiscal year for diverse recreation trail use, 30 percent for motorized recreation trails and 30 percent for non-motorized recreation trails. If eligible projects are not received within the above categories to fully administer the available funds, these funds may remain unobligated and be held over for future distribution.

- ◆ **Diverse trails** are defined as projects that provide the greatest number of compatible uses. **A trail must accommodate more than one user group (multiple use) to qualify.** Example: a pedestrian only trail is a single use non-motorized trail and is not considered multiple-use. Motorized and non-motorized trail projects are eligible for diverse use funds. Diverse use projects may include both motorized and non-motorized components.

- ◆ **Motorized** is defined as off-road recreation using any motorized vehicle. The most common modes are ATV, four-wheel drive (or other light utility vehicle) and motorcycle. Motorized use does not include use of electric-powered wheelchairs. “Roads” or trails where general highway passenger vehicles can travel are not eligible. In 2004, the Tennessee Legislature, through passage of the “Tennessee Off-Highway Vehicle Act” (**SB 875**), directed the Tennessee Wildlife Resources Agency (TWRA) to receive any future federal funds for administration and enforcement of Off-Highway Vehicle use, so currently TWRA receives the 30% motorized funds.
- ◆ **Non-motorized** is defined as off-road recreation by a non-motorized mode. The most common modes are bicycle, equestrian, pedestrian (including wheelchair use), inline skates and cross country skiing. Non-motorized can also include walking, hiking, running, bird watching, nature interpretation, back-packing, etc. **Sidewalks are not eligible unless they are at least 6 feet wide and will only be approved if they are used to connect together two sections of greenway trails.**

### What types of trail projects are eligible?

- ◆ Multi-Use Trails such as bike/pedestrian trails
- ◆ Walking/Hiking/Fitness Trails
- ◆ Water Trails-River access is limited to non-motorized canoe/kayak/rowboats.
- ◆ Equestrian Trails
- ◆ Mountain Bike Trails
- ◆ Off-Road Motorcycle Trails
- ◆ Off-Road All-Terrain Vehicle (ATV) Trails
- ◆ Off-Highway Four-Wheel Drive Trails
- ◆ Environmental Education
- ◆ Trail equipment

### Which projects are NOT eligible?

Recreational Trails Program funds may not be used for:

- ◆ Property condemnation (eminent domain)
- ◆ Constructing new trails for motorized use on National Forest or Bureau of Land Management lands, unless the project is consistent with that agency’s approved resource management plan.
- ◆ Facilitating motorized access on otherwise non-motorized trails. Funds may not be used to facilitate motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991.
- ◆ Environmental education buildings, classrooms, or park-like pavilions/amenities.
- ◆ Costs associated with law enforcement vehicles.
- ◆ Equipment used only to construct trails in the short term then used for non-trail uses. Equipment should be rented if it will not be used for ongoing maintenance specific to the proposed trail or trail systems.

- ◆ These funds are intended for recreational trails; they may not be used to improve roads for general passenger vehicle use or to provide sidewalks along roads. Short sections of sidewalk connecting two off-road hard surfaced trails, may be eligible.
- ◆ While donations and in-kind can be the project match, reimbursable expenses must be documented by actual cash expenditures.

**Who is eligible to apply?**

State, federal and local (city/county) government agencies are eligible to apply for funding through RTP. Private non-profit organizations who are certified 501(c)(3) by the IRS may apply if the trail that will be constructed or maintained is on publicly owned land. Non profit partnerships with government agencies must be official and in writing. Specific criteria for each type of applicant are described in the next section.

**Partnerships, Private/Public Applicants:**

1. A written contract or legal agreement is necessary between the government agency and private organization regarding the long-term management of the proposed project.
2. Private, nonprofit organization may apply for funds on public property if they are certified 501(c)(3) by the IRS. However, the government agency that owns the land must agree, in writing, to maintain the property as funded in perpetuity.
3. A local, state or federal governmental agency must provide a **resolution, ordinance, or letter of intent** promising to manage and maintain the project as a recreation use area in the event that the private non-profit organization cannot fulfill its long-term obligations and responsibilities to the grant contract.

**Local Governments:**

1. Local government applications are required to have the signature of the Mayor (City or County).
2. If the landowner is other than the applicant, the applicant must provide a legally binding agreement that ensures public access to the recreation trail improvements in perpetuity.

**State and Federal Governments:**

1. State and Federal agencies applying must have the signature of the top agency official (Commissioner, Superintendent or Director).
2. If the landowner is other than the applicant, the applicant must obtain an easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity.

**Matching the grant - what qualifies?**

The grant for a RTP project is 80% of the Total Project Cost. If a grant of \$120,000 is made, the matching funds would be \$30,000 for a Total Project Cost of \$150,000.

The applicant must provide a match of 20% of the **total project cost**. Matching the grant funds may be done through land purchase, land donation, cash, labor or materials or donation of these items. Volunteer labor must be accounted for using forms and criteria established by TDEC-RES. For trail volunteers working for in-kind match, the hourly wage rate is \$7.25 (federal minimum wage rate). If the volunteer works in the construction trades as a carpenter, plumber, electrician, etc., they will need to document, in writing, their hourly rate greater than minimum wage.

Prison labor may only be used as a match if the grant recipient pays the prison laborers. Additionally, prison labor may only be reimbursed for the **actual amount paid** for that labor. Contact TDEC-RES if questions arise concerning what qualifies as a match.

A federal agency applicant may provide additional federal funds for the 20% match, provided the total federal match share does not exceed 15%. Federal agency applicants (US Forest Service, NPS, FWS, COE, TVA, etc.) must show a non-federal match of at least five percent. Grant administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-federal match must come from trail user groups or other non federal funding sources.

### **Reimbursement of Project Expenses**

Payment of project expenses takes place on a reimbursement basis. The grantee must incur costs for work actually completed, and then submit required written documentation to the TDEC-RES for payment. **TDEC-RES will not accept reimbursement requests for work that takes place prior to the date the grant term starts on the executed contract.**

Reimbursements are to be submitted quarterly with a minimum reimbursement request of \$2,500 (except for the final reimbursement). Payments will be for 80% of the reimbursement amount requested. Payments will be made electronically through the Automated Clearing House (ACH) and project grantees will be required to provide this information in order to receive a grant reimbursement.

**While the grant can be matched by eligible donations or in-kind, the RTP grant reimbursement is only for actual documented cash expenditures. Volunteer donations will be applied to the match, but will not generate a cash reimbursement.**

Grant recipients must maintain an accounting system that meets generally accepted accounting principles and maintain financial records to properly account for the grant and matching funds. Grantees without a written procurement process must follow State procurement requirements.

### **How much can I apply for?**

The minimum grant request is \$8,000 with a match of \$2,000 for a total project cost of \$10,000. Local community trail projects are limited to a maximum grant request of \$120,000 with a match of \$30,000 for a total project cost of \$150,000. State or federal applicants, with projects of statewide significance, may be considered for additional

funds. The State may waive the minimum amount of an approved grant under special circumstances.

**Can I use part of the funds for design expenses and grant administration?**

Yes. Use of RTP funds for architecture, engineering, surveys, environmental reviews, grant administration and/or legal expenses are eligible but are limited to 15 % of the total project cost. *Grantee must have a line item in the grant contract for A&E design or grant administration expenses.*

**When can projects begin?**

After the grant is awarded, RES staff will work with the grantee to define the scope of the project, budget and information needed to complete the Environmental Review. The applicant MUST wait until the TDEC-RES returns the executed contract before beginning the project. Any construction started or equipment purchases made prior to the start date of this executed contract is not eligible for reimbursement. This contract will not be issued until TDEC-RES concurs with all environmental approvals and authorization is granted from the Federal Highway Administration.

**Applicants must show progress on the grant within 180 days of the date stated in the executed contract. Grant recipients that do not begin their projects within these 180 days may be subject to have their project funding withdrawn.**

**How long will I have to complete the project?**

Applicants will have 4 years from the effective date of the project contract to complete the project. There will be **NO** term extensions regardless of justification.

**What are the grantee's Long-Term responsibilities to the proposed project?**

**Projects funded through RTP must remain open to the public in perpetuity (forever).** A trail or facility shall be open to the general public. Should a grant applicant convert all or part of the project site to other than approved recreation use or lose the use of property for recreation purposes, the applicant must replace the site/facilities, at its own expense, with an acceptable project of comparable scope and quality. (Such conversions must have TDEC-RES approval.)

**What if my project involves Land Acquisition?**

Any land acquired using funds from the Recreational Trails Program **MUST** be acquired following the rules and regulations of the federal Uniform Land Acquisition and Relocation Act. Acquisitions must be completed within a one year period. Any land to be purchased, donated for use as match will be to have a Notice of Limitation of Use (NLU) recorded and reference the land deed, property book # and page #, which binds the property in perpetuity for recreation purposes.



**TDEC-RES needs the following information:**

1. Copy of the current deed and legal description;
2. Size of the tract of land (acres) to be acquired;
3. Tax Map and Parcel number;
4. Copy of the County Property Assessor tax assessment card providing information about the property and current assessed value for tax purposes.
5. Proposed land acquisition area shown on a topographic map and aerial photograph.

A Fair Market Value Yellow Book land appraisal will need to be completed to determine the exact value of the property and the land appraisal must be completed by an appraiser on the approved State of Tennessee appraiser list. The appraisal will also need to be reviewed by the State's contracted Yellow Book Review appraiser.

*Acquisition Only projects must be developed within 3 years of acquisition for the purpose of use stated in the grant application.*

TDEC-RES will work with any community that needs assistance with these requirements.

**What other documentation is required with the application?**

Please refer to the application checklist on page 12 for a list of items that will need to accompany the application.

**What about Environmental Clearance for the project?**

Although a completed Categorical Exclusion is necessary prior to an executed contract, the Environmental Review portion will no longer be required in the application process for the 2012 grant cycle. For grant funded projects, environmental clearance from designated state and federal agencies will be obtained by Recreation Educational Services with cooperation of the funded grantee/applicant. All required TDEC permits must be obtained by the grantee as part of the Environmental Review process. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alternation Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. Environmental Clearance is subject to approval by the Federal Highway Administration.

**What is the Federal Funding Accountability Transparency Act (FFATA) and why do I submit the information for #8 in the application?**

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 requires information disclosure of entities receiving Federal funding through Federal awards such as Federal contracts and their sub-contracts. The Recreational Trails Program (RTP) is funded through the Federal Highway Administration and the Land & Water Conservation Fund (LWCF) is funded through the National Parks Service. As the administering

agency, the Tennessee Department of Environment and Conservation is required to report such awards. If funded, information on the application is used in the reporting by Recreation Educational Services:

**DUNS Number:** This is a unique 9 digit number issued by Dun and Bradstreet. This is required, to obtain a DUNS number, please access: <http://fedgov.dnb.com/webform>.

**CCR and CAGE #:** This is a unique 5 digit number issued by the Central Contractor Registration. More information on how to obtain this number can be found at <https://www.bpn.gov/ccr/default.aspx>.

**How to obtain information regarding gross income and public access to compensation information:** We suggest contacting your Finance and/or Accounting departments for this information.

### **WHAT OTHER RULES OR RESTRICTIONS APPLY?**

*Termination of Grant:* TDEC-RES reserves the right to terminate a project contract and demand the return of granted funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the executed contract will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until the grantee demonstrates compliance to the satisfaction of the TDEC-RES.

With respect to Motorized Trail projects, the applicant shall establish and follow a plan of best management practices for the maintenance and operation of the Motorized Trail activity. Failure to adhere to the plan of best management practices shall be a violation of the project contract. TDEC-RES will give the applicant a specific time period within which to come into compliance. Failure to come into compliance will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until grantee demonstrates compliance to the satisfaction of TDEC-RES.

*Fees and Charges:* If admission, user or other fees are charged for the use of the land, facilities, or buildings that were rehabilitated, developed or acquired with funding from the Recreational Trails Program, the fee structure must be reasonable and cannot be discriminatory to non-residents of the local area. Higher fees may be charged to non-residents; however they cannot exceed twice that charged to residents.

*Utility Lines:* Overhead utility lines constitute major safety concerns and detract from the natural quality of recreation areas. Applicants must take reasonable steps to insure burial or relocation of existing overhead lines and insure that all new electric wires under 15 KV and telephone wires are underground. Experts must justify exception requests in writing.

*Grant Post-Completion Responsibilities:* Grantees (or, the agency landowner who receives the benefit of a grant in the case of non-profit grant awards) are responsible for

the continued operations and maintenance of the project. Each grantee will receive a post-completion handbook. Post-completion inspections will occur every 5 years to insure compliance to this requirement.

<b>KEY INFORMATION</b>
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- ◆ Priorities - Projects must be based on written documentation of a local public input process such as a strategic planning process, preferably in the form of a comprehensive trail plan. The project type must be listed as a priority in the 2020 Tennessee State Recreation Plan or provide the benefits shown in the 2008 Tennessee Greenways and Trails Plan.
- ◆ Public/private partnerships are strongly encouraged. Scoring preference is placed on projects on public land with established partnerships with support from trail organizations regarding the proposed project (such as clubs, volunteer organizations, interest groups, friends groups, etc.). This relationship must be established in writing.
- ◆ Clubs and non-profit or volunteer organizations (private groups) can apply individually for funds on public property if they are IRS 501(c)(3) certified organizations. Such groups interested in seeking funding must have an established written partnership with the public agency.
- ◆ Applicants are encouraged to involve volunteer youth conservation corps or national service corps (AmeriCorps) in trails projects.
- ◆ The State of Tennessee will give special consideration to project proposals that provide for the redesign, reconstruction, non-routine maintenance, or relocation of recreation trails that benefit the natural environment or mitigate and minimize the trails impact to the natural environment.

TDEC/RES will conduct a site visit of all grant applications proposed for funding. Grant application inspection schedules do not allow applicant participation at the site visits.

## **RTP APPLICATION PROCEDURES**

1. Recreational Trails Program (RTP) applicants must submit one copy of the project application on CD (preferred) or 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) **no later than October 28, 2011 at 4 p.m. CST.** Applications should include all support documentation.
2. If submitted electronically, the CD should be formatted in labeled folders with the documents conforming to the numbered sections on the RTP Application checklist.
3. If submitted in hard copy, all support documentation in the application must have numbered tab dividers conforming to the numbered sections on the RTP Application checklist.
4. 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 TDEC Commissioner for review approval. The proposed projects are then submitted to the Federal Highway Administration for final approval.
5. Project applicants will receive approval or disapproval in writing.

## 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 on a cd or 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 folder on the cd or by a tab divider stating number of the item in the binder. 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. Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location
<input type="checkbox"/>	2. Project Cost Sheet form
<input type="checkbox"/>	3. Development Project Costs form
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
PROPERTY INFORMATION AND ACQUISITION	
<input type="checkbox"/>	5. Project Boundary Map – see Exhibit 2
<input type="checkbox"/>	6. Project Boundary Map Certification form
<input type="checkbox"/>	7. Legal Description from deed or survey
<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 / Tax Card - Applies to acquisition projects and/or development projects using land value as match.(for acquisitions a yellow book appraisal with the review is necessary)
<input type="checkbox"/>	12. Tax Map (include page and parcel number)
MAPS, PHOTOS AND DESIGN	
<input type="checkbox"/>	13. Location and Topographical Maps with Latitude and Longitude coordinates in degrees, minutes and seconds. See Exhibit 1&3
<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 all projects. See Exhibit 4
SCORING CRITERIA	
<input type="checkbox"/>	16. Eligible Project Checklist – page 24
<input type="checkbox"/>	17. Project Selection Criteria – page 25

## RTP Application Instructions

**Before submitting your application, please review this page and make sure that all required narratives, maps, and supporting documentation are enclosed.  
Late submissions after October 28, 2011, 4:00pm (CST) 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 a CD (preferred).** All items listed below are to be identified by a *tab divider or folder 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.

### **Descriptions of Documentation:**

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 design expenses. **DO NOT USE LUMP SUM FIGURES.** Budgets should be broken down into line items and cost per Square Foot, Linear Foot, etc. needs to be included. Remember that administrative expenses will not be reimbursed unless there is a specific line item for these expenditures. **DO NOT INCLUDE A CONTINGENCY 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. If the letter is not signed and dated, the application will not be scored. If donations of labor, services, materials and equipment are to be provided by a nonprofit organization, the value of these in kind services should be documented by written letter on stationery and signed by the president of the organization.
5. **Project Boundary Map** – The one (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. Preferred documentation would be a survey by a Registered Land Surveyor (RLS), dated and signed by the RLS. **See Exhibit 2**
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, or Permanent Easement for Public Access**, - 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 if funded. 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 or Tax Card** - 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.)
12. Tax Map (to include page and parcel number).

### **Maps, Photos and Design**

13. **Location and Topographical Maps** – The applicant will submit two color copies of a project location topographical map, indicating the layout of the trail(s), the quadrangle name, and at a scale of 1:24,000. The map shall display the exact location of the project site with written directions from the nearest State highway. If the site is not currently a park or difficult to find, provide directions with landmarks. **See Exhibits 1 & 3.** This map must be current, accurate, and legible (see *Exhibit 2 - Topographical Map.*) The Latitude and Longitude coordinates of the project must be clearly marked on the map in degrees, minutes and seconds.
14. **Photograph(s) of Site** – Clear photograph(s) showing the proposed trail development and/or land acquisition. Photos should identify any areas where trailhead facilities or trail tread rehabilitation are needed. Photos cannot be returned. If submitting as a hard copy application, digital photographs must be included.
15. **Preliminary Site Plan** - A copy of the preliminary site plan showing all trails designed with length, width and a cross section details for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act. **See Exhibit 4 for example.**

### **Scoring Criteria**

16. **Eligible Project Categories**
17. **Project Selection Criteria**



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
RECREATION EDUCATIONAL SERVICES  
10<sup>TH</sup> Floor, L&C Tower, 401 Church Street, Nashville, TN 3743  
PH: 615-532-0748 FAX: 615-532-0778  
LWCF/LPRF/NRTF/RTP GRANT APPLICATION**

<b>PARTICIPANT INFORMATION</b>	
1. Applicant: _____	
2. Applicant is a: a. Federal Govt. _____ b. State Govt. _____ c. Local Govt. _____ d. Private Org. _____	3. List of Project Partners (if any):
4. Region: East _____ Middle _____ West _____	5. County/COUNTIES:
6. Applicant Address, City, and 9-Digit Zip Code:  911 Street Address, City, and 9-Digit Zip Code of project location:	
7. Applicant Contact (Person responsible for daily management of project)  Name: _____ Telephone: _____ Title: _____ Federal ID#: _____ E-Mail: _____ Fax: _____	
If applying for LPRF, skip to Question #9	
8. Applicant DUNS +4: _____ Date DUNS # Verified ( <b>Office Use Only</b> ) _____ Is Applicant registered in Central Contractor Registration (CCR)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, CAGE # (Opt.): _____ Date CCR Expires: _____ A. In the Applicant's previous financial/fiscal year, did you receive (1) 80% or more of your annual gross revenues B. Does the public have access to information about the compensation of the senior executives in the Applicant's reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a),780(d)) or section 6164 of the Internal Revenue Code of 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No  * If Applicant answered "YES" to question A and "NO" to question B, provide the following, list the 5 highest paid executives and his/her compensation amounts in descending order. (The highest paid official is listed first): Official Name _____ Compensation Amount _____ Official Name _____ Compensation Amount _____ Official Name _____ Compensation Amount _____ Official Name _____ Compensation Amount _____ Official Name _____ Compensation Amount _____	



9. Park Name: \_\_\_\_\_  
 Project Title: \_\_\_\_\_

10. Grant Type (Check all that apply)

- Acquisition                       New Construction                       Land is publicly owned  
 Development                       Renovation                       Land is privately owned (RTP only)  
 Land owned by applicant     Land is leased by applicant    Date lease expires: \_\_\_\_\_

\*Acquisition Only projects are not eligible for motorized grants.

- RTP Only**
11. Intended Use (Check one)
- Motorized Use  
 Non-Motorized Use  
 Combination Motorized/Non-Motorized Use  
 Combination of Motorized Uses  
 Combination of Non-Motorized Uses

12. Federal Congressional District

Congressman's Name: \_\_\_\_\_ District Number: \_\_\_\_\_

13. State Districts

Senator's Name: \_\_\_\_\_ District Number: \_\_\_\_\_  
 Representative's Name: \_\_\_\_\_ District Number: \_\_\_\_\_

14. Brief Description of Project

15. Project Funding

Grant Amount Requested \$ \_\_\_\_\_

Match \$ \_\_\_\_\_  
 (50% for LWCF, LPRF and NRTF)  
 (Minimum 20% match required for RTP)

TOTAL PROJECT COST \$ \_\_\_\_\_

16. Source and Amount of Applicant's Matching Funds  
 (20% for RTP, 50% for LWCF, LPRF and NRTF)

Cash/General Fund \$ \_\_\_\_\_

Force Account \$ \_\_\_\_\_

3rd Party Land Donation Value \$ \_\_\_\_\_

In-Kind Services – 3<sup>rd</sup> Party  
 donations of volunteer labor/  
 materials/equipment \$ \_\_\_\_\_

Value of land purchased by  
 Applicant 12 months before  
 Grant award or less \$ \_\_\_\_\_

Value of land purchased by  
 Applicant more than 12 months  
 before grant award, not previously  
 dedicated to recreation \$ \_\_\_\_\_

TOTAL MATCH \$ \_\_\_\_\_

(TOTAL MATCH should equal Match in Section 15)

_____	_____	_____
<b>Authorized Signature (usually Mayor)</b>	<b>Title</b>	<b>Date</b>
_____	_____	
<b>Printed Name</b>	<b>Title</b>	
_____	_____	_____
<b>Authorized Signature of Partner (if applicable)</b>	<b>Title</b>	<b>Date</b>
_____	_____	
<b>Printed Name</b>	<b>Title</b>	

**NOTE:** Overmatches may be shown on a separate sheet.

CN-0429 (Rev. 07/11)

RDA's 2314, 2315, and 2316

## Match List

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

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

**ADMINISTRATIVE COSTS**

		Date to be Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
<b>Total Administrative Costs</b>	<b>\$</b>	

**ACQUISITION COSTS**

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
<b>Total Acquisition Costs</b>		

Method of Acquisition:  Negotiated Purchase     Donation     Easement     Lease

Number of TDEC-RES Funded Grant Protected Park Acres in park referred to in this application (use additional sheets if necessary)

\_\_\_\_\_ New Acreage- for acquisition or development; not previously under grant protection.

\_\_\_\_\_ Value Added Acreage -additional development of land already under grant protection

\_\_\_\_\_ Total Acreage (sum of figures above).

**Note:** Land within the boundary map of an LWCF/LPRF/RTP grant is under 6(f) protection.

This Acquisition is:  Publicly owned       Privately owned (RTP only)



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**  
**RECREATION EDUCATIONAL SERVICES**  
 401 Church Street, 10<sup>th</sup> Floor, L&C Tower, Nashville, TN 37243  
 PH: 615-532-0748 FAX: 615-532-0778  
**LWCF/LPRF/NRTE/RTP**

**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	To Be Completed By:		
				Grantee Staff	Volunteers	Contractor
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Development Cost</b>			\$			

Use Attachment if more space is needed

**TOTAL COSTS**

<b>Total Administrative Costs</b>	\$
<b>Total Acquisition Costs</b>	\$
<b>Total Development Costs</b>	\$
<b>Total Project Costs</b>	\$
<b>Total Grant Request</b>	\$

**ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS**

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



## 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



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

## **NOTICE OF LIMITATION OF USE**

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### **FOR LWCF:**

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

### **FOR LPRF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

### **FOR NRTF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.



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

## **NOTICE OF LIMITATION OF USE**

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### **FOR RTP:**

If the public property identified in the attached general warranty deed has been acquired or developed with federal Safe, Efficient Transportation Act – Legacy for Users (SAFTEA-LU) Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 *et seq.* (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

---

**Authorized Signature (usually Mayor or Agency Director if State or Federal Application)**

---

**Printed Name and Title**

---

**Applicant**

---

**Address**

---

**Phone Number**

---

**Date**

---

---



# Recreational Trails Program Application

## 16. ELIGIBLE PROJECT CATEGORIES

The following is a list of the types of projects which may be funded with Recreational Trails Program funds. Check all categories that apply to the application.

- New trail construction – List and describe type(s) of trail to be constructed, proposed trail use, width and length:**  
\_\_\_\_\_
  
- Environmental mitigation/enhancement** - measures that provide design, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize impact on the natural environment.
  
- Development of trailhead and trailside facilities -**
  1. ADA Accessibility Infrastructure
  2. Water and Sanitary Facilities
  3. Trail and Trailhead Signage
  4. Trail/Road Crossings
  5. Drainage/Stabilization
  6. Small trailhead parking areas
  
- Restoration of areas damaged by usage** - (includes installation of erosion control measures, repair of damages due to over-use, and/or impacts by non-permitted trail users, etc.)
  
- Acquisition of land** - (must be a willing seller and the Uniform Act must be followed)
  1. Fee Simple (preferred)
  2. Permanent public use easement purchased by (donated to) Agency.

## 17. Project Selection Criteria:

**The items (A-F) listed below are MANDATORY and will receive points toward the score of the RTP grant application.**

### A. PROJECT SUMMARY - Provide a maximum two-page summary of the project. (25 points maximum)

This summary should describe the scope of the project and briefly justify the need and demand for the project. Applicant should address how the proposed project meets the “intent” of the RTP eligible project criteria as described in the application. Any special issues or significant features of the project should be included. **Try to “sell” your project in this two-page summary.**

### B. PLANNING PROCESS (15 points maximum)

1. **Public Input:** Document the planning process (public involvement and support) for the project. Is this trail project part of a Comprehensive Trail System Master Plan?
  - a. **Identified as having the highest demand (through local public input).**  
Applicant can use the Strengths, Weakness, Opportunities, Threats, (SWOT) assessment process to identify the need for the trail project or the project can be identified in a comprehensive local Park and Recreation Master Plan or a comprehensive local Greenways and Trails Plan. Plan should be no more than 5 years old.
  - b. **Briefly explain how the project meets goals identified** in the 2020 Tennessee State Recreation Plan (TSRP). Go to: <http://www.tn.gov/environment/recreation/plan/>
  - c. **Briefly explain how the project meets goals identified** in the 2008 Tennessee Greenways and Trails Plan (TGTP). Go to <http://tn.gov/environment/recreation/greentrails.shtml>
2. **(Motorized Only) Business Plan:** Provide a detailed Business Plan (5 years) showing the costs to create the project and the projected direct revenue to be generated by fees and permits along with other charges such as campground fees, etc.
3. **Trail System Map:** Provide a detailed map showing the entire proposed trail system. Existing trails to be included in the system and any new trails to be constructed are to be identified on the map. The trail system development can be broken down in phases and the phase(s) to be developed must be identified. The total number of miles of proposed trails must be identified and the miles of trails to be developed with the grant funds **MUST** also be identified on the Map and referenced in the above Business Plan.
4. **Management Systems:** Provide a detailed management overview illustrating who will manage the project during construction and who will provide operations and maintenance after completion. Include written documentation on operations and maintenance staff, budget, safety and security (rules of operation) and programming.

### C. ENVIRONMENTAL PROTECTION & SUSTAINABILITY (15 points maximum)

Describe how the project provides for the design, rehabilitation, construction, and/or relocation of the trail or trailhead in order to minimize the impact of the trail project on the natural environment resulting in a sustainable project. Example is building a boardwalk over a wetland area, constructing grade reversal dips into an existing trail to stop erosion, filling low places with gravel to harden the surface, armoring the trail surface with rocks, etc.

It is recommended the trail construction and trail maintenance resources below be used to develop the trail defined in this proposed project. In this section identify the resources used in the trail design.

- International Mountain Bike Association (IMBA): *Trail Solutions* book
- US Forest Service (USFS): *Trail Construction and Maintenance Notebook* (2007 Edition)

- US Department of Agriculture: Standard Specifications for Construction and Maintenance of Trails
- American Trails: Universal Trail Assessment Process
- AASHTO: *Guide for the Development of Bicycle Facilities* (1999 edition)
- AASHTO: *Guide to the Development of Pedestrian Facilities* (July 2004 Edition)
- National Off-Highway Vehicle Conservation Council (NOHVCC): *Park Guidelines for Off Highway Vehicles*
- Federal Highway Administration: *Trail Construction and Maintenance Notebook*
- USFS *Equestrian Design Guidebook for Trails, Trailheads and Campgrounds*, December 2007 Edition
- TDEC-RES, *Tennessee Pathways to Trail Building*, May 2010 Edition
- Tennessee Department of Transportation, Bicycle and Pedestrian Standards
- DOJ- U.S. Access Board, ADA Recreation Facilities; Chapter 10, Section 1017, Trails
- Other: Please provide reference

For more information on how to obtain these resources, contact Bob Richards at [Robert.richards@tn.gov](mailto:Robert.richards@tn.gov) or go to <http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm> .

**D. PARTNERSHIPS** (15 points maximum)

Document support for the trail project and public/private partnerships between public agencies and trail user groups. Include letters of intent from volunteer groups committing donations of labor, materials, or equipment for the trail project. Is there a written Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) in place and is it working?

**E. VOLUNTEERISM** (15 points maximum)

Provide written details (letters about donated materials and services) from volunteer organizations (Friends Groups, Trail Use clubs, Environmental or Civic Clubs) that will be used to construct, operate or maintain this project. Include information on Youth Conservation Corps (YCC), AmeriCorps or other volunteer organizations.

**F. DIVERSE USE Trails** (15 points maximum)

List the different types of use of the trail project showing it can accommodate more than ONE variety of recreation activities (examples: pedestrian and bicycle, or motorcycle, ATV, and 4-wheel drive, etc.).

**MAXIMUM TOTAL POINTS (Items A – F) ARE 100.**

**Additional Scoring: RES will conduct an ON SITE INSPECTION.** The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.

## List of Abbreviations

**ADA-** Americans with Disabilities Act

**APRP** – Associate Park & Recreation Professional (formerly called a CLA)

**ASTM-** American Society for Testing and Materials

**CCGT-**Commissioner’s Council on Greenways and Trails

**CE** – Categorical Exclusion

**CN-** Certified Number

**CPRP** – Certified Parks & Recreation Professional (formerly called a CLP)

**CPSC-** United States Consumer Product Safety Commission

**CST-** Central Standard Time

**COE** – U.S. Army Corps of Engineers

**DBE-**Disadvantaged Business Enterprise

**FAQ-** Frequently Asked Questions

**FHWA-** Federal Highway Administration

**FWS** – U.S. Fish and Wildlife Service

**LPRF-** Local Parks and Recreation Fund

**LWCF-** Land and Water Conservation Fund

**NPS-** National Park Service

**NRTF-** Natural Resources Trust Fund

**NLU** – Notice of Limitation of Use

**OGC** – Office of General Counsel

**OPSP-** Open Project Selection Process

**PARTAS** – Parks and Recreation Technical Advisory Service

**REC** – Recreation Educational Consultant

**RES-** Recreation Educational Services Division

**RTP** – Recreational Trails Program

**TCA-** Tennessee Code Annotated

**TDEC-** Tennessee Department of Environment and Conservation

**TDOA-** Tennessee Department of Agriculture

**TDOT** – Tennessee Department of Transportation

**TWRA** – Tennessee Wildlife Resources Agency

**TVA** – Tennessee Valley Authority

**TEA-21** - Transportation Equity Act for the 21<sup>st</sup> Century

**USGS** – United States Geological Service

## **EXHIBITS**

The following exhibits are required components of the grant application. Follow the instructions on each exhibit in order to provide complete documentation.

**Exhibit 1**      Location Map

**Exhibit 2**      Project Boundary Map

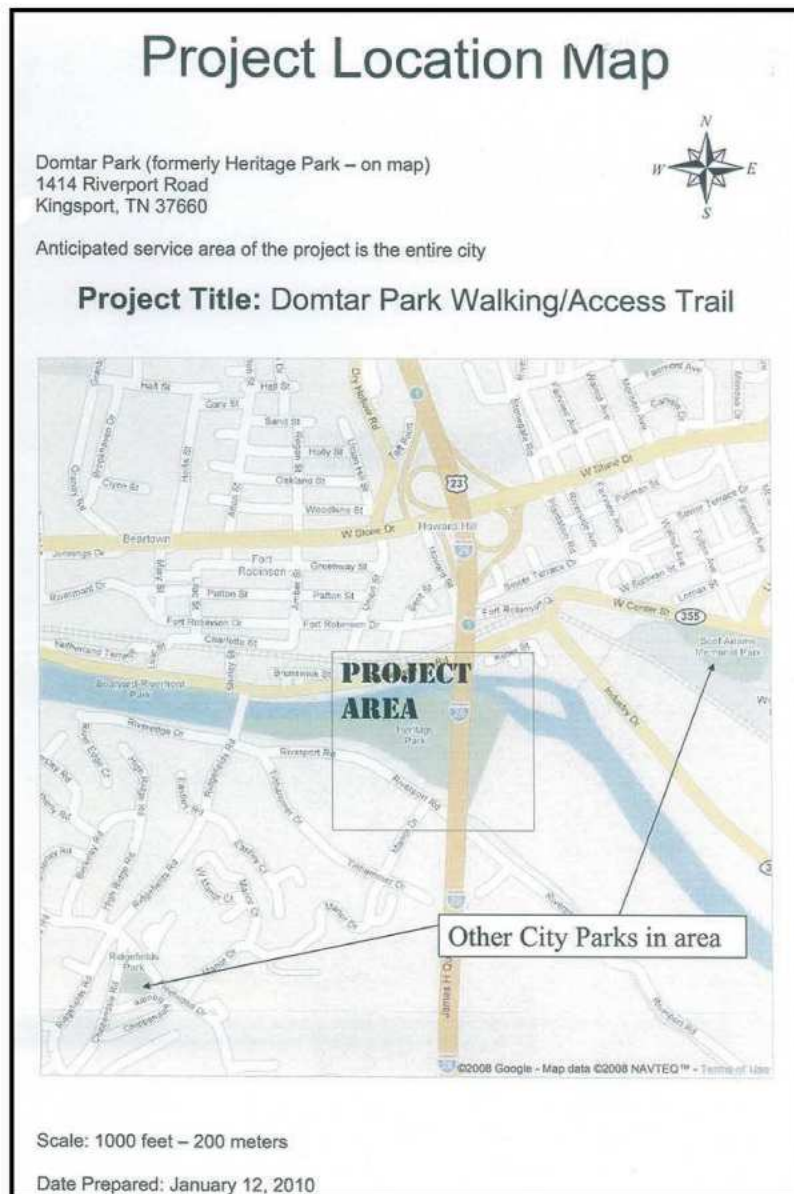
**Exhibit 3**      Topographic Map

**Exhibit 4**      Preliminary Site Plan showing proposed (and existing) park structures, facilities and/or trails

## EXHIBIT 1: LOCATION MAP

A map shall be submitted with each application and shall identify the following items:

1. Location and 911 street address.
2. Definition of the anticipated service area of the proposed project.
3. Location of other park structures within the anticipated service area.
4. North arrow, scale, project title, and date map was prepared.
5. Map size preferred is 11" x 17". Do not include construction drawing.





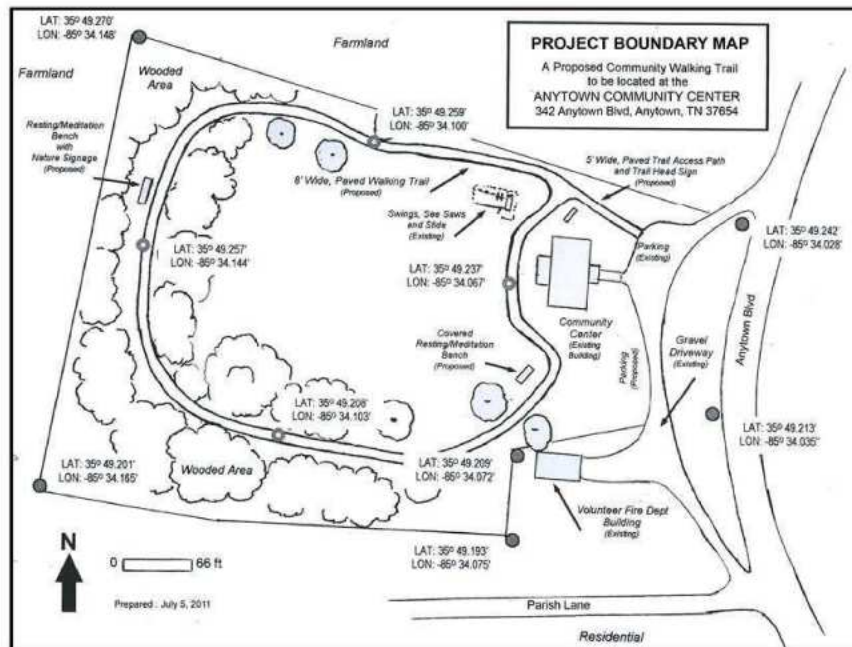
## EXHIBIT 2

### PROJECT BOUNDARY MAP

A map shall be submitted with each application that specially delineates the proposed boundary of the recreation site(s) project area where grant funds will be expended.

The map shall identify the following items:

1. North arrow, scale, project title and date map was prepared.
2. Any areas under lease and length of term remaining on the lease.
3. Known outstanding rights and interests in the project area held by others (easements, water, timber, subsurface mineral rights, cell tower leases, etc.)
4. The boundary of the project area delineated must be legally sufficient to identify the project for conversion protection from other uses besides recreation.
5. Map size preferred is 11" x 17". Maps larger than 24" x 36" will not be accepted.



### EXAMPLE - SITE BOUNDARY DESCRIPTION

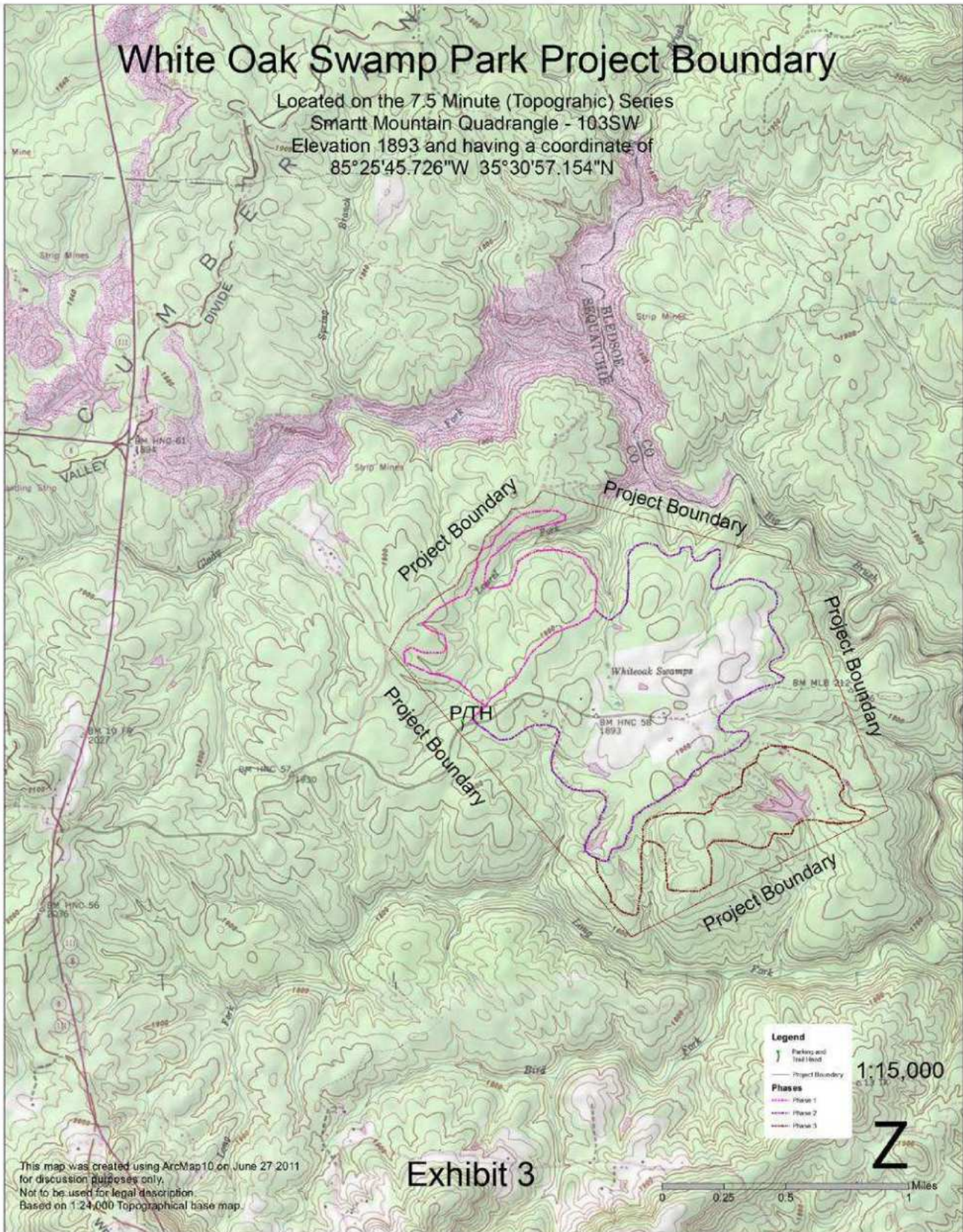
#### City of Anytown - Anytown Walking Trail Project Boundary Map - Legal Description

Beginning at an iron pin on the right-of-way on Parish Lane, thence North 90 degrees East, 2,080 feet, thence South 0 degrees East, 1,680 feet, thence South 90 degrees West, 2,400 feet, thence North 0 degrees West, 1,355 feet, thence North 90 degrees East, thence North 0 degrees East, 315 feet to the true point of beginning.

The total area of this tract of land is 90.1 acres and lies in the Southeast Quadrant of Anytown, Anytown County, Tennessee.



EXHIBIT 3: TOPOGRAPHIC MAP



This map was created using ArcMap10 on June 27 2011  
for discussion purposes only.  
Not to be used for legal description.  
Based on 1:24,000 Topographical base map.

Exhibit 3

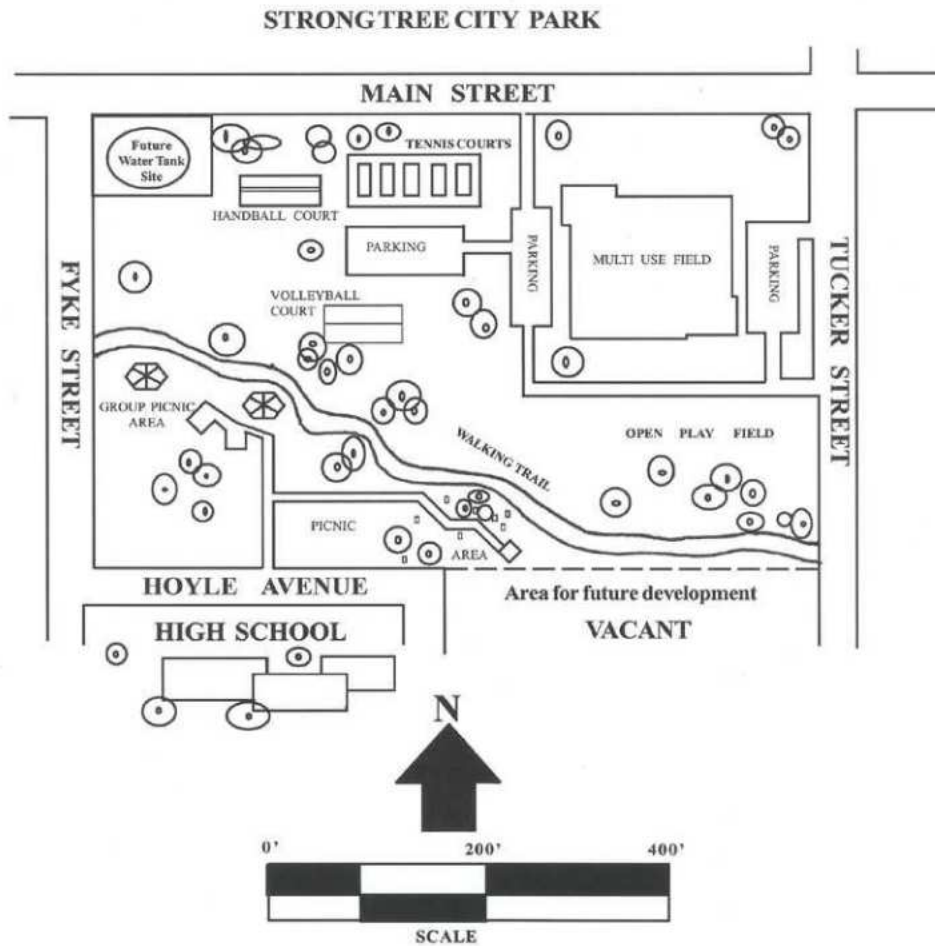


## PRELIMINARY SITE PLAN

A plan should be submitted with each application and shall identify the following items:

1. Existing site development.
2. Development proposed for this site
3. Future development (Necessary for all Acquisition projects).
4. Surrounding land uses.
5. North arrow, scale, project title and date prepared
6. Map size: 8 1/2" X 11" (Preferred). No larger than 20" X 25".

NOTE: Please list all improvements on the site plan as existing project proposed or future development.



**EXHIBIT 4**

**Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Council, 401 Church Street, 20<sup>th</sup> Floor L & C Tower, Nashville, TN 37243, 1-888-867-7455. ADA inquiries or complaints should be directed to the ADA Coordinator, Human Resources Division, 401 Church Street, 12th Floor L & C Tower, Nashville, TN 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).**



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