**Wyoming Recreational Trails Program (RTP) Grant Program**

**FY 2019 Guidelines**

# **PROGRAM OVERVIEW**

Wyoming Recreational Trails Program Grant funding is provided through the federal Recreational Trails Program (RTP). It is administered at the state level by the Wyoming Department of State Parks & Cultural Resources (SPCR) – Division of State Parks, Historic Sites & Trails (SPHST) and at the federal level by the Federal Highway Administration (FHWA).

Funds for this program are derived from the federal gas tax paid on non-highway recreation fuel used by off-highway vehicles including snowmobiles; OHVs including but not limited to ATVs, UTVs and off-highway motorcycles; and four-wheel drive light utility vehicles. This grant program provides funding for a variety of trail-related project categories including trail restoration, construction, improvement or maintenance; trailhead or trailside facilities and trail linkages; land lease or purchase for trail corridors; trail related safety or environmental education; and limited equipment purchase.

Wyoming’s allocation for FY 2019 under this program is approximately $1,459,731. Up to seven percent can be used for state administrative costs with the remaining balance being available for grants to local, state or federal agencies or to qualifying private organizations. The Wyoming State Trails Advisory Council (WSTAC), a ten-member council with representation from both motorized and non-motorized trail users, provides guidance to SPHST in policy development and distribution of these funds.

**PROGRAM CONTACTS**

RTP Grant Administrator: Tracy Williams – primary contact for RTP policy or procedure questions

Phone: 307-777-8681 or e-mail: [tracy.williams@wyo.gov](mailto:tracy.williams@wyo.gov)

State Trails Program (STP) Manager: Ron McKinney – STP project co-sponsorship approval

Phone: 307-332-5036 or e-mail: [ron.mckinney@wyo.gov](mailto:ron.mckinney@wyo.gov)

STP Consultant: Kim Raap – contact for STP project co-sponsorship requests and coordination.

Phone: 605-371-9799 or e-mail: [Trailswork@aol.com](mailto:Trailswork@aol.com)

Visit <http://wyoparks.state.wy.us/index.php/rtp-grant-information-trails>for more information.

**RTP PROGRAM POLICIES**

**FEDERAL POLICIES**

1. **30-30-40 Funding Allocation Requirement:** The Recreational Trails Program allows for up to seven percent of the total allocation to be spent for State costs to administer the program. Federal rules then mandate that, of the remaining funds, 30 percent must be allocated for uses relating to motorized recreation, 30 percent must be allocated for uses relating to non-motorized recreation, and 40 percent must be allocated for diversified trail use. Diversified trail use projects are considered those which provide for two or more compatible recreational uses on the same trail corridor.
2. **5% Maximum for Education:** Up to 5% of RTP funds can be used for trail related safety and environmental education projects; such projects must be applied toward the appropriate 30-30-40 use category.
3. **DUNS Number Required:** All project sponsors must be registered with Dun and Bradstreet and have a DUNS number; Wyoming requires that applicants meet this requirement *prior* to applying for RTP funding. Registration is free at [www.dnb.com](http://www.dnb.com).
4. **Applicable Federal Laws, Regulations and Executive Orders:** All project sponsors must comply with all applicable Federal Laws, Regulations and Executive Orders including but not limited to:
5. Monitoring and reporting for RTP grants shall be in accordance with federal grant regulations found in 2 CFR 200.
6. Project Agreement procedures shall be in accordance with Federal Highway Administration regulations found in 23 CFR part 630.
7. **Buy America Requirements:** Applies to iron and steel components permanently incorporated into the

project when the total cost of all iron and/or steel components exceeds $2,500. If the total cost of iron and steel components exceeds $2,500, the iron and steel must be certified to be 100% ‘U.S. made’ iron and/or steel and the product must be assembled in the United States – certification letters from the manufacturer are required. If the total cost of iron and steel components is less than $2,500, the project is exempt from this requirement – which also requires a certification letter from the product’s manufacturer.

1. **Risk Assessment:** Applications selected for funding will be subject to a pre-award risk assessment which may include a review of information contained within the applicant’s proposal, past audits, Federal Awardee Performance and past performance on previous RTP awards. Negative information that leads to a recipient being designated as “a Risk” may result in specific conditions, being incorporated into the final award or could result in the disqualification of the award.

**STATE OF WYOMING POLICIES**

It is the policy of SPCR and the WSTAC that the RTP Grant Program be operated as follows:

1. **Programmatic Cash Match:** Wyoming’s RTP Grant Program is operated on a ‘Programmatic Match’ basis whereby SPHST is responsible for providing the federally required 20% cash match programmatically; therefore, individual projects are not required to provide any match. However, SPHST will pre-determine a list of projects (primarily State projects and Non-Motorized projects which include a contractor or materials component) which will be used to meet this requirement.

While additional local cash match may remain an important part of accomplishing RTP projects on-the-ground, those projects **NOT approved in advance by SPHST** to be used toward the State’s programmatic match requirement **should not include any Match** on their project’s application or in Exhibit B. Also note that in-kind match and volunteer labor are no longer eligible to be included in RTP grant project applications.

1. **100% Trails Program Sponsored:** ALL projects must be sponsored by the Wyoming State Trails Program (STP), either directly or indirectly through pre-approved local agency or organization Co-Sponsors. This requires that **ALL projects must be pre-coordinated in advance with STP** to: 1) help manage the Programmatic Match process, and 2) facilitate an integrated approach to the management of motorized and non-motorized trails across the state.

Local non-STP Co-Sponsorship may be allowed solely at the discretion of the STP Manager in consultation with other SPHST staff. Consequently, **ALL** **entities desiring to pursue co-sponsorship for local projects** **MUST**: 1) **must submit a Project Co-Sponsorship Request Form by September 19, 2018.** Co-Sponsorship applicants will be notified by STP no later than October 10, 2018 whether their Co-Sponsorship Request has been approved to proceed to completion of a full application package. Failure to obtain advance co-sponsorship approval from STP will result in no further consideration for an RTP grant award.

1. **Motorized Component in All Diversified Projects:** Since RTP is funded by federal fuel taxes paid only by motorized trail users, at least one type of motorized trail use is required for all projects funded from the Diversified category. Non-motorized trail users are encouraged to pursue cooperative partnerships with motorized trail users to facilitate increased shared trail use by diverse interests.
2. **Further the Goals of Statewide and State Trails Program Plans and SCORP:** Projects must further goals of 1) the Wyoming Statewide Trails Plan for motorized and non-motorized trails, 2) the State Trails Program Motorized Trails Section 5-Year Plan (2018-2022) for the State Snowmobile and ORV (Off-Road Recreational Vehicle) Trail Programs (see <http://wyoparks.state.wy.us/index/php/wyoming-trails-program-plans-trails>), or 3) SCORP 2014-2019 (see <http://wyoparks.state.wy.us/index.php/learn/state-us-planning-documents>)
3. **ORV and Snowmobile Permits Required:** The state definition of ORV includes ATVs, off-road motorcycles, and off-road 4-wheel drive vehicles – which is sometimes used interchangeably with the term OHV by some entities. The Wyoming ORV and Snowmobile permits will be required for any motorized trail or riding area which receives RTP funding.
4. **RTP Funding for Non-Motorized Winter Trail Grooming is dispersed through an STP Project and State Grooming Contracts:** A maximum of $82,000 (approximately 20% of the typical non-motorized category’s annual allocation) is set aside within the Non-Motorized funding category for this sub-group and dispersed through STP managed grooming contracts. **Interested entities must submit a Project Co-Sponsorship Request Form by September 19, 2018, to be considered for inclusion in this annual sub-project funding.**
5. **Maximum and Minimum Grant Amounts:** The maximum trail grant amount for Non-Motorized projects is $50,000 unless pre-approved for a higher amount by the STP Manager prior to final application submittal***.*** Maximum Motorized and Diversified grant amounts, as well as minimum amounts for all projects, will be set at the discretion of the STP Manager during the pre-approval screening process.
6. **State of Wyoming Vendor Registration Required:** Grantees must be registered as a vendor of the State of Wyoming. Vendors are typically removed after 12 months of inactivity so applicants should confirm their status prior to application. If you are not a currently registered State vendor, contact Tracy Williams at 307-777-8681 for further information; understand that it may require several weeks to become registered.
7. **Project Construction by Contractor Requires Prior Notice:** Any RTP project that plans to hire a contractor for construction **MUST** notify Tracy Williams in writing at [Tracy.Williams@wyo.gov](mailto:Tracy.Williams@wyo.gov) prior to the time of application to ensure the applicant fully understands all potential federal labor and purchasing requirements. All State Procurement Procedures must be followed and all Federal Provisions must be included within the Request For Proposals (RFP) and/or contract. All RFPs and contracts MUST be reviewed and approved by State Parks, Historic Sites and Trails prior to approval and obligation of the project. The RFP and construction contract must be sent to SPHS&T no less than 30 days in advance of desired contract execution date.
8. **RTP Recognition Signs Required:** All projects are required to post a sign provided by SPHST stating that RTP funds contributed to the project. SPHS&T has signs available once your project is complete.

**DISTRIBUTION OF FUNDS**

|  |  |  |
| --- | --- | --- |
| **Grant Category** | **Allocation Percentage** | **Dollar Value of Allocation** |
| RTP 2019 Total Allocation | 100% | $1,459,731.00 |
| State Administration | 7% | $103,213.00 |
| Grants to Local, State and Federal organizations and agencies | 93% | $1,356,518.00 |
| Environmental & Safety Education | up to 5% | (must be applied toward the appropriate 30-30-40 category) |
| Non-Motorized Trail projects | 30% of 93% | $406,955.40 |
| Motorized trail projects | 30% of 93% | $406,955.40 |
| Diversified trail projects | 40% of 93% | $542,607.20 |

\*Please note that the above figures represent typical annual apportionments that may be subject to increase due to carryover funds from previous years or from de-obligated funds leftover from prior fiscal year projects.

**ELIGIBLE RTP GRANT USES**

**PERMISSIBLE USES FOR ALL CATEGORIES**

The types of projects allowed are listed below. This listing also includes Wyoming’s ‘Priority Multipliers’ used to help rank and allocate Non-Motorized RTP funds. Eligible project categories are shown, along with their definition and priority multiplier, to help applicants understand the types of projects allowed as well as which receive the highest preference for Non-Motorized RTP project funding. If a project involves multiple categories, its multiplier will be based on the ratio of item costs attributed to each category’s items shown in Exhibit B (Example: 50% Maintenance category costs and 50% Trailhead category costs = 1.45 Priority Multiplier).

**Maintenance or Restoration of Existing Trails** – 1.5 multiplier

* Routine maintenance, restoration, or improvement of existing recreational trails; includes the grooming and maintenance of over-snow trails and the construction of required maintenance facilities.
* NOTE: Buy America requirements applies to iron and steel components permanently incorporated into the project when the total cost of all iron and/or steel components exceeds $2,500. If the total cost of iron and steel components exceeds $2,500, the iron and steel must be certified to be 100% ‘U.S. made’ iron and/or steel and the product must be assembled in the United States – certification letters from the manufacturer are required. If the total cost of iron and steel components is less than $2,500, the project is exempt from this requirement – which also requires a certification letter from the product’s manufacturer.

**Development or Rehabilitation of Trailside and Trailhead Facilities and Trail Linkages** – 1.4 multiplier

* Trailside or trailhead facilities include parking areas, shelters, toilets, signing, information kiosks, benches and tables); must be in direct conjunction with the use of a recreational trail and not be in a park setting.
* Trail linkages are short trail segments which provide a direct link to trails or trailheads.
* NOTE: Buy America requirements applies to iron and steel components permanently incorporated into the project when the total cost of all iron and/or steel components exceeds $2,500. If the total cost of iron and steel components exceeds $2,500, the iron and steel must be certified to be 100% ‘U.S. made’ iron and/or steel and the product must be assembled in the United States – certification letters from the manufacturer are required. If the total cost of iron and steel components is less than $2,500, the project is exempt from this requirement – which also requires a certification letter from the product’s manufacturer.

**Construction of New Trails** – 1.4 multiplier

* Allowed only as otherwise permissible under other law and as required by SCORP;
* Construction of new trails across federal lands must be approved by the federal agency or agencies with jurisdiction over the impacted lands; approval contingent upon compliance by the Federal agency with all applicable laws, including the National Environmental Policy Act (NEPA), Forest Rangeland Renewable Resources Planning Act, and Federal Land Policy and Management Act.
* NOTE: Buy America requirements applies to iron and steel components permanently incorporated into the project when the total cost of all iron and/or steel components exceeds $2,500. If the total cost of iron and steel components exceeds $2,500, the iron and steel must be certified to be 100% ‘U.S. made’ iron and/or steel and the product must be assembled in the United States – certification letters from the manufacturer are required. If the total cost of iron and steel components is less than $2,500, the project is exempt from this requirement – which also requires a certification letter from the product’s manufacturer.

**Acquisition of Easements or Fee Title to Property** – 1.2 multiplier

* Acquisition of easement or fee title applies only to trails or trail corridors;
* Fee simple title to the property must be from a willing seller, and only when the trail access objective cannot be accomplished by an easement or other means.

**Community Trail or Pathway – Construction or Maintenance** – 1.0 multiplier

* ‘Community Trail’ means any trail, greenway or other pathway located within the boundaries of a city or town.
* Construction or maintenance includes all trail-related work including trailheads and trailside facilities.
* Projects located solely within a community park setting are not eligible.

**PERMISSIBLE USES FOR ONLY MOTORIZED AND DIVERSIFIED CATEGORIES**

**Purchase or Lease of Recreational Trail Construction or Maintenance Equipment**

* NOTE: While the purchase of equipment through Non-Motorized category projects is not allowable, the rental or lease of trail construction or maintenance equipment may be permitted within specific Non-Motorized category projects when the need is justified – but only for the length and scope of the specific project and only when clearly specified within Exhibit B’s line item budget.
* NOTE: Buy America requirements applies to iron and steel components permanently incorporated into the project when the total cost of all iron and/or steel components exceeds $2,500. If the total cost of iron and steel components exceeds $2,500, the iron and steel must be certified to be 100% ‘U.S. made’ iron and/or steel and the product must be assembled in the United States – certification letters from the manufacturer are required. If the total cost of iron and steel components is less than $2,500, the project is exempt from this requirement – which also requires a certification letter from the product’s manufacturer.

**Safety or Environmental Protection Education Programs**

* Must be a trail-related safety or environmental education project. On-trail projects could include educational kiosks, signing, or safety patrols; off-trail projects could include educational training, brochures, or displays. *Is subject to the 5% cap.*

**NON -ELIGIBLE USES:**

* Condemnation of any kind of interest in property;
* Construction of any recreational trail on Bureau of Land Management or National Forest System lands for motorized uses unless:
* such lands have been allocated for uses other than wilderness or wilderness study area by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress;
* such construction is otherwise consistent with the management direction in such approved land and resource management plan;
* Upgrading, expanding or otherwise facilitating motorized use or access to trails predominately used by non-motorized trail users, and as of May 1, 1991, motorized use is either prohibited or has not occurred;
* Planning, engineering, and design work are not eligible uses of grant funds as stand-alone projects. However, this work may be eligible for up to 15 percent of a project’s total cost as match when costs are incurred less than 18 months prior to or after the RTP grant contract document is fully executed (Example: $50,000 new trail construction project could include up to $7,500 in planning or engineering costs);
* Law enforcement;
* The purchase of trail construction or maintenance equipment through Non-Motorized category projects;
* The purchase of any trail construction or maintenance equipment which is not used exclusively for trail or trailhead construction or maintenance (no secondary use permitted other than on trail-related work);
* Facilities (shelters, toilets, picnic tables, benches, etc.) located in park settings which are not clearly and solely for the benefit of trail users versus an enhancement for park users;
* Landscaping at trailheads or along trail corridors, unless there is a clear utilitarian purpose such as to provide a screen or buffer between the trail and documented adjacent landowner issues.

**SPONSOR ELIGIBILITY**

RTP grants are available to local, state or federal agencies, and qualifying private organizations who meet the following requirements:

1. Have been approved by STP through pre-screening to act as a local project Co-Sponsor.
2. Is in ‘good standing’ with the Wyoming RTP Program (no outstanding projects with unresolved issues or previous defaults);
3. Have identified a need which corresponds to one of the eligible activities;
4. Have the financial resources required to front all project costs with full or partial reimbursement occurring from RTP after project completion and also prove to be a favorable risk assessment;
5. Have identified a methodology and funding for long-term operation and maintenance of the project;
6. Can assure continuing public access to the project; and
7. Have the ability to manage all required recordkeeping and paperwork associated with this grant project.

Project sponsors must also be able to answer “yes” to the following:

1. Is the project compatible with all appropriate land use plans?
2. Is the proposed construction or maintenance time schedule realistic?
3. Can you provide sufficient detail for the Budget Summary Sheet in the application?
4. Has there been public input into the planning of this project?
5. Is the project compatible with Section 504 of the Rehabilitation Act of 1973 (Handicapped Accessibility)?

**PLANNING REQUIREMENTS**

All projects must further priorities generally set forth in the Wyoming SCORP 2014-2019, Wyoming Statewide Trails Plan (2004), and/or the Wyoming State Trails Program’s Motorized Trail Section 5-Year Plan (2018-2022), including:

**Wyoming Statewide Trails Plan’s Priorities**

The primary vision and goal set forth by this document is to “provide diverse recreational opportunities for all trail users while encouraging responsible use, promoting resource protection, and ensuring access.” Projects that accomplish this goal through the following methods will be considered to be in alliance with the Wyoming Statewide Trails Plan:

1. Encourage collaboration to enhance partnerships between agencies and with users.
2. Promote educational awareness that encourages responsible use and promotes resource protection.
3. Identify and protect existing and potential trail opportunities and access.
4. Secure funding resources for the development, maintenance and management of trails.
5. Develop new trails that are designed to enhance user experience and develop loops or link communities, services, features and other trail systems.
6. Mitigate trail impact on the natural environment through a redesign, relocation, and reconstruction.
7. Provide regular maintenance of existing trails.
8. Consider social and economic impacts of trails.

**Wyoming State Trails Program: Motorized Trails Section 5-Year Plan (2018-2022) Priorities**

The Wyoming State Trails Program is charged with 1) operation of the State Snowmobile Trails Program, 2) operation of the State Off-Road Recreational Vehicle (ORV) Program, 3) facilitation of non-motorized trail opportunities, 4) coordination of Wyoming Trails Advisory Council activities and 5) facilitation of the effective use of RTP Grant funds. To this end RTP projects, as applicable, must further goals and priorities which have been identified for the State Snowmobile and State ORV Trail Programs as follows:

**Snowmobile Program** Goals and Objective #s that Potentially Relate to RTP Grant Projects

2. Protect and enhance access for snowmobiling.

1. Manage snowmobile trail grooming to provide safe, high-quality trails in the most efficient, cost-effective manner.
2. Manage snowmobile trail signing to provide trails that are safe and easy to follow.
3. Provide appropriate facilities and infrastructure for snowmobile visitor management.
4. Provide off-season snowmobile trail route maintenance and improvement to ensure trail routes can be effectively groomed.
5. Deliver snowmobile education materials and services that promote Wyoming’s snowmobiling opportunities; proper understanding of Wyoming’s snowmobiling laws and operating requirements; safe and ethical operation, and information about key management issues, as appropriate.

**ORV Program** Goals and Objective #s that Potentially Relate to RTP Grant Projects

1. Protect and enhance access for ORV recreation.
2. Manage ORV trail signing to provide trails that are safe and easy to follow.
3. Perform regular ORV trail maintenance and improvement.
4. Deliver ORV education materials and services that promote Wyoming ORV opportunities, safe and ethical operation, and a proper understanding of Wyoming ORV laws, operating requirements and management issues.
5. Conduct ORV Program monitoring.

**SUBMISSION AND REVIEW OF PROJECT APPLICATIONS**

**Project Co-Sponsorship Deadline**

Since ALL projects must technically be sponsored by STP under Programmatic Match management, local agencies or organizations wishing to pursue local non-state projects are required to pre-coordinate their proposed project with STP (see #2: ‘100% Trails Program Sponsored’ on pages 2-3). The deadline to complete this mandatory, advance pre-application coordination (approval from STP to proceed with preparation of a final application) is September 19, 2018.

All parties interested in a project Co-Sponsorship **MUST** submit a fully completed ‘Co-Sponsorship Request Form’ to STP, Forms should be sent electronically to State Trails Program Manager Ron McKinney at [ron.mckinney@wyo.gov](mailto:ron.mckinney@wyo.gov) with a copy to Kim Raap at [Trailswork@aol.com](mailto:Trailswork@aol.com). Failure to contact and receive Co-Sponsorship approval from STP will result in no co-sponsorship and no possibility of an RTP grant award. Co-Sponsorship approval DOES NOT mean project approval; rather only that the project has cleared Step 1 in the overall RTP application process and that the approved co-sponsor can proceed to the preparation of a full application for competition against all other approved state-sponsored and co-sponsored projects.

Co-Sponsorship requests will be pre-screened by STP in respect to: 1) project eligibility, 2) potential co-sponsor’s ability to successfully manage the project, 3) whether the proposed project addresses planning requirements and statewide priority needs, 4) the total volume of requests received compared to available funding, 5) potential for the project to contribute Programmatic Match and be completed within one year, and 6) the likelihood of the project successfully competing for funding given its ‘Priority Multiplier. Consequently, it is unlikely that all co-sponsorship requests will be approved.

**Final Project Application Deadline for All State-Sponsored and Approved Co-Sponsored Projects**

Submit One (1) electronic copy (in Word Format) with supporting materials to [tracy.williams@wyo.gov](mailto:tracy.williams@wyo.gov). In the subject line please state, RTP Application while also noting whether it’s a Diversified, Motorized, or Non-Motorized project. **ALSO** submit three (3) complete original paper applications by mail to Department of State Parks and Cultural Resources, Attention: Tracy Williams; Barrett Building 4th Floor, 2301 Central Ave.; Cheyenne, WY, 82002. Applications **must** be received or be postmarked by midnight December 3, 2018.

**Application Review and Priority Ranking Process**

1. All project applications are reviewed by SPHST staff and the FHWA to ensure all eligibility and application requirements are met. Incomplete applications, ineligible applications, and applications which arrive after midnight December 3, 2018, will be disqualified. Additionally, projects and applicants are reviewed for potential risks, which may also result in project applications being disqualified.
2. **Motorized and Diversified Projects:** since all Motorized and Diversified project applications are pre-determined and developed by STP based upon Snowmobile and ORV Program priorities to match available RTP funding in each category, no further ranking is done for these projects. A priority listing for each category is provided to WSTAC and FHWA for their review and potential endorsement.

1. **Non-Motorized Projects:** all projects are assigned a ‘Priority Multiplier’ based upon the list shown under Permissible Uses on pages 4-5. Each application is reviewed and ranked by a committee consisting of SPHST staff and WSTAC members using Priority Ranking criteria outlined in Appendix A.

The raw Ranking Score for each project is then multiplied by the project’s Priority Multiplier – which adds a weighted preference for the types of projects SPHST and WSTAC feel best to serve the intent of the federal RTP Program and address highest priority needs for trails in Wyoming – to determine each project’s Total Ranking Score. For example, a project which provides ‘Trail Maintenance or Restoration’ would have its raw score multiplied by 1.5 while a ‘New Trail Construction’ project would have a 1.4 multiplier applied to its raw score – meaning trail maintenance is generally viewed to be a slightly higher priority in Wyoming than building new trails. Since ‘Community Trail/Pathway Construction’ projects are generally eligible for other federal grant funding programs, its RTP multiplier is only 1.0 in recognition that other RTP project categories generally have no other federal grant funding opportunities.

All projects are listed in descending numerical order based upon their total ranking scores and provided to WSTAC and FHWA. Project funding is based upon the rank order until available category funds are fully allocated; all projects are subject to only partial funding at the discretion of SPHST and WSTAC.

1. The Project Priority Ranking Sheet for all categories is presented to WSTAC and FHWA for final review and concurrence. Final grant funding decisions are made at the WSTAC meeting, which will typically held the end of January 2019. (Please contact Tracy Williams or view the SPHST website for the meeting location, date and time.)
2. Final project funding requires concurrence and approval by FHWA after the WSTAC concurrence recommendation. Project applicants are typically notified of the funding recommendations for their project in writing, within 15 days of the WSTAC meeting.

**APPLICATION/PROJECT REQUIREMENTS**

**Project Application Form and Support Documentation**

One (1) original electronic (Word Format) and three (3) complete paper copies of the Trails Grant Application Form will include the following support documentation:

* Transmittal letter signed by one of the following:
* the agency head or designated official if state, federal or local agency;
* the president or chairperson if a non-profit organization.
* If a municipal or county agency, a Resolution passed by the appropriate governing body authorizing submission of the project application;
* If the applicant is a non-governmental organization which is the recipient of other Federal funds: include a breakdown of all other federal funding sources, the amount(s) received, and the organization’s total annual funding from Federal sources – covering the past five (5) years.
* Current copy of the Articles of Incorporation and By-Laws for non-governmental organizations; provide documentation if applicable for non-profit tax statement;
* Copies of evidence that there has been public involvement in the project development (newspaper articles, newsletters, volunteer sign-up sheets);
* Signed statement that the project is in compliance with the regulations that prohibit the use of grant funds to accommodate motorized use of trails that have been predominately used by non-motorized trail users prior to May 1, 1991;
* Location and site maps showing area of acquisition, trail construction or maintenance;
* Agree to place and maintain signage acknowledging that RTP is the project’s funding source;
* If the project is located on private land, a statement from the private landowner(s) stipulating they are willing to provide an easement or legally binding agreement that ensures public access to the recreational trail improvements funded by the grant. Preference is for a perpetual easement. However, the minimum time period for an easement or agreement must be in accordance with the following:
* no less than 10 years for projects receiving less than $10,000 of federal assistance
* no less than 20 years for projects receiving $10,000 or more of federal assistance
* Statement of a plan to maintain the project in the future. The ability of project coordinator/sponsor to maintain projects into the future will be considered in the ranking process
* Payee Information Form, if not already on file with the State Auditor. This will be sent to those who are officially awarded grants;
* If applicable, a signed statement by the federal agency that the construction of any new trails crossing federal land under their jurisdiction is in compliance with all applicable laws including the National Environmental Policy Act (NEPA), the Forest and Rangeland Renewable Resources Planning Act and the Federal Land Policy and Management Act. Providing this documentation in a timely manner will help expedite final grant approval and project implementation.
* If construction of any recreation trail on Bureau of Land Management or National Forest System lands for motorized uses is proposed, a signed statement certifying that the lands have been allocated for uses other than wilderness by the approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress and such construction is otherwise consistent with the management direction in such approved land and resources management plan;
* **SPHS&T (Tracy Williams) must be notified in writing at the time of application of any construction that will be performed by a contractor.**
* If the project involves any of the following situations, the required statements, permits, or other documentation must be submitted:
* **Crossing of Public Roads –** Project applicants must include a statement or copies of letters certifying that the appropriate officials having jurisdiction over the public road where this trail crosses have reviewed this project and that the proposed crossing meets their approval. For State road crossings, contact the Wyoming Department of Transportation (WYDOT) in Cheyenne.
* **Railroad, Gas Line, Power Line and Other Utility Rights of Way** – Project applicants must include documentation certifying that appropriate officials from the railroad company and/or utility company have reviewed this project and that the proposed crossing meets their approval.
* **Water Obstruction and Encroachment Permit (includes Wetlands) –** Project applicants planning to construct, operate, maintain, enlarge, or abandon any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway or any pond, reservoir, or wetland must obtain approval from the Army Corp of Engineers. Examples of work requiring a permit include changing a stream channel, dredging, or crossing; building or modifying a bridge, dock, culvert, installing or changing an intake or outfall structure; working on bank protection including fill, dikes, and flood walls; placing an aerial crossing such as a power line over a stream.
* **NOTE:** Any state or local government agency or public utility working in a 100-year flood plain, which has been identified by the National Flood Insurance Program, must also obtain a permit.
* **Building Permits** – Local agency and organization project applicants must secure a copy of any building permits that may be required by local code enforcement or a statement saying that a permit is not necessary for this circumstance if a structure is to be constructed. Federal and State agency project applicants are to follow their normal procedure.
* **‘Restoration’ or ‘Rehabilitation’ Projects** – Photos are required to be submitted with a grant application to document the need for existing trails and facilities.
* **Failure to submit required documentation by deadlines can result in disqualification.**

**GRANT AWARD PROCESS AND PROJECT IMPLEMENTATION**

**GRANT AWARD CONDITIONS**

**Work on Public Lands:** Organizations receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work prior to receiving a copy of a fully executed Grant Agreement from SPHST.

**Work on Private Lands:** All project applications that include work on private lands must have a binding agreement which allows public access prior to submitting an application. Private organizations must include a copy of the easement(s) or agreement(s) with their application.

**Support Documentation:** All required documents must be received by SPHST prior to executing final Grant Agreement approval.

**Federal Requirements:** Grantees receiving approval to acquire an easement or purchase land in fee simple title will be required to comply with the terms of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirements and procedures implementing such Act, as well as with provisions of all other federal laws and executive orders stipulated in the Grant Agreement.

**PROJECT IMPLEMENTATION**

Grantees should ensure the final project schedule included in their Grant Agreement is realistic and considers all required approval times, environmental reviews, construction season timing and any potential for delays, as may be applicable.Upon receipt of a fully executed Grant Agreement, the Grantee will receive a ‘Notice to Proceed Letter’ at which time they may initiate activities to accomplish the approved scope of work. Any costs incurred prior to receipt of the Notice to Proceed will not be eligible for reimbursement.

The goal is to spend RTP grant funds as soon as possible to maximize benefits to trail users; consequently, grant recipients will be strongly encouraged to move their project forward in a prompt and judicious manner. While the Grantee has a maximum of two years from the obligation date of their award to complete the project, they are encouraged to accomplish as much work as possible in Year 1. To ensure a project remains active and keeps its funds obligated, Grantees should strive to request a reimbursement every federal fiscal quarter. Specific reimbursement requirements are outlined in the Grant Agreement as well as in the Notice to Proceed letter. Incomplete reimbursement requests will not be paid.

\*If a Grantee does not have an approved reimbursement completed within the first year following the Notice to Proceed letter’s obligation date in accordance with deadline dates outlined in their Grant Agreement, funding will be de-obligated – meaning the grant is cancelled and the sponsor or co-sponsor would have to reapply for funding in a future grant cycle if they wish to complete the de-obligated project’s scope of work with RTP funds. Consequently, if a proposed project is not ready to proceed in a prompt and judicious manner, applicants may be well advised to delay applying for RTP grant funding until such time their project is ready to move forward immediately after final approval and a Notice to Proceed is issued.

**Request for Extension of Project:**  The required completion date for the project will be reflected in the Grant Agreement and Notice to Proceed letter. Requests for an extension of time will be considered only with proper justification; however, it’s the Grantee’s sole responsibility to ensure extensions are requested and submitted in a timely manner. Note that only one extension is allowed and that the maximum time allowed for a one-time extension is 12 months beyond the project’s original completion deadline date. In the event a project agreement expires without an approved extension request approved in writing by SPHST, all remaining project funding will be forfeited and no longer be available for the project.

Properly justified requests for an extension of time to complete a project can only be granted through a written modification to the Grant Agreement. Since ALL expenses incurred after a Grant Agreement’s expiration date will NOT be eligible for reimbursement, a written request for any time extension must be received by SPHST a minimum of ninety (90) days prior to the project’s expiration date. Emergency changes (where the emergency is well documented) will be considered solely on a case-by-case basis with no obligation by SPHST to extend.

All extension requests must include: 1) background information as to why the project cannot be completed within the Agreement’s stated timeframe, 2) a new budget summary sheet, 3) a description of any proposed scope changes (if any), and 4) the proposed revised completion deadline. It is the responsibility of the Grantee to be aware of their Grant Agreement’s expiration date and to assure any request for extension is submitted to SPHST prior to the ninety (90) day deadline.

**PROCUREMENT PROCEDURES**

**PROCUREMENT FOR OBTAINING CONSTRUCTION MATERIALS AND SERVICES**

**Government Agencies.** Normal agency procurement procedures, unless otherwise waived by proper authorities, shall apply to all procurement activities and contract work.

**All Other Organizations.** The procurement procedures are based on the total contract amount or on the total cost of materials to be purchased, as follows:

**$1,499.99 and under** No bids are required; verbal agreement acceptable.

**$1,500.00 to $7,499.99** Written quotes acceptable (minimum of 3, provide documentation in project file).

**$7,500.00 and over** Proof that a formal sealed bid process (3 or more bids solicited) was followed.

**Multiple Purchasing** Multiple purchasing is NOT permitted. Example: purchasing $2,000 worth of needed materials in two $1,000 lots to avoid soliciting three written quotes, as required above, is not allowed.

**INSTALLATION OF MATERIALS**

All materials purchased with grant funds must be installed prior to the project’s completion date unless a ‘phased’ project plan has been pre-approved by SPHST during the project’s initial application process; otherwise, reimbursement will be denied for the cost of all materials not installed within the Grant Agreement period.

**PROCEDURES FOR REIMBURSEMENT**

**REIMBURSEMENT**

The Grantee must pay 100 percent of the cost of an item before submitting a request for reimbursement for eligible costs. (An exception to this may be available for certain federal agencies; contact SPHST to explore this option ***prior*** to submitting an application.) All required forms for RTP reimbursement can be found on the SPHST website at <http://wyoparks.state.wy.us/index.php/rtp-grant-information-trails>. Reimbursement from the State of Wyoming can take up to sixty (60) days.

Reimbursements will be made only for items listed on the Project Application’s Budget Sheet (Exhibit B) and any subsequently approved modifications. Reimbursement Forms must be accompanied by appropriate documentation including copies of invoices that include the purchase date, description of materials or contract services purchased, hours worked for all labor, the amount paid, etc. along with a signed Site Inspection Verification Form.

**QUARTERLY REIMBURSEMENT REQUESTS**

Once a project has commenced work, Grantees should submit regular Reimbursement Requests on a quarterly basis (unless there were no invoiced costs incurred during the quarter), along with their quarterly Progress Reports.

**Verification:** Project inspections shall be conducted by SPHST or authorized representatives prior to approval of a reimbursement request. The Grantee’s Project Manager shall coordinate with their Supervisor or an SPHST inspector for verification of work throughout the project. Verification shall include confirmation of work listed on Reimbursement Request Form and confirmation the project is adhering to all requirements listed in the Grant Agreement. If SPHST conducts an inspection, the Grantee should submit a Site Inspection Verification Form with the SPHST inspector’s signature. If there is not an SPHST inspection, a minimum of two signatures is required on the Site Inspection Verification Form from the Grantee’s Project Manager along with a signature from someone above them within in their chain of supervision. The Grantee is required to send photos of the completed project along with their final reimbursement request. Contact Tracy Williams at 307-777-8681 for questions about reimbursement requirements.

**FINAL REIMBURSEMENT REQUEST**

The final Reimbursement Request must include the same information as any other reimbursement request along with: 1) photos documenting all project work performed, and 2) if applicable, documentation of any pre-designated Programmatic cash match associated with the project.

**COST SHARING PROVISIONS**

The federally required 20% cash match is provided programmatically in Wyoming through SPHST. Consequently, non-SPHST projects are generally not required to provide any cost-sharing match and receive 100% funding if selected for RTP grant funding.

SPHST pre-determines a list of projects which will be used to meet the 20% programmatic match threshold during the Co-Sponsorship Request process. The programmatic match for all Motorized and Diversified category projects is provided by the State Trails Program with Snowmobile Fund and/or ORV Fund monies. The programmatic match for all Non-Motorized category projects is generally provided by RTP projects within State Parks or State Historic Sites funded by State Park and Historic Site monies. In the event additional programmatic match is needed to meet the Non-Motorized funding category’s programmatic match threshold, non-SPHST programmatic match from non-State Grantees will be chosen from projects which: A) are anticipated to be easy to manage (include a contractor or materials component; single invoice or few invoices and will be completed within 1 year or less), and B) the Grantee has a previous successful RTP history with timely reporting, reimbursements, and project completions. All projects designated to provide programmatic match will receive additional ranking points to ensure all required programmatic match thresholds are achieved for Wyoming. Those Grantees chosen to help provide the State’s programmatic match must submit all match documentation by their last (closeout) reimbursement request.

**TOTAL PROJECT**

|  |  |
| --- | --- |
| ***FEDERAL SHARE REIMBURSEMENT***  **MUST BE FOR CASH EXPENDITURES** | ***ALL MATCH SHARE***  ***(SPHST and Designated Local Co-Sponsor Over-Match)***  **MUST BE FOR CASH EXPENDITURES** |

**Maximum Reimbursement Rates for All Cash Match**

**Paid rates based on actual**

**Labor:** The hourly wage rate paid by the organization or agency, including any fringe benefits paid

**Materials:** The invoiced amount paid at the time of original purchase

**Equipment:** The invoiced amount paid for the equipment rental

**Please note:** If Grantee intends to hire any contractors, SPHST **MUST** be notified at the time of application.

**REPORTS AND RECORDS**

The Recreational Trails Program stipulates that the State must establish measures to verify that Grantees comply with the specified conditions for the use of grant monies. In accordance, the following reports are required:

**QUARTERLY PROGRESS REPORTS**

Regardless of work performed; progress reports are due on the last day of September, December, March, and June of each year within the given grant period or until such time as the project is fully completed. All progress reports are **MANDATORY**. Grantees failing to submit two consecutive progress reports on time may be subject to having grant funds withheld. Progress Report Forms are available at <http://wyoparks.state.wy.us/index.php/rtp-grant-information-trails>. Please note that regular progress reporting and the ability for the project to be completed on time may impact future decisions by SPHST regarding project modifications, extensions, and future grant awards.

**COMPLIANCE AND CONSTRUCTION INSPECTION**

Program compliance and project inspections will be conducted before reimbursement payments will be made. Please refer to Verification under Reimbursement on page 11 above.

**RECORD RETENTION**

All program and financial records shall be retained by the Grantee for a period of ten years after the final close-out date. The following records shall be maintained and made available upon request:

* Payroll register by pay period showing names, hours worked, hourly rate, benefits, deductions, gross pay and net pay;
* Final cost summary of all payroll registers;
* Time sheets signed by employees or verified by their respective supervisors;
* Invoices for purchased materials and services;
* Invoices for all design and construction costs with check number and date paid indicated;
* Canceled checks or copies thereof;
* Copies of appropriate permits (i.e. 404 Permit, Easements);
* Signed inspection verification reports which are part of the reimbursement request package.

\*since it takes time to review and process reimbursement requests, the State of Wyoming will request a reimbursement within 10.5 months of project obligation. Please work with the State of Wyoming in order to get your reimbursement request completed and processed by both the State of Wyoming and the Federal Highway Administration before the twelve- month deadline approaches.