



# Recreational Trails Program “RTP”

- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)
- Fixing America’s Surface Transportation Act (FAST Act)



**Parks, Recreation  
and Historic Preservation**

# Recreational Trails Program

- Federal-Aid Program
  - Federal Highway Administration (FHWA)
  - Administered by the New State Office of Parks, Recreation and Historic Preservation (OPRHP)
- Develop and Maintain Recreational Trails and Trail-Related Facilities
- Motorized and Non-Motorized Uses
  - 30% Motorized
  - 30% Non-Motorized
  - 40% Diverse



**Parks, Recreation  
and Historic Preservation**

# Recreational Trails Program

- All Trails must be physically and legally accessible to the public
- Grant awards can fund
  - up to **80% of Total Project Cost**
- Applicant must provide at least **20% of the total project cost**
- **Reimbursement Program** – eligible costs must be incurred and paid by the project sponsor before reimbursement.
- **RTP funds are authorized in phases. Federal authorization is required for each phase.**



1. Preliminary Design,
2. Final Design,
3. Right-of-Way,
4. Construction



Parks, Recreation  
and Historic Preservation

# Recreational Trails Program

- Applicants must have the necessary **legal property rights** before authorization for construction activities.
  - Right-of-Way Clearance Certificate
- The proposed project must further one or more goals of:
  - ✓ **Statewide Comprehensive Outdoor Recreation Plan (SCORP)**
  - ✓ **Statewide Trails Plan**
  - ✓ **Empire State Trail Plan**
  - ✓ **local trails plan**



**Parks, Recreation  
and Historic Preservation**

# RTP in CFA 2019

**\$1.9 million available for RTP projects in 2019**

## **Maximum grant award \$250,000**

- **Trails Projects**
  - **Minimum award \$25,000**
- **Equipment Purchase Only**
  - **Minimum award \$5,000**



**Parks, Recreation  
and Historic Preservation**

# Eligible RTP Project Categories

1. Maintenance and Restoration of Existing Trails
2. Trailside, Trailhead Facilities, and Trail Linkages
3. Purchase & Lease of Trail Equipment
4. Construction of New Trails
5. Acquisition of Easements and Fee Simple Title to Property
6. Assessment of Trail Conditions for Accessibility and Maintenance



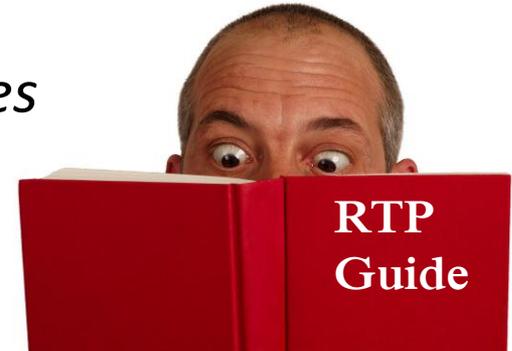
**Parks, Recreation  
and Historic Preservation**

# RTP Guide

All Applicants Must Read:

## *The RTP Guide*

*An Overview of RTP Grant Procedures  
from Application to Close-out.*



<https://parks.ny.gov/grants/recreational-trails/default.aspx>



**Parks, Recreation  
and Historic Preservation**

# Eligible RTP Applicants

- **Prequalified Not-for-Profit Corporations**
- **Municipalities**

✓ All applicants must register

in the Grants Gateway at

<https://grantsmanagement.ny.gov/>



**Parks, Recreation  
and Historic Preservation**

# Requirement for Not-for-Profit Applicants

Register  
AND  
Pre-Qualify  
in the  
Grants Gateway

Go to: **Get Started** section on the **Grants Reform web site**

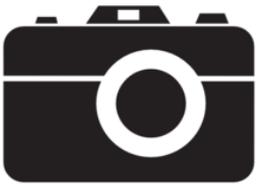
<https://grantsmanagement.ny.gov>



**Parks, Recreation  
and Historic Preservation**

# Attach with Application

- ✓ Photos of project area and/or equipment
- ✓ Map of project area
- ✓ State Environmental Quality Review Act (SEQRA) Documentation
- ✓ Documentation of community support
- ✓ Documentation of Property Rights



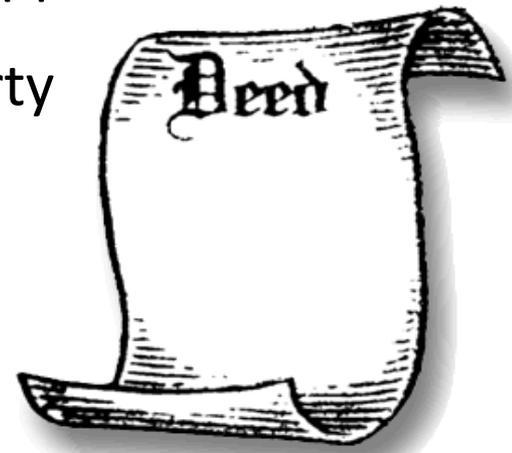
**Parks, Recreation  
and Historic Preservation**

# Property Acquisition

All property acquisition *must* comply with the “Uniform Act”.

- **For Each Parcel To Be Acquired Provide:**

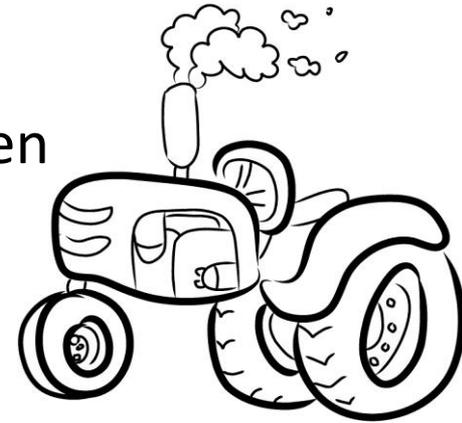
- A copy of the letter delivered to each property owner  
(*Sample RTP Notice to Owner Letter in RTP Guide*);
- Evidence of the owner’s willingness and intent to sell, donate or transfer the property to the applicant;
- Any additional documentation of the property acquisition.



# Purchasing Equipment

## For Purchase or Lease of Equipment Provide:

- Written estimate for the *general type* of equipment being purchased or leased;
- A signed statement from the Responsible Local Official that all landowner permissions have been obtained.



## For motorized equipment to be used on State Land:

- A signed statement from the agency of jurisdiction certifying that the use of such equipment is consistent with the applicable policies and management plans.



# Budget

RTP project budgets must include *only* eligible, necessary and reasonable costs

- Correspond to Phased Authorizations:

- Preliminary Design
- Final Design
- Right-of-Way
- Construction



- Clearly Outline:

- **Total Project Cost**
- **RTP Funds Requested**
- **Matching Share**

# Eligible Expenses

- Design Fees & Professional Services
  - Including Construction Inspection and Supervision
- Archeology
- Workforce or Contract Labor
- Purchase & Lease of Equipment
- Supplies and Materials
- Acquisition of Real Property
  - Appraisal, Title Search, Closing Costs



*Generally, any costs not directly attributable to the project ARE NOT eligible.*



# Reimbursement

- Successful applicants are reimbursed for up to **80 percent** of their eligible expenditures.
- All grantees are expected to submit a payment request every six (6) months after the earliest date of Federal Authorization.
- All projects must be completed within five (5) years from the Federal Authorization date.



# Please Be Prepared...

## **RTP Projects Require Federal Authorization BEFORE Construction**

- **Do not commence work, purchase equipment, or hire professionals before Federal Authorization**
  - **Work accomplished prior to Federal Authorization cannot be reimbursed by RTP**
- The authorization process takes time – Grantees should be prepared to meet the requirements to obtain authorization



# Required Approvals

- **State and Federal Environmental review**
  - SEQR & NEPA
  - Endangered Species
  - Wetlands, Floodplains
  - Historic Preservation
- **Design Approval by FHWA**
- **Right-of-Way Clearance**
- **Civil Rights Requirements**
  - DBE & EEO
- **Buy America – steel and iron**



# Design Report

- **Required before Federal Authorization of Construction**
  - Must be submitted to OPRHP during Preliminary Design Phase

Includes:

- Project Description & Location
- All Environmental Reviews
  - SEQR & NEPA
- State Historic Preservation Office Review
- Design Standards and Plans



**Parks, Recreation,  
and Historic Preservation**

## RECREATIONAL TRAILS

Click or tap to enter a date.

OPRHP Project #: RTP Click or tap here to enter text.  
Trail Project Name: Click or tap here to enter text.  
Grant Recipient: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Municipality: Click or tap here to enter text.  
NYSOPRHP Region: Click or tap here to enter text.  
NYS DOT Region: Click or tap here to enter text.  
P.I.N.: Click or tap here to enter text.



**Parks, Recreation  
and Historic Preservation**



**Department of  
Transportation**



**U.S. Department of Transportation  
Federal Highway Administration**

**DESIGN REPORT**

# Preparing a Competitive Application

Visit [parks.ny.gov/grants/](https://parks.ny.gov/grants/).

1. Read the **Recreational Trails Program Guide**;
2. Work closely with the **Regional Grants Administrator** for your county as listed on the Grants Contact web page;
3. Provide **ALL** required documentation listed in the “**Application Requirements.**”



**Parks, Recreation  
and Historic Preservation**

# Preparing a Competitive Application

4. Demonstrate how project advances:
  - Statewide Trails Plan or Local Trail Plan
  - 2019 RTP Selection Criteria
5. Pay particular attention to the **Budget Questions**
  - Clearly identify RTP Share and Matching Share
6. Read the **Scoring Tips** for each question
7. Prepare for Phased Authorizations and preparation of The RTP Design Report.



# Get Started Early

## Application Deadline Friday, July 26, 2019

**Do not wait** until 4:00 PM on the deadline to submit your application. Start now!

Read *all* available guidance, and prepare accordingly.

Good luck!



**Parks, Recreation  
and Historic Preservation**



# Contact Info



[NYSOPRHPGrants@parks.ny.gov](mailto:NYSOPRHPGrants@parks.ny.gov) (518) 474-0427

**OPRHP Regional Grants Administrators**

[parks.ny.gov/grants/contact.aspx](https://parks.ny.gov/grants/contact.aspx)



**Parks, Recreation  
and Historic Preservation**