



This is a sample application for the
2022 RTP Motorized Trail Grant.
All applications must be submitted through the online grant portal:
<https://utahdivisionofrecreation.submittable.com/>

Recreational Trails Program (RTP) Non-Motorized Trail Grant 2022



Project Eligibility Review

ELIGIBLE PROJECTS & ITEMS	INELIGIBLE PROJECTS & ITEMS**
✓ Acquisition of property for trails and/or trailheads.	✗ Trail planning, engineering, design, or the development of trail master plans.
✓ Maintenance and restoration of existing trails.	✗ Development of campground facilities.
✓ Development and rehabilitation of trailside and trailhead facilities, including restrooms.	✗ Purchase of picnic tables, shade pavilions, or fencing.
✓ Construction of new trails which increase regional connectivity.	✗ Landscaping improvements, including irrigation system development
✓ Purchase and/or lease of trail construction and maintenance equipment.	✗ Law enforcement or similar patrols
✓ Construction of new trails (with appropriate authorizations for new trails on federally managed lands).	✗ Equipment made outside of American (Buy America Act).
✓ Purchase or replacement of signs, kiosks, or other wayfinding infrastructure.	✗ Match of non-trail related items.
✓ Development and/or dissemination of trail related publications such as maps, safety brochures, etc.*	DISQUALIFYING APPLICATION TRAITS
✓ The operation of educational programs to promote safety and environmental protection related to trails.*	✗ NEPA unable to be complete within year of grant award. ✗ Project completion scheduled after 2 years of the granting of RTP funds. ✗ Incomplete application checklist items. ✗ Unsigned application. ✗ Unauthorized personnel as Primary Project Manager.

*Education programming includes supporting non-law enforcement trail safety, trail use monitoring patrol programs, and/or providing trail-related training. Total awarded educational grant funding is limited to 5% of a state's total annual RTP funds.

**Ineligible projects and/or items should not be included in the project description or budget. Ineligible projects and/or items may also not be listed as in-kind or matching costs.

TRAIL CONSTRUCTION GUIDELINES

See the [Trails Construction Guidelines](#). These guidelines are general and the applicant should coordinate with appropriate land managers to understand the specific factors affecting trail design and construction techniques based on land management agency policies. All proposed projects shall follow these guidelines.

NOTE: The Primary Project Manager will be the main point of contact for this project. The Primary and Substitute Project Manager should both create a Submittable account. If at any time, the main point of contact changes, please notify Division of Recreation staff.

Application Process

All applications must be submitted through the online grant portal. Applicants are encouraged to contact the Utah Division of Recreation staff before submitting their proposals for guidance and to discuss project details. You can also learn more about the RTP program on our [website by clicking here](#). Be sure to also review the [RTP FAQs by clicking here](#).

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If you would like a completeness review of your application, please reach out to the Division of Recreation staff by April 15th by 5:00 p.m. (MST).

Submitted applications will be reviewed by the Utah Off-Highway Vehicle Advisory Council and/or Utah Recreational Trails Advisory Council. These councils were created by legislation and have been vested with the authority to select the recipients of the federal Recreational Trails Program grants in Utah.

Adding Application Collaborations

You can add team members to collaborate on the application in real-time. If you click on the "Invite Collaborators" at the top right of the application you will be prompted to enter collaborators' emails. Collaborators will then receive a link and have access to the application until you complete your submission. Only the application owner will be able to submit.

Application Submission and Selection Timeline

Applications must be submitted in the grant portal on or before 5:00 p.m., Sunday, May 1, 2022. Late applications will not be accepted. Applications will be reviewed during May and June, with approvals anticipated in August. Applicants may be contacted to clarify the details and merits of their proposal. Applicants may also be contacted to arrange on-site tours of the project for Advisory Council members. Applicants are welcome to attend the grant review meeting to clarify their application to the council(s). No project work can begin until a fiscal assistance agreement is in place with the Utah Division of Recreation.

NOTE: If applying for both a NON MOTORIZED RTP fund and a MOTORIZED RTP fund, separate applications are required.

All required questions need to be answered to submit the application. Required questions are noted with a (*).

NEPA Considerations (if applicable)

Any project breaking ground requires environmental clearance regardless of land ownership and RTP project construction may not begin until NEPA has been complete and approved by UDOT and the RTP grant administrator. Applicants should have either completed NEPA or begun the process of obtaining the correct environmental clearance before applying. You can download a sample environmental clearance form by [clicking here](#). You can view an Environmental Study - Preparer's Checklist by [clicking here](#).

APPLICATION CHECKLIST

- ☐ COMPLETED AND SIGNED APPLICATION (Substitute signature required)
- ☐ MAP of the project for which funding is being requested
- ☐ MAP showing how the project connects to other/previously completed phases (if applicable)
- ☐ MAP showing location of proposed project in Utah
- ☐ PROOF OF RIGHT-OF-WAY including letters, surveys, deeds, or other documents (if applicable)
- ☐ PROJECT SCHEDULE AND TIMELINE
- ☐ DETAILED PROJECT BUDGET
- ☐ LETTERS OF SUPPORT (minimum of two (2), no more than five (5))
- ☐ FUNDING COMMITMENT LETTERS FROM ALL OTHER FUNDING ENTITIES
- ☐ PHOTOGRAPHS OF PROPOSED PROJECT (if applicable)

All items listed on the "Application Checklist" must be included in order to be considered for grant funding. Failure to provide the required elements may result in disqualification from consideration.

Funding Cap

Due to annual funding limits, applicants may request no more than \$150,000 per application.

Section A: Project Overview

A1. Project Title *

Please use a unique name that conveys what the project entails.

A2. Applicant Organization *

A3. Applicant Organization Non-Profit Tax ID (if applicable):

Limit: 15 characters

A4. Applicant Organization W9 *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload the W9 for the application organization. You can download a blank W9 by clicking [here](#) if needed.

A5. Please provide us with the applicant's organization logo. If more than one organization intends to complete this project, please include the additional organizations' logos as well. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

A6. Location (Nearest Town) *

A7. Does your project take place in more than one county? *

- ☐ Yes
- ☐ No

A8. Congressional District *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4

Please select one or more that apply to this grant proposal.

A9. Primary Project Manager *

First Name

Last Name

Primary Project Manager Signature - please type full name *

I certify that I am authorized to sign this application and that the information herein provided is, to the best of my knowledge, true and accurate. I further certify that the applicant has the necessary financial resources to fulfill all obligations relative to this project including the cost of operation and maintenance. I further certify that this application is submitted by the official action of the governing board of the applicant agency.

A10. Address of Applicant's Organization *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Please provide the mailing address of the Project Sponsor's location. This will be the address all checks should be mailed to.

A11. Primary Project Manager's Phone Number *



A12. Primary Project Manager's Email Address *

A13. Substitute Project Manager *

First Name

Last Name

Substitute Project Manager Signature - Please type full name *

The substitute project manager should be aware of this application and be willing to take over the management of the proposed project should the primary project manager be unable to.

I certify that I am authorized to sign this application and that the information herein provided is, to the best of my knowledge, true and accurate. I further certify that the applicant has the necessary financial resources to fulfill all obligations relative to this project including the cost of operation and maintenance. I further certify that this application is submitted by the official action of the governing board of the applicant agency.

A14. Substitute Project Manager's Phone Number *



A15. Substitute Project Manager's Email Address *

Sample

A16. RTP Grant Funding Request *

\$

The funding range for the RTP grant is up to \$150,000
Please round up to the nearest dollar. Up to 50% of the total project cost.

A17. What is the applicant cash match for this project? Do not include the match from partners here. *

\$

Please give the value for the total applicant cash match. Do not include the match from partners here.

A18. What is the applicant in-kind match for this project? Do not include the match from partners here. *

\$

Please give the value for the total applicant in-kind match. Do not include the match from partners here.

A19. Total Estimated Project Cost *

\$

USD

Please round up to the nearest dollar.

If awarded RTP funds, the project sponsor is responsible for 100% of project costs until final reimbursement. Federal project sponsors must supply 5% of the total project cost from non-federal sources.

A20. Land Ownership *

- ☐ City
- ☐ County
- ☐ State
- ☐ Federal
- ☐ Private

The project land is owned and/or managed by the following entities (Check one or more)

A21. Is public access guaranteed? *

- ☐ Yes
- ☐ N/A

A22. Is the project property owned by the applicant? *

- ☐ Yes
- ☐ No
- ☐ N/A

A23. Permission granted from land manager/owner to complete work? *

- ☒ Yes
- ☐ N/A

Required permission must be granted as of June 1 of this calendar year. If applicant is the owner, select N/A.

Please provide documentation of permission from the land manager/owner. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Failure to provide adequate documentation may result in disqualification from consideration for RTP funding.

A24. Are appropriate right of ways and/or easements secured? *

- ☒ Yes
- ☐ N/A

Required easement must be granted as of June 1 of this calendar year.

Please provide documentation of appropriate right of ways and/or easements. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Failure to provide adequate documentation may result in disqualification from consideration for RTP funding.

A25. Is NEPA required to complete this project? *

- ☒ Yes
☐ N/A

NEPA must be completed by the end of this calendar year.

Please provide additional documentation on the NEPA process or its current status. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

NEPA must be completed by the end of this calendar year. If you have not started the NEPA process and do not have any documentation, please upload a word document describing your plan or process for completing NEPA within 12 months of the grant award. Failure to provide adequate documentation may result in disqualification from consideration for RTP funding.

Section B: Project Summary

B1. Project Abstract *

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Sample

Limit: 150 words

Summarize the project in a concise 2-3 sentence summary. The abstract will become the long-term public description of the project. Please provide an accurate description.

B2. Project Description *

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Limit: 500 words

Provide a project description. Specify what the project entails. Does the project provide or enhance connections between recreational opportunities, natural resources, trail systems, or communities? Does it enable residents or visitors to use non-motorized means for exercise or recreation? Specify exactly what is to be built and how many of each type of facility (i.e. number of signs or miles of trail). Address current and projected use of trail or facility by providing visitor statistics, traffic counts, usage numbers, etc. for the area.

B3. Site Plan or Concept Drawing: Please attach a recreational site plan or detailed conceptual drawing that includes orientation and layout of the project itself. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please attach a site plan, engineering plans, or a concept map of the proposed project.

B4. Map: Please attach a map of the project location within the community. On the map, identify the main roads that provide access, and any infrastructure that surrounds it. If it is a trail, show how it links to other recreational amenities or other trails. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

B5. Is this project a phase of a larger plan or future phases? *

- ☒ Yes
- ☐ No

Include an appropriate map identifying this phase of the project and how it connects to any previous or future phases of the plan as identified in Section B2. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

B6. Is the project part of a regional, county, or other type of master recreation plan for the area? Describe how: *

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Limit: 500 words

If project is not part of a master recreation plan, please write N/A.

B7. Property Acquisition: Explain the current ownership status of the project property in the space below. *

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Limit: 150 words

B8. Anticipated Project Start Date *

Projects cannot start before September 1st of the year of application. and must be completed within two (2) years of the granting of RTP funds.

B9. Estimated Completion Date



Project must be completed within two (2) years of the granting of RTP funds.

B10. Timeline: provide additional detail of the proposed project schedule/timeline with appropriate phases, steps, and/or milestones. *

Please break out into six-month increments.

B11. Photos of proposed project or project site.

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

For restoration projects, please include images of the areas to be improved.

Section C: Project Budget and Funding

Sample

C1. Provide a detailed project budget

Applicants are required to use the provided RTP budget spreadsheet.

The budget must include the source of all project funds and when the funds will be available. List matching applicant or partner cash as well as any other in kind donations. Project expenses should be broken down by category, item, and quantity. Specify which items will be covered by RTP funds, your cash match, or through in kind donations. Budget allowances for contingencies will not be funded by this program and cannot be included as part of the 50/50 match. The following table lists some eligible and ineligible matching items that may be included.

Download RTP budget spreadsheet by clicking here

Matching criteria:



EXAMPLES OF ELIGIBLE MATCHES	EXAMPLES OF INELIGIBLE MATCHES
✔ Volunteer or staff labor quantified in hours.	✘ Costs for trail planning, engineering, design, or the development of trail master plans.
✔ Value of land or easement donations (with appropriate documentation).	✘ Mobilization costs for equipment or staff.
✔ Value of equipment donated, rented, or used for project.	✘ Costs for ineligible RTP requests, such as landscaping, picnic tables, campgrounds, etc.
✔ Value of donated materials to support project construction.	

Upload detailed project budget spreadsheet: *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx

C2. Please re-type the Total Cash Match from the budget spreadsheet: *

\$ USD

Please include the total cash match of applicant and partners combined.

C3. Please re-type the Total In-Kind Match from the budget spreadsheet: *

\$ USD

Please include the total in-kind match of applicant and partners combined.

C4. Annual maintenance costs and agreements *

\$ USD

Provide an estimated annual operation and/or maintenance cost for the project.

C5. Agency/Group Covering Costs *

Specify who will be responsible for providing those costs and/or the maintenance costs for this project long term.

Section D: Project Details

D1. Type of Trail or Recreation Facility improvement *

- ☐ Replace an existing developed recreation facility
- ☐ Enhance/improve an existing development recreation facility
- ☐ New project construction

Will this project replace or enhance an existing developed recreation facility (such as a trail, trailhead, signage system, etc.), or is this a new construction?

D2. Trail uses *

- | | | | | |
|--|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Jogging/Hiking | <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Snow Shoeing | <input type="checkbox"/> Road Bicycling | <input type="checkbox"/> Snow Biking |
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Nordic/Cross Country Skiing | <input type="checkbox"/> Other | | |

Check all trail uses allowed on the system and identify the seasons the system will be open for public use.

D3. Season(s) the trail system can be used *

- ☐ Spring
☐ Summer
☐ Fall
☒ Winter

Will the trailhead be plowed or groomed in the winter? *

- ☒ Yes
☐ No

Who will plow or groom it? *

D4. ADA Access: Is the trail or facility ADA accessible? *

- ☐ Yes
☐ No

Please refer to www.ada.gov

D5. Trail Information: Will the funding request support the development of printed informational or trail maps/brochures? *

- ☒ Yes
☐ No

Explain what type of printed materials: *

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Limit: 500 words

How many printed materials will be created?

D6. Trail construction details



TRAIL CONSTRUCTION DETAILS					
	New trail construction	Trail rehabilitation or relocation	Overpass or underpass	Water crossing or bridge	Other trail improvements, features, or difficulty elements, such as berms, jumps, ramps, drainage elements, the difficulty of features, etc.
Quantity					

Width (feet)					
Length (miles)					
Trail Surface Materials					

D7. Purchases



PURCHASES		
	Purchase of hand tools	Purchase of mechanized equipment
Quantity		
Type		
Quantity		
Type		
Quantity		
Type		

D8. Trailhead improvements



TRAILHEAD IMPROVEMENT						* restrooms must be ADA compliant	
	New Trailhead(s)	Reconstructed Trailhead(s)	Parking Stalls	New Kiosk(s)	New Sign(s)	New Restroom(s)*	Other
Quantity							
Parking Dimensions							
Parking Surface Materials to be Used							

D9. Trailside improvements



TRAILSIDE IMPROVEMENT								
	Warming Hut(s)	Shelter(s)	Bench(es)	Bike Rack(s)	Corral(s)	Yurt(s)	Restroom(s)	Kiosk(s)
Quantity								

D10. Signage improvements



TRAIL SIGNAGE IMPROVEMENT				
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	Route Marking	Interpretive	Informational	Regulatory
Quantity				

D11. Trails to be repaired



TRAILS TO BE REPAIRED				
	Trail 1	Trail 2	Trail 3	Trail 4
Trail/route name to be repaired				
Length that needs repair				

D12. Trail repairs and restoration - provide your best estimates



WORK ON TRAILS TO REPAIR OR RESTORE	
	Miles or #
Retreading or resurfacing	
Vegetation removal	
Obstruction clearing (logs, rocks, etc.)	
Fence repair or replacement	
Retaining walls	
Back-slope grooming	
Disturbed area rehabilitation	
Replacement/repair of trail markers, cairns, etc.	
Replacement/repair of berms, jumps, ramps, etc.	
Stream crossing(s)	
Wet area crossing(s)	
Water diversion structure(s)	
Cattle Guard(s)	
Switchback repair	
Sign(s)	
Bridge(s)	
Culvert(s)	
Gate(s)	
Other resources to repair or replace	

D13. Trailhead repair

TRAILHEADS TO BE REPAIRED								
	Trailhead Name	Area	Trailhead Name	Area	Trailhead Name	Area	Trailhead Name	Area
Trailheads to be repaired								

D14. Trailhead work

WORK TO COMPLETE						
	Parking Surface Repair	Restroom(s)	Loading Ramp(s)	Parking Barrier(s)	Parking Sign(s)	Other
#						

Section E: Project Education Elements

E1. Does the project include an educational element to promote trail safety and environmental protection? *

- ☒ Yes
☐ No

Which of the following education programs does your project utilize? (Check all that apply) *

- ☐ Development and operation of trail safety education program(s).
☐ Development and operation of trails-related environment education program(s).
☐ Production of trail-related educational material(s) such as informational displays, in print, video, audio, interactive computer displays, etc.

Trail Safety Education Program(s): Provide details of the problem(s) to be addressed, message(s), curriculum(s), method(s) of delivery, etc. *

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Limit: 500 words

Trails-Related Environmental Education Program(s): Provide details of the problem(s) to be addressed, message(s), curriculum(s), method(s) of delivery, etc. *

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Limit: 500 words

Production of Trail-Related Education Material(s): Provide details of the problem(s) to be addressed, message(s), curriculum(s), method(s) of delivery, etc. *

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Limit: 500 words

Section F: Project Partnerships

Provide evidence of public support for the proposed project.

F1. How is the project part of a comprehensive plan and/or part of an overall trail network? Describe its community, regional, statewide, or national significance. How the community has been engaged regarding the project in the form of public meetings/open houses/online engagement? *

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Limit: 500 words

F2. Identify volunteer or private sector contributions to and/or support for the project: *

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Limit: 500 words

F3. Identify support from other groups or agencies and/or cooperation among adjoining and/or other affected jurisdictions for your project. Examples include city to city, city to county, or city/county with a federal land management agency such as the US Forest Service, Bureau of Land Management, or the National Park Service. *

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Limit: 500 words

F4. Has your organization received RTP funding in the past? *

☒ Yes

☐ No

Provide list of projects funded within the past 5 years, dollar amounts awarded, and specify whether the project is complete or not complete. *



Project Name	Fiscal Year Awarded	Amount Awarded	Project Complete (Y/N)

F5. Letters of Support:

Attach no fewer than two (2) and no more than five (5) letters of support for the specific project for which funding is being requested. These should include a letter from each of the partners; other than the applicant organization.

Letter of Support Upload: *

Sample

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Save Draft

Submit Form