



February 1, 2019

**Announcement
Recreational Trails Program Funding Cycle
Land and Water Conservation Fund Funding Cycle**

**Start Date: February 1, 2019
Close Date: March 21, 2019**

It is with pleasure the Mississippi Department of Wildlife, Fisheries, and Parks - Outdoor Recreation Grants Division (ORG) opens the Recreational Trails Program and the Land and Water Conservation Fund 2019 Funding Cycles.

Recreational Trails Program

The program provides 80/20 matching grants for recreational trails. The program funds non-motorized and motorized trails of diverse and single use.

For the current RTP funding cycle, projects that provide for non-motorized uses, the minimum grant award will be \$8,000 and the maximum grant award will be \$120,000. Due to the limited number of motorized projects the maximum grant award depends on funds available.

Land and Water Conservation Fund Program

The program provides 50/50 matching grants for development of public outdoor recreation areas and facilities.

For the current LWCF funding cycle, the minimum grant award will be \$15,000 and the maximum grant award will be \$175,000.

The RTP/LWCF packages include general program information and the application. Please read the general program information before making an application for funds. The application shall be received in this office no later than 4:00 pm, Thursday, March 21, 2019. With this announcement, I encourage any city, county, state and/or federal agency, college/university or recreation district to apply. Nonprofit conservation organizations (existing for 5 years or more) may apply for **Recreational Trails Program funds only**.

The RTP/LWCF Applications/Guidelines may be downloaded from the MDWFP website: <https://www.mdwfp.com/parks-destinations/outdoor-recreational-grants/>

If you have any questions, please contact the Outdoor Recreation Grants Division at (601) 432-2227 or email terry.mcdill@wfp.ms.gov.

Terry McDill
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**MISSISSIPPI
RECREATIONAL
TRAILS PROGRAM**

**MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES AND PARKS
Sam Polles, Ph.D., Executive Director**

**Division of Parks and Recreation
Outdoor Recreation Grants
Terry McDill, Administrator**

MISSISSIPPI RECREATIONAL TRAILS PROGRAM

2019 RTP MANUAL
December 2018

Questions Concerning this Program
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**MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES AND PARKS
RECREATIONAL TRAILS PROGRAM**

INTRODUCTION

The [Fixing America's Surface Transportation \(FAST\) Act](#) reauthorized the Recreational Trails Program (RTP) for Federal fiscal years 2016 through 2020 as a set-aside of funds from the [Transportation Alternatives \(TA\) Set-Aside under Surface Transportation Block Grant Program \(STBG\)](#).

The Recreational Trails Program (RTP) is an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). The RTP provides funds to the States to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. Each State administers its own program, usually through a State resource agency.

Each State

- receives funds apportioned by statutory formula
- administers its own program, usually through a State resource or park agency develops its own procedures to solicit and select projects for funding
- has a State Recreational Trail Advisory Committee to assist with the program that must meet at least one time each fiscal year
- in some States, the committee selects the projects
- in others, the committee is advisory only

Eligible Projects

- Construction of new trails (with restrictions for new trails on Federal lands).
- Maintenance and restoration of existing trails.
- Development and rehabilitation of trailside and trailhead facilities and trail linkages.
- Purchase of trail construction and maintenance equipment.
- Development and dissemination of publications and operation of educational programs to promote safety and environmental protection related to trails (including supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training) (limited to 5 percent of a State's funds).
- State administrative costs related to this program (limited to 7 percent of a State's funds).

Although the U.S. Department of Transportation manages the RTP through the Federal Highway Administration (FHWA), the administration of the program lies at the state level. On January 5, 1992, the Mississippi Department of Wildlife, Fisheries and Parks (MDWFP) was designated as the agency to administer the RTP.

A RTP Advisory Committee, where both motorized and non-motorized trail users are represented, is tasked to advise the MDWFP on the criteria for administering the state's RTP grant process.

Program Purpose

The purpose of the program is to provide and maintain recreational trails and trails-related facilities identified in, or that further a specific goal of, a Recreational Trails Plan, or the Statewide Comprehensive Outdoor Recreation Plan (SCORP), as required by the federal Land and Water Conservation Fund Act (LWCF). The program will encourage the construction of new trail projects that benefit the environment and the redesign, reconstruction, non-routine maintenance, or relocation of trails that mitigate and minimize the impact to the natural environment. Project sponsors are encouraged to work in partnership with trail-user groups, volunteer groups, the business community, local, state, and federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner.

Reimbursement Funds

The MDWFP will provide funds received under this Act as reimbursement grants to federal and state agencies, local governments, legally constituted authorities or commissions, and non-profit conservation organizations for projects on publicly held lands and/or lands held by non-profit organizations. All lands on which RTP funds are expended must be open and operated as an outdoor recreation area for use by the general public. Non-profit organizations must provide documentation proving the organization which funds are to be expended have been operated as an outdoor recreation area and have been open for public use for at least 5 years.

Project Applications

Local sponsors submit project applications for funding award. Project applications are reviewed, scored, and ranked by appropriate MDWFP staff and reviewed by RTP Advisory Committee. Approved projects will then be included in the MDWFP's recommendation for project selection and submitted to the Federal Highway Administration (FHWA) for final federal approval. After FHWA approval, MDWFP will present each grant recipient with a "Project Agreement" which must be signed by an appropriate official and returned to MDWFP. *After Finalized Project Agreement has been signed, work is to begin on site within 90 days.*

Grant Accounting and Records

The Recreational Trail Program is subject to the Single Audit Act of 1984, P. L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. This Act set forth standards for obtain consistency and uniformity among Federal, State, and local governments, and non-profit organizations which are expending Federal awards (Grants).

The Sub-recipient must maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. The system must provide accounting data so that the total cost of each individual Grant Project can be readily determined. Grantees must keep accurate records of all RTP Project expenditures including, but not limited to, receipts, progress payments, invoices,

and timecards. These records must be retained for a period of three years after final payment is made by the State.

Pursuant to federal law, any entity that expends \$750,000 or more of combined federal funds in its fiscal year is required to have a Single Audit performed in accordance with 2 CFR 200 and your grant agreement. Federal financial assistance includes funds received from all federal resources, not just funds from the Recreational Trails Program.

GRANT AMOUNT AVAILABLE

The minimum grant award will be \$8,000 and the maximum grant award will be \$120,000 for non-motorized projects and there is no cap for motorized projects. Out of Mississippi's apportionments, up to seven percent of the monies received can be used for Mississippi Department of Wildlife, Fisheries and Parks administrative costs and up to five percent for environmental protection and safety education expenses relating to recreational trails.

This program is unique in that, legislatively it is specified that the funds must be expended for projects that are strictly motorized as well as projects that are strictly non-motorized, while at the same time encouraging the development of projects that provide for both. The law specifies that 30 percent of the funds must be used for motorized projects, 30 percent for non-motorized and 40 percent for diverse projects that can be utilized by both. Additionally, the MDWFP reserves the right to exceed the maximum grant award amount stated herein, when, in the discretion of the MDWFP, a project of unique scope will require more funding.

Diversified trails as defined by the RTP Advisory Committee are "projects that provide for the greatest number of compatible uses, or provide for innovative recreational trail corridor sharing to accommodate both motorized and non-motorized recreational trail use."

APPLICANT MATCH

The RTP is a *reimbursement program*; therefore, the **grant recipient must pay 100% of the cost of an item before submitting a request for reimbursement for 80% of eligible costs**. The program encourages the donation of private funds, materials, and services at fair market value. These donations can be counted toward the applicants required match. However, a project sponsor cannot donate existing materials, or services. The RTP may allow other federal funds, materials, programs (AmeriCorps, etc.), or services to be used as the applicants match. Federal applicants are required to have a 5% (minimum) local/non federal match. The match formula would then be 80%-15%-5%.

RTP AT-A-GLANCE OUTLINE

February 1, 2019 - MDWFP - Outdoor Recreation Grant (ORG) staff releases RTP Program Applications and publicizes the grant program by mail outs and on MDWFP Website.

Deadline for Applications – 4:00 PM, March 21, 2019

Phase I

Submitted applications will be reviewed and scored by ORG Staff.

During the review process on-site inspections are made of the proposed trail projects by ORG staff.

Applications are reviewed with Advisory Committee and FHWA personnel.

Selected projects are finalized and applicants are notified by ORG staff.

Phase II

ORG staff will notify finalists to submit a Request for Cultural Resource Assessment to the Mississippi Department of Archives and History for a Section 106 Review.

Upon completion of the review by the MDAH, the FHWA will administer a federal environmental review. FHWA will notify MDWFP of the approved projects.

Project Award

MDWFP – ORG staff notify applicants of approval and pre-award required forms will be provided to local sponsors for signatures.

Recreational Trail Project Agreement is finalized and executed with local sponsor.

Project Implementation and Completion

Once Project Agreement is executed, work is to begin on site within 90 days, if MDWFP ORG Staff determines that work progression is not satisfactory, funding may be pulled from Grantee. No reimbursement for any expenses incurred during this time frame will be considered.

Date of Approval to End of Project Period:

Quarterly Progress Reports will be submitted by local sponsor to ORG.

All work shall be completed and related invoices paid.

A request for reimbursement and a final progress report shall be submitted by local sponsor with required supportive documents to ORG.

A final on-site inspection will be made by ORG staff of completed project.

Reimbursement will be processed for payment to local sponsor.

SECTION I. PERMITTED/NON-PERMITTED USES

A. Permissible Uses

1. Construction of new trails (with restrictions for new trails on Federal lands). National Environmental Policy Act (42 U.S.C. 43231 et seq.), the Forest and Rangeland Renewable Resources Planning Act of 1974, as amended (16 U.S.C. 1600 et seq.), and the Federal Land Policy and Management Act (43 U.S.C. 1701 et seq.).
2. Maintenance and restoration of existing trails.
3. Development and rehabilitation of trailside and trailhead facilities and trail linkage. Facilities could include provision of drinking water, latrines, safety rails, signs, guide maps, benches, vehicle parking areas, etc...
4. Facilitating access and use of trails by persons with disabilities. The requirements of the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) must be provided on trails projects to the extent feasible. Whenever possible, trails intended for use by pedestrians should be accessible to people using wheelchairs, whether manual or motorized. Additional information can be found at www.access-board.gov.

B. Uses Not Permitted

1. Condemnation of any kind of interest in property.
2. Construction of trail within Right of Way of a road, street or highway.
3. Construction of any trail on National Forest Service lands for motorized uses unless such lands:
 - (a) have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress, and
 - (b) such construction is otherwise consistent with the management direction in such approved land and resource management plan
4. Upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users, and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred.
5. Planning or environmental documentation only.

SECTION II. TRAIL FUNDING PRIORITIES

The Recreational Trails Program is an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). The Recreational Trails Program provides funds to the State to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. The funds are broken down in the following percentages and projects.

30% Motorized Projects

Projects that accommodate all-terrain vehicles, trail motorcycles, four-wheel drive vehicles, and other off-road vehicles. (Single Use or Multi-use)

30% Non-Motorized Projects

Projects that accommodate trail activities such as hiking, equestrian, biking, fitness/exercise, canoeing/kayaking activities, and multi-use pathways. (Single Use or Multi-use)

40% Diversified Projects

Include both motorized and non-motorized projects that accommodate the greatest number of compatible uses, or provide for innovative recreational trail corridor sharing to accommodate both motorized and non-motorized recreational trail use. (Multi-use)

Limited Funding

Funding will be limited for the following items, unless need is fully and completely documented: Lighting, Fencing, Landscaping, Parking, and Restroom Facilities.

Note: Applicants with active RTP projects can not apply for funding for new projects.

Only one (1) project application per sponsor will be considered. (Exceptions are made for State and Federal Agencies – one application per recreation area.)

The Recreational Trails Program ***does not fund*** activities or facilities for ***non-trail related*** activities. These include but are not limited to: Baseball, Basketball, Football, Golf, Disc Golf, Tennis, Soccer, Picnic Pavilions, Picnic Tables, Grills, Picnic Areas, Playground Equipment, Amphitheaters, Fishing Piers, Splash Pads, Sidewalks, Streets, etc.

Additional Information can be obtained at the following web site:

http://www.fhwa.dot.gov/environment/recreational_trails/resources/related/
http://www.fhwa.dot.gov/environment/recreational_trails/guidance/manuals.cfm

SECTION III. TRAIL WIDTHS AND ACTIVITIES

The following are recommended trail widths and related activities.

*Nature / Hiking Trails – 3'-6' wide with natural surface, gravel, or paved. For two people to walk side by side a trail width of 6' is needed.

Walking / Jogging and Exercise / Fitness Trails: 8' -10' wide typically paved trail surface. An 8'-10' width allows for users to walk or jog side by side and safely pass each other. In some circumstances, a width of 6' can be used if less user demand is anticipated for the trail. Trail should be at least 1/2 mile in length.

Multi –Use Paved Trails (walkers, joggers, cyclists, in-line skating): 10'-12' wide. A 12' wide path is recommended as the minimum width for in-line skating as the skating motion requires a greater trail width. Trail should be at least 1/2 mile in length.

Skate board Trails: Paved width can vary to accommodate users and obstacles. Careful consideration should be given when combining skateboarding with other users.

*Mountain Bike Trails: 4'-6' width for "single track" with a natural trail surface. Trail direction is generally one way. A width of 6' is needed for passing when going the same direction. An 8'-10' width is needed to accommodate two-way use.

Bicycle Trails: Trails designed to accommodate cyclist should be paved with a 10'-12' width. A 10-12' width allows side by side riding. 12' width recommended for two-way use.

*Equestrian Trails: 10'- 12' trail width is needed for passing, side by side, or two-way use. One way use or single path can be a lesser width. Vertical vegetative clearance should be 12'.

*ATV Trails: 6' wide single lane trail on native surface or aggregate. Width may need to increase to 8' or more for trail turns.

*Motorcycle (Dirt Bike) Trails: 4'-6' wide single lane trail generally on native surface. Width may need to increase for trail turns.

*Trail surfaces of native material can be subject to erosion and increased trail maintenance if not designed and constructed properly.

Trail design, construction, and maintenance needs to incorporate not only the trail surface area (tread) but also the trail corridor. The trail corridor encompasses the trail tread, trail shoulders, maintained area on sides of the trail and any vertical clearances.

SECTION IV. PAVED TRAIL CONSTRUCTION SPECIFICATIONS

Asphalt Trail Specification

- ◆ 2.5 inch Hot Mix Asphalt or Warm Mix Asphalt, ST, (12.5 MM mixture), (1@2.5") req'd.
- ◆ Asphalt Prime Coat, Emulsified EA-1
- ◆ 4 inch Compacted Crushed Limestone (#610) compacted to 95%
- ◆ Geo-textile (See note)
- ◆ Subgrade compacted to 90%

Note: Geo-textile shown for areas determined in the field to require stabilization

Concrete Trail Specification With Crusher Base

- Provide Crack Control Joints at 4 ft. centers.
- Expansion Joints at 20 ft. centers
- Install 16d galv nails @ 9 inch O.C. each side of 2x for bonding in concrete
- 6x6x#10 Wire Mesh Required
- 3000 psi Concrete Required
- 3 ½ inch Concrete
- 4 inch compacted crusher base compacted to 95%
- Subgrade compacted to 90%

Concrete Trail Specification Without Crusher Base

- Provide Crack Control Joints at 4 ft. centers.
- Expansion Joints at 20 ft. centers
- Install 16d galv nails @ 9 inch O.C. each side of 2x for bonding in concrete
- 6x6x#10 Wire Mesh Required
- 3000 psi Concrete Required
- 5 inch Concrete
- Subgrade compacted to 90%

Note: Shoulder of trail should be sloped to top of trail surface to prevent potential tripping and/or twisting of ankle, and to provide positive drainage.