



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## **2018 Colorado the Beautiful Grant Application**

The Colorado the Beautiful Grant Program funds projects through large trail construction grants and regional trails planning grants. The program is a unique opportunity that has goals, objectives, and criteria independent of the normal motorized and non-motorized CPW grants that run each fall. The program will have a cycle in 2018 and in 2019. Based on applications received and available funding, CPW may run cycles beyond 2019. This program is a partnership between:

- [Colorado Parks and Wildlife](#)
- [Great Outdoors Colorado \(GOCO\)](#)

### **Grant Information**

**APPLICATION DEADLINE: Wednesday August 1, 2018**

After reading through the instructions document and the information below, please contact State Trails Program Manager, Nick Dellaca, to discuss your project and request grant applications. (303) 791-1957 x4129

Submit completed applications to: [dnr\\_trails@state.co.us](mailto:dnr_trails@state.co.us)  
Applications may also be submitted via Dropbox. Contact [dnr\\_trails@state.co.us](mailto:dnr_trails@state.co.us) for the link.

**Also mail one hard copy to:**

Colorado Parks and Wildlife  
State Trails Program  
13787 U.S. Hwy. 85 N., Littleton, CO 80125

If you are unable to submit electronically, include your completed application on a CD or thumb drive with your hard copy. Do not bind or staple your application. Paper clips are acceptable.

**For further information or guidance on project development and/or the application process, please contact:**

Pam O'Malley  
Non-Motorized Grants Administrator  
13787 S. Hwy. 85  
Littleton, CO 80125  
303-791-1957 x4131  
[pam.omalley@state.co.us](mailto:pam.omalley@state.co.us)

## EXHIBIT A

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The final application you submit to the State Trails Program will include the following documents presented in the order listed below:

1. Resolution from Governing Body
2. Exhibit A - Application with complete answers in each category.  
LIMIT 9 PAGES FOR ALL QUESTIONS, MINIMUM 12pt. FONT
3. Exhibit B - Project Budget (Excel format only, unprotected)
4. Environmental Forms (Non-Federal Check List OR Federal Environmental Form)
  - ❖ Not required for Regional Trails Planning Grants
5. Vicinity and Project Maps
6. Photographs
7. Letters of support

Forms and resource documentation can be found on our website:

<http://cpw.state.co.us/aboutus/Pages/TrailsNews.aspx>

### 2018 Grant application and funding timeline:

|                       |  |
|-----------------------|--|
| <b>June 4:</b>        | Application instructions available on the CPW Website  |
| <b>July 1:</b>        | All applicants must contact their local District Wildlife Manager (DWM) with a basic project scope and map |
| <b>Aug 1:</b>         | <b>Applications due</b>  |
| <b>Aug 1-Sept 1:</b>  | Initial review + wildlife reviews<br>(All grants will be internally reviewed before moving onto scoring)   |
| <b>Sept 1-Nov 1:</b>  | Review committee + State Trails Committee approval   |
| <b>Nov 15-16:</b>     | Parks and Wildlife Commission approval   |
| <b>Nov:</b>           | Awards made  |
| <b>Apr-May, 2019:</b> | Funding available  |

## EXHIBIT A

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### GRANT APPLICATION CHECK LIST

#### MANDATORY:

- Signed letter of resolution from Governing Body
- Exhibit A - Application
- Exhibit B - Budget (Unprotected Excel CPW form)
- Environmental Forms (not required for Regional Trails Planning grants)
- Maps/Photographs/Graphics (5 page max, pdf, letter sized pages)
- Letters of Support (maximum of 5). No letters from clubs or groups specifically working on the project
- Project can be completed within 2.5 years from receiving grant
- Required MATCH funding is secured, including CASH match funds
- CPW District Wildlife Manager has been contacted and informed of construction projects by July 1st. Note that ALL projects will be reviewed by CPW for wildlife impacts
- (Construction only) Project area is owned by public land agency or has easement that designates the area to be open to public outdoor recreation for at least 25 years
- (Construction Only) Formal Environmental Assessment (EA) or NEPA has been completed with final approval for the project area (federal lands only).

#### ADDITIONAL PROJECT HIGHLIGHTS:

- Youth Corps or youth organization will be used on the project (name of organization)
- Volunteers will be utilized on the project (name organization)



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## **Colorado the Beautiful Trails Grant Application**

### **BACKGROUND**

**COLORADO THE BEAUTIFUL:** In 2016, Governor Hickenlooper announced the Colorado the Beautiful Initiative at his State of the State Address. Its vision is that within a generation, every Coloradan will live within 10 minutes of a park, trail, or vibrant green space. The Colorado the Beautiful Grant Program works towards that goal by increasing access to public lands for Coloradans and visitors alike.

### **GUIDING CONCEPTS**

Applicants are encouraged to use the following guidelines to develop strong grant applications.

#### **CONSTRUCTION GRANTS:**

- Connections to existing outdoor recreation opportunities
- Proximity and benefit to local communities
- Wildlife and natural resource mitigation
- Improved links to other trail systems
- Long-term operation and maintenance
- Trail and environmental stewardship
- Collaborative partnerships
- Community health benefits
- Comprehensive planning

#### **REGIONAL TRAILS PLANNING GRANTS:**

- Large scale regional trail and resource planning
- Collaborative multi agency and organization approach
- Holistic balance and evaluation of:
  - Trail system improvements
  - Wildlife/resource conservation & mitigation
  - Long-term maintenance
  - Multi-system cumulative impacts
  - Trail development
  - Connection to local communities
  - Community health benefits

## Instructions and Information

### **ELIGIBILITY CRITERIA & RESOURCE INFORMATION**

**ELIGIBLE APPLICANTS:** Local, county, state governments, federal agencies, recreation and metro districts and non-profit organizations are eligible. Applicants must have management responsibilities over public lands or authorization from the land manager for the project work proposed.

Applicants may submit a separate application for each category: Trail Construction and Regional Trails Planning.

Organizations or entities that submit an application for a construction or planning grant cannot appear as the applicant, beneficiary, or principle subcontractor on any grants in the same category on this grant cycle. Organizations or entities may still apply to the regular CPW motorized and non-Motorized fall grants.

**GRANT REQUEST:** Trail grant requests must be submitted in one of two categories: Construction or Regional Trails Planning. Both non-motorized and motorized trail projects will be accepted and considered for both grants.

Large Construction: \$250,000-\$500,000  
Regional Trails Planning: Up to \$100,000

Applicants requesting funding above or below these amounts may be considered. Please contact Nick Dellaca (303) 791-1957 x4129 to discuss your project's needs.

**PROJECT TYPE:** Trail projects must fit into one of the following types of projects:

New Trail or Trailhead Construction - New trail or trailhead where none currently exist, environmental restoration, and trail signage. Both motorized and non-motorized trails are eligible to apply.

Maintenance, Re-route or Reconstruction of Existing Trails - Will be considered if paired with new construction on the same trail system.

Land Acquisition or Easement - Acquire land, through fee title or easements, that is intended for future trail development. Land acquisitions or easements may only be considered if paired with new trail construction and an agreement to construct trail(s) within 3 years.

Regional Trails Planning - Trail layout, design, engineering, feasibility studies, inventory, use and resource studies, analysis of existing and proposed trails, long term maintenance, community benefit, and master planning.

**PROJECT BUDGET/MATCH REQUIREMENTS:** All projects are required to have match funding. A minimum of 30% of the total grant award must be secured as match, and **at least 10% of those funds must be cash**. Detailed information on eligible items for both grant and match funding is provided later in this document on Appendix A.

## Instructions and Information

**PROPERTY OWNERSHIP:** All properties on which Colorado the Beautiful Grant funded projects take place must be under the control of the applicant or authorized agent and open to the public for at least 25 years. A deed, easement, license, long term lease or other documentation may be requested as proof of ownership or public access rights.

**GRANTEE INSURANCE [Non-Governmental Agencies]:** Grantees must secure and maintain specific insurance policies, dependent upon the type of project and organization. Insurance policies must be in place and active 30 days prior to the start of your project. Detailed requirements will be listed in the contract and may include:

- **Workers Compensation**
- **General Liability**
- **Automobile Liability** - State of Colorado named as Additional Insured

Please view the detailed contract insurance requirements from this link:

[Trails-Contracts-Insurance](#)

Government agencies are not required to secure and maintain the above specified policies as they are already covered by agency insurance.

**TIMELINE:** The Trails Program can only reimburse grant funds for work that is initiated and completed **AFTER the execution of the grant contract**. The official execution date will be the day the State Controller signs the contract. MATCH FUNDS may begin to be used upon receipt of award letter.

Grantees are allowed up to 2 ½ years from the award date to complete their project. The end date is based on the applicant's submitted timeline and is assigned by the Contracts Dept.

Spending on the project must begin no later than three (3) months after contract execution unless written approval is granted by the State Trails Program.

Submission of quarterly invoice/reimbursement documentation is required for all grant projects.

**LETTER OF RESOLUTION FROM GOVERNING BODY:** The Colorado the Beautiful Grant Program requires a letter from the applicant's governing body to ensure that the applicant's ultimate decision-makers are aware of and support the application and recognize their financial and legal obligations. Local government applicants must submit a resolution from the governing body. If that body does not meet before the grant deadline, a letter from the land manager will suffice until such time as a resolution can be procured (must be received no later than September 1<sup>st</sup>- contact Pam O'Malley if you have issues with this timing).

The document must include:

**Support for the proposed project:** A statement expressing the governing body's support of the grant application and if awarded, support for completion of the project.

**Status of property:** A statement verifying that the property targeted for the proposed project will be under the control of the applicant and/or partner for at least 25 years.

## Instructions and Information

### ENVIRONMENTAL FORMS:

New trail construction projects are required to submit an Environmental Form to describe the process or efforts made to review environmental impacts of the project as concisely and specifically as possible. Separate forms are available for projects on federal land or non-federal land (which can be found here: [Environmental Forms](#)). Projects on Federal lands must have a finalized Environmental Assessment (EA) or NEPA documents to be considered for funding. These forms are not required for regional trails planning grants, but they will still be reviewed by CPW wildlife staff for potential wildlife impacts (see next section).

To initiate construction with CPW trails funding, grant applicants will be responsible for securing all necessary permits, licenses, clearances, and environmental analysis documentation necessary to comply with local, state, and/or federal law.

### CPW WILDLIFE IMPACT ASSESSMENTS:

***IT IS MANDATORY FOR ALL APPLICANTS OF NEW CONSTRUCTION AND REGIONAL TRAILS PLANNING PROJECTS TO SEND A BASIC PROJECT SCOPE AND MAP TO THE DISTRICT WILDLIFE MANAGER FOR THAT AREA BY JULY 1, 2018.***

CPW District Wildlife Managers by district throughout Colorado can be found on the [Colorado Hunting Atlas](#). Zoom in and click on the unit(s) that the project is in. In the popup on the screen, click on the down-arrow where it says "GMU and Land Management" and select "Contact Info" to see the District Wildlife Manager and contact information.

For assistance on wildlife, critical habitat, and specific wildlife or fishery concerns, please contact the appropriate **Colorado Parks and Wildlife Regional Trails Coordinator**. You can use [this map](#) to identify which region you are in:

- Northeast Region: Ben Plankis (303) 291-7272
- Southeast Region: Rob Seel (719) 227-5259
- Northwest Region: Randy Engle (970) 434-6862 x4221
- Southwest Region: Josh Stoudt (970) 375-6711

All submitted grant projects will be reviewed and evaluated by CPW wildlife staff for potential wildlife impacts. If significant concerns are found, the CPW Trails Program and Regional Wildlife staff will work with the grant applicant and the relevant land agency to determine if the concerns can be addressed and mitigated. This will occur prior to the grant review subcommittee meetings. It may be possible to incorporate mitigation measures or project amendments such as seasonal closures, educational signage, rerouted trail sections, etc.

Submitted grant projects will be evaluated for the below listed wildlife impacts. The full wildlife impact assessment guidelines can be found here: [Wildlife Guidelines](#).

- **Species of Concern:** Known (or likely) wildlife species of concern present on the proposed project site.

## Instructions and Information

- **Habitats and their Values:** Known important, productive or pristine wildlife habitat in the project area.
- **Significant Wildlife Impacts:** Short-term (during project activity) and/or long-term impacts to wildlife habitat.
- **Mitigation:** Wildlife impacts that can be addressed through mitigation practices or measures.
- **Education/Interpretation:** Recommended education and/or interpretation of wildlife impact mitigation measures.
- **Environmental Compliance:** Required regulatory compliance, applicable permits and/or agency concurrent procedures.

All grant applicants are strongly encouraged to consult (beyond the required basic scope and map) with a Trails Coordinator and District Wildlife Manager to identify and resolve potential wildlife impacts that could be associated with their project(s). Resolution of wildlife issues or concerns prior to the submission of this application will streamline CPW's internal review.

### COMMUNITY HEALTH IMPACT RESOURCES:

For information about how your project will impact community health and help achieve local health goals, please visit the following website to view local Community Assessments and Health Improvement Plans:

<https://www.colorado.gov/pacific/cdphe-lpha/local-assessments-and-plans>

Additionally, you may contact your local public health agency for assistance:

<https://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency>

### RISK ASSESSMENTS:

Colorado Parks and Wildlife conducts risk assessments for all grant recipients. A key aspect to the risk assessment is an audit review (specifically an A-133 audit report). If awarded a grant, an A-133 audit or similar report may be requested. Please be prepared to provide this information if you are awarded a grant.



## Instructions and Information

### Budget

The following table provides samples of **eligible and ineligible** costs for Colorado the Beautiful Grant projects. These are examples only. Any listed ineligible components or expenses cannot be paid by the Colorado the Beautiful Grant Program nor can they be expensed with Match Funds.

| Eligible - Grant or Match   | Ineligible - Grant or Match  |
|---|--|
| <ul style="list-style-type: none"> <li>• Consultant or Contracted Services</li> <li>• Permanent or Seasonal Staff Salaries</li> <li>• Rental Costs</li> <li>• Trail Tools</li> <li>• Supplies and materials for work on the project</li> <li>• Youth Programs</li> <li>• Land Acquisitions for Trail Development</li> <li>• Awards for Volunteer Recognition</li> <li>• Time and services associated with grant writing (planning projects only)</li> <li>• Design and Engineering (planning grants only)</li> <li>• Shipping, handling, freight, mobilization, traffic control</li> <li>• Software and computers - Match only for planning grants</li> <li>• Emergency beacon locators</li> <li>• Project Management/Administration (capped at 5% of the total grant award)</li> <li>• Contingencies (capped at 10% of the total grant award)</li> </ul> | <ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Work Completed prior to the grant award and signed contract</li> <li>• Expenses related to the promotion of the organization or fund raising</li> <li>• Components that do not have direct benefit to the trail users</li> <li>• Vehicle repair, maintenance, mileage, fuel</li> <li>• Food, Alcohol, or “perks”</li> <li>• Office supplies</li> <li>• Programming and/or outreach (Construction/Maintenance projects only)</li> <li>• Picnic or camp sites</li> <li>• Tax</li> </ul> |

For more detail on eligible items, please see Appendix A.

**Matching Requirements:** All matching resources must be CPW grant eligible costs. To be eligible for match, project costs must be incurred after receipt of the award letter.

**In-Kind:** In-kind contributions may include donated, quantifiable professional or volunteer service, materials and supplies, equipment, etc. Any cost that would be eligible for Colorado the Beautiful funding that is donated or discounted may be applied as an in-kind contribution. For example, if a contractor typically charges \$100 per hour but charges you only \$90 per hour, the \$10 per hour difference is an in-kind contribution.

## Instructions and Information

**Land value:** You may use the value of land purchased or donated specifically for the purpose of this trail development project as cash or in-kind match if it is purchased within 3 years of the grant decision date. Both instances will assist in satisfying matching requirements only when the land will be developed for trails. To document the property's value, you must submit a summary form or other relevant portions of a qualified appraisal. Required information: (1) the identity of the appraiser, (2) the effective date of the appraisal (3) a description of the property being appraised (by street address, legal description, or other relevant descriptor), and (4) the property's appraised value. The Colorado the Beautiful Grant Program may request additional information and/or the entire appraisal. The value of the land used to meet the matching requirements may only be used one time. Land donations from one government entity to another will only be considered under special circumstances.

**Budget Form:** Complete and submit the Budget Form. If your budget is not on our form it will not be advanced to the next level of review and will be disqualified. Be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. Make sure that the total Sources of Funds matches the total Use of Funds. Below are some tips for completing the budget form.

### Source of Funds:

**Cash:** List each funding source on separate rows within the budget sheet. Be sure to include the Colorado the Beautiful grant request under the appropriate column.

**In-kind:** List each in-kind contributor on separate rows within the budget sheet. Indicate the in-kind contribution amount under the Project Match column.

### Use of Funds:

**Cash:** Organize your project into budget categories. The number and types of categories will vary from project to project. See Sample Budget for examples. Once the budget categories have been determined, provide a breakdown of each line item by detailing the work required and the vendor or service provider associated with that work. You must provide specific information in each column.

**Rounding up or down, using percentages and stating "lump sum" is not allowed. You must enter the price per unit and quantity for each budget line item.**

**In-Kind:** Documentation from in-kind providers stating the value/cost of their service/equipment/materials through letters, invoices, etc. is recommended.

Estimated values of services, materials and equipment may be derived from pay scales, standard prices, rental rates, etc. Applicants may be asked to provide additional information to support the valuation listed.

**If you are awarded a grant:** Once a grant is awarded, the grant amount cannot be increased. Any increases in the project cost must be covered with matching funds. If the cost of the project goes down, Colorado the Beautiful Grant Program may elect to have the grantee modify the project budget or if funds are advanced some or all of those funds will be refunded to the State Trails Program.

## Instructions and Information

### Maps, Photographs and Support Letters

**THERE IS A 5 PAGE LIMIT for Maps and photographs and a 5 LETTER LIMIT for Support Letters.** If more than 5 pages or letters are submitted, the excess will not be reviewed or considered with the grant application.

Entries must be submitted in pdf format on a letter size (8.5 x 11) page.

**Statewide Vicinity Map:** Provide a statewide map and mark where the project is located.

**Local Vicinity Map:** A topographic map should be provided for remote areas or county areas (i.e. 1:100,000). A street map should be provided for urban projects. Include readily recognizable landmarks on these maps for reader orientation.

**Project Site Map:** Show the specific project site and details. A topographic map or equivalent aerial photograph should be provided for remote areas or county areas (i.e. 1:24,000) and a street map should be provided for urban projects. Include readily recognizable landmarks on these maps for reader orientation. All project maps must be 8.5" x 11" or folded to be 8.5" x 11" and labeled appropriately. Provide any inventory of the names of the trail(s) or trail system and where the work is to be performed.

**Photographs and Graphics** may be submitted as desired. Photos should document areas that need improvement or will be disturbed by the trail project.

DO NOT SUBMIT ENGINEERED DRAWINGS AND/OR TRAIL PLANS. The Colorado the Beautiful Grant Program will request these if they are needed for a more in-depth review.

**Letters of Support:** Substantial support letters will be more highly considered than scripted ones. Do not include letters from those who would directly benefit from the project, agencies or other entities providing matching funds, and especially from entities who would receive grant funds. All letters must be included with the application. Letters mailed directly to the Colorado the Beautiful Grant Program will not be accepted as letters of support for the application, rather they will be treated as public comments on the project as proposed.

# Instructions and Information

## Appendix A – Detail Listing of Eligible Items

### Consultant or contracted services:

- Professional trail building services to construct, reconstruct, reroute and maintain trails which may include the final, preconstruction trail alignment pin flagging.
- Professional building services to construct bridges, railings, ramps, fences and retaining structures as well as bank stabilization, trail reclamation, re-vegetation and erosion control.
- Professional services to mitigate on-the-ground environmental and wildlife impacts.
- Professional services to build trailhead parking and install restrooms.
- Concrete, asphalt, or crusher fines construction.
- Pack animals to haul trail materials and supplies to remote locations.
- Youth crews

### Salary for employees:

Permanent or seasonal/non-permanent staff salary for work completed during the implementation of the proposal project is an eligible cost.

- Trail layout and design in the field
- Prepare for trail work (sharpen tools, maintenance or inspection of equipment)
- Construct, reconstruct, reroute and maintain trails
- Supervise or lead a work crew
- Hike to the project site to work
- Construct trail bridges, railings, ramps, fences, cairns, check dams, water bars, rock steps and retaining structures
- Bank stabilization, re-vegetation and erosion control
- Build trails to link and/or connect to network trails
- Grant Administration (grant tracking, budgeting and billing). **5% maximum of grant award.** Reimbursement documentation must show breakdown (cost/quantity/total). Proof of payment is not required but would need to be available upon request.

**DO NOT enter percentages or lump sums on the budget form or reimbursement forms.**

### Rental Costs:

- Room or booth rental for volunteer outreach or trails training (for planning grants only).
- Motorized wheelbarrow, cement mixer, Pionjar drill, etc.
- GPS units, clinometers
- Vehicles
- Heavy Equipment

## Instructions and Information

### Trail Tools:

- Shovels, Pulaski axes, McLeod rakes, clippers, rock bars, posthole diggers, cross cut saws, hand saws, mallets, wheel barrels, buckets, etc.

### Supplies and materials for work on the projects:

- Screws, bolts, rebar, spikes, duct tape, nails, culverts, barrier cloth, etc.
- Crusher fines, road base, concrete, gravel, etc. for the trail surface.
- Signs for trails - directional, kiosks, junction, closed for re-vegetation, etc.
- Lumber for bridges, puncheons, turn pikes, bog bridges, decking, boardwalks, etc.
- Name badges for volunteer project work.
- Materials for restoration, i.e. re-vegetation matting, seed, high alpine plants, etc.

### Volunteers and Youth Programs:

The Colorado the Beautiful Grant Program supports and promotes the use of youth crews and volunteers on all applicable projects. If you are going to use a youth crew on your project, please contact the youth program to confirm rates and review project appropriateness. The following items are eligible grant and match expenses:

- Weekly rates for Youth Crews.
- Salary for supervision of Youth Crews.
- Site inspections to set up crew work.
- Final inspections to close out work.

Sample youth programs include, but are not limited to:

**Colorado Youth Corps Association (CYCA).** Crew week rates for youth conservation corps accredited by the Colorado Youth Corp Association are eligible costs. The following base rates are negotiable based on factors such as the project sponsors' needs, crew size, and technical expertise required of the crew/crew leader. Applicant should work directly with their local youth corps to agree on a rate. Find the corps that serves your region at [www.CYCA.org](http://www.CYCA.org) or call 303-863-0600.

### 2017 Base Youth Corps weekly rates (320 hours of labor per week):

|                                 |             |
|---------------------------------|-------------|
| Day Crews                       | \$7,910.00  |
| Camping Crews                   | \$8,588.00  |
| Chainsaw or High Altitude Crews | \$10,170.00 |

**Volunteers:** Volunteer hours qualify for in-kind match funds. The current rate is \$24.14/hour, found on: [Value of Volunteer Time](#). This link also has valuable information regarding quantifying volunteer time.

**Land Acquisitions for Trail Development:** Indirect costs associated with land and/or easement acquisition (appraisals, land surveys, transaction costs).

## Instructions and Information

**Awards for Volunteer Recognition:** These must be for trail work. Each individual item may not exceed \$30 in value. The following are some examples:

|               |            |            |                    |
|---------------|------------|------------|--------------------|
| Hiking sticks | Pedometers | Carabiners | Pocket flashlights |
| Water bottles | T-Shirts   | Backpacks  | Headlamps          |

**Time and Services Associated with Grant Writing:** *The time and services associated with grant writing (Planning projects only)*

**Design and engineering:** The Colorado the Beautiful Grant Program does not fund design and engineering for Construction or Maintenance Grants.

**Planning Grants** are allowed 100% of design or engineering costs associated with trails development projects.

- Landscape architectural professional services for conceptual design.
- Engineer or surveyor services for development of construction drawings and specifications.
- Biologist or archeologist professional services for environmental and cultural review, and final approval of site location.
- Staff salary for development of proper NEPA documentation (MATCH only).
- Staff salary for planning public meetings for alternative development, public input and review (MATCH only).

**Software and Computers:** Can be used as MATCH only for planning grants.

**Emergency Locators:** The locator and the monthly subscriptions are eligible for all grants.

# Instructions and Information

## Sample Budget

Please visit the Trails website for the Excel version of the budget form at:  
<http://cpw.state.co.us/aboutus/Pages/TrailsGrantsNM.aspx>

| SAMPLE BUDGET  |                        |     |              |              |                              |                          |                        |
|--|------------------------|-----|--------------|--------------|------------------------------|--------------------------|------------------------|
| Source of Funds  | Date Secured           |     |              |              | CPW Trails Grant Request [A] | Total Project Match [B]  | Total Funding (\$) [C] |
| <b>CASH</b>  |                        |     |              |              |                              |                          |                        |
| CPW Trails   | TBD                    |     |              |              | \$ 45,000.00                 |                          | \$ 45,000.00           |
| Laramie Trail Association                                      | 6/1/2017               |     |              |              |                              | \$ 5,000.00              | \$ 5,000.00            |
| Rocky Mountain University                                      | 6/30/2017              |     |              |              |                              | \$ 1,000.00              | \$ 1,000.00            |
|  |                        |     |              |              |                              |                          | \$ -                   |
| <b>IN-KIND</b>   |                        |     |              |              |                              |                          |                        |
| County Open Space  | 7/15/2017              |     |              |              |                              | \$ 4,860.00              | \$ 4,860.00            |
| BLM  | 8/1/2017               |     |              |              |                              | \$ 7,500.00              | \$ 7,500.00            |
| City of Mountainview   | 7/30/2017              |     |              |              |                              | \$ 1,170.00              | \$ 1,170.00            |
|  |                        |     |              |              |                              |                          | \$ -                   |
| <b>TOTAL SOURCES OF FUNDS</b>                                  |                        |     |              |              | <b>\$ 45,000.00</b>          | <b>\$ 19,530.00</b>      | <b>\$ 64,530.00</b>    |
| <b>CASH</b>  |                        |     |              |              |                              |                          |                        |
|  | Quantity/Cost per Unit | Qty | Cost         | Total        | CPW Funds                    | Total Project Match (\$) | Total Funding (\$)     |
| <b>CATEGORY 1-Contracted Services</b>                          |                        |     |              |              |                              |                          |                        |
| <i>Identify as: Youth Corps, Engineering, Contractor, etc.</i> |                        |     |              |              |                              |                          |                        |
| Master Trail Plan  |                        | 1   | \$ 38,750.00 | \$ 38,750.00 | \$ 38,750.00                 |                          | \$ 38,750.00           |
| Corridor Flagging  | 250 hrs x \$20/hr      | 250 | \$ 20.00     | \$ 5,000.00  |                              | \$ 5,000.00              | \$ 5,000.00            |
| <b>CATEGORY 2-Staff Salary</b>                                 |                        |     |              |              |                              |                          |                        |
| Laramie Trails - Admin   | 150 hrs x \$15/hr      | 150 | \$ 15.00     | \$ 2,250.00  | \$ 2,250.00                  |                          | \$ 2,250.00            |
| <b>CATEGORY 3-Materials/Supplies</b>                           |                        |     |              |              |                              |                          |                        |
| <i>Identify as: Signs, rock, landscape materials, etc.</i>     |                        |     |              |              |                              |                          |                        |
| Weed barrier material  | 10 rolls/\$100         | 10  | \$ 100.00    | \$ 1,000.00  | \$ 900.00                    | \$ 100.00                | \$ 1,000.00            |
| Rock and decomposed granite                                    | 50 cu.ft./\$20         | 50  | \$ 20.00     | \$ 1,000.00  | \$ 1,000.00                  |                          | \$ 1,000.00            |
| Rental equipment: drills, posthole digger                      | 14 days/\$50 per day   | 14  | \$ 50.00     | \$ 700.00    | \$ 500.00                    | \$ 200.00                | \$ 700.00              |
| <b>ADDITIONAL CATEGORIES</b>                                   |                        |     |              |              |                              |                          |                        |
| Utility Trailer  | 1/\$2,300              | 1   | \$ 2,300.00  | \$ 2,300.00  | \$ 1,600.00                  | \$ 700.00                | \$ 2,300.00            |
| <b>USE OF FUNDS - CASH SUBTOTAL</b>                            |                        |     |              |              | <b>\$ 45,000.00</b>          | <b>\$ 6,000.00</b>       | <b>\$ 51,000.00</b>    |
| <b>IN-KIND</b>   |                        |     |              |              |                              |                          |                        |
|  | Quantity/Cost per Unit | Qty | Cost         | Total        |                              |                          | Total Funding (\$)     |
| <b>CATEGORY 1-Professional Services</b>                        |                        |     |              |              |                              |                          |                        |
| Parks Staff Subcommittee Meetings                              |                        | 1   | \$ 4,860.00  | \$ 4,860.00  |                              | \$ 4,860.00              | \$ 4,860.00            |
| <b>CATEGORY 2-Recreation Mgmt. Plan</b>                        |                        |     |              |              |                              |                          |                        |
| BLM  |                        | 1   | \$ 7,500.00  | \$ 7,500.00  |                              | \$ 7,500.00              | \$ 7,500.00            |
| <b>CATEGORY 3-Corridor Flagging</b>                            |                        |     |              |              |                              |                          |                        |
| Laramie Trails Volunteers                                      |                        | 1   | \$ 1,170.00  | \$ 1,170.00  |                              | \$ 1,170.00              | \$ 1,170.00            |
| <b>USE OF FUNDS - IN-KIND SUBTOTAL</b>                         |                        |     |              |              | <b>\$ -</b>                  | <b>\$ 13,530.00</b>      | <b>\$ 13,530.00</b>    |
| <b>TOTAL PROJECT COST</b>                                      |                        |     |              |              | <b>\$ 45,000.00</b>          | <b>\$ 19,530.00</b>      | <b>\$ 64,530.00</b>    |
| <b>30% REQUIRED MATCH</b>                                      |                        |     |              |              |                              | <b>\$ 13,500.00</b>      |                        |

Reminder:  
 Do not use rounding, percentages or lump sums in your computations

## Instructions and Information

### **Sample Letter from Governing Body**

(Federal Agencies, please use a letter from a District Manager)

Colorado Parks and Wildlife Division  
Trails Program  
13787 U.S. Hwy 85 N.  
Littleton, CO 80125

Re: Trail Grant Opportunity

To Whom It May Concern:

Attached you will find an application for the 2017-2018 Trail grant program. The City of Granada is applying for funds to complete a trail that will connect City Park, located on the city's south side, to the newly developed sports park situated on the city's westernmost boundary.

The Granada Parks and Recreation Commission, appointed by the elected members of the Granada City Council, proudly supports the development of Granada's "City Trail." As residents and representatives for the citizens of this community, we feel it is important to continue to improve the quality of life in Granada by connecting the city's diverse recreational opportunities.

As a Commission we participated in and supported the 2015 Granada Parks and Trails Master Plan, which calls for the development of a network of trails that will connect recreational amenities within the city limits and those extending into the county's jurisdiction on the west and north side of the city. The city owns the property, on which the proposed trail will be developed, (attachment B). The city will appropriate funds for operations and maintenance of the trail link in its annual budget. The City of Granada has been very successful in completing capital projects. We completed the downtown beautification project as well as the outdoor swimming pool and recreation center in 2013 and 2014.

We hope that you will look favorably upon our request. We feel that with leveraged funding our growing community can continue to provide excellent programs and facilities for our citizens, and the citizens of the surrounding area, for years to come.

Thank you for your consideration.

Sincerely,

Jane Smith  
Granada Trails, Parks and Recreation Commission