



COLORADO

Parks and Wildlife

Department of Natural Resources

Non-Motorized Trails Grant Application

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 two applications for a State Trails grant per year: one can be for Construction or Maintenance work and the other one must be for Planning/Support.

Organizations or entities that submit an application for construction, maintenance, or planning cannot appear as the primary partner or principle subcontractor on any additional construction, maintenance, or planning applications submitted in the same grant cycle.

Please read below for different project types and contact staff if you have any questions on where your application will best fit.

Construction: Up to \$250,000

Maintenance: Up to \$250,000

Planning/Support: Up to \$45,000

For example, rerouting an existing trail to address a resource management or user safety concern would fit into the Maintenance category. If a project has both construction and maintenance work, consider which will be the majority of work and place it in that category. Staff will hold the final decision on which category an application should be placed in to be most competitive.

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

New Trail or Trailhead Construction - New trail or trailhead construction where none currently exists - Construction Category.

Maintenance, Re-route or Reconstruction of Existing Trails - Enhancement or improvement of current trails to address resource damage or visitor safety concerns - Maintenance Category.

Enhancements or Upgrades to Existing Trailheads - Installation or creation of new facilities - Construction Category. Improvement of current trailhead facilities - Maintenance Category.

Planning - Trail layout, design, engineering, feasibility studies, inventory, use studies, analysis of existing and proposed trails and master plans - Planning/Support Category.

Support - Building and enhancement of volunteer organizations, increasing volunteer capacity, and implementing trail training and education - Planning/Support Category.

Land Acquisition or Easement - Acquire land, through fee title or easements, intended for future trail development - Land & Water Conservation Fund Program (information below).

Instructions and Information

The Land and Water Conservation Fund (LWCF) is a separate grant application for acquisition and/or development of outdoor recreation areas. The minimum request is \$100,000 and the maximum is \$1,250,000.00. **LWCF requires 100% matching funds.** These funds can only be awarded to local, county, state, or tribal agencies.

LWCF has grant requirements in addition to what is outlined in these instructions. If you are interested in learning more about the LWCF program and the available grants, please visit the following websites:

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

<http://www.nps.gov/lwcf/>

The separate LWCF grant application can be downloaded from this link:

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

PROJECT BUDGET/MATCH REQUIREMENTS: All projects are required to have match funding. A minimum of 25% of the total grant request must be secured as match, **10% of that minimum must be cash.** Detailed information on eligible items for both grant and match funding is provided later in this document in Appendix A.

PROPERTY OWNERSHIP: All properties on which State Trails' 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 on our website:

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

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 CPW Contracts Department.

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UPDATED PROCUREMENT REQUIREMENTS went into effect July 1 2018. Federal OMB, 2 CRF 200 Uniform Guidance, procurement and RFP/Bid requirements apply to all CPW Trail Grants. It is the grant recipient's responsibility to make sure they meet all federal requirements for contracts awarded to sub recipients. The full federal OMB, 2 CFR 200 Uniform Procurement requirements can be viewed here: [e-CFR](#). Further information and helpful documents are stored on the Non-Motorized Trails Grant Application Forms page and can be viewed from these links:

- [OMB Procurement Standard](#)
- [Stand Alone Definitions](#)
- [The Claw-OMB](#)

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.

RESOLUTION FROM GOVERNING BODY: The State Trails Program requires a resolution 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. If that body does not meet before the grant deadline, a letter from the land manager will suffice until a resolution can be procured (must be received no later than December 1st). The resolution must include:

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

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.

ENVIRONMENTAL FORMS: The State Trails Program requires completion of these forms. Two forms are available for projects on federal land or non-federal land. Projects on Federal lands must have a finalized Environmental Assessment (EA) or NEPA documents to be considered for funding. The non-federal form is specific to flora and fauna. Potential wildlife and aquatic impacts will be evaluated by CPW staff during project review.

ENVIRONMENTAL FORMS ARE NOT REQUIRED FOR PLANNING OR SUPPORT GRANTS, BUT CPW WILDLIFE STAFF ENGAGEMENT AND COLLABOATION IS REQUIRED FOR ALL CPW PLANNING GRANTS.

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.

Environmental forms may be downloaded from our website:
<http://cpw.state.co.us/aboutus/Pages/TrailsGrantsNM.aspx>

Historical Resources

Please note that if your project is awarded federal funds, a Section 106 review will be required. This requires consultation with the State Historical Preservation Office (SHPO) to determine impacts to historic sites and buildings within your project area. If your project is in a previously undisturbed, un-surveyed area, SHPO may require the completion of a Class III Cultural Resource Survey. While CPW will facilitate the consultation with SHPO, your organization will need to hire and pay for any required surveys.

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Additional information on the Section 106 Consultation with SHPO can be found here:
<https://www.historycolorado.org/section-106-state-register-act-review-and-compliance>.

IT IS MANDATORY FOR APPLICANTS OF CONSTRUCTION, MAINTENANCE, AND PLANNING GRANTS (Support applications are exempt) TO CONTACT AN AREA WILDLIFE MANAGER BY SEPTEMBER 7, 2021. APPLICANTS WHO DO NOT MEET THIS REQUIREMENT WILL BE INELIGIBLE FOR PROJECT REVIEW AND SCORING.

To identify and resolve potential wildlife impacts that could be associated with projects, applicants are required to EMAIL a basic project scope and site map to the Area Wildlife Manager (AWM) and cc the Trails Program (trails@state.co.us) **BY SEPTEMBER 7, 2021**. Support applications are exempt from this requirement. Applicants should set up a time to discuss their project with the AWM or designated staff. Resolution of wildlife issues or concerns prior to the submission of this application is highly recommended. The following web address can be used to access a map that identifies the boundaries for CPW's area offices as well as contact information for each AWM: [CPW Areas](#)

If you have already been working with a specific District Wildlife Manager or Regional Trail Coordinator on your project, you may contact them directly. Applicants are still required to copy the Trails Program (dnr_trails@state.co.us) on the above stated email by the September 7, 2021 deadline.

CPW WILDLIFE IMPACT ASSESSMENTS

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 non-motorized grant subcommittee review meetings. Significant wildlife concerns will be provided to the review subcommittee for consideration in reviewing and scoring grants. Further specifics can be found here: [Wildlife Review Process](#)

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

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

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RISK ASSESSMENTS

Colorado Parks and Wildlife conducts risk assessments for federally funded grant awards. 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.

Budget

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

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

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 State Trails 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.

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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. State Trails 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 application 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 State Trails 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.

Because budgets are estimated well in advance of a possible grant award, **grantees may make changes within a category up to 10% without submitting a revision request.** Please discuss category revisions with your grant administrator prior to making those changes. **Revisions above 10%, or those that will change existing categories will need to be submitted to the Trails Program prior to expending those funds.**

Rounding up or down, using percentages and stating "lump sum" in the budget or reimbursement documentation is not allowed. You must enter the price per unit, quantity and total for each 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, State Trails 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 CPW.

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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.

All maps must be submitted in pdf format on a letter size (8.5 x 11) page and labeled appropriately.

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. 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.

The State Trails Program will request more detailed engineered drawings and/or trail plans if these are needed for a more in-depth review.

Letters of Support: All letters must be included with the application. Substantial support letters will be more highly considered than scripted ones. Letters mailed directly to the State Trails 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. Do not include letters from clubs, groups or individuals who are specifically working on the project. No letters from CPW staff.

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Appendix A – Detail Listing of Eligible Items

Consultant or contracted services:

- Professional trail building services to construct, reconstruct, reroute and maintain trails that 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 and/or asphalt services
- 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
 - Proof of payment is not required but would need to be available upon request

Rental Costs:

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

Trail Tools:

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

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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, junctions, re-vegetation or seasonal wildlife closures, etc.
- Lumber for bridges, puncheons, turn pikes, bog bridges, decking, boardwalks, etc.
- Personal Protective Equipment (PPE) - MATCH only)
- Name badges for volunteer project work.
- Materials for restoration, i.e. re-vegetation matting, seed, high alpine plants, etc.
- NORDIC SPORTS ONLY: grooming equipment for cross-country skiing/snowshoeing (limited to snowmobiles and ATV/Utility related drags or track attachments).

Design and engineering: The Non-Motorized Trail 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).

Volunteers and Youth Programs:

The State Trails 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 corps 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 or call 303-863-0600.

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2021 Base Youth Corps weekly rates (320 hours of labor per week):

Type of Crew	Base Crew Weekly Rate	CYCA's 13% admin fee	TOTAL WEEKLY RATE	SITE VISIT FEE
Day Crew	\$7,350.00	\$955.50	\$8,305.50	\$250.00
Camping Crew	\$7,980.00	\$1,037.40	\$9,017.40	\$250.00
Specialty Crew	\$9,450.00	\$1,228.50	\$10,678.50	\$250.00
Hybrid Crew*	\$8,348.00	\$1,085.00	\$9,433.00	\$250.00

*Hybrid crew with two Specialty Trained Sawyers

Volunteers: Volunteer hours qualify for in-kind match funds. The current (April 2021) rate is \$28.54/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).

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 and Support projects only)

Software and Computers: Can be used as MATCH only for Planning and Support grants.

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

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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]	
CASH								
CPW Trails	TBD				\$ 45,000.00		\$ 45,000.00	
Laramie Trail Association	6/1/20XX					\$ 5,000.00	\$ 5,000.00	
Rocky Mountain University	6/30/20XX					\$ 1,000.00	\$ 1,000.00	
							\$ -	
IN-KIND								
County Open Space	7/15/20XX					\$ 5,110.00	\$ 5,110.00	
BLM	8/1/20XX					\$ 7,500.00	\$ 7,500.00	
City of Mountainview	7/30/20XX					\$ 1,170.00	\$ 1,170.00	
							\$ -	
TOTAL SOURCES OF FUNDS					\$ 45,000.00	\$ 19,780.00	\$ 64,780.00	
[CASH] Description of Work	Qty	Unit	Unit Price	Total (B*D)	CPW Funds	Total Project Match (\$)	Total Funding (\$)	Balance [should be 0]
CATEGORY 1-Contracted Services Identify as: Youth Corps, Engineering, Contractor, etc.								
Master Trail Plan	260	HR	\$ 150.00	\$ 39,000.00	\$ 38,750.00	\$ 250.00	\$ 39,000.00	0
Corridor Flagging	250	HR	\$ 20.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	0
CATEGORY 2-Salary/Wages								
Laramie Trails - Admin	150	HR	\$ 15.00	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	0
CATEGORY 3-Materials/Supplies Identify as: Signs, crusherfines, native seed, weed barrier, etc.								
Weed barrier material	100	LF	\$ 10.00	\$ 1,000.00	\$ 900.00	\$ 100.00	\$ 1,000.00	0
Rock and decomposed granite	50	CF	\$ 20.00	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	0
Rental equipment: drills, posthole digger	14	Day	\$ 50.00	\$ 700.00	\$ 500.00	\$ 200.00	\$ 700.00	0
ADDITIONAL CATEGORIES								
Utility Trailer	1	EA	\$ 2,300.00	\$ 2,300.00	\$ 1,600.00	\$ 700.00	\$ 2,300.00	0
								0
								0
USE OF FUNDS - CASH SUBTOTAL					\$ 45,000.00	\$ 6,250.00	\$ 51,250.00	
[IN-KIND] Description of Work	Qty	Unit	Unit Price	Total (B*D)			Total Funding (\$)	Balance [should be 0]
CATEGORY 1-Professional Services								
Parks Staff Subcommittee Meetings [room rental, facilitator]	1	EA	\$ 4,860.00	\$ 4,860.00		\$ 4,860.00	\$ 4,860.00	0
CATEGORY 2-Recreation Mgmt. Plan								
BLM [staff hours]	250	HR	\$ 30.00	\$ 7,500.00		\$ 7,500.00	\$ 7,500.00	0
CATEGORY 3-Corridor Flagging								
Laramie Trails Volunteers	117	HR	\$ 10.00	\$ 1,170.00		\$ 1,170.00	\$ 1,170.00	0
								0
								0
								0
USE OF FUNDS - IN-KIND SUBTOTAL					\$ -	\$ 13,530.00	\$ 13,530.00	
TOTAL PROJECT COST					\$ 45,000.00	\$ 19,780.00	\$ 64,780.00	
25% REQUIRED MATCH						\$ 11,250.00		

Reminder:

The budget needs to be in a separate, unprotected Excel document.

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