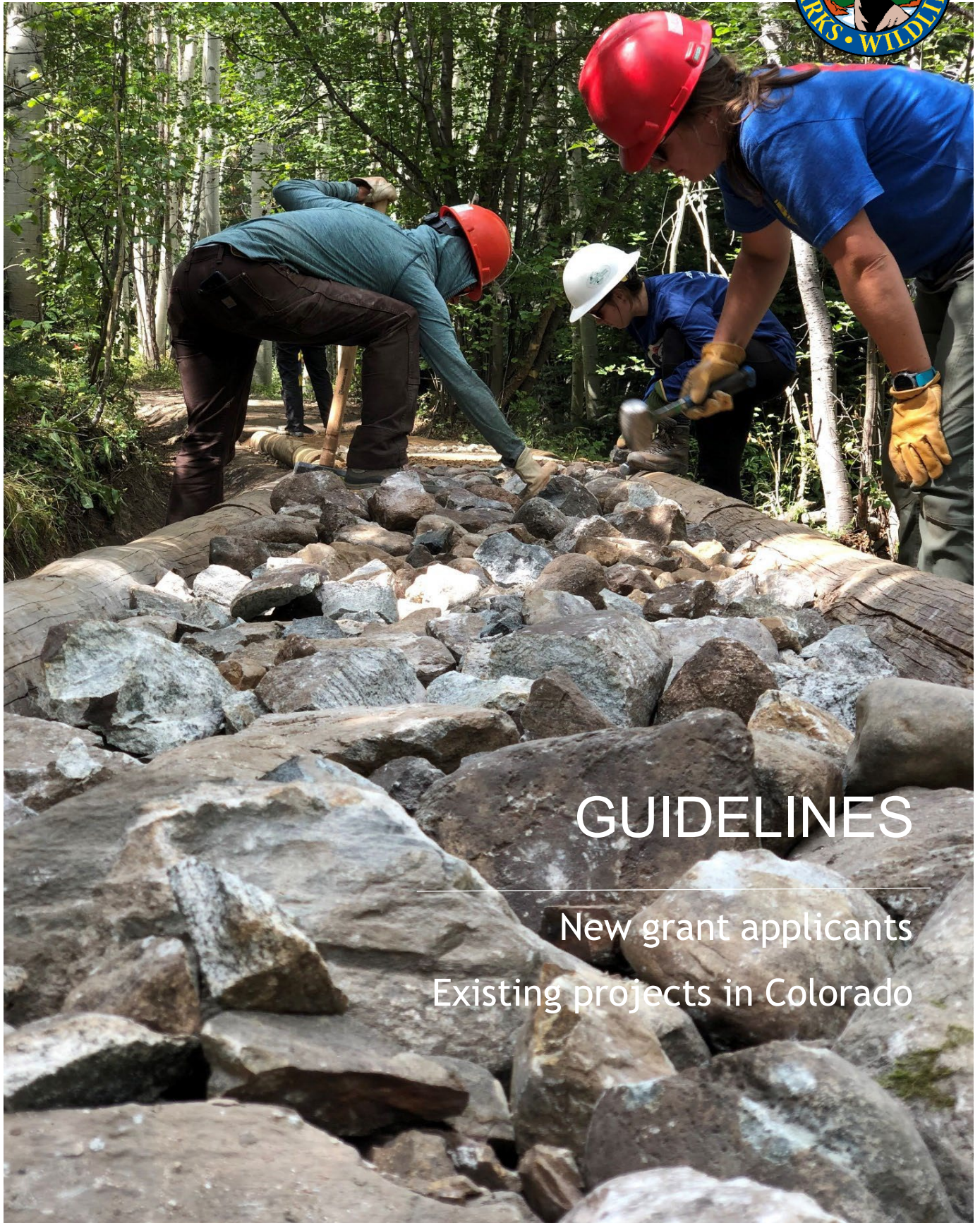


# Non-Motorized Grant Program Manual



NON-MOTORIZED TRAILS GRANT PROGRAM INFORMATION



## GUIDELINES

New grant applicants  
Existing projects in Colorado

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## Introduction

The Colorado State Recreational Trails Grant Program funds projects to continue to improve outdoor recreation opportunities. This includes trail construction, maintenance, planning, support and stewardship, while protecting wildlife, habitat and cultural resources. The program is administered by Colorado Parks and Wildlife (CPW) and partners with Great Outdoors Colorado (GOCO), the Colorado Lottery and the Federal Highway Administration’s Recreational Trails Program (RTP).

## 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.

## Program snapshot

Purpose	Creating new or maintaining/improving existing outdoor recreational trails
Project types	Construction Maintenance Planning Support *NEW* Non-Motorized Trails Stewardship
Eligibility examples	New trail or trailhead construction (Construction) Maintenance, re-route or reconstruction of existing trails Enhancements or upgrades to existing trailheads (Construction or Maintenance – new versus improvements) Trail layout, design, engineering, feasibility or use studies, analysis of existing and proposed trails and master plans (Planning) Building or enhancing of volunteer organizations, increasing capacity, training and education (Support) Trails Stewardship – This pilot program offers one year of funding for trail stewardship crews to focus on non-motorized trails maintenance.
Applicants	Local, County, Federal or Tribal government agencies Recreation and Metro Districts Charitable Organizations (must be tax exempt under Section 501(c) (3) of the Internal Revenue Code).
Grant request	Construction & Maintenance - No Minimum, up to \$250,000 Planning & Support - No minimum, up to \$45,000 Trails Stewardship – No minimum, up to \$150,000
Match	25% of total grant request, 10% of that minimum must be cash.
Other requirements	Grantee Insurance – Non-Governmental agencies only. Compliance with applicable federal and state laws, regulations, and polices (including Build America, Buy America). All permits and clearances in hand before grant award Project completion within 2 to 2.5 years of grant award
Funding sources	Great Outdoors Colorado (GOCO) and Federal Highway Administration’s Recreational Trails Program (RTP)

# Application

## Documents

Grant application documents are available for download on the State Trails Program [Non-Motorized Trails Grant](#) webpage.

Non-Motorized (NM) applications require completion of the following:

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<b>Pre-application submission Due early September</b>	<b>Full application submission Due early October</b>
<ul style="list-style-type: none"><li>• Project Scope</li><li>• Project Site Map</li></ul>	<ul style="list-style-type: none"><li>• Project Information</li><li>• Project criteria responses</li><li>• Timeline</li><li>• Budget</li><li>• Environmental Forms (Non-Federal AND/OR Federal)</li><li>• Vicinity Maps, Project Maps &amp; Photographs</li><li>• Letters of support</li><li>• Governing Body Resolution</li><li>• Application check list</li><li>• Trails Stewardship Pilot interest form</li></ul>

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## Pre-application Submission: Project Scope and Site Map

All applications must send a basic project scope that includes a high level overview of your project and a project site map that outlines where work will be performed to [trails@state.co.us](mailto:trails@state.co.us) in early September (see the website for specific dates). The State Trails team will forward your pre-application documents to the appropriate CPW Area Wildlife Manager(s) and Regional Trails Coordinator(s) where your project is located. This email will serve as the notification of your intention to apply for a non-motorized trails grant and you will be copied on the email.

This will initiate a pre-application review for identification of potential wildlife concerns by CPW as part of the Wildlife Assessment Guidelines. This process provides time for applicants to consider and begin addressing any concerns raised by CPW before the application deadline in October. Resolution of wildlife issues or concerns prior to the submission of grant applications is highly recommended.

## Wildlife Review Process and Guidelines

All submitted grant applications are reviewed and evaluated by CPW wildlife staff for potential wildlife impacts. Read the [Wildlife Review Process](#) and the [Wildlife Impacts Assessment Guidelines](#) for more information on the wildlife review process and criteria.

## Full Application

This combined pdf document will record specific details about your grant request, as noted in the table above. Applicants must have a Unique Entity Identifier (UEI), which recently replaced the DUNS number. To find or request a UEI, go to [sam.gov](https://sam.gov).

## Grant Scoring Criteria Questions

Your criteria answers are scored by the review subcommittee and CPW staff. Applicants are asked to use the template to record responses. This application will be scored on a 100-point basis. The maximum number of points that can be awarded for each question will be shown in parentheses. Projects will be ranked according to reviewer and staff scores. When writing your scope of work, think about the following:

<b>WHO?</b>	Who will complete the work and who will oversee the project? Provide a brief description of your community or organization, highlighting its mission and purpose.
<b>WHAT?</b>	Explain what you are going to do or accomplish. What is the goal or the reason for your project? Break down the project into a list of specific activities to be completed. These should be quantifiable items that correspond to the categories on your budget. Include quantity or quality as part of your description of work to be performed. How long? How many feet/miles? What materials will be used? Is a specific standard or guideline being used?
<b>WHERE?</b>	Explain in detail the location of your project (City/County/USFS/BLM). List the land manager agency or municipality.
<b>Definitions</b>	Define all acronyms and specialized terms that are used in your project description.

## Timeline

The timeline records the proposed work schedule for the project. Note that:

- The Trails Program can only reimburse grant funds for work that is initiated and completed **AFTER the execution of the grant contract** or purchase order.
  - The official execution date will be the day the State Controller signs the contract or finalized the purchase order.
- Match funds may be used upon receipt of the award letter.
- Grantees are allowed up to 2 ½ years from the award date to complete the project. Any extensions or modifications to the timeline after a grant is awarded requires CPW and GOCO/Federal approval.

## Budget

A well-developed budget demonstrates that the project is properly planned and cost-effective. It also shows how the potential investment of grant funds will be leveraged.

There is no minimum grant request for any category. Construction and Maintenance grants have a maximum request of \$250,000, whereas Planning and Support grants have a maximum request of \$45,000. A minimum of 25% of the total grant request must be secured as match and 10% of that minimum must be cash. Beyond cash, other forms of match include in-kind goods or services, volunteer hours, and staff time (outside of normal work hours or job function). The local share should be secured at the time of application submission.

- Organize your project into categories. You may use the provided categories on the budget form or create your own.
- Provide a breakdown of each line item by detailing the work required and the vendor or service provider associated with that work. You must enter the price per unit, quantity and total for each line item (**avoid lump sums and rounding up or down**);
  - Keep in mind, we do not want to see a line by line engineering budget. Mark the items appropriately under the provided categories and give enough detail to understand how the funds will be used.
- Sources of Funds:
  - **Cash** – List each funding source on separate rows within the budget sheet top section. 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 amount under the Project Match column.
- If you have a multiple location project, you will need to submit a budget for each project. Review the multi-project budget form on the CPW website.
- All matching resources must be CPW grant eligible costs and project costs for match must occur after receipt of the award letter.
- **For Federally Funded Projects:** RTP projects are subject to a combination of Buy America (23 U.S.C.313) and Build America, Buy America laws (s. 70901 of the Infrastructure Investment and Jobs Act). BABA applies unless there is an applicable waiver. More information is listed under the Awarded Grants section later in this document.

Eligible costs generally include:

- Consultant or contracted services
- Permanent or Seasonal Staff Salaries
- Rental Costs
- Trail Tools
- Supplies and materials (lumber, road base, crusher fines, plants, tools, etc.);
- Youth Programs
- Land Acquisition for Trail Development
- Awards for Volunteer Recognition
- Design and Engineering (**Planning Grants only**)
- Shipping, mobilization and traffic control
- Software and Computers (**MATCH ONLY – Planning/Support Grants**)
- Emergency beacon locators
- Per Diem – lodging/meals for remote locations only
- Project Management/Administration (no more than 5% of the total grant award)
  - Needs to be labelled in the budget as record keeping, accounting, and/or reporting.

Ineligible costs generally include:

- Uniforms/Law Enforcement
- Work completed prior to the grant award and signed contract
- Expenses related to the promotion of the organization or fundraising
- Components that do not have direct benefit to trail users
- Vehicle repair/maintenance
- Alcohol
- Food (outside of eligible per-diem)
- Office supplies
- Programming and/or outreach (Construction/Maintenance projects only)
- Tax
- Contingencies

For more detail on eligible costs, please refer to Appendix A. A sample budget may also be provided upon request.

**Submit the budget as an unprotected Excel file.**

## Maps & Photographs

There is a **5-page limit** for maps and photographs. If more than 5 pages are submitted, the extra will not be reviewed or submitted as part of the application. Provide a State-wide vicinity map, a local vicinity map and a project site map. Label each map appropriately for the reviewers. Review the criteria for each map below. Provide any photographs of the site in its current condition that support the application and project narrative. Consider submitting maps and photographs as a collage or other format in a single PDF document (no more than five pages in total).

- **State-wide Vicinity Map:** Provide a state-wide map and mark where the project is located.
- **Local Vicinity Map:** Provide either a topographic or street map of the area (i.e. 1:100,000). For remote or county areas, provide a topographic map and in urban areas, a street map. Include any readily recognizable landmarks for reader orientation.
- **Project Site Map:** Show the specific project site and any additional details. Provide a topographic map or equivalent aerial photograph for remote and county areas and a street map for urban projects e.g.; 1:24,000). Include any recognizable landmarks for reader orientation. Provide an inventory of the names of the trails(s) or trail system and where work will be performed. Include the following:
  - Project title
  - Range/township/section
  - Latitude and longitude based on site CenterPoint
  - Street/trail names
  - Public entrance points
  - Known major project elements per the site plan (trailheads, new trails, problem areas)
  - North arrow

The project area or plan should be represented on the map. If your project involves multiple sites or relates to volunteer work and engagement, provide an estimated map of the work area. Submit the map(s) as a PDF document.

## Letters of Support

Letters of support can emphasize the need for a project, or the consequences of it not proceeding. They can also confirm the local match amount, or validate the applicant's experience managing similar projects. A **maximum of five letters** can be submitted and must be included as part of the application. CPW will not accept letters mailed directly to the State Trails Program. Letters from clubs, groups or individuals working on the project should be avoided. Please do not send letters of support from CPW offices or staff. Submit letters of support in a combined PDF file.

## Resolution from Governing Body/Land Manager Authorization

Provide a signed letter of resolution from the governing body that specifies the applicant's ultimate decision-makers are aware of and support the application, recognize their financial and legal obligations, support the project's completion and long-term maintenance and verify the target property will be under the control of the applicant and/or partner for at least 25 years.

In the event the governing body does not meet before the grant submission deadline, a letter of support will suffice until a resolution can be procured. The resolution must be received by the State Trails Program **no later than the first business day of December.**



## Environmental Forms

Environmental forms are important for the assessment of the project and any specific environmental concerns. There are two types of forms for projects on federal land or non-federal land. Environmental forms are required for Construction and Maintenance grants, but not for Planning and Support grants.

The Federal Environmental form is only to be completed if all or part of the project is located on federal land. Projects on federal lands must have Environmental Assessment (EA) or National Environment Policy Act (NEPA) documents approved and finalized to be considered for funding.

The Non-Federal Environmental form is specific to flora and fauna. Applicants are responsible for completing this form with an authorized county/local government staff or an environmental consultant to address the following environmental impacts: securing all necessary permits, licenses, clearances, and environmental analysis documentation necessary to comply with local, state, or federal law.

CPW staff will complete a separate evaluation of wildlife and aquatic impacts during the project review.

## Grant Application Checklist

All applicants should complete and return the checklist, making sure that everything checked off is included in the application packet. If a particular document will be delayed, please make a note in the comments section of the form.

## Deadlines

There are two deadlines to consider when submitting a NM Grant application:

- Early September – pre-application submission
- Early October - full application submission

## Submission

Applicants should send the pre-application submission (due in September) by email to [trails@state.co.us](mailto:trails@state.co.us). The full-application submission is due in early October. The specific dates will be posted on the website. If file sizes are too large to email, contact CPW for a file sharing link.

Note that applicants may submit two applications per grant cycle, up to a maximum grant request of \$300,000. The two applications may not be in the same category. If you have any questions regarding what you can submit during a grant cycle, please contact the Non-Motorized Grant Administrator or the State Trails Program.

## Presentations

Applicants are asked to make themselves available in early January to provide a 15-minute presentation (10 minutes plus 5 minute Q&A) to the subcommittee. Applicants are welcome to use any format they wish but it is strongly recommended to consider PowerPoint to convey key project information. Applicant should include a specific slide answering any questions that have arisen during grant review (these are provided to applicants beforehand). The current format for presentations includes in-person and virtual, depending on the applicants preference. A copy of the presentation is to be emailed to [trails@state.co.us](mailto:trails@state.co.us) ahead of time.

# Selection

## Review process

CPW goes through a multi-step review process to distribute grant funds. CPW compiles a group of volunteer reviewers, with significant and diverse knowledge in conservation projects, to serve on subcommittees for three project categories: Construction, Maintenance and Planning/Support. The entire process includes grant review, scoring, public comment periods and then the recommendation of funding. More specifically, it involves:

- CPW Trails Program staff review to ensure applications are complete and eligible;
- CPW regional field staff review and identification of any local concerns (which can then be addressed by the applicant early in the process);
- Subcommittee review, scoring, ranking and recommendation for funding to the State Trails Committee (STC) (the subcommittee includes representatives from the STC, GOCO, CPW Trails Program staff, and outside peer reviewers);
- STC review and recommendation for funding to the CPW Commission;
- Final review and approval by the CPW Commission

This process invites public review and comment at four separate stages: upon submission and posting of the applications on CPW's website, before the application review subcommittees, before the State Trails Committee and before the Parks and Wildlife Commission.

## Timeline

The timeline for successful applications is around 9 months from application submission to contracting, provided there are no delays or issues with the application. A snapshot is provided below. Note that all permitting and clearances need to be in hand before the grant award, grant dollars cannot be spent on ground-disturbing work until after grant award, and the contract with CPW is finalized. MATCH FUNDS may begin to be used upon receipt of award letter.

The project end date is based on the applicant's submitted timeline and is assigned by CPW Contracts Department.

<b>ALL APPLICATIONS</b>	
August	Grant round opens
September	Pre-application submission due
October	Full application due CPW review to ensure applications are complete and eligible
November - December	CPW and subcommittee review
January	Applicant presentations, Subcommittee scoring, ranking, and funding recommendations to the State Trails Committee
February	State Trails Committee funding recommendations to the CPW Commission
<b>SUCCESSFUL APPLICATIONS</b>	
March	CPW Commission review and approval to award grants, CPW awards grants, CPW and applicant commence additional documentation for procurement.
April – June	CPW commences contracting. Grantee can begin grant funded work once the contract or purchase order with CPW is finalized.

## Awarded Grants

Following the approval of the CPW Commission, all projects should be prepared to complete additional documentation for their grant application. In most cases, CPW staff will reach out ahead of the Commission decision to prepare documentation in the case the project is approved.

### Vendor W-9 Form

If any grantee is a new applicant to CPW, a Vendor W-9 form may be required if the organization is not already listed in the State of Colorado financial database. This form will go to the Department of Natural Resources (DNR) accounting team for review and submission to create a unique vendor/customer number for your organization. This number will be used as part of the reimbursement process for your organization.

### Grantee Insurance

The insurance requirements are specific for non-governmental agencies. Grantees must secure and maintain certain insurance policies, dependent upon type of project and organization. Insurance policies must be submitted to the State Trails Program during the contracting period. Contracts and POs will not be finalized without them. The required documents (outlined below) are sent out with your award letter, and can also be found on CPW's Non-Motorized Trails Grant webpage.

- Worker's Compensation
- General Liability
- Automotive Liability
- NOTE: All policies must list State of Colorado as "Additionally Insured"

### National Environmental Policy Act (NEPA)

Projects located on federal lands and selected for funding must go through the NEPA process to assess any environmental impacts. The approved and finalized assessments must be completed before the grants are awarded.

### Domestic content procurement requirements for federally funded projects

Federally funded Recreational Trails Program (RTP) projects are subject to a combination of Buy America (23 U.S.C.313) and Build America, Buy America laws (s. 70914 of the Infrastructure Investment and Jobs Act).

#### Which standard applies to the following products?

<b>Product</b>	<b>Buy America (23 U.S.C. 313)</b>	<b>Build America, Buy America (s. 70914)</b>
Iron and steel	Yes – however, foreign sourced iron and steel are exempt if the amount is less than \$2,500 (the total amount of iron and steel products as delivered to the project) or 0.1% of the total contract amount, whichever is greater.	No
Manufactured items	FHWA's general waiver for manufactured products currently waives Buy America requirements for manufactured products.	No

Construction materials	No	DOT's public interest waiver currently exempts BABA requirements for projects utilizing less than \$500,000 in federal grant funds.
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Where applicable, grantees are responsible for determining that a product or material used for the project is American made, along with keeping records of vendor certifications to demonstrate compliance. It applies to entire projects, even if they are funded with federal and non-federal funds.

## Exclusions

- Items and materials not permanently incorporated into the project (e.g. tools or equipment brought to the site and removed at or before project completion).
- Other general or project specific product or material waivers as approved by FHWA and OMB.

CPW's RTP grant administrator will provide grantees with a form to acknowledge that they have read and understand, and will comply with all requirements under the Buy America (23 U.S.C. 313) and Build America, Buy America laws (s. 70914) of the Infrastructure Investment and Jobs Act). For more information on the requirements, refer to [FHWA's Buy America Construction Program Guide](#) or [Q&A page](#), where updates are often posted.

## Risk Assessments

CPW conducts risk assessments for federally funded grant awards. The purpose of this form is to assess the risk of your organization completing the project. For grantees who have received funding before, the report contains past success with CPW grant management. For new grantees, the report looks at management of similar projects or grants to review the risk. A key aspect of the risk assessment is an audit review (specifically an A-133 audit report).

The A-133 audit – or similar report – may be requested. Prepare to provide the information if receiving federal funding for your project.

## Procurement Requirements

Federal Office of Management and Budget (OMB), 2 CFR 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 or 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 can be found on the NM Trails Grant webpage and can be viewed from the following links:

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

## Project Management

### Public Announcements

Funding is not guaranteed until final approval by the CPW Commission. Any funding

announcements relating to the project should wait until after the grant is awarded.

## Project Start

Project work can begin after grant award and finalization of the contract or purchase order with CPW. Contracts will have a series of DocuSign communications sent to you and other individuals within CPW. Once the award is signed by the State Controller you are able to spend CPW funds for the project. Purchase orders will be sent directly to the grantee upon completion, and do not require the DocuSign process.

## Reimbursements

CPW uses a reimbursement model, where grantees incur project costs before seeking reimbursement from CPW. Spending on the project must begin no later than three months after contract execution unless written approval is granted by the State Trails Program. Submission of invoice/reimbursement documentation should be sent throughout the open period of the grant. Do not wait until the project is complete. Quarterly reimbursement submissions are preferred.

For Non-Motorized Grants, we do not require a specific grant to match ratio for each reimbursement but it is recommended to have the 75% - 25% on each reimbursement submitted. It is more beneficial and keeps everyone on top of all required match for the project.

It is important to remember that any costs submitted for reimbursement must:

- Be dated after the CPW contract or purchase order effective date (unless it is listed in the project budget as match and can be after the award letter date);
- Include a copy of the invoice(s) and proof of payment(s);
- Include all receipts of eligible purchases;
- Include pay stubs, timesheets and proof of payment if submitting salaries/wages; and
- Have account or personal information redacted from all documents submitted.

Sufficient records to prove the value of in-kind donations should accompany the reimbursement request. For example, volunteer or staff hours should include timesheets or logs calculated by an hourly wage. Donated goods, supplies, and services need to come with a signed letter from the donor detailing the information.

A grant reimbursement form is available for download on CPW's Non-Motorized Trails Grant webpage. Submit all reimbursements using the form provided.

## Grant Funds Advance

A grantee may ask to request an advance of grant funds, pending approval from CPW. A grantee may request an advance of 60% (non-Federal agency) or 100% (Federal agency) of the grant award. If the advance is approved, you will need to follow similar reimbursement guidelines when charging to the grant to track spending. On the grant reimbursement form, there is an option for "Minus Advances" where you will indicate the advance awarded. It is recommended to submit grant advance adjustment packets quarterly.

## Progress Reports

Grantees must submit quarterly progress reports to CPW throughout the project. A template will be emailed with other award documents, or may be requested from a grant administrator. This report captures the status of the project, work completed and details of any problems or delays. Additionally, provide any change in contact on these progress reports (or in an email) if needed. Provide the reports within 5 days of the end of each quarter: March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>

and December 31<sup>st</sup>.

## Amendments

Grantees should reach out to CPW if there is a change in project scope or timeline after the grant award. To request any changes, grantees must contact CPW at least six months before the contract or purchase expiration date.

All budget revisions must be reviewed and approved by the State Trails Program. If changes are significant (20% or above), the request will be reviewed by the State Trails Committee. Grantees may not spend grant funds under revision until that approval is secured. Contact the Trails Program to start the process.

## Project End

Projects must be completed within 2.5 years of grant award, unless an extension has been granted. CPW will undertake final processes to confirm completion of the process and review all final documentation before moving to the close-out process. It is important to keep grantee contact information up to date throughout the life of the grant for a smooth administration process.

## Grant Close-Out Process

The close-out process for the grant begins when the final reimbursement is processed and/or at the project end date. In order to close-out the grant, the following information needs to be provided/completed. Upon receiving all documentation, your grant administrator will send a close-out letter for your records.

## CPW Final Inspection

The final project inspection (construction and maintenance projects) is completed by the Regional Trail Coordinator(s) (RTC) of your project's region. The RTC will be in contact to set up a time to inspect the project around the grant end date or after completion of your project, if it is before the designated end date. The RTC will walk the site or project and review everything outlined in your project scope. Planning and Support grant recipients must submit a final plan and/or a final report prior to close out.

## Final Report

After your project is complete, CPW asks for a final report for the entire project. The template for the final report is the same as for the progress reports and can be downloaded from the CPW NM Trails Grants webpage.

Include photos of the project work. This can be before and after photos, volunteer/staff engagement, working photos etc. Include any relevant project statistics for the whole project. The template for the final report is not required and you are welcome to use what your organization completes for final reports.

## Unused Grant Funds

While we prefer that all grant funds are spent for the project, we understand that some funds may be left over at the end of the project. If that is the case, grantees will need to provide the following statement:

We have submitted the final reimbursement for [Grant #] and will not use the remaining

[Dollar Amount] of grant funds. The funds are returned to the State.

Upon receipt of the statement, the final reimbursement can be processed. The statement can be sent in an email or letter format.

## Contacts

For assistance with your grant application or specific questions about your existing project, contact:

Pam O'Malley | Non-Motorized Grants Administrator | Colorado Parks and Wildlife  
Phone: 303-791-1957 x4131 | Email: [pam.omalley@state.co.us](mailto:pam.omalley@state.co.us)

Fletcher Jacobs | State Trail Program Manager | Colorado Parks and Wildlife  
Phone: 303-791-1957 x4129 | Email: [fletcher.jacobs@state.co.us](mailto:fletcher.jacobs@state.co.us)

Trails General Email | [trails@state.co.us](mailto:trails@state.co.us) | Colorado Parks and Wildlife

Regional Trail Coordinators | Colorado Parks and Wildlife

Northeast Region: Luke Svare | (720) 582-6948 | [lucas.svare@state.co.us](mailto:lucas.svare@state.co.us)  
Southeast Region: Tappan Brown | (719) 355-9405 | [tappan.brown@state.co.us](mailto:tappan.brown@state.co.us)  
Northwest Region: Randy Engle | (970) 434-6862 x4221 | [randy.engle@state.co.us](mailto:randy.engle@state.co.us)  
Southwest Region: Josh Stoudt | (303) 548-8206 | [joshua.stoudt@state.co.us](mailto:joshua.stoudt@state.co.us)

## List of abbreviations

AWM	Area Wildlife Manager
BABA	Build America, Buy America
CFR	Code of Federal Regulations
CPW	Colorado Parks and Wildlife
DNR	Department of Natural Resources
EA	Environmental Assessment
FHWA	Federal Highway Administration
GOCO	Great Outdoors Colorado
NEPA	National Environmental Policy Act
NM	Non-Motorized
OMB	Office of Management and Budget
RTC	Regional Trail Coordinator
RTP	FHWA's Recreational Trail Program
STC	State Trails Committee
UEI	Unique Entity Identifier

## Appendix A

### Detailed Listing of Eligible Budget 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, revegetation 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
- Youth or Conservation Crews

#### Salary for Employees:

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

- Trail layout and design in the field
- Prepare for trail work (sharpen tools, maintenance or inspection of equipment)
- Construction, reconstruct, reroute and maintain trails
- Supervise or lead a work crew
- Hike to the project site to work
- Trail construction (i.e. bridges, fencing, ramps, drains, rock steps, retaining structures, etc.)
- Trail restoration and stabilization (i.e. bank stabilization, seeding, check dams, erosion control etc.)
- Trail links and/or connections to large trail networks
- Per Diem for approved remote locations and
- Grant administration (grant tracking, billing, budgeting): 5% max of grant award

#### Rental Costs:

- Support or Planning Grants only:
  - Room or booth rental for volunteer outreach or trails training
- All projects:
  - Vehicles
  - Equipment (i.e. motorized wheel barrow, cement mixer, Pionjar drill, etc.)
  - GPS Units, Clinometers
  - Heavy Equipment (i.e. skid steer, mini excavator, etc.)

#### Trail Tools:

- Digging tools (picks, paleo picks, etc.)
- Material moving tools (shovels, posthole diggers, wheel barrows, buckets etc.)
- Restoration tools (clippers, gardening rakes, McLeods, stakes, etc.)
- Saws (chainsaws, crosscuts, handsaws, etc.)
- Rock moving/quarrying tools
- Other

#### Supplies and Materials:

- Trail surface materials (crusher fines, road base, concrete, gravel, etc.)
- Hardware (screws, bolts, rebar, spikes, etc.)
- Signs (i.e. directional, kiosks, junctions, re-vegetation, closures, etc.)
- Lumber (for bridges, puncheons, turnpikes, decking, boardwalks)
- Personal Protective Equipment (PPE)
- Name badges for volunteer project work
- Restoration materials (erosion control (EC) matting, seed, plants, etc.)
- Nordic Sports Only:
  - Grooming equipment for cross-country skiing and snowshoeing – limited to snowmobiles and ATV/Utility related drags or track attachments.



### Design and Engineering (**Planning Grants Only**):

100% of design or engineering costs associated with trails development projects are eligible.

- Landscape architectural professional services for conceptual design
- Engineer or surveyor services for development of construction drawings and specifications
- Biologist or archaeologist professional services for environmental and cultural review, and final approval of site location
- **Match Only:**
  - Staff salary for development of proper NEPA documentation
  - Staff salary for public meetings for alternative development, public input, and review

### Volunteers and Crews:

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

- Weekly rates for trail crews (i.e. Youth Corps and Conservation Corps)
- Salary and supervision of trail crews
- Site visits to set up crew work
- Final inspections/visits to close out work
- Volunteer time

### Trail Crews:

Sample programs include, but are not limited to:

Colorado Youth Corps Association (CYCA) – Crew rates for conservation corps accredited by the CYCA are eligible costs. Review the following base rates (subject to change based on location, program, crew size and technical experience).

Sample Rates from 2023. Please check the [CYCA website](#) for updated information.

Type of Crew	Base Crew Weekly Rate	CYCA's Admin Fee	TOTAL WEEKLY RATE	Site Visit Fee (Once per season)
Day Crew	\$8,602.44	\$1,088.37	\$9,690.81	\$292.60
Camping Crew	\$9,339.79	\$1,181.65	\$10,521.44	\$292.60
Specialty Crew	\$11,060.28	\$1,399.32	\$12,459.60	\$292.60
Hybrid Crew*	\$9,770.50	\$1,235.87	\$11,006.37	\$292.60

\*Hybrid crew with two specialty trained sawyers

Applicant should work directly with their local corps to agree on a rate and coordinate work schedules and opportunities.

**Volunteers:** Volunteer hours qualify for In-Kind match funds. The current rate can be found on [Value of Volunteer Time](#). The link contains helpful information regarding quantifying volunteer time as well.

### Land Acquisitions for Trail Development

You may use the value of land **purchased or donated** specifically for the purpose of trail development as cash or in-kind match if it is purchased within 3 years of the grant decision date.

- Land Value – Match Documentation Requirements
  - To document the property’s value you must submit a summary form or other relevant portions of a qualified appraisal including:
    - The identity of the appraiser
    - The effective date of the appraisal
    - A description of the property to be appraised (street address, legal description, other relevant descriptor)
    - The property’s appraised value
  - More information may be requested following the summary
  - Land donations from government entities to another will only be considered under special circumstances

### **Awards for Volunteer Recognition:**

- Must be for trail work
- Each individual item may not exceed \$30 in value
- Examples: hiking sticks, pedometers, water bottles, t-shirts, backpacks, gift cards

**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.