TRAILS
(All Project Types)

GENERAL INSTRUCTIONS

Please use these instructions to complete your application for Trail Acquisition, Trail Planning, Trail Development, and Trail Educational Program.

At least 75% of the total project cost must be directly related to the trail or trail facilities.

- **Trail:** A designated route on land or water with public access for recreation and/or alternative transportation opportunities such as walking, jogging, hiking, fitness, backpacking, cross country skiing, bicycling, mountain biking, horseback riding, snowmobiling, four-wheel driving, all terrain off-road vehicles, canoeing, kayaking, etc. for users of all ages and abilities.

- **Trailhead:** An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, water, directional and informational signs, etc.

- **Trail Amenities:** Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretative signs, benches, kiosk, tables, etc.

- **Pedestrian walkways internal to a park will be funded as part of a Park Development Project and will not be considered as an independent Trail Project.** An internal pedestrian walkway is local and contained within the park property boundary, such as a perimeter walkway within a park, provides for a continuous, unobstructed path which connects all accessible elements and spaces within the park facility. This walkway is usually constructed in conjunction with other park rehabilitation or development.

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist. Please provide specifics related to your proposed trail project, as well as, information related to the connection to or with a larger trail system.

CRITERIA QUESTIONS

All Project Types

1. **Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

   Help Text
   Provide a concise explanation of the needs, benefits, and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Explain if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access Webmap) or if your project will meet needs in an underserved community. Explain any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

   Help Text
   Please refer to the Climate Guidance Document and Greening Parks and Sustainable Practices page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

Planning & Development

3. **Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design. Access improvements should be referenced in the project budget, scope of work, and site plan as applicable.**

   Help Text
   The Department supports that all Pennsylvanians have access to close to home recreation and the incorporation of universal design practices into outdoor recreation projects. All grant applicants must comply with the 2010 ADA Standards for Accessible Design. Describe how your project will comply with the law, improve accessibility to outdoor recreation opportunities for all - including those in medium or high need access areas (Access link), an underserved population or segment of your community.

Acquisition

3. **The Department is a strong proponent of public access for property acquired with grant funding. Briefly describe the anticipated level of public access for each property/easement and what benefits will be realized by the proposed level of access.**

> Help Text
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> For acquisition projects, please refer to the DCNR's Public Value and Use Policy for additional information. Please provide a concise, detailed explanation of the specific benefits that will be realized and the level of public access that is anticipated through the acquisition.

Educational Program

3. **How does the project create new opportunities currently not available or build upon existing momentum?**

   > Help Text
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   > Describe how your scope fulfills an unmet educational need within the trail community. Or, describe how your scope builds upon existing momentum or adds value to existing programs.

All Project Types

4. **Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. public meetings, press releases, volunteer days, etc.).**

   > Help Text
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   > You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. **Explain how your project will implement the Actions in *Recreation For All*, the 2020-2024 Pennsylvania Outdoor Recreation Plan (pages 85-91) and/or the 2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan. Identify if you are implementing a Bureau Priority.**

   > Help Text
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   > To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the 2020-2024 Pennsylvania Outdoor Recreation Plan (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the 2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan as well. Be sure to mention if your project will implement a Bureau Priority:
   > - Close a Priority Trail Gap;
   > - Rehabilitate an existing community park;
   > - Address a recreation access need in a medium or high need area (Access Webmap);
   > - Serve an underserved population/area;
   > - Implement a watershed restoration and/or water access project; or

- Acquire lands that enhance landscape connectivity, climate resiliency, and/or recreational access to existing protected lands.

Acquisition & Development

6. **The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life. For equipment purchases, the Department requires that the equipment be properly maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.**

   Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property(s), and/or equipment?

   <u>Help Text</u>
   A Maintenance Plan should consist of an inventory and analysis of all your trails, park sites and facilities, identifying both the required staffing and funding necessary to properly care for and regularly service these areas for the general public. The Plan should establish schedules and time-lines for regular inspections, general maintenance to include mowing, cleaning, landscaping, etc., site upgrades and facility replacements. Priority issues and procedures should be in place to address and resolve all safety concerns, sanitation or structural issues with the goal of avoiding injury, reducing liability, minimizing costly repairs, extending the useful life of the amenities, general facilities and overall site while providing a consistently high quality and level of user experience. These plans should include a schedule for when regular maintenance, cleaning or janitorial services, and/or inspections are to occur, inspection checklists or other documentation, policies for how inspections are to be collected and reported, and remedies to address issues as they are discovered. A maintenance plan should also include a cost estimate for annual maintenance needs.

   A Stewardship Plan should consist of inventory, analysis and recommendations to establish a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas. Give an account of the partnerships, methods and resources that will be employed to further implement or steward project outputs and outcomes over the long term.

Planning

6. **Describe your capacity to implement the proposed plan or study once it is complete.**

   <u>Help Text</u>
   In your response please cite specific examples of how your organization has successfully implemented a previous plan or study. Include steps taken to obtain necessary funding, meet regulatory requirements, and manage construction or installation.

Educational Program

6. Describe how the results of the project will be sustained long-term.

Help Text
Give an account of the partnerships, methods and resources that will be employed to further implement or steward project outputs and outcomes over the long term.

PROJECT PLANS

All Project Types

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work.

Help Text
Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief detailed description of how your project advances the plan. Local, county, and regional plans may include, but are not limited to:
- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- Rivers Conservation Plan
- Watershed Plan
- Conservation Landscape Work Plan
- Heritage Area Strategic Plan
- Economic Impact Study

PROJECT PARTNERS

All Project Types

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text
It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends group. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.

- <u>For all financial partners</u>, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor.
- <u>For all technical assistance partners</u>, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- <u>If you have no financial or technical assistance partners</u>, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- <u>For projects that cross municipal boundaries</u>, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.