

Recreational Trails Program (RTP)

Wyoming 2010 Grant Guidelines

PROGRAM OVERVIEW

Funding for the Wyoming Recreational Trails Program Grants is provided through the federal Recreational Trails Program (RTP), which is administered by the Federal Highway Administration (FHWA). Funds for this program are derived from federal gas taxes paid on the non-highway recreation fuel used in off-highway vehicles, including snowmobiles, ATV's, off-highway motorcycles and four-wheel drive light utility vehicles. This grant program is reimbursement based, requires a 20% local match (**for Federal projects; 15% of the 20% can be federal match but the other 5% has to come from a non-federal source**), and can be used to fund trail improvement and maintenance projects.

Non-profit groups or non-governmental organizations applying for motorized equipment grants over \$1000.00(each) and under \$50,000.00 (each) shall require a 20% cash match- with required federal, county, state project co-sponsorship. Detailed maintenance records and off season storage plans are required and must be attached to the application.

Wyoming's tentative allocation for FY 2009 under this program was approximately \$1,377,328.00, after the 7% administration was subtracted (\$96,412.00) and 5% safety and education (\$68,866.00) we had a total balance of about \$1,280,916.00.

The Wyoming Department of State Parks and Cultural Resources-Division of State Parks and Historic Sites/Trails Program (SPCR&T) administer the Recreational Trails Program in the State of Wyoming. Money received from RTP can be distributed as grants to local, state and federal agencies and to qualifying private organizations. The Wyoming State Trails Advisory Council (WSTAC), a ten-member council with representation from both motorized and non-motorized trail users, provides guidance to SPCR&T in distribution of these funds.

DISTRIBUTION OF FUNDS

30-30-40 REQUIREMENT

The Recreational Trails Program allows for up to seven percent of the total allocation to be spent for State costs to administer the program. It then mandates that, of the remaining funds, 30 percent must be allocated for uses relating to motorized recreation, 30 percent must be allocated for uses relating to non-motorized recreation, and 40 percent must be allocated to diversified trail use. Diversified trail use projects are considered those projects which provide for the greatest number of compatible recreational purposes on the same trail corridor and/or those projects which provide for innovative recreational corridor sharing by motorized and non-motorized use. Up to 5% of the grant funds can also be used to fund trail related safety and environmental education projects; however, education projects must be applied toward the appropriate 30-30-40 category.

<i>Grant Category</i>	<i>Allocation Percentage</i>	<i>Dollar Value of Allocation</i>
<i>State Administration</i>	<i>7%</i>	<i>\$96,412.00</i>
<i>Grants to Local, State and Federal organizations, agencies and qualified individuals</i>	<i>93%</i>	<i>\$1,280,916.00</i>
<i>Environmental & Safety Education</i>	<i>up to 1% of total</i>	<i>\$68,866.00 (if taken, must be applied toward the appropriate 30-30-40 category)</i>
<i>Non-Motorized trail projects</i>	<i>30% of \$</i>	<i>\$384,275.00</i>
<i>Motorized trail projects</i>	<i>30% of \$</i>	<i>\$384,275.00</i>
<i>Diversified trail projects</i>	<i>40% of \$</i>	<i>\$512,366.00</i>

PROGRAM POLICIES

Given the source of funding for RTP (off-highway vehicle fuel), all projects funded by both the Motorized and Diversified categories **must** have a motorized component. And, since SPHS/TP is responsible for the operation of all snowmobile & OHV trails in Wyoming, all Motorized and Diversified projects must also further goals and priorities identified by the State Trails Program for the State Snowmobile and State ORV (Off-Road Vehicle) Trail Programs. The state definition of ORV includes ATVs, off-road motorcycles, and off-road 4-wheel drive vehicles and can be used interchangeably with the term OHV for purposes of this document.

All Motorized category projects **must be sponsored** by SPCR&T to ensure an integrated approach to furthering priority goals. *Other entities wishing to propose motorized projects should contact Brad Hill, Program Manager at 307-332-5036 to coordinate motorized trail project needs or to become co-sponsors for Motorized projects. The project must be approved at least 45 days prior to the application deadline (by September 15, 2009). Failure to contact SPCR&T 45 days prior to application deadline -will result in no sponsorship for the proposed project.*

All Diversified projects must provide a component which provides for snowmobile or ORV use, or both, on the trail project since the fuel used by these vehicles funds the grant program. *All Diversified category projects must either be sponsored or co-sponsored by SPCR&T to ensure an integrated approach to furthering priority goals of the State Snowmobile and ORV Trail Programs. Please contact Brad Hill at 307-332-5036 to coordinate Diversified category project needs. The project must be approved at least 45 days prior (by September 15, 2009) to the application deadline. Failure to contact SPCR&T 60 days prior to application deadline will result in no sponsorship for the proposed project.*

The Wyoming ORV permit will be required on any ORV trail area which receives RTP

funding. In addition a plaque stating the funding sources will be required on all Motorized and Diversified Projects

ELIGIBLE RTP GRANT USES

PERMISSIBLE USES: Listed by Wyoming's PRIORITY RANKING for the purposes of allocating the FY 2010 RTP monies. We have shown the appropriate categories, priority multiplier and definition in order to assist the applicant in developing their grant application. Priority multipliers are determined by SPCR&T staff as evaluated within the project. **Projects that lie within city boundaries are eligible for TEAL grants and are therefore given only a 1.0 multiplier number for RTP grant funding.**

- Environmental Benefit or Mitigation-** 1.6 multiplier
- redesign and reconstruction or relocation of trails to benefit the natural environment or to mitigate and minimize the impact to the natural environment by trails (***NOTE: photos are required to be submitted with grant application to document environmental damage caused by existing trails***);
- Environmental or Safety Education-** 1.6 multiplier
- trail related safety or environmental education. On-trail projects could include educational kiosks and signing or safety patrols; off-trail projects could include educational training, brochures or displays;
- Maintenance, Improvement, Grooming of existing trails-** 1.5 multiplier
- maintenance and improvement of existing recreational trails, including the grooming and maintenance of trails across snow;
- Equipment Purchase or Lease** 1.5 multiplier
- purchase or lease of trail construction or maintenance equipment.
Non-profit and non-governmental agencies applying for motorized equipment grants for over \$10,000.00(each) and under \$50,000.00 (each) shall require a 20% cash match with required co-sponsorship from federal, county or state land managing agency. Monthly detailed maintenance and service records in addition to off season plan documents are required to accompany your project application. Failure to comply will result in revocation of equipment. All motorized and diversified must also have sponsorship from SPS&T
- New Trail Construction** 1.4 multiplier
- only as otherwise permissible, construction of new trails crossing federal lands, where such construction is approved by the SPCR&T and the federal agency or agencies charged with the management of all impacted lands. Approval to be contingent upon compliance by the federal agency with all applicable laws, including the National Environmental Policy Act, Forest Rangeland Renewable Resources

Planning Act, and Federal Land Policy and Management Act;

Development of Trail-side and Trail-head facilities 1.4 multiplier

- development of trail-side and trail-head facilities (parking areas, toilets, information kiosks, benches, tables) These must be in direct conjunction with the use of a recreational trail and not be in a park setting;

Acquisition (must be a willing seller) 1.2 multiplier

- acquisition of easements for trails, or for trail corridors;
- acquisition of fee simple title to property from a willing seller, when the objective of the acquisition cannot be accomplished by an easement or other means;

Community Trail/Pathway Construction or Maintenance 1.0 multiplier

- New construction of urban trails and pathways within communities.
- ***Please note that the term “Community Trail” refers to those trails/pathways located within the boundaries of a city, town or community.

Non -Eligible Uses:

- Condemnation of any kind of interest in property;
- Construction of any recreational trail on Bureau of Land Management or National Forest System lands for motorized uses unless:
 - such lands have been allocated for uses other than wilderness or wilderness study area by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress;
 - such construction is otherwise consistent with the management direction in such approved land and resource management plan;
- Upgrading, expanding or otherwise facilitating motorized use or access to trails predominately used by non-motorized trail users, and as of May 1, 1991, motorized use is either prohibited or has not occurred;
- Planning, engineering, and design work are not eligible uses of grant funds as “stand alone” projects. However, this work can be eligible for up to 15 percent of a project’s total cost (Example: \$50,000 trail construction project could include up to \$7,500 in planning or engineering costs);
- Law enforcement;
- Facilities (shelters, toilets, picnic tables, benches, etc.) located in park settings which are not clearly and solely for the benefit of trail users versus an enhancement for park users;
- Landscaping at trailheads or along trail corridors unless there is a clear utilitarian purpose, such as to provide a screen or buffer between the trail and adjacent landowner concerns.

AWARD LIMITATIONS

MATCH RATIO

Grant awards are based on an 80% federal share. A 20% local match is required. For federal projects, 15% of the match can be from a federal source, but at least 5% of the match has to come from a non-federal source. This information must be displayed on Exhibit B. If a federal agency sponsors the project, they may use federal funds for 15% of the project's value, leaving only a 5% non-federal match requirement (i.e. if project total cost is \$10,000 and the grant amount requested is \$8,000, the match must total \$2,000 and a minimum of \$500 of NON-FEDERAL MATCH is required). The 80% of the project eligible for federal reimbursement must be hard cash expenditures; the remaining 20% of the local match (the sponsor's share of the project) may be either hard cash or in-kind match or a combination thereof.

If a local sponsor is unable to provide the 20% local match, they may request a **Programmatic Match** for their project by submitting written documentation as to why they are unable to obtain the matching funds. Applicants wishing to apply for a Programmatic Match should contact Brad Hill at 307-332-5036 at least **45 days before project deadline (September 15, 2009)**, prior to submitting their application in order to be considered for this exception. If approved, a project could then receive 100% funding. New regulations also allow for a project sponsor to receive up to 100% reimbursement at once. Should you be interested in this option, please contact Brad Hill at least **45 days** before project application deadline.

AWARD TOTALS

The minimum trail grant amount is \$2,500. Therefore, applications for trail projects with a total cost of less than \$3,125.00 will not be considered for funding.

Non-profit groups or non-governmental organizations applying for motorized equipment grants over \$1000.00(each) and under \$50,000.00 (each) shall require a 20% cash match. Requires sponsorship from land managing agency and SPHS&T if motorized or diversified category.

The maximum trail grant amount for Non-Motorized projects is \$50,000. Grant applications for trail projects totaling more than \$62,500 will be considered for funding, however, any local match exceeding \$50,000 will not be eligible for reimbursement and will be considered as overmatch. The maximum trail grant amount for Diversified projects is \$100,000 for any single project, at the discretion of SPCR/TP. The maximum trail grant amount for Motorized projects is \$150,000 for any single project, at the discretion of SPCR&T.

The minimum trail related environmental and safety education grant amount is \$1,000. Therefore, applications for education projects with a total cost of less than \$1,125 will not be considered for funding.

The maximum trail related environmental and safety education grant amount is \$30,000. Grant applications for education projects totaling more than \$37,500 will be considered for funding, however, any local match exceeding \$30,000 will not be eligible for

reimbursement and will be considered as overmatch. Please note that education projects are charged toward the appropriate 30/30/40 categories, so Motorized and Diversified education projects must be coordinated with SPCR&T **at least 45 days before the project deadline.**

SPONSOR ELIGIBILITY

Trail grants are available for local, state or federal agencies, and qualifying private organizations who meet the following requirements:

1. Have identified a need which corresponds to one of the eligible activities;
2. Have the necessary resources available to meet the financial requirements;
3. Have identified a methodology for long-term operation/maintenance of the project;
4. Can assure public access for a specified amount of time; and
5. Have the ability to manage the paperwork associated with a grant project.
6. Non-profit groups and non-government organizations -If motorized equipment is purchased a detailed maintenance and equipment storage plan that includes both construction season and off season storage locations must be included with the application. The application must also include a manufacture approved service plan with maintenance service intervals. The service plans and maintenance logs must be received by the 10th of each month. The equipment may be used on other projects and by approved agencies at any time; with two weeks notice. The SPCR&T has the final authority. Any failure to comply with the maintenance, use or storage requirements will result revocation of the equipment.

Project sponsors must also be able to answer “yes” to the following:

1. Are match funds available for the project? (If you are requesting programmatic match assistance, you must provide justification as to why the 20% local match cannot be provided.)
2. Is public access guaranteed for the required time period?
3. Is the project compatible with all appropriate land use plans?
4. Have provisions been made for operation and maintenance of the project?
5. Is the construction time schedule realistic?
6. Can you provide sufficient detail for Budget Summary Sheet in the application?
7. Willing to provide monthly maintenance reports for equipment usage
8. Has there been public input into the planning of the project?
9. Ability to provide suitable and protected off season storage for equipment.
10. Is the project compatible with Section 504 of the Rehabilitation Act of 1973? (Handicapped Accessibility) If you have questions about your project’s accessibility, please contact SPCR&T.

PLANNING REQUIREMENTS

Wyoming Statewide Trails Plan Priorities

All projects must further the priorities set forth in the Wyoming Statewide Trails Plan 2004. The primary goal set forth by this document is to “Provide diverse recreational opportunities for all trail users”. Projects that accomplish this goal through the following methods will be considered in alliance with the Wyoming Statewide Trails Plan 2004:

- *Encourage collaboration between agencies and users.*
- *Promote educational awareness that encourages responsible use and resource protection.*
- *Identify and protect existing and potential trail opportunities and access.*
- *Secure funding resources for the development, maintenance and management of trails.*
- *Develop new trails that are designed to enhance user experience and develop loops or link communities, services, features and other trail systems.*
- *Mitigating trail impact on the natural environment through redesign, relocation and reconstruction.*
- *Provide regular maintenance of existing trails.*
- *Consider social and economic impacts of trails.*

Wyoming State Trails Program Plan Priorities

Motorized and Diversified Use grant projects must further goals and priorities identified by the Wyoming State Trails Program for the State Snowmobile and State ORV Trail Programs, as follows:

Snowmobile Program Goals and Priorities

- *Improve Snowmobile Trail Signing*
- *Improve Snowmobile Trail Maintenance*
- *Improve Snowmobile Trail Grooming*
- *Improve access for Snowmobiling*
- *Improve Snowmobile Safety and Education*
- *Improve Snowmobile Funding*

ORV Program Goals and Priorities

- *Improve ORV Trails*
- *Improve ORV Trail Signing*
- *Improve ORV Safety and Education*
- *Improve ORV Access*
- *Manage and Improve ORV Funding*
- *Conduct ORV Program Monitoring*

Non-Motorized Priorities

- *Continue to support non-motorized trails through Non-Motorized RTP grants to local sponsors*
- *Encourage non-motorized groups to partner with motorized groups to apply for Diversified RTP grant funds.*
- *Encourage communities to pursue TEAL funding from WYDOT for community pathway and greenway projects.*

- *Support the efforts of non-motorized user groups to pursue non-motorized user fees that could potentially be managed by the STP*
- *Utilize the State Trail Crew to accomplish trail projects that meet the intent of Diversified RTP funding and where non-motorized groups are partnering with motorized groups to promote multiple use.*

SCORP

Trail projects funded by this program must further specific goals related to trails in the Wyoming State Comprehensive Outdoor Recreation Plan (SCORP-2009-2013). The high priority issues identified by both recreation users and providers included “Trails and Greenways” and “Public Land Usage”. To address the issues the SCORP identified priority projects for Motorized and Non-Motorized Trails as follows: (1) Maintain access to public lands; and (2) Ensure proper maintenance/development of existing trails and trail facilities. Specific trails related recommendations include (1) Improving and expanding existing outdoor recreation facilities, including open space and trails, to meet user needs; (2) Encouraging communication between users and providers to determine needs and develop cooperative management strategies; (3) Preserving and increasing public access; and (4) Maintaining existing facilities.

SUBMISSION AND REVIEW OF PROJECT APPLICATIONS

Application Deadline- PLEASE READ:

One (1) electronic advance copy with all supporting materials for website sent to: twilli1@state.wy.us . **In the reference line please type: RTP Application.** One (1) complete original paper application and five (5) copies with supporting documentation must be submitted to the Department of State Parks and Cultural Resources, Trails Program Office, located in the Barrett Building, 4th Floor, 2301 Central Ave, Cheyenne, WY, 82002 by **5:00 PM on Friday, October 30, 2009. PLEASE do not wait until the last minute or think that overnight Fed. Ex. Mail will work. Many times it hasn't.**

- Grant applications will be made available to applicants via e-mail and website. Please e-mail request for paper application and guidelines to Grants Specialist, Tracy Williams. E-mail address is as follows: twilli1@state.wy.us. **One advance electronic copy of application and support materials is required from all applicants. Note: this advance copy may be placed on our website for public review THIS IS NOT A FORMAL APPLICATION. YOU MUST SEND 5 (FIVE) COPIES AND 1 (ONE) SIGNED COPY VIA POST OFFICE, UPS OR FEDEX. TO BE CONSIDERED FOR A GRANT**
- **Remember:** Applications will **not** be accepted or considered eligible after **October 30, 2009 at 5:00 PM.** This means your application packet must arrive in our Cheyenne office by that time. Please allow ample mailing time. Incomplete applications will be disqualified.

Application Review and Priority Ranking

The project applications will be reviewed by SPCR&T staff and Advisory Council Members. Incomplete applications and applications which arrive after the **5:00 PM, October 30th** deadline will be disqualified.

Project applications will receive preliminary ranking by SPCR&T staff and members of the Trails Advisory Council in accordance with the established Priority Ranking System (See Addendum A).

The Ranking Score for each project is multiplied by a “Priority Multiplier”. The Priority Multiplier adds a weighted preference for the types of projects SPCR&T and the Trails Advisory Council feel best serve the intent of the enabling legislation of this federal program, as well as the priority needs for trails in Wyoming. For example, a project which provides “Environmental Benefit or Mitigation” related to the trail project would have its raw score multiplied by 1.6, while a trail maintenance project would have a 1.5 multiplier applied to its raw score. Note: **“Community Trail/Pathway Construction” projects are also normally eligible for funding under the TEAL grant program administered by Wyoming Department of Transportation. For more information about the TEAL program and to determine whether your proposed project is eligible, please contact Dave Young at (307) 777-4384 or 777-4275 or dyoung@dot.state.wy.us**

Based upon the ranking scores, all projects will be rated in descending numerical order. Projects will be funded in rank order and in conformance with the 30 percent motorized, 30 percent non-motorized, and 40 percent diversified funding requirements.

Project applications receiving the highest composite rankings will then be presented to the full Council for review and approval. Projects receiving approval will be included in the SPCR&T application to the FHWA. All applications may be subject to only partial funding at the discretion of the SPCR&T and Council. Project applicants will be notified of the Council’s recommendations in writing within 15 days of the Council’s meeting. The Council usually meets the first part of December. At that time they will discuss and consider the 2010 RTP applications.

Notification

Upon approval of SPCR&T application by FHWA, a *Project or Grant Agreement* will be implemented. Once executed, the grant recipient may then initiate site development activities and procurement of project materials. **NOTE: *Construction may NOT begin on the project until federal approval has been received by SPCR&T and a Project Agreement between SPCR&T and the grant recipient is signed and executed.*** *Notification of these requirements having been met will be sent to the grant recipient.*

APPLICATION/PROJECT REQUIREMENTS

Project Application Form and Support Documentation

One (1) original and five (5) complete copies of the Trails Grant Application Form will include the following support documentation:

- √ Transmittal letter signed by one of the following:
 - ⇒ the agency head or designated official is state, federal or local agency;
 - ⇒ Private individual applying, or the president or chairperson (if an organization is applying).
- √ If a municipal or county agency, a Resolution passed by the appropriate governing body authorizing submission of the project application;
- √ Current copy of the Articles of Incorporation and By-Laws for non-governmental organizations; provide documentation if applicable for non-profit tax statement;
- √ Copies of evidence, such as news articles or public notices, that there has been public involvement in the project development (newspaper articles, newsletters, volunteer sign up sheets);
- √ Signed statement that the project is in compliance with the regulations that prohibit the use of grant funds to accommodate motorized use of trails that have been predominately used by non-motorized trail users prior to May 1, 1991;
- √ Location and site maps showing area of acquisition or trail construction or proposed maintenance;
- √ Agree to place and maintain signage- acknowledging the project sponsor's and funding source for the project. The following verbiage must be included; Funding in part; provided by the Recreational Trails Program through federal fuel taxes paid for use in off highway vehicles.
- √ If the project is located on private land, a statement from the private landowner(s) stipulating that they are willing to provide an easement or legally binding agreement that ensures public access to the recreational trail improvements funded by the grant. Preference is for a perpetual easement. However, the minimum time period for an easement or agreement must be in accordance with the following:
 - ⇒ no less than 10 years for projects receiving less than \$10,000 of federal assistance
 - ⇒ no less than 20 years for projects receiving \$10,000 or more of federal assistance
- √ Statement of plan to maintain project in the future. The ability of project coordinator/sponsor to maintain projects into the future will be considered should equal ranking occur;
- √ Payee Information Form, if not already on file with the State Auditor. This will be sent to those who officially receive the grants;
- √ If applicable, a signed statement by the federal agency that the construction of any new trails crossing federal land under their jurisdiction is in compliance with all applicable laws including the National Environmental Policy Act, the Forest and

Rangeland Renewable Resources Planning Act and the Federal Land Policy and Management Act. By providing this documentation in a timely manner, the grant process can be expedited and project implementation can be undertaken quickly.

√ If construction of any recreation trail on Bureau of Land Management or National Forest System lands for motorized uses is proposed, a signed statement certifying that the lands have been allocated for uses other than wilderness by the approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress and such construction is otherwise consistent with the management direction in such approved land and resources management plan;

√ If the project involves any of the following situations, the required statements, permits, or other documentation must be submitted:

⇒ **Crossing of Public Roads**-Project applicants must include a statement or copies of letters certifying that the appropriate officials having jurisdiction over the public road where this trail crosses have reviewed this project and that the proposed crossing meets their approval. For state road crossings, contact the Department of Transportation in Cheyenne, Wyoming.

⇒ **Railroad, Gas Line, Power Line and Other Utility Rights of Way**-Project applicants must include documentation certifying that appropriate officials from the Railroad Company and/or utility company have reviewed this project and that the proposed crossing meets their approval.

⇒ **Water Obstruction and Encroachment Permit (includes Wetlands)**-Project applicants planning to construct, operate, maintain, enlarge or abandon any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway or any pond, reservoir, or wetland must obtain approval from the Army Corp of Engineers. Examples of work requiring a permit include changing a stream channel, dredging, or crossing; building or modifying a bridge, dock, culvert, installing or changing an intake or outfall structure; working on bank protection including fill, dikes and flood walls; placing an aerial crossing such as a power line over a stream.

NOTE: Any state or local government agency or public utility working in a 100-year flood plain, which has been identified by the National Flood Insurance Program, must also obtain a permit.

⇒ **Building Permits**-Local agency, organization and private individual project applicants must secure a copy of any building permits that may be required by the local township code enforcement or a statement saying that a permit is not necessary in this circumstance if a structure is to be constructed. Federal and state agency project applicants are to follow their normal procedure.

⇒ **“Environmental Benefit or Mitigation” category**-photos are required to be submitted with grant application to document environmental damage caused by existing trails.

⇒ **Failure to submit required documentation by deadlines could result in the project being disqualified.**

GRANT AWARD PROCESS AND PROJECT IMPLEMENTATION

GRANT AWARD CONDITIONS

Work on Public Lands Organizations and individuals receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work prior to receiving a copy of a fully executed Project Agreement from the SPCR&T.

Work on Private Lands All project applications that include work on private lands must have a binding agreement which allows public access prior to submitting an application. A copy of the easement or agreement must be attached with the application. State and Federal agencies are exempt; if they have a Memorandum of Understanding (MOU).

Support Documentation All copies of required documents must be received by SPCR&T prior to executing the Project Agreement.

Federal Requirements Grant recipients receiving approval to acquire an easement or purchase land in fee simple will be required to comply with the terms of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirements and procedures implementing such Act, and other provisions of federal laws and executive orders as identified under the Project Agreement and General Provisions.

PROJECT IMPLEMENTATION

Upon receipt of a fully executed Project Agreement, the grant recipient may initiate activities to undertake the approved scope of work. *Costs incurred by grant recipients prior to receipt of a fully executed Project Agreement, without receiving a Notice to Proceed from the SPCR&T offices, will not be eligible for match or reimbursement.* The recipient has two years from the date of award to complete the project.

Request for Extension of Project The completion date for the project will be reflected in the Project Agreement or in project approval. Requests for an extension of time will be considered with proper justification. It is the responsibility of the Project Manager to ensure that extensions are requested and submitted in a timely manner. Should a project agreement expire without an extension request and funding remaining, the project can be considered complete with no further funding available.

Properly justified requests for extension of the project expiration date shall be granted through an amendment to the Project Agreement. Expenses incurred after the Project Agreement expiration date will NOT be eligible for reimbursement. Therefore, a written request for a time extension must be received by the SPCR&T a minimum of sixty (60) days prior to the project's expiration date. Extension requests must contain information as to why project can not be completed within the agreement time, a new budget

summary sheet, any scope changes, and a completion timeline. It is the responsibility of the Project Coordinator to be aware of the Project Agreement expiration date and to assure that all requests for extension are submitted prior to the sixty (60) day deadline.

PROCUREMENT PROCEDURES

PROCUREMENT FOR OBTAINING CONSTRUCTION MATERIALS AND SERVICES

Governmental Agencies. Normal agency procurement procedure, unless otherwise waived by proper authorities, shall apply to all procurement activities and contract work.

Organizations and Individuals The procurement procedures are based on the total contract amount or on the total cost of materials to be purchased as follows:

\$0.00 to \$1499.99 No bids are required; verbal agreement acceptable.

\$1500.00 to \$7499.99 Verbal or written quotes acceptable (minimum of 3, provide documentation in project file).

\$7500.00 and over Proof that a formal sealed bid process (3 or more bids solicited) has been followed.

Multiple purchasing Multiple purchasing is NOT permitted. For example, purchasing \$2,000 worth of needed materials in two \$1000 lots to avoid soliciting three bids as required above is not allowed.

INSTALLATION OF MATERIALS

Materials purchased must be installed prior to the project completion date as provided in the Project Agreement. *The SPCR/TP will not reimburse the grant recipient for the cost of materials that are not installed within the Project Agreement period.*

PROCEDURES FOR REIMBURSEMENT

REIMBURSEMENT

This is a reimbursement program. Therefore, the grant recipient must pay 100 percent of the cost of an item before submitting a request for reimbursement for eligible costs. (An exception to this may be available for certain federal agencies; contact SPCR&T to explore this option *prior* to submitting an application.) All required forms for reimbursement can be found on the State Trails website: <http://wyotrails.state.wy.us> (RTP). Reimbursement from the State of Wyoming can take up to sixty (60) days.

Reimbursements will be made only for those items which were listed on the Project Application and Agreement and subsequent approved amendments. Reimbursement Forms must be accompanied by all appropriate documentation including copies of invoices including date, materials/contract, hours worked for all labor, and amount paid.

COST SHARING PROVISIONS

Grant recipients are required to contribute at least 20% of the total project cost whether by in-kind services or by cash expenditures. The portion of the project to be reimbursed by the RTP grant MUST be hard cash expenditures. See illustration below.

TOTAL PROJECT

<p><i>FEDERAL SHARE REIMBURSEMENT</i> MUST BE FOR CASH EXPENDITURES</p>	<p><i>LOCAL SPONSOR'S SHARE</i> MUST BE FOR CASH EXPENDITURES OR IN-KIND SERVICES</p>
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If in-kind services are applied to the sponsor's share of the project, the grant recipient is required to provide adequate documentation in a format that fully accounts for the 20% share and certify that the in-kind costs have been, in fact, incurred on the project.

RATES FOR IN-KIND MATCH

The following per hour rates **MUST** be used to establish the value of the in-kind contributions for planning the project budget and for documenting the match accounted for on project billings. **ANY DEVIATION FROM THESE RATES WILL NOT BE ACCEPTED.**

Match from Private Donations

Manual Labor	\$8.00 per hour
Small Equipment Use Rates (chain saws, generators, etc.)	\$6.00 per hour
Backhoe or Bulldozer (includes operator & miles)	\$70.00 per hour
Tandem Dump Truck (includes operator & miles)	\$70.00 per hour
Single Dump Truck (includes operator & miles)	\$70.00 per hour
Tractor (includes operator & miles)	\$40.00 per hour
Semi Tractor/Trailer (includes operator)	\$2.00 per mile
Trailers	\$.20 per mile
Truck and Car Mileage	\$.35 per mile
Snowmobile and ATV Mileage	\$.25 per mile
Bicycle	\$.05 per mile
Horse, Mule or other Equine	\$55.00 per day
Construction Materials	Commercial supplier rate

IN KIND DOCUMENTATION MUST INCLUDE NAMES, DATES WORKED, HOURS WORKED, AND LOCATION OF WORK DONE. (Volunteer Sign-In Sheet, transaction registers, time sheets, contracts, or original supporting documentation).

Match from Government Entities

Equipment (All)	The same rates as listed above
Labor	The hourly wage rate paid by the agency, including any fringe benefits paid
Materials	The amount paid at the time of original purchase

REPORTS AND RECORDS

The Recreational Trails Program stipulates that the State must establish measures to verify that recipients comply with the specified conditions for the use of grant monies. In accordance, the following reports will be required:

PROGRESS REPORTS

Standard progress reports will be sent to the grant recipients upon grant approval. Progress reports are due on March 15, July 15 and November 15 of each year within the given grant period or until such time as the project is fully completed. These progress reports are considered to be **MANDATORY**. *Grant recipients failing to submit on time, two consecutive progress reports may be subject having grant funds withheld.* Along with standard reports, written updates, billing reports, volunteer work and concerns/amendment requests should also be submitted. Please note that regular progress reporting and the ability of the project to be completed on time may impact the decisions made by the SPCR&T staff regarding amendments, extensions and future grant awards.

FINAL REIMBURSEMENT REQUEST

The Recreational Trails Program requests photos documenting the work performed on the site prior to final reimbursement. If possible, a site inspection may be performed by SPCR&T staff.

COMPLIANCE AND CONSTRUCTION INSPECTION

Program compliance and project inspections will be conducted by SPCR&T staff, which will include, but not be limited to items listed on the reimbursement forms.

Non-profit groups and non-government organizations -If motorized equipment is purchased- service plans and maintenance logs must be submitted to the Trails Program Office by the 10th of each month. Off season storage must be protected from the elements.

RECORD RETENTION

All program and financial records shall be retained by the grant recipient for a period of five years after the final close-out date. The following records shall be maintained and made available upon request:

- Payroll register by pay period showing names, hours worked, hourly rate, benefits, deductions, gross pay and net pay (if governmental agency sponsor);
- Final cost summary of all payroll registers (if governmental agency sponsor);
- Time sheets signed by employees and their respective supervisors;

- Invoices for purchased materials;
- Invoices for all design and construction costs with check number and date paid indicated;
- Canceled checks or copies thereof;
- Time sheets for in-kind labor. These must include names, dates, hours worked and work location. Time sheets must be handed in with reimbursement requests/in-kind labor match;
- Copies of appropriate permits (i.e. 404 Permit, Easements).