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| Part A – APPLICANT Information |
| Eligible Applicant: |       |
| Contact Name: |       | **Contact Title:** |       |
| Email Address: |       |
| Street Address: |       |
| **City:** |       | **Zip Code:** |       | Phone Number: |       |
| ***If applicable, complete the information below for an in-eligible co-sponsor information. If not applicable, leave blank.*** |
| **In-eligible Co-Sponsor:** |       |
| **Contact Name:** |       | **Contact Title:** |       |
| **Email Address:** |       |
| **Street Address:** |       |
| **City:** |       | **Zip Code:** |       | **Phone Number:** |       |

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| **Part b – project INFORMATION** |
| **Project Title:** In no more than 15 words, provide a short project title that includes the trail corridor or system, phasing, or termini such as Rabbit Trail Phase 2, Workman Trail Extension from Main Street to Soldier Park, etc. |
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| **Project Description:** In no more than 50 words, describe the project including termini and length. Remember to only provide information for the project intended to be funded under this application. Do not provide details of completed or future phases of a project. |
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| **Associated Trail Corridor:** Identify the specific trail corridor or system name that this project would most closely be identified with such as Raccoon River Valley Trail, Hoover Nature Trail, Iowa Great Lakes Trail, etc. More than one may be identified. |
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| **Reimbursement Costs:** Identify the project activities below for which you intend to seek federal reimbursement of costs. |
| [ ]  Construction of a new trail (does not currently exist) [ ]  Rehabilitation of an existing trail surface[ ]  Paving an existing unpaved trail[ ]  Other:       | [ ]  Preliminary Engineering (design)[ ]  Construction Engineering (inspection)[ ]  Right-of Way Acquisition (including easements) |

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| Part C – PROJECT COSTS |
| **An itemized breakdown of total estimated project costs is required to be submitted along with this application (See description of this item at the end of this form).** The itemized breakdown should include all project costs.Transfer the total estimated project costs to the space provided below and enter the COVID-19 Relief Recreational Trails program funds you are requesting. Remember, the minimum request is $500,000 and the maximum request is $1,250,000. Calculate the total project costs to be provided with funds other than COVID-19 Relief Recreational Trails program funds (C=A-B). Calculate the percent of program participation in project costs (D=B divided by A multiplied by 100). Calculate the percent of project costs to be provided by other funding (E=C divided by A multiplied by 100). |
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| 1. **TOTAL ESTIMATED PROJECT COST:**
 | **$** |
| 1. **COVID-19 RELIEF RECREATIONAL TRAILS PROGRAM FUNDS REQUESTED:**
 | **$** |
| 1. **NON-PROGRAM FUNDS (Other federal, state, public, private) (A-B):**
 | **$** |
| 1. **Funds Requested as a percent of Total Estimated Project Cost (B/A\*100):**
 | **%** |
| 1. **Non-program funds as a percent of Total Estimated Project Cost (C/A\*100):**
 | **%** |
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| **Document the degree to which the project will use program grant funds to leverage other public or private investments. Remember to provide funding information for only the project scope that is the subject of the funding request. Do not provide funding for completed or future phases of a project. (10 points)****Are any federal, state, or other funds whether public or private and****external to the applicant involved in this project?** [ ]  **Yes** [ ]  **No** |
| Please explain each source of funds, whether the funds are secured or anticipated (and when), and any conditions placed on the funds in the space provided below. Follow these examples:* *$110,000 REAP grant. Awarded January 2020. Project must be completed by September 2022.*
* *$25,000 grant from Kerner Foundation, a local non-profit, anticipated May 2021. Restricted to trail amenities such as benches, trash receptacles, etc. Must be spent within 1 year.*
* *$350,000 budgeted FY2022 CIP funds. Secured.*
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| Part d – PROJECT timeline |
| **The current status of the project toward the required National Environmental Policy Act (NEPA) compliance and project readiness for development. (20 points)****Please provide a project timeline below and list any progress toward NEPA compliance.** At a minimum, please list an estimate (month and year) of when the following will be completed:* Preliminary Design
* Environmental Clearance (NEPA cleared)
* Right-of-way Acquisition
* Final Design
* Bid Letting
* Construction
* Project Closure

In addition, if you have completed any work toward the required NEPA compliance such as specific environmental studies, archaeological surveys, etc. please list these items as well as the date they were (or will be) completed. Projects will be required to be completed within two years of funds being awarded to the project. Upon award and execution of a project funding agreement, projects that fail to make satisfactory progress may be terminated by the Iowa Department of Transportation. |
| **DATE** | **PROJECT DEVELOPMENT PHASE OR NEPA COMPLIANCE STUDY/SURVEY** |
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| **Part E – NARRATIVE QUESTIONS****Please provide a narrative response to each question in the space provided for each question below. For all responses, please remember to provide information for only the project scope that is the subject of the funding request. Do not provide information of completed or future phases of a project other than by reference.*****BE AS CONCISE AS POSSIBLE*** |
| 1. **Detailed Description of the Project.** Provide a clear description of the concept of the proposed project that is no more than 1 page in length. Include such information as project termini, existing site conditions, trail length, number/acreage of parcels to be acquired, general construction activities planned, etc.
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| 1. **Trail Linkages.** Describe how the project contributes toward the completion of a trail linkage or a connection between two trails that eliminates an existing gap. (40 Points)
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| 1. **Alignment with Trail Plans.** Describe how the project aligns with various state, regional, or local trail plans such as the [Iowa Bicycle and Pedestrian Long Range Plan](https://iowadot.gov/iowainmotion/modal-plans/bicycle-pedestrian-plan), your MPO or RPA regional trail plan, or your local city or county trail plan. Please be specific, identify each plan, and provide a website link (if available) to any regional or local plans. Please discuss if the trail is consistent with a plan’s purpose and general direction. If this particular trail segment is identified by name or location as a plan priority in the plan, provide a page or section number from the plan for reference. If the plan is not published online, provide contact information that we may use if we determine it is necessary to review the plan. (20 points)
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| 1. **Commitment to Maintenance.** Describe your organization’s commitment to continued operation and maintenance of the project after the project is constructed. For example, what plans have you made for seasonal or long-term maintenance? Have you established a fund for maintenance? (10 points)
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| 1. **Citizen Involvement.** Describe how citizens were involved in the developing the proposed project. Did the project idea originate with trail users or a community group? What public input process was followed? How have adjacent property owners and others been informed of the propose project and how has the project been accepted?
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| **ADDITIONAL ITEMS REQUIRED TO BE SUBMITTED****In addition to completion of the above application form, your submittal will also require the following in order to be considered for funding. Please see Part F – Certification for a checklist of items.** |
| 1. Signed **PART F – CERTIFICATION**
2. **A DETAILED MAP** identifying the location of the project. The project scope should be clearly identified and the map may also include other important information referred to in the narrative such as important trail linkages, completed or future project phases, etc. More than one map may be submitted if the scope of the project is such that the desired detail is not feasible to be included on just one map. If the map is unclear, incomplete, or reviewers can't understand the map, your application will likely not score well. Limit map sizes to no larger than 8.5-by-11-inches.
3. **A SKETCH PLAN** of the project, including cross section for bicycle or pedestrian facilities. If the cross section of your facility varies across the project (width, number of lanes, etc.) include a cross section for each situation and identify its location.
4. **DIGITAL PHOTOGRAPHS** (limited to five) that will help to explain the existing site conditions of the proposed trail. It is not necessary to include photographs of all aspects or the entire route of a project. Photos submitted should be representative of the project as a whole or should support any particularly compelling or complex description included in the narrative provided in Part E above.
5. **AN ITEMIZED BREAKDOWN OF TOTAL PROJECT COSTS**. This documentation does not need to be a detailed line-item estimate or formal engineer’s opinion of probable cost. However, it must accomplish two objectives: 1) it must show the method by which the cost estimate was prepared; and 2) it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope, and complexity of the project. Absent a fully itemized list of costs, some general guidelines for possible methods of estimating each type of project cost:
* Construction costs: Historical averages for projects of similar size and scope.
* Design costs: 8-10% of the construction estimate
* Inspection costs: 12-15% of the construction estimate
1. **AN OFFICIAL ENDORSEMENT (RESOLUTION)** of the project from the authority to be responsible for the project’s maintenance and operation. The authority must provide written assurance it will adequately maintain the completed project for its intended public use following project completion. For most construction projects, this will be a minimum of 20 years. The endorsement must also acknowledge the intent of the authority to provide the match funds required for the project. For cities, counties, or other political subdivisions, this should be in the form of a fully executed resolution by the elected body or board, as applicable.
2. **AN IOWA DOT DISTRICT OFFICE LETTER OF SUPPORT** is required if the project will include construction within Iowa DOT right-of-way.
3. **MINORITY IMPACT STATEMENT**
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