

ARKANSAS RECREATIONAL TRAILS PROGRAM

Application For Fiscal Year 2010 Funds

The Arkansas Recreational Trails Program uses federal funding for the purpose of building and performing major maintenance on motorized, non-motorized, and multiple use trails. Agencies of city, county, state, or federal government and duly incorporated private/non-profit agencies can apply for these funds if access to the project by the general public is provided throughout the life of the project.

A local sponsor must provide at least 20% of the total project cost. The local share can be in the form of cash, donated funds, or the documented fair market value of any donated materials or services that are accepted and incorporated into the project. Federal funds from other sources cannot be used to match these funds. Federal agencies wishing to use these funds can provide up to 15% of the total project cost as match, with the remaining 5% coming through cooperative relationships with trail user groups.

This is a reimbursable program. This means once the local sponsor receives an official Notice to Proceed from the Arkansas State Highway and Transportation Department (AHTD), 80% of the costs directly attributable to the project can be reimbursed. The local sponsor is responsible for maintaining records and proving that expenses are legitimate and directly related to the project. This may be in the form of receipts, time sheets, etc. Such reimbursement will occur after an on-site visual verification conducted by the AHTD.

PROJECT ADMINISTRATION PROCESS

The following steps will be taken to administer approved trail projects through completion.

1. Sponsors must submit a **resolution** to the AHTD from their governing body **with the application** expressing support for the project and that they have the resources for their 20% share of their project's cost. Without this resolution the application will be incomplete.
2. With the application, the sponsor will provide AHTD with **proof of land ownership and all plans, mapping, and construction specifications** for review and approval.
3. Successful applicants (sponsors) will be notified by the AHTD in late 2010 or early 2011.
4. A **trails project administration workshop** will be held in late 2010 or early 2011. Each sponsor must have a representative at this meeting. Environmental clearances, billing procedures, and administrative procedures will be discussed.
5. An **Agreement of Understanding** will be executed between the sponsor and the AHTD. This document outlines the responsibilities of each of the respective parties.

6. The sponsor will provide AHTD with **proof of State Historic Preservation Officer approval** of the project and any other documentation necessary to obtain environmental clearances.
7. Once plans, maps, and construction specifications have been approved and after all environmental clearances have been obtained the final Contract between the sponsor and AHTD will be executed. **This contract must be executed no later than March 31, 2012. Any project not under contract for construction by March 31, 2012 will be canceled and funds will be allocated to other trail projects.**
8. A pre-construction conference will be held.
9. **AHTD will provide the sponsor with an official Notice to Proceed. All eligible expenses incurred after receipt of the Notice to Proceed will be reimbursable at the rate of 80%. All such expenses must be directly related to the trail project as outlined in the documentation listed above. Any expenses incurred prior to receipt of the Notice To Proceed will be the responsibility of the sponsor and will not be eligible for reimbursement.**
10. At set stages during the construction of the project, the sponsor can request reimbursement for work accomplished. Such reimbursements will be preceded by a visual verification conducted by AHTD staff. The stages at which reimbursement can be requested will be clearly outlined in the Agreement of Understanding.

For information contact:

**Bill Bastress
Planning and Research Division
Arkansas State Highway and Transportation Department
10324 Interstate 30
Little Rock, AR 72209**

**(501) 569-2209
bill.bastress@arkansashighways.com**

FREQUENTLY ASKED QUESTIONS

How much money can I request?

There is no maximum or minimum to a sponsor's request. The average award is approximately \$50,000.

What should I do if I want to request funding for more than one project?

If a sponsor submits applications for more than one project, separate applications for each project must be submitted and they must be prioritized by the applicant.

When is the application due?

All applications are due at the Arkansas State Highway and Transportation Department's headquarters building on Interstate 30 in Little Rock **no later than 3:30 p.m., Wednesday, June 9, 2010.**

Applications received after 3:30 p.m. on June 9, 2010 will not be considered. Decrease the possibilities of late arrivals by completing and mailing your application(s) at least one week prior to the deadline.

How do I fill out and send in the application?

Follow the instructions for filling out the electronic application included later in this package. Read the questions in the application carefully. Determine what information is required and provide the information in the space provided. Use the application in the form received. **Do not add additional pages. There is ample space provided on the application for answers to the questions.**

Do not skip any questions on the application. Do not omit the budget sheets.

One original and fourteen copies of the application must be submitted. Applications with fewer copies will not be considered.

Do I need to include proof of support for the project?

It is not necessary to provide copies of letters from individuals supporting your project unless they are indicating a financial commitment to the project as requested in the application.

What is the minimum width of a paved bicycle and walking path?

To meet existing safety and design guidelines, multiple use trails allowing access to bicycles must be 10 feet wide. Such facilities can be as narrow as 8 feet in width when bicycle use is expected to be low, pedestrian traffic is expected to be low, there is adequate horizontal and vertical sight clearance, and the trail will not be used by maintenance vehicles. **Proposing a width of less than 10 feet must be carefully justified.**

Does my project need to be in compliance with the Americans with Disabilities Act?

With few exceptions, all trails, particularly in urban areas, must be accessible to individuals with disabilities. The project must adhere to existing barrier free design standards. The minimum width for accessible trails is five feet.

What kind of work can I request funding for?

Projects resulting in new trails or major maintenance to existing trails have a higher priority for funding than do projects with large percentages of trail support facilities. These support facilities include, but are not limited to benches, trash receptacles, lighting, trailhead information kiosks, drinking fountains, etc.

Landscaping beyond what is necessary to eliminate construction damage and irrigation facilities cannot be approved. Visitor center construction/improvements, playground equipment, and sidewalks will not be funded. Engineering, architect, planning and construction inspection services are not eligible for reimbursement. In addition, advertising costs incurred during the bid process are not eligible for reimbursement.

Can a project on private property be approved?

Projects on private property can be funded. However, public access must be provided.

What can I use for my 20% (twenty percent) local match?

Budgeted line item funds (cash) are the preferred source of local match.

The documented and verified value of donated materials can be used as local match.

Volunteer labor can be credited at the prevailing minimum wage rate and used as local match.

The appraised value of real estate donated to the sponsor for the express purpose of the trail project can be used as local match.

When can I start work on the project?

AHTD will issue an official notice to proceed to each sponsor who submits required project development information (proof of ownership, plans and specifications, and approval from the State Historic Preservation Officer) and who signs an Agreement of Understanding and a Contract. Any approved costs directly associated with the project incurred **after** the issuance of the notice to proceed are eligible for reimbursement. **Costs incurred prior to the issuance of the notice to proceed will not be eligible for reimbursement.**

Can I receive funds to get started on the construction?

This is a reimbursable program. The sponsor is responsible for accomplishing work on the project and incurring actual expenses prior to receiving funds from the AHTD.

Can I use prison inmate labor on my project?

The value of prison inmate labor cannot be used as part of the local sponsor's match. This labor can be used to decrease the overall cost of the project, but is not eligible for reimbursement or match.

What type of work can I apply for?

The following items are eligible for funding. However, the primary goal of this program is to construct new trails or repair damage to existing trails due to overuse. Trail amenities (benches, lighting, information kiosks, signing, brochures, etc.) will be given a lesser priority. Furthermore, funding for an approved project may be reduced to reflect the deletion of these items.

- new construction,
- relocation of existing trails,
- major maintenance of existing trails,
- fee simple land purchase,
- bridge purchase and installation,
- bridge construction,
- interpretive brochures and trail education materials *,
- lighting *,
- landscaping necessary to heal construction damage along paved trails,
- bike racks *,
- trail signs and marking *, and
- trail head facilities *:
 - restrooms *,
 - bulletin boards *,
 - all terrain vehicle/dirt-bike loading ramps *,
 - parking areas *,

- water supply *
- drinking fountains *, and
- trash receptacles *

* Funding may be withheld for these items within approved projects.

The following items will not be approved.

- landscaping beyond that necessary to heal construction damage along paved trails,
- irrigation equipment,
- visitor center construction/improvements,
- playground equipment.
- bid advertising fees, or
- engineering, inspection, planning, design, or architect fees.

When will applicants know if their projects will be funded?

All applicants will be informed on the status of their applications as soon as the information becomes available.

If you have questions that are not covered here, please contact:

Bill Bastress
(501) 569-2209
bill.bastress@arkansashighways.com

Mail 1 original of your application and 14 copies to the following address. Each of the applications that are forwarded should have four pictures of the Project Site.

Bill Bastress
Planning and Research Division
Arkansas State Highway and Transportation Department
10324 Interstate 30
Little Rock, AR 72209

Also, email the four pictures of the project site to:

bill.bastress@arkansashighways.com

Required Supplements

1. A resolution of support from your governing body, sample attached.
2. A preliminary site plan, sample attached.
3. A location map showing the site in relation to the nearest municipality and to the nearest highway, sample attached.
4. Documentation of donations of cash, materials, or labor from donors if applicable.
5. Proof of ownership for the property on which the trail will be developed.
6. Four pictures of the proposed site should be included with each application. In addition, email the pictures electronically to bill.bastress@arkansashighways.com

RESOLUTION NO. _____

A RESOLUTION EXPRESSING THE WILLINGNESS OF

_____ ***insert sponsor's name*** _____

TO UTILIZE FEDERAL-AID RECREATIONALS FUNDS

WHEREAS *(insert sponsor's name)* understands Federal-aid Recreational Trails Funds are available at 80% federal participation and 20% local match to develop or improve **(insert project name)**, and

WHEREAS *(insert sponsor's name)* understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment prior to actual monetary reimbursement, and

WHEREAS *(insert sponsor's name)* understands that there will be no reimbursement for any work accomplished prior to the issuance by the Arkansas State Highway and Transportation Department of an official Notice to Proceed, and

WHEREAS this project, using federal funding, will be open and available for use by the general public and maintained by the applicant.

NOW, THEREFORE, BE IT RESOLVED BY *(insert sponsor's governing body)* **THAT:**

SECTION I: *(insert sponsor's name)* will participate in accordance with its designated responsibility, including maintenance of this project.

SECTION II: *(insert title of sponsor's CEO/CAO)* is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project.

SECTION III: *(insert sponsor's governing body)* pledges its full support and hereby authorizes the *(insert sponsor's name)* to cooperate with the Arkansas State Highway and Transportation Department to initiate action to implement this project.

THIS RESOLUTION adopted this _____ day of _____, 2010.

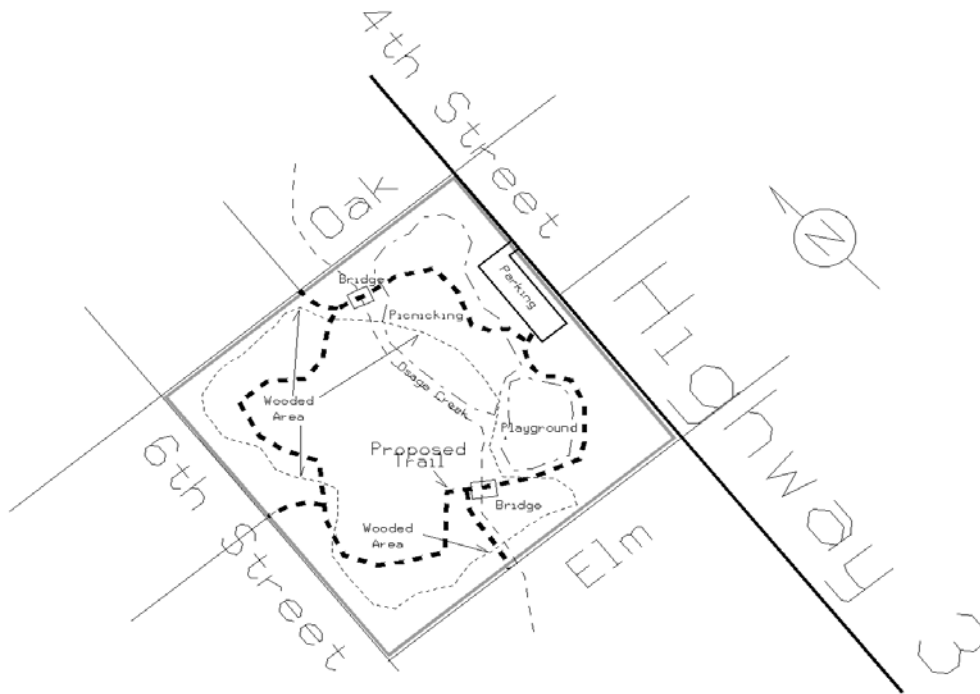
Signed: _____
(Insert sponsor's CEO/CAO)

ATTEST: _____

(SEAL)



ANYTOWN, AR
 RECREATIONAL TRAILS PROGRAM APPLICATION
 Project Location Map



ANYTOWN CITY PARK
 RECREATIONAL TRAILS PROGRAM APPLICATION
 Site Plan

ARKANSAS RECREATIONAL TRAILS PROGRAM

APPLICATION INSTRUCTIONS

The application is in the form of a Microsoft Word Form. Applicants should load it into Word as they would load any Microsoft Word document (.doc). Simply fill in your response and **tab** to the next response. The space will expand as you type but will not allow you to type past the pre-set limit. When complete, use the **Save As** command (File - Save As) and give the new file a name you'll be able to remember and find in the future. You will also be able to use the **File - Save As** sequence if you need to save your application before completing it so you can revisit it later.

Several responses use drop-down boxes. When you tab to them they will be indicated by a small arrow to the right of the response. Simply hit the arrow and select a response. Then, tab to the next item.

When complete, make the required fourteen (14) copies and mail it. Electronic or facsimile applications will not be accepted.

Helpful Hints....

Be careful in your responses. The application limits the amount of space you can use. Do not add additional pages; **they will not be accepted.**

If the original contains colored pages (maps, photos, etc.), make sure you provide color pages in the copies.

Do not bind your application! Simply **staple** it in the upper left-hand corner.

All supporting materials, maps, drawing, etc. must be **no larger than 8.5"x 11"**.

Start early and finish early. Applications received after the deadline will not be reviewed. The deadline will not be extended for any reason.

Make sure all necessary supplements are contained in your completed application.

Mail only the required supplements, the original application, and fourteen copies of the application along with four photos of the proposed site.

ARKANSAS RECREATIONAL TRAILS PROGRAM
2010 Application

Applicant: City of Jonesboro, Arkansas

Type of Applicant: City

Address, city, state, and zip: 1212 S. Church St., Jonesboro, AR 72401

Primary Contact Person: Jeff Owens

Primary Contact Title: Assistant Director, Jonesboro Parks and Rec

Primary Contact Phone: 870-933-4604

Primary Contact Fax: 870-933-4641

Primary Contact E-mail: jowens@jonesboro.org

Recreational Trails Program Funds Requested: **\$80,000.00**

Local Match (Must be at least 20% of total project cost):

\$20,000.00

Total Project Cost: \$100,000.00

County: Craighead Nearest Municipality: Jonesboro, AR

Land Ownership: Public Type of Ownership: Long Term Easement

Provide an accurate 8.5" x 11" map showing the location of the project site in relation to the nearest municipality and the nearest State or U.S. Highway.

Length of trail to be constructed or repaired in feet: 1,200 Width of trail in feet: 10

Trail surface material: Asphalt If other, specify:

1. Describe what you will accomplish with the funds you are applying for:

The City of Jonesboro is seeking to construct Section VI of Phase I of the Turtle Creek Greenway. Section V construction will include 1,200 feet of trail. The trail will be a 10 foot wide asphalt trail that will eventually connect Downtown Jonesboro, Arkansas State University, Turtle Creek Mall, Nettleton Public School's Intermediate Center and Central Elementary, and Allen Park Community Center. If the City receives full funding from the Rec Trails Program, it will be able to extend the existing trail an additional 950 feet and continue toward ASU.

2. What is the Primary purpose of your project (check one box)?
- Restoration of trail damaged by use. **40 points**
 - New trail construction. **50 points**
 - Improvements, upgrades, or relocation to enhance use of existing trail. **30 points**
 - Trail-side or trail-head facility construction including, but not limited to: kiosks, bulletin boards, trash receptacles, lights, benches, parking lots, vista clearing, restrooms **20 points**
3. Check each of the trail uses to be provided by this project and provide a **brief explanation** of how each will be accommodated.
- bicycling
 - walking
 - equestrian
 - jogging
 - interpretive
 - motorcycle
 - 4-wheel drive vehicle
 - 4-wheel all terrain vehicle
 - overnight/long distance hiking
 - aquatic
 - barrier free
 - other, please specify Roller Blading
4. How is this project in compliance with the current statewide Comprehensive Outdoor Recreation Plan developed by the Arkansas Department of Parks and Tourism, (501) 682-1301 or available on the internet at www.outdoorgrants.com./2003%20SCORP.pdf
- This project directly fulfills the priority for urban trails and greenways. More specifically, it fulfills the priority for multi-use trails. All of Jonesboro's parks are maintained at a high level with an emphasis on safety. The City has demonstrated its commitment to maintenance in the way parks are maintained. The Greenway trail will also provide barrier free access, add to recreational diversity, was recommended and designed with the input of over 2,000 citizens and the trail was designed by landscape architects who have an eye for integrating infrastructure with nature.
5. How will the project be designed and constructed to ensure the safety of its users and to avoid danger or injury to users due to possible conflicts between different user types? **20 points**
- The trail design is based upon the ASHTO guidelines for shared-use trails. The trail will be striped for two way traffic. As recommended by ASHTO, one foot on either side of the trail will be flat, crushed aggregate to provide a flat area where users can step or ride off the trail safely if needed. Most turns are sweeping and wide open for long range visibility. Collapsible bollards at entry points prohibit cars from entering. Signs at entry points along the trail will instruct of safe and proper trail etiquette. When possible, the greenway will be patrolled by Jonesboro Police.
6. Describe how maintenance will be accomplished after project completion. Include who will perform maintenance, maintenance schedule and checklist, and inspection schedule. **30 points**
- The City of Jonesboro Parks and Recreation Department will perform the daily mowing and maintenance of the facility. Any surfacing repairs will be performed by the City of Jonesboro Street Department. Lighting and lighting maintenance, when added, will be performed by the City's utility company, City Water and Light. The Parks and Recreation Department will mow the grass on approximately a 10 day schedule. Formal maintenance inspections will take place on a monthly basis and will be reported in the Parks Department work order system.
7. Explain the planning process that led to this proposal, i.e. public involvement, establishment of need and demand, review process, etc. **50 points**
- The need for a shared use trail has been expressed by 1,300 citizens in the 2002 Recreation Activity Study, 710 citizens in the 2003 Recreation Venue Poll, in the 2004 Mayor's Conference on Economic Development and in the 2005 MPO transportation study. The 2008 Jonesboro Quality of Life survey conducted by the Arkansas State's Center for Social Research indicated 88% of Jonesboro citizens

supported or strongly supported more sidewalks and bike paths. The report said "the construction of more sidewalks and bike paths received the greatest amount of support from respondents."

8. What accommodations will be made to provide access to this trail for individuals with disabilities?
10 points

All new construction of the City of Jonesboro meets ADA guidelines and must be approved by an engineer who specifically reviews ADA requirements. The plans for the Turtle Creek Greenway have been through this review. Specifically, the greenway will have handicapped accessible parking, asphalt paving, and accessible drinking fountains. The trail itself is flat and will be easily traversable by the elderly and wheelchairs.

9. What is the source of the required local 20% match: budget item, donated materials, donated services, donated cash, or a combination? If donated funds, materials, or services will be used as all or part of the local 20% match, **written commitments by the donors(s) must be provided.** The required match will come from the City of Jonesboro 2011 Budget.

10. **Is the local 20% match available right now? Yes** **20 points**

11. Source of labor: Contract

12. List any previous Recreational Trail Program or Trails for Life Program funds you have received since 1996 and the projects' status.

2002 Job#100571 Development of a parking lot and fencing for an ATV area at Craighead Forest Park. The project is complete and is in very good condition. The ATV parking lot is used by many ATV patrons on a daily basis. \$85,000

2007 Job#100669 Construction of Section III of Turtle Creek Greenway. \$57,742.00. Under Construction

2008 Job#100683 Construction of Section IV of Turtle Creek Greenway. \$36,250.00 Under Construction

Budget

Clearing and Grubbing: Length in feet 1,200 Width in feet 10 Cost
 \$1,000.00

Base Material: Include purchase, hauling, and installation. Cost \$18,000.00

Paving / Surface Material: Include purchase, hauling, and installation. Cost \$13,000.00

Boardwalk Construction: Length in feet 0 Width in feet Cost

Trailside / Trailhead Facilities:

- 1. Cost
- 2. Cost
- 3. Cost
- 4. Cost

- | | | |
|----|--|------|
| 5. | | Cost |
| 6. | | Cost |
| 7. | | Cost |

Bridges:

- | | | |
|-------------------|---------------|------|
| 1. Length in feet | Width in feet | Cost |
| 2. Length in feet | Width in feet | Cost |
| 3. Length in feet | Width in feet | Cost |
| 4. Length in feet | Width in feet | Cost |

Utilities:

- | | |
|----|------|
| 1. | Cost |
| 2. | Cost |
| 3. | Cost |
| 4. | Cost |
| 5. | Cost |

Drainage Structures:

- | | | | |
|----------|--------------------|------|-------------|
| Number 5 | Length in feet 100 | Cost | \$20,000.00 |
|----------|--------------------|------|-------------|

Brochures / Maps / Educational Materials:

- | | |
|----|------|
| 1. | Cost |
| 2. | Cost |
| 3. | Cost |

Other:

- | | | |
|------------------|------|-------------|
| 1. Dirt Work | Cost | \$20,000.00 |
| 2. Sormwater BMP | Cost | \$2,000.00 |

3. Seeding and Mulching	Cost	\$1,000.00
4. Rip Rap / Headwall	Cost	\$25,000.00
TOTAL PROJECT COST:		\$100,000.00
RECREATIONAL TRAILS PROGRAM FUNDS REQUESTED:		\$80,000.00

All applications must be received at the Arkansas State Highway and Transportation Department headquarters building in Little Rock no later than 3:30 p.m., Wednesday, June 9, 2010. No facsimile (fax) or electronic (e-mail, diskette, etc.) applications will be accepted. Send one original and fourteen (14) copies of this application with all necessary attachments including pictures to:

Bill Bastress
 Planning and Research Division
 Arkansas State Highway and Transportation Department
 10324 Interstate 30
 Little Rock, Arkansas 72209

The 4 pictures should also be emailed to:
bill.bastress@arkansashighways.com

RECREATIONAL TRAILS PROGRAM APPLICATION CHECKLIST
Do not include this with your application.

Frequently Asked Questions have been read.

Site Plan

Location Map

Completed Budget

All Questions Answered Completely

Length

Width

Surface Type

Pictures – send with application and also email them to:
bill.bastress@arkansashighways.com