



**STATE OF NEVADA
RECREATIONAL TRAILS PROGRAM
APPLICANT HANDBOOK**

CFDA 20.219

Please review this handbook before proceeding with an application.

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QUICK FACTS

Grant Opens:	August 30, 2019
Applications Due:	November 8, 2019
Committee Meeting:	December 2019 (FINAL DATES TBD)
Meeting Location:	Richard Bryan Building PEBP Meeting Room 901 S. Stewart St. Carson City, NV 89701
Available Funding:	~\$1,250,000
Permissible Uses:	New trail construction Trail restoration Trail head facilities (restrooms, signage, kiosks, etc.) Purchase of tools to construct and/or renovate trail Land acquisition for trail purposes Safety and educational programs Engineered trail design/maintenance documents
Grants available to:	Governmental agencies Non-profit organizations Tribal governments
Match Requirements:	20% for nonmotorized and education 5% for motorized

RECREATIONAL TRAILS PROGRAM SUMMARY

The Recreational Trails Program (RTP) is a federally-assisted, State-administered program through the Federal Highway Administration (FHWA). RTP funding is authorized under the “Fixing America’s Surface Transportation (FAST) Act. Specifically, the funds are from the Transportation Alternatives (TA) set-aside under the Surface Transportation Block Grant Program. RTP legislation requires the Governor of each State to designate an agency to administer the program. The Governor of Nevada has delegated administration of the program through the Nevada Department of Transportation (NDOT) to the Nevada Division of State Parks (NDSP).

States may distribute funds in the form of grants to city, county, state, and federal governmental entities, Native American tribes, and special government districts such as General Improvement Districts and private individuals or organizations.

The RTP is designed to supplement and assist current federal, state, local, and volunteer trail efforts. Through financial and technical assistance, and improved communications among all trail interests, the program expands the quantity and quality of recreational trails in America. This program requires states to: (1) designate an official to be responsible for the trails program, (2)

create a recreational trails advisory committee and (3) use the funds to meet the goals of the legislation.

The Nevada Recreational Trails Advisory Committee is charged with evaluating applications and making recommendations on projects to be funded. It consists of both motorized and nonmotorized trail users, government officials, and other representatives of diverse user groups generally.

Applicants may submit more than one application. In addition, applicants may be the lead on an application and a partner for others. However, grantees should prioritize their own projects if they are submitting multiple applications since they would be competing against themselves. Applications will be pre-screened and, if incomplete, will not be forwarded to the committee for review.

DISTRIBUTION OF FUNDS

Nevada's FY 2020 RTP apportionment for projects is approximately **\$1,250,000**.

40 % or \$500,000 shall be used for recreational trail or related projects that facilitate diverse recreational trail use within a recreational trail corridor, trailside, or trailhead, regardless of whether the project is for diverse motorized use, for diverse nonmotorized use, or to accommodate both motorized and nonmotorized recreational trail use;

30 % or \$375,000 shall be used for uses relating to motorized recreation; and

30 % or \$375,000 shall be used for uses relating to nonmotorized recreation.

The State has the option of using up to 5% for education projects. If the State chooses not to use the 5%, this money is redistributed into the assured access funding categories (motorized, nonmotorized and diversified) according to the required 40/30/30 distribution.

Federal requirements allow a maximum of 7% of the state's apportionment to be used by the state to administer the program.

PROJECT CATEGORIES

There are six categories of RTP projects that were developed to aid applicants in describing their projects and to assist the RTP committee in assessing the potential impact projects might have. The funding categories are defined as:

Category 1 – Educational.

Education projects are allotted 5% of the annual RTP apportionment and are funded at the discretion of the State based on applicant interest, overall need, and the amount of projects being submitted in other categories. Funds in this category can be used for trail education programs related to safety, environmental protection, creation of publications, and training. Education programs cannot be for law-enforcement training and must support the maintenance and use of recreational trails.

Category 2 - Nonmotorized for single use.

Projects in this category compete for the 30% of funds available for nonmotorized recreation. These projects are primarily intended to benefit only one mode of nonmotorized recreational trail use, such as pedestrian only, or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, running, bird-watching, education, interpretation, backpacking, etc.) constitute a single use for the purposes of this category. Note: wheelchair use by mobility-impaired individuals, whether operated manually or powered, constitutes pedestrian use, not motorized trail use. Projects serving various nonmotorized human-powered snow uses (such as skiing, snow shoeing, etc.) constitute a single use for this category.

Category 3 - Nonmotorized for diverse use.

These projects compete for funds available to either nonmotorized or diverse recreation (which together account for 70% of available RTP funds). These projects are primarily intended to benefit more than one mode of nonmotorized recreational trail use such as: walking, bicycling, and skating; both pedestrian and equestrian use; and pedestrian use in summer and cross-country ski use in winter.

Category 4 - Diverse use (motorized and nonmotorized).

These projects compete for the 40% of funds available for diverse recreation. They are intended to benefit both nonmotorized and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and nonmotorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Other examples: a common trailhead project serving separate ATV and bicycle trails; purchasing a machine to groom both snowmobile and cross-country ski trails.

Category 5 - Motorized for single use.

These projects compete for the 30% of funding available for motorized recreation. These projects are primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some nonmotorized uses (i.e., nonmotorized uses are not excluded), but the primary intent must be for the benefit of motorized use.

Category 6 - Motorized for diverse use.

These projects compete for funds available for either motorized or diverse recreation (which together account for 70% of available RTP funds). These projects are primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some nonmotorized uses (it is not necessary to exclude nonmotorized uses), but the primary intent must be for the benefit of motorized use.

Intended Use	Examples	Funding Categories
Educational	Trail Education, Youth camps	Education
Nonmotorized Single Use	Pedestrian only, equestrian only	Nonmotorized
Nonmotorized Diverse Use	Pedestrian, bicycle, and equestrian (shared)	Nonmotorized and Diverse
Diverse Use	Equestrian in summer, snowmobile in winter	Diverse
Motorized Single Use	Motorcycles only	Motorized
Motorized Diverse Use	Motorcycles and snowmobiles	Motorized and Diverse

PERMISSIBLE USES

According to RTP Legislation: 23 U.S.C. 206:

A grantee may use funds received from the Recreational Trails Program to:

1. Provide for trail related educational programs, completed and reimbursed by September 30, 2020;
2. Purchase trail building tools: non-profit citizen volunteer organizations ONLY. They must be in conjunction with current trail projects (don't have to be RTP funded projects) and must be inventoried and reported to State Parks annually for five years after receipt from a grant;
3. Develop urban trail linkages near homes and workplaces; community gardens with trail components;
4. Maintain existing recreational trails, including the grooming and maintenance of trails across snow;
5. Restore areas damaged by unauthorized recreational use, long time wear and tear, and natural disasters;
6. Develop trailside and trailhead facilities;
7. Provide features that facilitate the access and use of trails by persons with disabilities;
8. Acquire easements for trails, or for trail corridors;

9. Acquire fee simple title to property from a willing seller when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means;
10. Construct new trails facilities including signage;
11. Maintenance of previous RTP projects that have not been funded within five (5) years of current application;
12. Construction of new trails crossing federal lands if the construction is approved by all State and/or Federal agencies charged with management of the impacted lands. **Applicant must include the NEPA decision document, proof of section 106 compliance, and tribal consultation; as well as a support letter from the agencies involved;**
13. Landscaping of trail facilities only if a relatively small portion of an overall project;
14. Utilities that are directly related to the trail project such as lighting, drinking fountains, horse washing stations, toilets, electric, irrigation etc.
15. Trail Planning: A project proposal solely for the purpose of trail planning is eligible for funding.
16. Archaeological activities: Must relate to impacts from project implementation.

USES NOT PERMITTED

A grantee may not use funds received from the Recreational Trails Program for:

1. The purchase of promotional items such as pens, cups, shoelaces, key chains, baseball caps, paperweights, magnets, matchbooks, patches, t-shirts, scissors, balloons, or buttons. Nor may the value of such items be used as a match for Federal funds.
2. Condemnation of any kind or interest in property;
3. Construction of any recreational trail on federal land that is inconsistent with approved land and resource management plans;
4. Trail Feasibility Studies: Permissible use relates to actual on-the-ground trail projects.
5. Sidewalks or bike lanes: RTP funds should not be used to provide sidewalks along or adjacent to public roads or streets, unless the path or sidewalk is needed to complete a missing link between other recreational trails. Bike lanes in the road are not eligible.
6. Parks: Parks and park-related features such as picnic areas, day use, camping areas, or amphitheaters are not eligible. Trail components or associated facilities must specifically serve the purpose and safe use of the recreational trail.

7. Operations: Trail or park operations are not eligible (annual management and/or maintenance of a facility or area).
8. Law Enforcement costs.

MATCHING REQUIREMENTS

1. There is a required matching share from a grantee. In Nevada, the match requirements are: 20% of a grant request for nonmotorized and education projects and 5% of the amount requested for motorized projects.
2. Federal funds can be used toward the 20% matching share; the total federal share cannot exceed 95% of the total project cost (non-federal funds must provide a minimum of 5% of the total project cost).
3. All match must be directly related to the project in the grant application. If the project covers a broad recreation use, do not include the costs of items or tasks that are not directly related to the project proposal.
4. The matching share may include volunteer labor, in-kind services, cash, materials, and services at fair market value. Do not inflate your match. Match expenditures must meet the same eligibility standards as grant monies.
5. Public trail work days are permissible and the costs (including volunteer hours) can be used as match (volunteer rate valued at \$25.43 per hour, per *Independent Sector*, July 2019).
6. If planning or environmental compliance was done *before* your application was approved, it can be used as *match* (but only if the planning/environmental was done within the 18 months preceding your RTP award). If planning or environmental have not been done by the time of your grant award, they can be covered by the grant.
7. Indirect costs - If the applicant has an ICAP (Indirect Cost Allocation Plan) recognized by a Federal agency, they may claim that percentage of the federal grant amount. They may choose not to claim that amount and use those costs as match. The ICAP must be current and not expired. A copy of the current ICAP documentation must be provided to NDSP.
8. If a grantee does not have an ICAP, they may claim up to 10% *de-minimus* of the federal grant amount. If a grantee wishes to develop an ICAP, it must submit one with this application to State Parks, who will work with FHWA to accept ICAP proposals prior to grant award. The ICAP must be listed in the application budget and must be matched.
9. For the year 2020 grants, trained volunteer hours-in-kind has a value of \$25.43 per hour, for use as match.
10. The 2020 mileage rate is 0.58 cents per mile for gas and maintenance of the vehicle.

DESIGN STANDARDS

Grantees are required to identify the standards used for each trail project. A final inspection will be conducted to ensure that the design standards stated on the application were consistently applied. The final reimbursement will not be released until the project has passed a final inspection, as determined by NDSP.

Bicycle transportation facilities must meet or exceed the guidelines in AASHTO's *Guide for the Development of Bicycle Facilities*. Signs should conform to the *Manual on Uniform Traffic Control Devices* and/or *Standard Highway Signs* (particularly for trails within or crossing highway rights-of-way). The latter manual does allow some variable dimensions for trail signs.

NOTE: All proposed projects that include bicycle transportation paths and routes should be included in both Local and State Bicycle Plans (sidewalks and bike lanes are not eligible).

ENVIRONMENTAL AND CULTURAL REQUIREMENTS

All RTP projects must comply with environmental and cultural resource regulations in order to avoid impacts to historic buildings, archaeological sites, and sensitive ecological areas. More specifically, all projects that use Federal funds are subject to both the National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA). While RTP funds are managed by a state entity (NDSP), they originate with the Federal Highway Administration (FHWA). As a result, RTP projects must comply with both NEPA and NHPA.

This section is designed to guide RTP applicants through the process. Applicants need to understand the general process and be ready to supply particular documents as needed.

To receive an award, it is not necessary for a project to have finished the compliance processes (NEPA and NHPA), but it will improve the chances of getting funded as the project will be more “shovel ready”.

If you are awarded an RTP grant, environmental and cultural compliance must be completed before NDSP can issue a Notice to Proceed.

The processes for each Act often overlap, but in all cases the RTP applicant must first establish whether a Federal agency is involved with the project.

If You Have a Federal Partner

If a Federal agency is involved with your project, it is up to that entity to complete the NEPA/NHPA process. Applicants must contact their Federal partners in order to obtain particular NEPA documents. These documents can take one of several forms:

- *Categorical Exclusion* (CE)
- *Finding of No Significant Impact* (FONSI, which is attached to an Environmental Assessment – EA)

- *Record of Decision* (ROD, which is attached to an Environmental Impact Statement – EIS).

If NEPA was completed within your project area, one (or more) of these documents will be on file with your Federal partners. Please obtain a copy of the document and attach it to the RTP application. There are no further environmental or cultural requirements for the application.

If You Do Not Have a Federal Partner

If your project does not involve any Federal entities, the required NEPA/NHPA clearances were not likely done and you the applicant will need to obtain those clearances.

The primary purpose of the RTP Pre-Application is to assess the clearance issues for each proposed project. The pre-application allows NDSP to provide you with a roadmap for getting your project cleared. Most projects are not complicated and establishing compliance with NEPA/NHPA is neither long nor difficult. However, some projects do occur in or around sensitive environmental and/or cultural areas and it is these projects that require more time, planning, and expense.

NDSP, in cooperation with the FHWA and NDOT, will review your pre-application and provide you with a summary of the actions required for clearance. For NEPA, most projects will not require additional work, although there are some portions of the state in which specific environmental conditions would need to be assessed (e.g., endangered species or hazards such as asbestos).

For NHPA however, most applicants will have to solicit the services of a qualified archaeologist and/or architectural historian. These specialists will identify cultural resources (sites) within the project area and, if resources are present, determine their significance. If cultural resources are present, your project can still go forward, but modification to the project's scope may sometimes be required.

After qualified personnel have surveyed and assessed your project area, a summary is submitted to the Nevada State Historic Preservation Office (SHPO). That office is responsible for representing Nevada's citizens concerning the preservation of our physical history (e.g., archaeology sites and historic buildings). The SHPO will review the manner in which your project affects cultural resources and issue a letter of concurrence.

The process of identifying, assessing, and obtaining concurrence from the SHPO can take several months. NDSP grant staff will provide detailed guidance for navigating this process. Grant staff will explain options for obtaining clearance, a list of firms that conduct such surveys, forms required for SHPO consultation, and other details that will allow you to efficiently obtain NEPA/NHPA clearance.

The first step is to provide detailed information to determine the level of effort needed to comply with Federal obligations. Please provide the following information:

1. Project Area: to determine if an RTP project will impact cultural resources, the project area must be made clear on maps. Officially called the “Area of Potential Effect (APE)”, this boundary is best shown on a topographic map. If providing a topo map, please be sure to include the map name. However, for the RTP application, the project boundary can be depicted on an aerial photo, which is more easily obtained through common websites, apps, and other sources.
2. Ground-disturbing Activity: if the project includes ground disturbance, please make clear the nature and extent of the work. Describe the length, width, and depth of the project activity. For example, if a kiosk is being installed at a trailhead, how deep will the footings go?
3. Land Use (past and present): Were there any past disturbances in the area? What are current conditions like? This information need not be detailed, but NDSP staff appreciates any context that project partners might have.
4. Known Resources: Are there cultural resources already known to be on the property? These would include archaeology sites, as well as any buildings or other objects estimated to be 50 years or older.
5. Photographs: provide a general overview of the project area from different angles and distances. Please include photographs of known cultural resources, as described above.

PROGRAM TECHNICAL ASSISTANCE

Technical assistance is available through NDSP. Grants staff are available to answer questions regarding procedures, completion of required documents (e.g., quarterly reports and reimbursement requests), and other inquiries.

COMMITTEE MEETING AND PRESENTATION

In addition to completing the application, each applicant will be required to attend the RTP committee meeting and present their proposal (either in-person or remotely). The advisory committee consists of both motorized and nonmotorized trail users, government officials, and other representatives of diverse user groups. The agenda for this meeting will be announced shortly after the application deadline (when the total number of applicants is known). The meeting announcement will include information about the required applicant presentation as well.

NOTIFICATION OF GRANT ACCEPTANCE AND FUNDING APPROVAL

The Park and Recreation Program Manager will notify all applicants of grant application acceptance following the application deadline. Following the committee meeting, projects selected for a grant award will be submitted to NDOT and the FHWA for final approval.

Only after NDSP has been notified of NDOT’s and FHWA’s approval will individual grant agreements be approved. Funds will be allocated to projects based on the priority scoring and conditions set forth by the Administrator of State Parks. Eligible projects that do not score high enough to receive funding are eligible to re-apply in another grant round.

No project will be considered active or otherwise eligible for reimbursement until a Notice to Proceed is issued.

PROJECT IMPLEMENTATION

Upon receipt of a fully executed Project Agreement and Notice to Proceed, the grantee shall initiate activities on the project. Costs incurred by grantees *prior* to receipt of a fully executed Project Agreement and Notice to Proceed are not eligible for funding unless specifically authorized as planning or environmental compliance match as described under the “Matching Requirements” section and specifically listed in the funding agreement.

Key Factors in implementing an RTP project:

1. Once approved, the grant application and funding agreement are both part of the binding contract. The grantee shall treat the application as a binding contract and plan the implementation of the project accordingly.
2. The project shall be completed by the date cited in the Project Agreement issued by NDSP to the grantee and is generally not to exceed three years.
3. Project implementation shall include the timely submission of all quarterly progress reports. The grantee shall be aware that NDSP must report the progress of all active RTP projects to the FWHA-Nevada Division office. The NDSP report is based on quarterly reports submitted by grantees. Failure to submit the required quarterly progress reports on a timely basis could affect one’s ability to obtain RTP grants in the future.
4. The Recreational Trails Program is a **reimbursable grant program**. The grantee can only submit requests for reimbursements *after* the costs are incurred, not in advance. Credit for the sponsor’s match can only be awarded after the match has been accomplished and appropriately justified through complete documentation of costs. Grantees may request reimbursement as needed while the project is underway. Costs incurred prior to project approval and issuance of a Notice to Proceed, are not eligible for reimbursement unless authorized as a planning or environmental compliance match, as described in the “Matching Requirements” section. Payments usually take over one month to process.
5. **A reimbursement request MUST be submitted within nine (9) months of project approval, otherwise the project may become inactive and funds may be reallocated to other programs.**
6. Receipts and/or invoices from vendors and proof of payment must support requests for reimbursements. This requirement also applies to match funds.
7. Final requests for reimbursement will be approved only if the match specified in the project application has been fulfilled. 10% of the grant will be withheld until all match is met. Failure to provide match or complete the project can result in repayment of previous reimbursements in full.

8. All requests for reimbursement must be submitted on the Request for Reimbursement form (Appendix C).
9. Deviations from the project scope will require an amendment to the project agreement. The grantee must consult with the NDSP grant staff **before** implementing any changes. After consultation, the grantee shall submit in writing a request to amend the scope. NDSP staff will process the request per the guidelines outlined under “Project Deadlines and Extensions” (page 18). Any amendments to the scope must keep the project within its original intent and funding category. In addition, environmental and cultural compliance must be re-established.
10. Land owned or acquired by the grantee shall maintain a deed restriction which characterizes the property as an outdoor recreational site open, accessible, and maintained for the use and benefit of the general public for ninety-nine (99) years. **Land under ownership or lease by the grantee shall be dedicated as an outdoor recreation trail open, accessible, and maintained for the use and benefit of the general public for a minimum of twenty-five (25) years after the project completion date, as set forth in the Project Agreement.** A lease must not be revocable at will and must contain a clause which enables the grantee to dedicate the land for that period. All deed dedications must be recorded in the public property records by the grantee, or in the case of a nonprofit grantee, by the land owner.
11. The grantee must prove sufficient control and tenure of the project site so that a loss of use will not occur without appropriate mitigation.

FINANCIAL RESPONSIBILITY

The grantee shall be responsible for the financial management of approved projects and shall appoint a financial manager or supervisor who will be responsible for financial administration of the project. The appointed financial manager shall adopt and install the appropriate internal controls to ensure the project is accomplished in the most efficient and economical manner.

PROCUREMENT PROCEDURES

For federal, state, and local agency projects, the internal agency procurement procedures shall apply to all procurement activities and contract work, unless otherwise waived by proper authorities. Please refer to page 20 for more information.

TRAVEL COMPENSATION

Reimbursement to the grantee for travel, meals, or lodging shall be subject to amounts and limitations used by the State of Nevada, as they are amended from time to time. Travel costs should be clearly delineated in the project budget.

ACCOUNTING PROCEDURES

The total reimbursable funds made available for an approved project shall not exceed the approved budget as identified in the project agreement. Grantees shall be reimbursed only for actual expenses made in accordance with the project agreement and project application.

Grantees may recover administrative costs if they have a current ICAP with a cognizant federal agency. Administration costs must pertain to the approved federal project cost and be included in the approved budget.

The grantee shall:

1. Keep adequate records on the particular project.
2. Fully support quarterly reimbursement requests with complete documentation of funds spent and match, such as invoices paid, timesheets, volunteer documentation and copies of checks and submit them in an orderly manner.
3. Provide accounting procedures necessary to assure proper disbursement and accounting for money paid.
4. Base the accounting procedures on generally accepted accounting standards and meet the following minimum requirements unless NDSP agrees to specific exceptions:
 - a) Establishment of separate accounts and supporting documentation. Each project account should be identified by the number assigned to the project by NDSP.
 - b) Identification of all receipts in sufficient detail to show the dates and sources of such receipts. Receipts and/or invoices should be labeled and costs clearly marked as to whether they apply to the grant share or matching share.
 - c) Itemization of all supporting records of project expenditures in sufficient detail to show the exact nature of expenditures.
 - d) When payment is by check, the canceled check should be properly identified and filed. Receipts and/or invoices must support all cash disbursements.
 - e) Do not submit more information than what is required for justification.

The Federal Highway Administration and State of Nevada can audit projects. Records maintained by NDSP are subject to FHWA and state audits as well.

NDSP will maintain all records provided by the grantee until such audits are conducted. The grantee shall retain all project records (including design plans, specifications, contracts, vouchers, etc.) for four years after the completion of the project.

As a grantee of federal funds, each grantee must comply with the audit requirements of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. The Single Audit Act threshold is \$750,000 in federal expenditures. The \$750,000 audit threshold means that state and local governments, and non-profit organizations acting as RTP grantees are required to hire an independent firm to audit them when the *total of all federal grants* awarded to the sponsor in a sponsor's fiscal year reaches \$750,000. In such circumstances, the grantee shall provide NDSP with a copy of the findings of that audit.

Documentation for Sponsor's Matching Share

The same amount of back-up justification is required for match as for reimbursements. If the grantee's matching share includes volunteer labor, the grantee shall keep volunteer sign-in sheets which show the volunteer's name, date worked, number of hours worked, and type of work (i.e., clearing, planting, crew supervisor, equipment operator, etc.).

If "In-Kind Services" or "Hard Cash" are applied as match, the grantee will be required to provide adequate documentation in a format that fully accounts for the services or funds expended. The same amount of back-up justification is required for match as for reimbursements. Donated skilled labor (e.g., carpenter, mason, surveyor, crew supervisor, equipment operator) is valued at the average or regular market rate. Donations of cash, labor, or equipment must also be documented. Timesheets are required for all "work force labor" used as match. Payroll registers are also accepted.

If a construction company is donating equipment or services (e.g., a grader or excavation work) some type of record must be kept indicating both the value and type of donation. For example, the number of hours a grader was in operation and the operator's standard market rate of compensation would have to be documented.

QUARTERLY PROGRESS REPORTS

Grantees shall submit quarterly progress reports (Appendix B) throughout the duration of the grant. Each grantee must submit quarterly progress reports to NDSP on or before January 10, April 10, July 10, and October 10 of each year. The first quarterly report shall be due the first of these four dates that occurs after the issuance of the Notice to Proceed. NDSP shall report the quarterly progress of all active RTP projects to the FHWA Division Office in Nevada.

Grantees who do not submit quarterly progress reports on time may risk losing their grant funds and/or eligibility for future grant awards.

Projects must begin within nine (9) months of the grant award or they can be terminated.

REIMBURSEMENT REQUESTS

Grantees must submit reimbursement requests on the Request for Reimbursement form (Appendix C). Reimbursement requests do not need to be submitted with quarterly reports and can be submitted as often as needed. The first request must be submitted within 9 months after issuance of the Notice to Proceed and at least every 9 months thereafter.

Failure to submit a reimbursement request every 9 months may cause the project to become inactive and at risk of losing their grant funds.

The grantee must demonstrate that both the grant share and the matching share are being met in the proper ratio. For motorized projects, the amount of match submitted should be at least 5% of the amount reimbursed at any given time. For education and diverse projects, the amount of match submitted should be at least 20% of the amount reimbursed at any time.

NOTE: Reimbursement requests undergo a two-step process. First, they are reviewed by NDSP. Second, they are reviewed and processed by the FHWA. While NDSP and its partners regularly review the process and implement new efficiencies, **the reimbursement process can still take several months. Grantees must factor this time into their budget planning.**

CONSTRUCTION COMPLETION AND INSPECTION

At the completion of each project and before the final reimbursement, the grantee will request NDSP to conduct an on-site inspection of the project. The inspection will verify the project was completed per the approved Project Agreement, and all funded items are accounted for. The grantee may be asked to submit a final report, map, and photos demonstrating how the grant deliverables have been met.

Program compliance and project inspections will include, but not be limited to:

- Compliance with specifications and guidelines stated in project application.
- General project compliance and account records.
- Conformance to approved project scope.
- Compliance with environmental and cultural requirements.
- Compliance with design standards.
- Accessibility for persons with disabilities.
- Compliance with project timelines.

RECORD RETENTION

The grantee shall retain all program and financial records for three years after the project is complete. At a minimum, the following records shall be maintained and made available for audit, with copies forwarded to NDSP:

- Payroll register by pay period showing the names, hours worked, hourly rate, benefits, deductions, gross pay and net pay.
- Final Cost Summary of all payroll registers indicating applicable totals.
- Time Sheets signed by both employees and their respective supervisors, including volunteers.
- Receipts/Invoices for purchased materials.
- Receipts/Invoices for all design and construction costs.
- Each receipt/invoice shall include the date paid and check number.
- Canceled checks or copies thereof.

RECREATIONAL TRAIL RESPONSIBILITIES

At the federal level, the administration of the RTP program rests with the FHWA. In Nevada, the FHWA-Nevada Division and NDOT oversees RTP activities. Responsibility for the state's compliance with the terms of the program rests with NDSP. Grantees are responsible for keeping accurate and clear records, and completing each project within the terms of the Project Agreement and Project Application in accordance with all federal and state guidelines, including this handbook.

PENALTIES

Failure to comply with the provisions of this grants manual and other established guidelines may be considered cause for NDSP to cancel the grant, request repayment, or withhold future payments to the grantee until discrepancies are corrected.

PROJECT DEADLINES AND EXTENSIONS

Grantees will be given 36 months to complete an RTP project, with the exception of education projects. **All Education projects must be completed by September 30, 2020.**

Requests for extensions will only be considered if they facilitate completion of a viable project and protect the taxpayers' investment.

NDSP does not guarantee approval of extensions requests. If approved, extensions will be in six-month increments or in increments deemed prudent by NDSP.

Before submitting a request for an extension, all grantees should meet the criteria listed below:

- Submit requests for extensions in writing for receipt by the Recreational Trails Program Manager 3 months before the expiration date of the grant.
- Fully justify requests for time extensions, illustrating unavoidable delays.
- The Federal Highway Administration will not approve extensions and a major scope change. In this instance, the project/grant would be cancelled and the applicant would have to reapply during the next grant cycle, and with a new scope and budget. If grantee has received approval for a minor scope change, NDSP may consider approving an extension.
- To receive favorable consideration for a time extension, the grantee should have submitted timely quarterly progress reports throughout the life of the grant. For reporting purposes, quarterly progress reports submitted after the 10th of the month following the end of the previous quarter are considered late. Quarterly progress reports received after the 15th of the month following the end of the quarter are considered missing.

If an extension is necessary, grantees are strongly encouraged to determine how much time it will take to complete the project and request one extension accordingly. Multiple time extensions will only be considered if:

- Significant progress was made throughout the life of the project, including during the first extension.
- The grantee encounters problems caused by external factors completely beyond their control (new regulatory requirements, catastrophic events).
- Unforeseen circumstances arise during construction (physical, site specific problems).

TERMINATING A GRANT

A grant award agreement may be terminated for the following reasons:

Termination without Cause

Any discretionary or vested right of renewal notwithstanding, an agreement may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

State Termination for Non-appropriation

The State may terminate an agreement if, for any reason, the Contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired. In such a circumstance, the Grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein).

Cause Termination for Default or Breach

A default or breach may be declared with or without termination. An agreement may be terminated upon written notice of default or breach as follows:

1. If Grantee fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, documentation, or services within the time requirements specified in the agreement and its amendments; or
2. If any authorization, waiver, permit, qualification or certification required of the grantee to complete the project is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
3. If Grantee becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
4. If it is found by the State that any quid pro quo or gratuities were offered or given by Grantee (or any agent or representative of Grantee) to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment; or
5. If it is found by the State that Grantee has failed to disclose any material conflict of interest relative to the performance of the grant agreement.

Period for Corrections

Termination upon a declared default or breach may be exercised only after service of formal written notice and the subsequent failure of the defaulting party (within 15 calendar days of receipt of that notice) to provide evidence, satisfactory to the State, showing that the declared default or breach has been corrected.

Settling Affairs upon Termination

In the event of termination of this contract for any reason, the parties agree that the provisions of this paragraph survive termination:

1. The grantee shall account for and be responsible for all claims for fees and expenses for the project as identified in the project agreement;
2. Grantee shall preserve, protect and promptly deliver into State possession all proprietary information;

3. In the case of Cause Termination for Default or Breach, the Grantee will reimburse NDSP all federal grant monies previously received through the RTP program for the project in question.

Remedies

Except as otherwise provided for by law or this handbook, which will become of part of the grant agreement contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation \$154.36 per hour for State-employed attorneys. The State may set off consideration against any unpaid obligation of Grantee to any State agency in accordance with NRS 353C.190.

FEDERAL GUIDANCE

Please refer to the following links for financial guidance related to the RTP grant program.

http://www.fhwa.dot.gov/environment/recreational_trails/guidance/financial_management/

http://www.fhwa.dot.gov/environment/transportation_enhancements/guidance/allowcosts.cfm

http://www.fhwa.dot.gov/environment/recreational_trails/legislation

**APPENDIX A
EXAMPLE AGREEMENT**

**STATE OF NEVADA
NDSP
Recreational Trails Program Project Agreement**

FHWA RECREATION TRAILS PROGRAM, CFDA 20.219	
Project Sponsor: Trail Blazers, Inc.	Project Number: FY 2020-06 Federal Grant Share Source: Z940
Project Name: Ridge Runner Trailhead	
Period Covered by Agreement: From: Date of Notice to Proceed To: 12/31/2020	
Scope of Work: Development of a trailhead with two panel kiosk and 3 directional signs and carsonite/stickers. 5 yards of gravel for parking area and ADA parking signs. Design, purchase and installation of one trail map panel for inside kiosk. Standards applied to this project: USFS Standard Specifications for Construction & Maintenance of Trails, Universal Access to Outdoor Recreation – A Design Guide	
Total Project Cost: \$ 125,765 See: Attachment A –Budget	Federal Grant Share: <u>\$ 76,206</u> <u>61%</u> Matching Share: \$ 49,559 39%
The following attachments are hereby incorporated into this agreement: <ul style="list-style-type: none"> • Project scope (from application) • Project budget (from application) 	
This Agreement and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.	

The project sponsor agrees to submit quarterly progress reports. Reports must be submitted to the Nevada Division of State Parks on the forms provided by the Division on the dates listed below, in accordance with Nevada's FY 2018 Recreational Trails Program Manual.

Requests for reimbursement may be submitted at any time, but must be at least every 9 months after the Notice to Proceed is issued.

Quarterly Report Due Dates:

1 st quarter	January 1 through March 31	Report due:	April 10
2 nd quarter	April 1 through June 30	Report due:	July 10
3 rd quarter	July 1 through September 30	Report due:	October 10
4 th quarter	October 1 through December 31	Report due:	January 10

The grant recipient shall:

1. Keep detailed records on the particular project.
2. Fully support reimbursement requests with complete documentation of funds spent and match, such as invoices paid, timesheets, wage rates, volunteer documentation and copies of cancelled checks.
3. Forward copies of the documentation to the Division of State Parks with each quarterly reimbursement request for inclusion in the project's permanent file.
4. Provide for accounting procedures necessary to assure proper disbursement and accounting for moneys paid.
5. Base the accounting procedures on generally accepted accounting standards and meet the following minimum requirements unless the Division of State Parks agrees to specific exceptions.
 - a) Establishment of separate accounts and supporting documentation. Each project account should be identified by the number assigned to the project by the Division of State Parks.
 - b) Identification of all receipts in sufficient detail to show the dates and sources of such receipts. Receipts and/or invoices should be labeled whether they apply to the grant share or matching share.
 - c) Itemization of all supporting records of project expenditures in sufficient detail to show the exact nature of expenditures.
 - d) When payment is by check, the canceled check should be properly identified and filed. Receipts and/or invoices must support all cash disbursements.

Incomplete requests may be returned and will need to be resubmitted.

Non-Federal entities that expend \$750,000.00 or more in a year in total Federal Awards must comply with *OMB Circular No. A-133*.

Land owned by the grantee, or in the case of a nonprofit grantee or governmental entity, which is acquired with RTP funds, shall have a deed restriction upon said property as an outdoor recreational site open, accessible and maintained for the use and benefit of the general public for ninety-nine (99) years. Land under ownership of the grantee or controlled such as by lease, upon which RTP funding for trail access development or maintenance is being used, shall be dedicated as an outdoor recreation trail open, accessible and maintained for the use and benefit of the general public for a minimum of twenty-five (25) years after the project completion date as set forth in the Project Agreement. A lease must not be revocable at will and must contain a clause which enables the grantee to dedicate by deeded easement, the land for the twenty-five (25) year period. All deed dedications must be recorded in the public property records by the grantee, or in the case of a nonprofit grantee, by the land owner.

The grantee must have and prove sufficient control and tenure of the project site that a conversion of use will not occur without appropriate mitigation to the satisfaction of the Division of State Parks and FHWA.

The State of Nevada hereby promises, in consideration of the promises made by the Project Sponsor herein, to take the necessary steps and action and to attempt to enter into an agreement with the Federal Highway Administration to obtain Federal Money for that portion of the project referred to as Federal Assistance, to accept

such funds from the United States and to tender to the Project Sponsor that portion of the obligation which is required as the Federal Grant.

The Project Sponsor hereby promises, in consideration of the promises made by the State of Nevada herein, to execute the project described above in accordance with the terms of this agreement and as described in the Nevada Recreational Trails Program Grants Manual.

In witness whereof, the parties hereto have executed this agreement as of the date below:

STATE OF NEVADA		GRANTEE	
By:	Jane Doe	By:	Jack Moe
_____		_____	
Signature		Signature of Representative	
_____		_____	
Jane Doe		Jack A. Moe	
Typed Name		Typed Name	
_____		_____	
State Trails Coordinator		Trail Blazers, Inc.	
Title		Name of Board/Commission/Agency	
_____		_____	
6/24/2020		6/23/2020	
Date		Date	

Reimbursement checks should be made payable to:

Name of Agency/Individual: Trail Blazers, Inc.
Address: 785 Lightning Fast Construction Lane
City, State, Zip: Carson City, NV 89701
DUNS #: 09876668
Tax Identification #: 88-6987098

**APPENDIX B
EXAMPLE QUARTERLY REPORT**

**RECREATIONAL TRAILS PROGRAM
QUARTERLY PROGRESS REPORT**

Project Number: 2020-06 Grant Expiration Date: 12/31/2020
Project Name: Ridge Runner Trailhead
Contact: Jack A. Moe
Phone Number: 775-333-9999
Date Submitted: 7-7-17

Submission Period (*Check one*): January 1- March 31 (due April 10)
 April 1- June 30 (due July 10)
 July 1- September 30 (due October 10)
 October 1- December 31 (due January 10)

Quarterly Progress: (*Narrative description of work accomplished this quarter as it pertains to the scope of work.*)

Gravel, kiosk and all signs purchased and installed. Design underway for panel, (draft is enclosed)

**APPENDIX C
EXAMPLE REIMBURSEMENT**

REQUEST FOR REIMBURSEMENT

(Submit this form **only** if requesting reimbursement and/or match)

Project # 2020-06.

Dates This Request Covers From: July 30, 2020 to December 31, 2020.

INSTRUCTIONS

1. Complete each blank.
2. **Round to the nearest dollar—do not show decimals on top table.**
3. Attach receipts, copies of checks or vouchers documenting proof that payment has been made for this reimbursement request. Documentation must be clearly marked as match or reimbursement.
4. The grantee must demonstrate that both the grant share and the matching share are being met in the proper ratio. The applicant must submit sufficient match so that the match total in Column F is equal (or more than) the match percentage in Column C.

A	B	C	D	E	F	G
Grant Award			Requests for Reimbursements			Balance Remaining (B-F)
Type	Amount	%	This Request	Previous Requests	Total (D + E)	
Grant	\$50,000	83%	\$ 1,724	\$ 100	\$ 1,824	\$ 48,176
Match	\$ 10,000	17%	\$ 2,839	\$ 100	\$ 2,939	\$ 7,061
Total	\$ 60,000	100%	\$4,563	\$ 200	\$ 4,763	\$ 55,237

Please **list** invoices and amounts and other documentation.

Grant Share Request:

Please provide an itemized list of expenditures applied toward the grant share for this request. (Please, only information pertinent to the reimbursement justification) Please **list** invoices and amounts here and attach backup documentation/copies

11/24/20	CC Building permit	\$1,320.00
12/03/20	Vital Signs	\$404.00
	TOTAL	\$1724.00

Matching Share:

Please provide an itemized list of expenditures applied toward the matching share for this request. (Please, only information pertinent to the match justification)

12/30/20	CC Building Permit	\$2,786.86
12/17/20	Lowes	\$51.85
	TOTAL	\$2,838.71

(note that this is rounded to nearest on the uppermost table (\$2,839))

Jack A. Marshall
Signature

June 31, 2020
Date

APPENDIX D
EXAMPLE OF DOCUMENTING IN-KIND VOLUNTEER LABOR - MATCH SHARE

Volunteer Sign-In Sheet –Ward Charcoal Ovens State Historic Trail

Name	Date	Assignment	Hours	Rate	Total
J. Smith	11-5-18	Clear brush	8	\$15	\$120
	11-10-18	Clear brush	8	15	120
	11-20-18	Remove debris	8	15	120
	12-1-18	Clear brush	8	15	120
	12-5-18	Clear brush	8	15	120
	12-12-18	Clear brush	8	15	120
S. Jones	11-5-18	Clear brush	8	\$15	120
	11-10-18	Trail work	8	15	120
	12-1-18	Trail work	8	15	120
	12-5-18	Trail work	8	15	120
	12-12-18	Trail work	8	15	120
B. Brown	11-5-18	Clear brush	8	\$15	120
	11-15-18	Trail work	8	15	120
	12-1-18	Trail work	8	15	120
	12-5-18	Remove debris	8	15	120
	12-12-18	Remove debris	10	15	120
K. Wilson	11-5-18	Remove debris	8	\$15	120
	11-12-18	Remove debris	8	15	120
	11-13-18	Clear brush	8	15	120
R. Davis	11-5-18	Construct kiosk	8	\$15	176
	11-6-18	Construct kiosk	8	15	176
	12-1-18	Construct kiosk	8	15	176
	12-5-18	Construct kiosk	8	15	176
	12-12-18	Construct kiosk	10	15	220
C. Freeman	11-5-18	Crew leader	8	\$15	176
	11-6-18	Crew leader	8	15	176
	11-10-18	Crew leader	8	15	176
	11-15-18	Crew leader	8	15	176
	12-1-18	Crew leader	8	15	176
	12-5-18	Crew leader	10	15	220
	12-12-18	Crew leader	10	15	220
TOTALS					\$4554

APPENDIX E
EXAMPLE OF APPROVED BUDGET

(ALWAYS ROUND CENTS UP OR DOWN TO THE NEAREST DOLLAR)

Budget

Applicant: **Trail Blazers, Inc.** _____

Project Name: **Ridge Runner Trailhead** _____

Item Description	Grant	Match	Total
Design and Engineering Costs: 1. Project Design & Brochure Layout	\$3,400	\$0	\$3,400
Salaries or actual costs 1. Brochure design: 80 hrs @\$22=\$1,760 2. In-kind labor: 220 hrs @\$22= \$4,840 3. Travel Costs: 160 mi x \$1.70= \$272	\$0	\$6,872	\$6,872
Volunteer or donated labor 1. 2,640 hrs unskilled labor @\$15/hr=\$39,600 2. 117 hrs skilled labor@\$23.56/hr=\$2,757	\$0	\$42,357	\$42,357
Special Service Purchase Contract 1. Brochures-NV State Printer = \$1,800 2. Design & Fabricate 4-18x24 Interpretive Panels = \$1,233	\$3,033	\$0	\$3,033
Purchase or rental of equipment: 1. White Pine County – Dump truck	\$	\$515	\$515
Construction Contract-for bridge installation	\$22,000	\$0	\$22,000
Purchase of Materials 1. Trail side benches: 6 x \$252.84 = \$1,517 2. 3 bridges: 3 x \$9,700 = \$29,100 3. Trail traffic counter: \$1,809 4. Carsonite trail markers: \$2,847 5. Kiosk: \$927 6. 4 sets of mounting hardware: \$244 7. Base material; 300cuy@ \$22 = \$6600 8. Pavers: 2200 at \$1.77=\$3,894 7. Misc. materials: \$835	\$47,773	\$0	\$47,773
Other (be specific)			
TOTAL	\$76,206	\$49,744	\$125,950

APPENDIX F
PRIORITIES FROM THE 2016 NEVADA COMPREHENSIVE OUTDOOR RECREATION PLAN

Priority 1

Maintain and rehabilitate existing facilities

Keep older and other existing facilities (restrooms, trails, signs, etc.) in proper working order and looking good.

Priority 2

Ensure safety

Ensure that all facilities are safe as possible and reduce conflicts between users (hiker-equestrian-biker-OHV).

Priority 3

Increase connectivity between trails, facilities, and other locations

Make sure that trails and paths are connected, making an inter-linked system for hikers, bikers, riders, and others to explore.

Priority 4

Engage youth

Encourage children, young adults, and families to explore the outdoors more frequently.

Priority 5

Develop new facilities

Build new restrooms, trails, signs, and other amenities in areas that need them.

Priority 6 (tie)

Integrate with economic security and growth

Develop outdoor recreation opportunities that help local and/or regional economies grow.

Priority 6 (tie)

Conserve water and habitat

Build new facilities and restore older ones with water and habitat conservation in mind.