



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

Assistance Listing Number (formerly CFDA) 20.219

Please review this handbook before proceeding with an application.

For assistance, please contact:

**Elyse Jolly
Park & Recreation Program Manager
(775) 684-2775
emjolly@parks.nv.gov**

**Tamara O'Brien
Grants & Projects Analyst II
(775) 684-2784
tamara.obrien@parks.nv.gov**



Nevada Division of State Parks (NDSP)
Department of Conservation and Natural Resources

Joe Lombardo
Governor, State of Nevada

James Settelmeyer, Director, Department of Conservation and Natural Resources

Bob Mergell
Administrator, NDSP

Janice Keillor
Deputy Administrator, NDSP

Jonathan Brunjes
Deputy Administrator, NDSP

The policy of the Department of Conservation and Natural Resources is to fully comply with the intent of Title VI of the Civil Rights Act of 1964. Title VI provides that no person in the United States shall, on grounds of race, color, or national origin, be excluded from participating in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

TABLE OF CONTENTS

Quick Facts	4
Recreational Trails Program Summary	4
Distribution of Funds	5
Project Categories	6
Permissible Uses	7
Uses Not Permitted	9
Matching Requirements	9
Design Standards	10
Environmental and Cultural Requirements	10
Program Technical Assistance	13
Committee Meeting and Presentation	13
Notification of Grant Acceptance and Funding Approval	13
Project Implementation	14
Financial Responsibility	15
Procurement Procedures	15
Travel Compensation	16
Accounting Procedures	16
Quarterly Status Reports	18
Claim Requests	18
Construction Completion and Inspection	18
Record Retention	19
Recreational Trails Responsibilities	19
Penalties	19
Project Deadlines and Extensions	19
Terminating a Subgrant	20
Federal Guidance	22
 Appendix A: Implementation Matrix from the 2022 – 2026 Nevada Statewide Comprehensive Outdoor Recreation Plan (SCORP)	 23

QUICK FACTS

Pre-Applications Open:	July 3, 2025
Pre-Applications Due:	August 4, 2025 @ 5:00 PM (PST)
Full Applications Open:	August 6, 2025 (Via NDSP Staff Notification-Tentative)
Applications Due:	October 13, 2025 @ 5:00 PM (PST)
Committee Meeting:	January 6-8, 2026 (Tentative Dates)
Meeting Location:	Richard Bryan Building (Tentative Location) 901 S. Stewart St. Carson City, NV 89701 (Virtual Meeting Option Will Also Be Provided)
Available Funding:	Approx. \$1,250,000, final amount based on 2025 Apportionment
Permissible Uses:	New trail construction Trail restoration/maintenance 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 planning documents
Grants available to:	Governmental agencies Non-profit organizations Tribal governments
Match Requirements:	20% of total costs for nonmotorized and education projects 5% of total costs for motorized projects

RECREATIONAL TRAILS PROGRAM SUMMARY

The Recreational Trails Program (RTP) is a federally assisted, State-administered reimbursable grant 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). NDOT remains in the oversight role, while NDSP is responsible for day-to-day program administration.

States may distribute funds in the form of grant agreements 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.

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 to NDSP staff on projects to be awarded funding. NDSP staff will consider committee rankings and recommendations before selecting award recipients and determining final award amounts. Committee members are selected for their knowledge and expertise related to motorized and nonmotorized trail projects and may be employees of partnering government agencies or other trail user group representatives selected from the community at-large.

Applicants may submit more than one application each funding cycle. In addition, applicants may be the lead on one application and contribute as a partnering organization for others. However, subrecipient s should prioritize their own projects if they are submitting multiple applications since they will be competing against themselves.

All application materials are required to be submitted through the online NDSP Grant Management system – [WebGrants](#). **Applications submitted in other formats via mail or e-mail will NOT be accepted.** RTP applications are submitted in two phases – (1) pre-application and (2) final application. The pre-application form provides a brief overview of the proposed scope of work, project location, and estimated budget. Pre-applications are reviewed by NDSP staff to determine general project eligibility. Following pre-application review, eligible applicants receive notification that they may complete the full and final application form in WebGrants. Final applications are reviewed and scored by the Advisory Committee. Final applications with missing or incomplete information will not be forwarded to the Advisory Committee for review and will be removed from funding consideration.

DISTRIBUTION OF FUNDS

NDSP anticipates that the Fiscal Year 2026 RTP apportionment for Nevada will be approximately **\$1,250,000** based on the 2025 apportionment.

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% (~\$60,000) 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.

PROJECT CATEGORIES

There are seven (7) categories of RTP projects that have been developed to aid applicants in describing their projects and to assist the RTP committee in assessing the potential impact projects might have. All categories are tracked into one of three application options in WebGrants – Education, Motorized & Diverse, or Planning. The funding categories are defined as:

Category 1 - Educational. Complete Education WebGrants Application.

Education projects may be allocated at 5% of the annual RTP apportionment and are funded at the discretion of the State based on applicant interest, overall need and the number 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/or use of recreational trails. Educational programs must be completed by September 30th in the year that they were awarded.

Category 2 - Nonmotorized for single use. Complete Motorized & Diverse WebGrants Application.

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, birdwatching, 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. Complete Motorized & Diverse WebGrants Application.

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). Complete Motorized & Diverse WebGrants Application.

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. Complete Motorized & Diverse WebGrants Application.

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. Complete Motorized & Diverse WebGrants Application.

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.

Category 7 - Planning. Complete Planning WebGrants Application.

These projects compete for funds available for either the motorized or diverse use categories. Allowable planning activities include costs associated with the design and layout of trails and trailheads and required environmental and cultural clearance activities.

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
Project Planning	Trail planning and design, environmental/cultural clearances	Planning

PERMISSIBLE USES

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

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

1. Provide for trail related educational programs, completed and reimbursed by **September 30** of the Federal Fiscal Year in which funds were awarded.

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, including 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 state/federal lands, if the construction is approved by all State and/or Federal agencies charged with management of the impacted lands. **If available, applicant must include NEPA decision documentation, proof of Section 106 compliance, and tribal consultation; as well as a support letter from the agencies involved.** If NEPA/Section 106 have not been completed for a project, it may still be eligible for RTP funding. However, these clearances must be completed prior to any ground disturbing project activities. A "Notice to Proceed" will not be issued by NDSP staff until required clearances are completed and reviewed.
13. Landscaping of trail facilities, but only as a relatively small portion of an overall project. Eligibility of landscaping costs will be determined by NDSP staff with assistance from the Advisory Committee.
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. Proposals solely for the purpose of trail planning are eligible for funding and will be scored accordingly.
16. Cultural resource activities: Must relate to impacts from project implementation.

USES NOT PERMITTED

A subrecipient **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, stickers, balloons or buttons. **Nor may the value of such items be used as a match for federal funds.** The purchase of Personal Protective Equipment (PPE), including clothing, is allowable, however.
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, including eligible planning and assessment activities.
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 within a 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.
9. Use of Nevada RTP funds outside of Nevada.

MATCHING REQUIREMENTS

1. There is a required matching share from each subrecipient. 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 (Land and Water Conservation Fund, for example) 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. **Match expenditures must meet the same eligibility standards as grant monies.** Do not inflate projected match. Proposals that exceed required match amounts will NOT be scored higher than proposals that meet required match amounts.
5. Public trail workdays are permissible and the costs (including volunteer hours) can be used as match (volunteer rate valued at \$34.79 per hour, per [Independent Sector](#), April 23, 2025).
6. Planning or environmental compliance activities completed prior to application approval can be used as match, but only if completed within the 18 months preceding the RTP award agreement.
7. Indirect costs – If the applicant has an Indirect Cost Allocation Plan (ICAP) recognized by a Federal agency, they may claim that percentage of the federal grant amount. The ICAP must be current and not expired. A copy of the current ICAP documentation must be provided to NDSP.
8. If a subrecipient does not have an ICAP, they may claim up to 15% *de minimis* of the federal grant amount (Title 2 CFR 200.414(f)).
9. Vehicle use related to project work and transportation is allowable as a source of match. Subrecipients must use the State of Nevada approved mileage rate which will be released every January. The current mileage rate is 0.70 cents per mile for gas and maintenance of project vehicles. **Subrecipients are responsible for knowing the current mileage rate and must check for updates to the mileage rate.**

DESIGN STANDARDS

Subrecipients are required to identify the standards to be used for each trail project. Once the project is completed, 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 the final inspection, as administered by NDSP and reviewed by NDOT.

Bicycle transportation facilities must meet or exceed the guidelines in American Association of State Highway and Transportation Officials (AASHTO) [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 unless as specified above).

ENVIRONMENTAL AND CULTURAL REQUIREMENTS

All RTP projects must comply with environmental and cultural resource regulations to avoid impacts to historic buildings, archaeological sites, and sensitive ecological areas. More specifically, all projects that use federal funds or are on federal land are subject to both the National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA). While RTP funds are managed by state entities (NDOT and NDSP), they originate with the FHWA. **As a result, all 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 specific documents as required.

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 under the Motorized/Diverse categories as the project is considered more “shovel ready”. Clearance activities are eligible under the Planning category, however, and applications may be submitted to assist with NEPA and/or NHPA. Costs associated with obtaining clearance surveys and reports are also eligible for match, provided they occur within 18 months prior to the RTP award agreement or during the eligible active project period.

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

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.

Pre-applications also allow NDSP staff to anticipate clearance issues for each proposed project and to start discussions with applicants on clearance requirements and timelines. All applicants should factor clearances into project timelines and budgets. Projects that do not require any ground disturbing activities, such as educational, planning or maintenance of established trails, can be cleared in as little as 2-3 months. Projects that occur in or around sensitive environmental and/or cultural areas will take much longer to clear and could result in projects being delayed by one to several years. Applicants should contact NDSP staff early in the planning process to determine the feasibility of such projects.

NDSP staff, in coordination with the FHWA and NDOT policies and processes, will review pre-applications and summarize 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 compliance, applicants must ensure that Section 106 is completed. Section 106 of the NHPA is required any time a project is occurring on federal land or receiving federal funds. Section 106 requires Federal agencies and their designees to consider the effect of projects they carry out, approve, or fund on historic properties. For the Section 106 process, historic properties are defined as a prehistoric or historic district, site, building, structure, or object, such as artifacts, records, and remains, that are included in or eligible for inclusion in the National Register of Historic Places (NRHP). Because of Section 106, federal agencies and their designees must ensure that preservation values are factored into projects, and they must assume responsibility for the consequences of the projects they carry out, approve, or fund. Since RTP funds are pass-through dollars from FHWA, that means all RTP projects must complete cultural clearances and undergo Section 106 review.

For most RTP applicants, it will be necessary to solicit the services of a qualified archaeologist, architectural historian, and/or cultural resources management (CRM) firm to complete the cultural resource requirements. These specialists will identify cultural resources (ex. archaeological sites and or extant resources such as historic buildings or districts) 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. Applicants should be aware of this requirement and build cultural resource planning into their initial project scope and budget, as projects will not receive a Notice to Proceed until this process is completed. Due to limited staff time, NDSP can no longer offer cultural resource clearance services, but will provide recommendations to applicants on qualified service providers upon request.

After qualified personnel have surveyed and assessed your project area, a cultural resources survey report will be completed and submitted to the applicant. The applicant is then required to provide the completed cultural resources survey report to NDSP staff. NDSP staff will then work with NDOT staff to submit the necessary documentation and copy of the cultural resources survey report to the Nevada State Historic Preservation Office (SHPO). The SHPO is responsible for representing Nevada's citizens concerning the preservation, documentation, and use of cultural resources in Nevada. The SHPO educates the public about the importance of cultural heritage so that Nevada's historic and archaeological properties are preserved, interpreted, and reused for their economic, educational, and intrinsic values for future generations to appreciate. The SHPO is also responsible for providing review and compliance of cultural resource surveys for Section 106 compliance. The SHPO's review and compliance staff work with federal agencies, state agencies, municipalities, regional authorities, and private property owners to review projects for potential impacts to historic properties under the authority of Section 106 of the NHPA. The SHPO will review your project for its affects to cultural resources.

The process of identifying, assessing, and obtaining concurrence from the SHPO can take several months. Once consultation is successfully completed, the SHPO will then issue a letter of concurrence. NDSP grant staff will provide detailed guidance and assistance 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 (topo) 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 archaeological 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.

RIGHT-OF-WAY CERTIFICATION

All RTP projects are required to receive right-of-way certification via NDOT as the program is overseen by NDOT and managed by NDSP. **As a result, all RTP projects must comply with NDOT’s Right-of-Way certification.** The Right-of-Way certification identifies how the proposed project may affect railroads, utilities and NDOT rights-of-way. As part of the application process, applicants will answer a series of questions that will assist NDSP staff in developing the appropriate right-of-way certification form that will be reviewed and approved by NDOT’s Right-of-Way Division.

PROGRAM TECHNICAL ASSISTANCE

Technical assistance is available through NDSP grants staff (contact information on cover page) who are available to answer questions regarding procedures, completion of required documents (e.g., quarterly status reports and claims), and other RTP related inquiries.

COMMITTEE MEETING AND PRESENTATION

In addition to completing and submitting pre- and final applications, each applicant will be required to present their project proposals to the RTP Advisory Committee during the annual meeting held in the fall/early winter of each year. The RTP 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 final application submission deadline once the number of presentations is known. The meeting announcement will include information about the required presentation, meeting location and remote access options. Applicants will also be contacted directly via e-mail with relevant meeting and presentation information.

NOTIFICATION OF GRANT ACCEPTANCE AND FUNDING APPROVAL

Following the Advisory Committee meeting, a preliminary list of anticipated projects selected for funding awards will be released. Each project will then be submitted to NDOT and the FHWA for final reviews and approval.

Only after NDSP has been notified of NDOT's and FHWA's approval and all clearances have successfully been completed will individual subrecipient 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 subrecipient shall initiate activities on the project. Costs incurred by subrecipients *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 finalized project scope of work (SOW), detailed budget and executed funding agreement are all part of a binding contract. Subrecipients 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 subrecipient and is generally not to exceed three years.
3. Project implementation shall include the timely submission of all quarterly status reports. The subrecipient shall be aware that NDSP must report the progress of all active RTP projects to NDOT on a quarterly basis. The NDSP report is based on quarterly status reports submitted by subrecipients. Failure to submit the required quarterly status reports on a timely basis could affect one's ability to obtain RTP grants in the future and may prevent processing of submitted claim requests until delinquent reports are received.
4. The Recreational Trails Program is a **REIMBURSABLE grant program**. The subrecipient can only submit claim 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. Subrecipients 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, and a minimum of every nine (9) months afterward, otherwise the project may become inactive with NDOT/FHWA. If a project becomes inactive, the subrecipient may be forced to forfeit any unspent funds which will then be reallocated to other subrecipients at the discretion of NDSP staff.**
6. Receipts and/or invoices from vendors, purchase orders, copies of bids/quotes, along with proof of payment (in the form of canceled checks, receipts, bank statements, etc.) must be provided as supporting documentation for reimbursement claims. **This requirement also applies to funds and other items reported as match.** Additional information on supporting documentation is outlined in all RTP award agreements and may be amended at any time by supplementary guidance from NDSP, NDOT, or FHWA.
7. Final claims for reimbursement will be approved only if the match specified in the project application has been fulfilled. Up to 10% of RTP funds may 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 claims for reimbursement must be submitted via the WebGrants online portal via the claims section. Instructions for the submittal of claims will be provided by NDSP staff prior to the end of each fiscal quarter via email.
9. Deviations from the approved project scope of work or budget will require an amendment to the funding agreement. The subrecipient **must** consult with the NDSP grant staff **before** implementing any changes. After consultation, the subrecipient shall submit a completed project change request form via email to amend the scope or budget. NDSP staff will process the request per the guidelines outlined under “Project Deadlines and Extensions” (page 18). Any amendments to the scope of work or budget must keep the project within its original intent and funding category.
10. Land owned or acquired by the subrecipient 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 subrecipient 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 subrecipient to dedicate the land for that period. All deed dedications must be recorded in the public property records by the subrecipient, or in the case of a non-profit subrecipient, by the landowner and a copy must be provided to NDSP for their records before a Notice of Proceed will be approved. Transmittal letters provided by the applicant as a required part of the application should address the above land ownership/control requirements.
11. The subrecipient 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 subrecipient 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 and in accordance with 2 CFR Part 200.

PROCUREMENT PROCEDURES

For all projects, when it comes to sourcing supplies, equipment, construction, contracts or services, subrecipients (anyone receiving RTP funding) are required to follow procurement standards and guidelines set forth in [2 C.F.R. Part 200, §§ 317 through 327](#). Pursuant to 2 C.F.R. § 200.317, when procuring property and services under a Federal award and the State and our subrecipients must follow the same policies and procedures used for procurements from our non-Federal funds.

TRAVEL COMPENSATION

Reimbursement for eligible transportation, per diem, and lodging expenses shall be subject to amounts and limitations used by the State of Nevada, which are based on federal [General Services Administration](#) rates. Subrecipients are responsible for keeping current on allowable reimbursement rates and should clearly itemize travel costs in the project budget and provide appropriate supporting documentation when submitting a claim. For mileage expenses, mileage logs and maps must be maintained and provided for reimbursement. For an example of an acceptable mileage log and supporting map, please contact NDSP staff.

ACCOUNTING PROCEDURES

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

Subrecipients 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 subrecipient shall:

1. Keep adequate records on the awarded project.
2. Fully support and mathematically correct quarterly claim requests with complete documentation of funds spent and match, such as invoices paid, copies of purchase orders, bids/quotes supporting provided costs and how those were achieved, timesheets, volunteer documentation and proof of payment such as copies of canceled checks, bank statements, etc. and submit them in an orderly and timely manner.
3. Provide accounting procedures necessary to assure proper disbursement and accounting for money paid.

4. Base the accounting procedures on Generally Accepted Government Accounting Standards (GAGAS) 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. Failure to complete this step will result in a delay in processing claim requests.
 - 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 FHWA and the State of Nevada can audit projects. Records maintained by NDSP and NDOT are subject to FHWA and state audits. Per Title 2 of the Code of Federal Regulations (CFR) section 200.328 requires the Nevada Division of State Parks (NDSP) to be responsible for oversight of the operations of any federal award supported activities and must monitor NDSP and NDSP's subrecipient's activities under the federal award to assure compliance with applicable federal requirements and performance expectations are being achieved. Monitoring by NDSP must cover each program, function, or activity. NDSP is currently developing a monitoring policy that will be implemented in the future. The subrecipient monitoring program is designed to meet the federal requirement of Subpart F—Audit Requirements as outlined in Title 2 CFR-Part 200. The Subrecipient Monitoring Program will review the administrative, programmatic, and financial activities related to the administration and compliance requirements of federal and state laws, regulations, and grant programs. The monitors will be inclusive of both fiscal and programmatic activities. The monitor will be comprehensive and include all sub-granted funds (federal and state) received by the subrecipient during the prior state fiscal year. This reduces the burden on the subrecipient and allows continuity of the monitoring report.

NDSP will maintain all records provided by the subrecipient until such audits are conducted. The subrecipient shall retain all project records (including design plans, specifications, contracts, vouchers, etc.) for three years after completion of the project and final reimbursement in accordance with CFR section 200.334.

As a subrecipient of federal funds, each subrecipient 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 \$1,000,000 in federal expenditures. The \$1,000,000 audit threshold means that state and local governments, and non-profit organizations acting as RTP subrecipient are required to hire an independent firm to audit them when the *total of all federal grant funds expended* by the sponsor in a sponsor's fiscal year reaches \$1,000,000. In such circumstances, the subrecipient shall provide NDSP with a copy of the findings of that audit. Failure to provide the most recent single audit may result in a delay in processing submitted claims for reimbursement.

Documentation for Sponsor's Matching Share

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

If "In-Kind Services" or "Hard Cash" are applied as match, the subrecipient 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 based on time and effort reporting 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. NDSP has examples of forms that can be used to document match expenses, please contact NDSP grants staff for further information.

Sufficient match is required for the processing of any requested claim. If sufficient match is not provided for the submitted reimbursement request, the claim will be returned to the subrecipient for correction.

QUARTERLY STATUS REPORTS

Subrecipients shall submit quarterly status reports via WebGrants throughout the duration of the grant. **Status reports submitted in other formats via mail or e-mail will NOT be accepted.** Each subrecipient must submit quarterly status reports to NDSP on or before January 10, April 10, July 10, and October 10 of each year. The first quarterly status 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 NDOT.

Subrecipients who do not submit quarterly status 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 funding can be terminated.

CLAIM REQUESTS

Subrecipients must submit claim requests through WebGrants on either a monthly or quarterly basis. **Claim requests submitted in other formats via mail or e-mail will NOT be accepted.** The first Claim 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 claim request every 9 months may cause the project to become inactive and at risk of losing all funding.

The subrecipient 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 multi-step process. First, they are reviewed by NDSP staff. Second, they are reviewed and processed by NDOT and then sent back to NDSP. NDSP then submits the claims to FHWA for review. While NDSP and its partners regularly review the process and implement new efficiencies, **the reimbursement process can still take several months.**
Subrecipients must factor this time into their budget planning.

CONSTRUCTION COMPLETION AND INSPECTION

At the completion of each project and before the final reimbursement, the subrecipient 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 subrecipient may be asked to submit a final report and photos demonstrating how the subgrant deliverables have been met.

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

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

RECORD RETENTION

The subrecipient shall retain all program and financial records for three years in accordance with CFR section 200.334 after the project is complete. At a minimum, the following records shall be maintained and made available for audit or monitor, 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.
- Purchase Orders
- Bids/Quotes for goods and services
- Receipts/Invoices for purchased materials.
- Receipts/Invoices for all design and construction costs.
- Each receipt/invoice shall include the date paid and check number.
- Proof of payment such as copies of canceled checks, bank statements, receipts, etc. or copies thereof.

RECREATIONAL TRAIL RESPONSIBILITIES

At the federal level, the administration of the RTP program rests with the FHWA. In Nevada, NDOT oversees RTP activities with review from the FHWA Nevada Division Office. Responsibility for the state's compliance with the terms of the program rests with NDSP. Subrecipients 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 subgrant, request repayment, or withhold future payments to the subrecipient until discrepancies are corrected.

PROJECT DEADLINES AND EXTENSIONS

Subrecipients will be given up to 24 months to complete a RTP project, except for education projects. **All Education projects must be completed by September 30 of the Federal Fiscal Year in which they are awarded.**

Requests for extensions will only be considered if they facilitate completion of a viable project and protect the taxpayers' investment and based on NDSP discretion and, if applicable, approval by NDOT/FHWA.

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 subrecipients 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.
- NDOT will not approve extensions and a major scope change. In this instance, the project/subgrant would be cancelled, and the applicant would have to reapply during the next subgrant cycle, and with a new scope and budget. If subrecipient has received approval for a minor scope change, NDSP may consider approving an extension.
- To receive favorable consideration for a time extension, the subrecipient should have submitted timely quarterly status reports throughout the life of the subgrant. For reporting purposes, quarterly status reports submitted after the 10th of the month following the end of the previous quarter are considered late. Quarterly status reports received after the 15th of the month following the end of the quarter are considered missing.

If an extension is necessary, subrecipients 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 subrecipient encounters problems caused by external factors completely beyond their control (new regulatory requirements, catastrophic events, etc.).

- Unforeseen circumstances arise during construction (physical, site-specific problems).

TERMINATING A SUBGRANT

A subgrant 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 Subrecipient 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 Subrecipient 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 Subrecipient to complete the project is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
3. If Subrecipient 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 Subrecipient (or any agent or representative of Subrecipient) 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 Subrecipient 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 subrecipient shall account for and be responsible for all claims for fees and expenses for the project as identified in the project agreement;
2. Subrecipient shall preserve, protect and promptly deliver into State possession all proprietary information; and,
3. In the case of Cause Termination for Default or Breach, the Subrecipient 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 Subrecipient 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.

https://www.fhwa.dot.gov/environment/recreational_trails/guidance/

https://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:
IMPLEMENTATION MATRIX FROM THE 2022 – 2026 SCORP***

Please refer to the attachments section of the Funding Opportunity as posted in WebGrants to review the entire SCORP document.

(Insert Implementation Matrix into final PDF document.)