

# **FHWA Recreational Trails Program For Louisiana Application**

**\$1,517,643 Available for Trail Grants for 2021**

The Recreational Trails Program (RTP) is an assistance program of the US Department of Transportation's Federal Highway Administration (FHWA) administered for the State of Louisiana by the Department of Culture Recreation and Tourism, Office of State Parks, Louisiana Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development.

Submit application (one original) to:

Louisiana Department of Culture, Recreation and Tourism  
Office of State Parks  
Division of Outdoor Recreation  
FHWA Recreational Trails Program for Louisiana  
1051 North Third Street, Suite 307  
Baton Rouge, LA 70802-5239  
P. O. Box 44426  
Baton Rouge, LA 70804-4426

[mdomingue@crt.la.gov](mailto:mdomingue@crt.la.gov)

Applications are due in our office or postmarked by **July 1, 2021 (if a holiday, the first business day after)**. FAX or email copies will not be accepted. **Please call (225) 342-4435 (before March 1, 2021) and speak to Michael for further instructions if planning to submit an application in 2021 for 2022 awards.**

## Recreational Trails Program Application & Application Brief

- ◆ Project must be completed within one year after the signature date of the Letter of Commitment Agreement.
- ◆ The FHWA Recreational Trails Program for Louisiana (FRTPL) is an 80/20 reimbursable (*we reimburse sponsors 80% of eligible costs*) matching grant program. The sponsor match can be either cash or value of documented contributions of land, material, equipment, labor or services.
- ◆ The minimum (federal share) grant is \$10,000 and the maximum is \$100,000 for non-motorized projects. The minimum (federal share) grant is \$20,000 and the maximum is \$419,990 for motorized projects.
- ◆ Grant funding may be provided to non-profit, governmental or certain commercial entities.
- ◆ Grant funding can be used for the entire trail project or a component (trail tread, bridge or boardwalk, trailhead, trailside, etc.) of the trail.
- ◆ Projects will be selected based on criteria developed by the FRTPL Advisory Committee and the FRTPL Administrator in compliance with federal regulations.
- ◆ Applicants with incomplete applications, unfinished grants or a poor record of execution in previous grants, or recently funded projects in their parish, shall be penalized in the application review process.
- ◆ Projects will be funded in conformance with the 30/30/40% FHWA funding structure that requires a minimum of 30% funding of motorized trails, 30% funding of non-motorized trails and 40% to be used at the discretion of the FRTPL Administrator in accordance with federal guidelines.
- ◆ Selected projects will be included in the FRTPL submission to DOTD for environmental clearance and the FHWA for funding approval. Upon receipt of DOTD clearance and the FHWA approval and prior to the beginning of any project, a commitment agreement must be signed by the grantee/project sponsor and FRTPL and a notice to proceed letter from FRTPL will be sent to the grantee/project sponsor to explain the grantee/project sponsor responsibilities and the request for payment criteria.
- ◆ Upon receipt and approval of a fully executed commitment agreement, the grantee/project sponsor may initiate site development, procurement of materials and/or services, and all other activities to complete the project. Costs incurred by the grantee/project sponsor **prior** to receipt of a fully executed agreement and notice to proceed **will not be reimbursed**.

## Recreational Trails Program

The FRTPL is a state-administered, federal aid grant program (see CFDA RTP 20.219) funded by the National Recreational Trails Fund Act (NRTFA) of 1991 and extended by the Fixing America's Surface Transportation Act, or "FAST Act", of 2015 which will provide funding for our nation's critical transportation infrastructure including for the purpose of providing and maintaining recreational trails and trails-related facilities. The program is administered at the national level by the US Department of Transportation, Federal Highway Administration (FHWA) in consultation with the US Department of the Interior and at the state level in Louisiana by the Lieutenant Governor's Office/Department of Culture, Recreation and Tourism, Office of State Parks, Division of Outdoor Recreation, Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development. NRTFA was established to redirect tax revenues generated from the sale of motor fuel used for off-highway recreational purposes to both motorized and nonmotorized recreational trails and facility improvements.

This program will provide the opportunity to generate innovative solutions for issues facing motorized and nonmotorized trail users and managers in Louisiana. The program will encourage trail projects that work in partnership with trail-user groups, volunteer groups, the business community, AmeriCorps, tribal entities, and local, state, and federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner with an emphasis on public health and active transportation.

### Applicant Match

This is a reimbursement program. Therefore, the grant recipient must pay 100% of the cost of an eligible item before submitting a request for reimbursement for 80% of that eligible cost. For example,

$$\begin{array}{r} \$10,000 \text{ in eligible costs submitted} \\ \underline{\quad \times 80\% \quad} \\ = \$8,000 \text{ reimbursed to grant recipient.} \end{array}$$

The program encourages the donation of private funds, land and/or right-of-way, materials and services at fair market value to be counted toward the match. However, donations of existing state or local government right-of-way, materials, or services cannot be credited toward the local match.

Reimbursements will be made **only for those scope items that were listed in the approved application and subsequent approved grant amendments**. Normally, requests for reimbursements are processed and funds are dispersed within two to four weeks.

### FHWA Recreational Trails Program for Louisiana (FRTPL) Advisory Committee

The FRTPL Advisory Committee was first convened on September 25, 1996 to identify the major trail issues facing the state. The committee is comprised of both motorized and nonmotorized trail users as well as local, state and federal governmental and nonprofit stakeholder entities. Its structure and composition shall be determined by it in consultation with the FHWA and the FRTPL Administrator. The following groups and agencies are currently represented on the board: the FHWA, the National Park Service, the US Forest Service, the Louisiana Paddlers, the Plaquemines Parish Off Road Committee, Transportation Recreation Activities in Louisiana (T.R.A.I.L.), the LA Department of Wildlife & Fisheries, the LA Department of Culture Recreation & Tourism, the New Orleans Mountain Biking Organization, the LA Department of Transportation & Development, the South Louisiana Trailblazers, and the Louisiana Equine Council.

### Trail Planning Requirement

The intent of the National Recreational Trails Fund Act states that the funds should be used for trails and trail-related projects which have been planned and developed under existing laws, policies, and administrative procedures within Louisiana. The projects should further a specific trail-related goal in the current Louisiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP) or in a local/regional strategic and/or comprehensive plan. The SCORP identifies trails and trails development as one of Louisiana's top five priorities and strategies. The strategy is to develop all types of trails- urban corridor trails, multi-use trails, scenic trails, off-road vehicle trails, nature trails, dedicated use trails, levee trails, rail trails, bike and pedestrian trails, paddling trails, equine trails, etc. In general, trails provide safe methods of alternative and active transportation, connections to community recreation, opportunities for passive recreation and universal access to recreation. Specific goals are to promote exercise and physical fitness through recreation in our great outdoors and increased utilization of outdoor recreation areas.

### **Permitted Grant Uses:**

A grant recipient may use funds received under this program on actual trail or trail-related projects such as:

- Construction of new trails on federal, state, parish, municipal or private lands (with certain requirements) where a recreational need for such construction is shown.
- Redesign, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize the impact to the natural environment.
- Surveying, structural design or engineering, inspection, testing or GPS mapping when included with trail development (not to exceed 5% of grant).
- Trail development and renovation activities such as: subgrade preparation, base course installation, soil sterilization, earthwork, erosion control, revegetation, natural and hardened surfacing, and installation of culverts/drainage structures, low-water crossings, bank improvements, retaining walls, guard/hand rails and toe rails.
- Ramps, bridges and/or boardwalks constructed, repaired, or replaced to provide an integral link along a trail and to provide connections between trails.
- Development of trailside and trailhead facilities. This includes trail components or associated facilities which serve the purpose and safe use of the recreational trail, and may include, but are not limited to, the following: drainage, crossings, stabilization, parking, signage, kiosks, lighting, shelters, hitching rails, outdoor /street furniture, bike racks, access controls, gates and fencing, motorized access barriers, water and restroom facilities.
- Providing access and use of trails to persons with disabilities.
- Acquisition of easements for trails or for trail corridors identified in a trail plan.
- Acquisition of fee simple title to trail right-of-way (ROW) property from a willing seller when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means.
- Construction of new trails crossing federal or state lands where such construction is approved by the administering agency of the state and/or the federal agency or agencies charged with management of all impacted lands. Such approval to be contingent upon compliance by the federal agency with all applicable laws, including the National Environmental Policy Act and the Forest and Rangeland Renewable Resources Planning Act of 1974, and the Federal Land Policy and Management Act.

### **Grant Uses Not Permitted:**

A grant recipient may not use monies received under this program for:

- Planning or environmental documentation.
- Condemnation of any kind of interest in property.
- Construction of new trails for motorized use on national forest land that has been recommended for wilderness designation.
- Road construction, sidewalks (on side of roads or streets) except to connect trails and trail elements, gardening/landscaping, park acquisition, playground equipment and spray parks.

- Other items may be subject to review.

### **Specific Recommendations for All Projects**

Projects selected for funding shall:

- Plan for the needs of the widest variety of trail users and accommodate them safely.
- Follow guidelines of the Americans with Disabilities Act (ADA) in providing for trail access and consider the needs of the elderly and families with small children.
- Further a trail-related goal in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or local/regional strategic/comprehensive plan.
- Include a commitment for maintenance and long-term public access.
- Have written permission and support of land manager(s).
- Include a commitment to starting and completing the project quickly and efficiently.
- Provide for trail construction and use in a manner sensitive to the environment.
- Include a resolution of support (see enclosed examples) from the applicant/project sponsor and/or local government where the trail is located.
- If the applicant/project sponsor is not a local government, the applicant/project sponsor must get a resolution (in addition to their own council, board, etc. resolution) of support from the local government in which the project site is located.
- Solicit Disadvantaged Business Enterprises (DBE) when contracting out work.

Project Number (office use only):  
Federal \_\_\_\_\_

## Louisiana Recreational Trails Program

### Project Application

General Information:

1. Amount Requested: \$ \_\_\_\_\_ 2. Total Cost of Trail Project: \$ \_\_\_\_\_  
(Column A in Budget) (Column A + B + C in Budget)

3. Trail Project Sponsor: \_\_\_\_\_

4. Type of Sponsor: \_\_\_ Federal Agency \_\_\_ State Agency \_\_\_ Local Agency \_\_\_ Non-profit Organization  
\_\_\_ Partnership (more than one explain) or Other: \_\_\_\_\_

5. Tax ID No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_ DOA Vendor Registration No.: \_\_\_\_\_

6. Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code (nine-digit) \_\_\_\_\_

7. Sponsor Contact / Responsible Charge:

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email address: \_\_\_\_\_

8. Trail Project Name: \_\_\_\_\_

9. Parish Where Trail Is Located: \_\_\_\_\_ 10. Congressional District: \_\_\_\_\_

11. State Representative: \_\_\_\_\_ State Senator: \_\_\_\_\_

12. Land Classification: \_\_\_ Public \_\_\_ Private \_\_\_ Combination (explain): \_\_\_\_\_  
\_\_\_\_\_

13. Ownership: (Who will own and maintain the completed project?) \_\_\_\_\_  
\_\_\_\_\_

14. Does this project link to or is it an integral part of any other trail(s)? \_\_\_ Yes \_\_\_ No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. Project Location** \* (give *physical address with nine digit zip code* and directions to site from nearest marked intersection):

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**\* Application must include a Site Plan, Map (printed) precisely identifying the project location (showing nearest marked intersection) and a Vicinity Map showing the surrounding area / neighborhood.**

**15a. GPS Coordinates of entrance to project:** \_\_\_\_\_

**16. Primary Use: (check all that apply)** \_\_\_\_\_ **Hiking/Walking** \_\_\_\_\_ **Fitness/Jogging** \_\_\_\_\_ **Equestrian**  
\_\_\_\_\_ **Paddling/Canoeing** \_\_\_\_\_ **ATV/Motorcycle/OHV** \_\_\_\_\_ **Interpretive/Nature**  
\_\_\_\_\_ **Cycling /Mountain Biking**

**17. List linear feet, miles or acres for each of the following that applies to this project:**  
**Non-routine Maintenance:** \_\_\_\_\_ **Restoration (usage damage):** \_\_\_\_\_  
**Trailside/trailhead facilities:** \_\_\_\_\_ **New Trail Construction:** \_\_\_\_\_  
**Acquisition: easement-** \_\_\_\_\_ **fee simple-** \_\_\_\_\_  
**Other (specify):** \_\_\_\_\_

**18. Narrative Description of what will be constructed (describe in sufficient detail, the work to be accomplished under this project and how the work will be done):**

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**19. Time Table (give a proposed timetable for the accomplishment of this work):**

	<b>Start Date (mm/yy)</b>	<b>Scope of work to be accomplished (description)</b>
<b>Phase I:</b>	_____	_____
<b>Phase II:</b>	_____	_____
<b>Phase III:</b>	_____	_____
<b>Phase IV:</b>	_____	_____
<b>Phase V:</b>	_____	_____
<b>Final Phase:</b>	_____	_____

**20. Estimated Project Budget:**

	<b>(A)* Grant Request</b>	<b>(B)* Sponsor Cash</b>	<b>(C)* In-Kind Match**</b>
Scope Item 1. Design, Surveying, Engineering, Inspection, Testing and/or GPS mapping: *	_____	_____	_____
_____			
Scope Item 2: Tools and Equipment purchase or rental:	_____	_____	_____
_____			
Scope Item 3: Material / Supplies Costs (specify use, material, quantity):	_____	_____	_____
_____			
Scope Item 4: Direct Labor Costs (specify):	_____	_____	_____
_____			
Scope Item 5: Acquisition (easement cost or purchase price):	_____	_____	_____
_____			
Scope Item 6: Contractor Services (specify):	_____	_____	_____
_____			
Scope Item 7: Other Costs (specify):	_____	_____	_____
_____			
<b>TOTALS</b>	_____	_____	_____

**(A)                      (B)                      (C)**

**A** = Amount Requested (1. on page 1): not to exceed  
80% of the Total Cost of the Project.

**A + B + C** = Total Cost of the Project (2. on page 1)

**B + C** = Total Matching Funds (2. – 1. on page 1): must  
be, at least, 20% of the Total Cost of the Project.

\*\*Definition of in-kind match: Value of **donated** equipment, material, services or volunteers. *Properly documented administrative staff time and overhead may be counted as in-kind services.*

**21. Socioeconomic Issues: Will the proposed project negatively impact any of the following? (circle answer No or Yes and if Yes, explain)**

**a. Health/Education Facilities**                      No      Yes      explain: \_\_\_\_\_

**b. Emergency Service Providers**                      No      Yes      explain: \_\_\_\_\_



<b>c. Handicapped, Minorities, Elderly</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>d. Economic Activity</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>e. Public Utilities</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>f. Local Tax Base</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>g. Residential Areas</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>h. Environment</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____

## **Additional Documentation Required:**

Applications approved for funding may require additional documentation prior to issuance of a fully executed Letter of Commitment Agreement by the FRTPL Office. It is the responsibility of the applicant to secure the required documentation, permits, etc. and submit them to the FRTPL office.

Please check the appropriate ones that may apply to this project.

### **Work on Public Lands** \_\_\_\_

Organizations and individuals receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work. Approval by the land manager for long-term commitment of property will also be required. (See separate form.)

### **Work on Private Lands** \_\_\_\_

Any grant recipient receiving approval for work on private lands must enter into an easement or other legally binding agreement that ensures public access to the recreational trail. The owner of the private land must provide a signed statement stipulating that they are willing to ensure public access to the trail improvements funded by the grant. (See separate form.)

### **Federal Requirements** \_\_\_\_

Grant recipients receiving approval to acquire an easement or purchase land in fee simple will be required to comply with the terms of TITLE II and TITLE III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirement and procedures implementing such Act and other provisions of federal laws and executive orders as identified under the project agreement and general provisions.

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and executive orders must be provided prior to project approval under the Recreational Trails Program. It should be expected that most trail projects would qualify as Categorical Exclusions (CE) under NEPA. Each project, however, shall be reviewed by FHWA/DOTD to assure that it does not have a significant negative impact on the environment. A letter of approval from FHWA/DOTD shall be written before FRTPL shall execute a Letter of Commitment Agreement with a project sponsor/grantee. All permits are the responsibility of the project sponsor.

## ***Trail Project Justification***

Please explain on a separate sheet of paper how the project meets the following project selection criteria.

### **Trail and Trail Site (0-23 total points):**

- Describe the trail project that will be built and the trail site **(0-13 points)**.
- Describe the natural setting and features and/or built environment **(0-6 points)** of the trail.
- Describe the fitness/exercise aspects **(0-4 points)** of the trail.

### **Planning Process and Community Support (0-15 total points):**

- Describe the planning process for the project. Attach the site plan, conceptual design, etc. **(0-4 points)**.
- Document the use of professionals **(0-3 points)** such as landscape architects, engineers, planners, etc.
- Describe the participation or assistance provided to this project **(0-3 points)** by public agencies, private industry, or special interest/ nonprofit groups.
  - Describe the degree of support for this project from trail user groups, community leaders and organizations, service organizations, recreation and environmental groups, schools, churches, businesses, and other non-governmental groups. **(0-5 points)**.

### **Partnerships/Volunteerism/Excessive Match (0-12 total points):**

- Describe the degree to which the trail project involves interagency cooperation and public/private partnerships between trail users, private interests within the area, and public agencies. **(0-3 points)**
- Provide information about donations and volunteer services **(0-3 points)** that will be used to accomplish this project. Is there a “trail-adopter” group for the project? **(0-2 points)**
- Does the project sponsor provide more than the required local funding match of 20% and/or request less than the maximum grant amount? **(0-4 points)**

### **Connections And Transportation Value (0-15 total points):**

- Describe the degree to which project provides connections or linkages **(0-7 points)** to other trails, greenways, blueways or waterways, natural or scenic corridors, parks, or recreation areas.
- Describe the active transportation value **(0-8 points)** of the trail in the community. Does the trail connect neighborhoods, commercial sectors, social, cultural and/or governmental centers, etc?

### **Economic and Neighborhood Revitalization (0-5 total points)**

- Describe the economic and neighborhood revitalization benefits of this trail.
  - a. How does the project help economically revitalize the community?
  - b. How does the project help revitalize (physically, culturally, socially, etc.) the neighborhood of the trail?

### **Trail Corridor Sharing (0-5 total points)**

- Describe how the trail project can accommodate a variety of motorized (ATV's, OHV's, motorcycles) and/or non-motorized recreational trails activities (hiking, cycling, equestrian, fitness, interpretive, paddling, multi-use, mountain biking, accessible for persons with disabilities).

### **Trail Use Promotion and Education (0-5 total points)**

- Describe how you will make the public more aware of trail opportunities, etiquette and rules, outdoor education, or sharing the trail by publicizing and promoting this trail project.

- Describe the use of kiosks, signage, maps or printed material, and the internet to promote and facilitate the use of the trail.

**Maintenance and Environmental Mitigation (0-10 total points)**

- Describe the degree of commitment (on-going funding; governmental, private or non-profit sponsorship; or trail adopters) to continue operation and maintenance of the project after grant money is no longer available.

**(0-5 points)**

- Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail and/or trailhead in order to mitigate and minimize the impact to the natural environment and the need for ongoing maintenance, thus making for a sustainable project. **(0-5 Points)**

**Project Sponsor Recreational Trails Program Grant History (0-10 total points)**

- Provide details regarding the total grant funds received by the project sponsor/applicant from the recreational trails program in the last ten years.

a. Are there any past grants? If so, were the past grants completed in a timely and successful manner and are they being maintained and utilized? **(0-4 points)**

b. Are there any open grants? If so, what is the status of the open grant(s)? **(0-4 points)**

-Are additional applications being submitted by applicant or other applicants in the same parish? **(0-2 points)**

## Approval by Land Manager and/or Owner

**Name of Project:** \_\_\_\_\_

**Name of Project Sponsor:** \_\_\_\_\_  
(name of government or organization)

**Name of Land Owner / Operator / Manager (governmental, non-profit, business entity or individual):**  
\_\_\_\_\_

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The trail project or facility will remain accessible for public use for not less than thirty years.
2. The project as described in this application has my approval.
3. If this project is located on federal lands, the project is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act requirements, and has a decision to proceed. (decision letter must accompany grant application).

\_\_\_\_\_  
signature of land manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
print or type land manager official's name and title

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**SAMPLE RESOLUTION (For Project Sponsor)**

RESOLUTION OF THE (Name of Application Sponsor) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE FHWA RECREATIONAL TRAILS PROGRAM FOR LOUISIANA (FRTPL), as established by CFDA 20.219 :

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FRTPL has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures require the applicant to certify by resolution the approval of the application before the submission of said application;

NOW, THEREFORE, BE IT RESOLVED that the (Name of Application Sponsor) does hereby:

1. Approve the filing of an application with FRTPL; and
2. Certify that the said applicant has or will have available prior to commencement of any work on the project included in this application, sufficient funds to build (including 20% local match), operate and maintain the project; and
3. Appoint the (Title - not name) as agent of the (Name of Applicant) to conduct all negotiations, execute and submit all documents, including, but not limited to application, letter of commitment agreement, amendments, payment requests and completion report, which may be necessary for the completion of the aforementioned project.

Approved and Adopted the \_\_\_ day of \_\_\_\_\_, 20\_\_.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: \_\_\_\_\_ (signature of certifying agent)

**LOCAL GOVERNMENT SUPPORT SAMPLE RESOLUTION \***

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) Transportation Act provides funds to the State of Louisiana for grants to federal, state, local government agencies, non-profit organizations and commercial entities to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FHWA Recreational Trails Program for Louisiana (FRTPL) has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, these regulations require an application to have a resolution of support from the local governmental body of the jurisdiction in which the proposed project is located;

NOW, THEREFORE, BE IT RESOLVED that the           (name of local governmental body)           does hereby endorse and support the application being submitted to the FRTPL by the           (name of applicant)          .

Approved and Adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: \_\_\_\_\_ (signature of certifying agent)

***\* This resolution is needed only if the applicant/project sponsor is not the local government in which the project is located.***

## Certification of Signatures

**Name of Project:** \_\_\_\_\_

**Name of Project  
Sponsor:** \_\_\_\_\_

As the official designated to represent the application sponsor, I am requesting funding assistance from the FHWA Recreational Trails Program for Louisiana and I agree to the following:

1. The application sponsor has the ability and intent to finance its share of the project costs, including upfront costs, 20% local match, long-term management and maintenance.
2. Actual project development will not start until a commitment agreement has been signed and the project will be completed within one year after the execution date of the commitment agreement.
3. If this project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must first be approved by a project amendment.
4. The project contact listed below will be the responsible charge for this project.

\_\_\_\_\_  
Name and Title of Authorized Official of Project Sponsor

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Project Contact

\_\_\_\_\_  
Signature of Project Contact

\_\_\_\_\_  
Date

Note: Submit one original application to:

**Louisiana Office of State Parks  
Division of Outdoor Recreation, Recreational Trails Program  
1051 N. Third Street, Room 307, Baton Rouge, LA 70802-5239**

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- ◆ Applicants with incomplete applications, unfinished grants or a poor record of execution in previous grants, or recently funded projects in their parish, shall be penalized in the application review process.
- ◆ Projects will be funded in conformance with the 30/30/40% FHWA funding structure that requires a minimum of 30% funding of motorized trails, 30% funding of non-motorized trails and 40% to be used at the discretion of the FRTPL Administrator in accordance with federal guidelines.
- ◆ Selected projects will be included in the FRTPL submission to DOTD for environmental clearance and the FHWA for funding approval. Upon receipt of DOTD clearance and the FHWA approval and prior to the beginning of any project, a commitment agreement must be signed by the grantee/project sponsor and FRTPL and a notice to proceed letter from FRTPL will be sent to the grantee/project sponsor to explain the grantee/project sponsor responsibilities and the request for payment criteria.
- ◆ Upon receipt and approval of a fully executed commitment agreement, the grantee/project sponsor may initiate site development, procurement of materials and/or services, and all other activities to complete the project. Costs incurred by the grantee/project sponsor **prior** to receipt of a fully executed agreement and notice to proceed **will not be reimbursed**.

## Recreational Trails Program

The FRTPL is a state-administered, federal aid grant program (see CFDA RTP 20.219) funded by the National Recreational Trails Fund Act (NRTFA) of 1991 and extended by the Fixing America's Surface Transportation Act, or "FAST Act", of 2015 which will provide funding for our nation's critical transportation infrastructure including for the purpose of providing and maintaining recreational trails and trails-related facilities. The program is administered at the national level by the US Department of Transportation, Federal Highway Administration (FHWA) in consultation with the US Department of the Interior and at the state level in Louisiana by the Lieutenant Governor's Office/Department of Culture, Recreation and Tourism, Office of State Parks, Division of Outdoor Recreation, Recreational Trails Program with assistance from the Louisiana Department of Transportation and Development. NRTFA was established to redirect tax revenues generated from the sale of motor fuel used for off-highway recreational purposes to both motorized and nonmotorized recreational trails and facility improvements.

This program will provide the opportunity to generate innovative solutions for issues facing motorized and nonmotorized trail users and managers in Louisiana. The program will encourage trail projects that work in partnership with trail-user groups, volunteer groups, the business community, AmeriCorps, tribal entities, and local, state, and federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner with an emphasis on public health and active transportation.

### Applicant Match

This is a reimbursement program. Therefore, the grant recipient must pay 100% of the cost of an eligible item before submitting a request for reimbursement for 80% of that eligible cost. For example,

$$\begin{array}{r} \$10,000 \text{ in eligible costs submitted} \\ \underline{\quad \times 80\% \quad} \\ = \$8,000 \text{ reimbursed to grant recipient.} \end{array}$$

The program encourages the donation of private funds, land and/or right-of-way, materials and services at fair market value to be counted toward the match. However, donations of existing state or local government right-of-way, materials, or services cannot be credited toward the local match.

Reimbursements will be made **only for those scope items that were listed in the approved application and subsequent approved grant amendments**. Normally, requests for reimbursements are processed and funds are dispersed within two to four weeks.

### FHWA Recreational Trails Program for Louisiana (FRTPL) Advisory Committee

The FRTPL Advisory Committee was first convened on September 25, 1996 to identify the major trail issues facing the state. The committee is comprised of both motorized and nonmotorized trail users as well as local, state and federal governmental and nonprofit stakeholder entities. Its structure and composition shall be determined by it in consultation with the FHWA and the FRTPL Administrator. The following groups and agencies are currently represented on the board: the FHWA, the National Park Service, the US Forest Service, the Louisiana Paddlers, the Plaquemines Parish Off Road Committee, Transportation Recreation Activities in Louisiana (T.R.A.I.L.), the LA Department of Wildlife & Fisheries, the LA Department of Culture Recreation & Tourism, the New Orleans Mountain Biking Organization, the LA Department of Transportation & Development, the South Louisiana Trailblazers, and the Louisiana Equine Council.

### Trail Planning Requirement

The intent of the National Recreational Trails Fund Act states that the funds should be used for trails and trail-related projects which have been planned and developed under existing laws, policies, and administrative procedures within Louisiana. The projects should further a specific trail-related goal in the current Louisiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP) or in a local/regional strategic and/or comprehensive plan. The SCORP identifies trails and trails development as one of Louisiana's top five priorities and strategies. The strategy is to develop all types of trails- urban corridor trails, multi-use trails, scenic trails, off-road vehicle trails, nature trails, dedicated use trails, levee trails, rail trails, bike and pedestrian trails, paddling trails, equine trails, etc. In general, trails provide safe methods of alternative and active transportation, connections to community recreation, opportunities for passive recreation and universal access to recreation. Specific goals are to promote exercise and physical fitness through recreation in our great outdoors and increased utilization of outdoor recreation areas.

### **Permitted Grant Uses:**

A grant recipient may use funds received under this program on actual trail or trail-related projects such as:

- Construction of new trails on federal, state, parish, municipal or private lands (with certain requirements) where a recreational need for such construction is shown.
- Redesign, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize the impact to the natural environment.
- Surveying, structural design or engineering, inspection, testing or GPS mapping when included with trail development (not to exceed 5% of grant).
- Trail development and renovation activities such as: subgrade preparation, base course installation, soil sterilization, earthwork, erosion control, revegetation, natural and hardened surfacing, and installation of culverts/drainage structures, low-water crossings, bank improvements, retaining walls, guard/hand rails and toe rails.
- Ramps, bridges and/or boardwalks constructed, repaired, or replaced to provide an integral link along a trail and to provide connections between trails.
- Development of trailside and trailhead facilities. This includes trail components or associated facilities which serve the purpose and safe use of the recreational trail, and may include, but are not limited to, the following: drainage, crossings, stabilization, parking, signage, kiosks, lighting, shelters, hitching rails, outdoor /street furniture, bike racks, access controls, gates and fencing, motorized access barriers, water and restroom facilities.
- Providing access and use of trails to persons with disabilities.
- Acquisition of easements for trails or for trail corridors identified in a trail plan.
- Acquisition of fee simple title to trail right-of-way (ROW) property from a willing seller when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means.
- Construction of new trails crossing federal or state lands where such construction is approved by the administering agency of the state and/or the federal agency or agencies charged with management of all impacted lands. Such approval to be contingent upon compliance by the federal agency with all applicable laws, including the National Environmental Policy Act and the Forest and Rangeland Renewable Resources Planning Act of 1974, and the Federal Land Policy and Management Act.

### **Grant Uses Not Permitted:**

A grant recipient may not use monies received under this program for:

- Planning or environmental documentation.
- Condemnation of any kind of interest in property.
- Construction of new trails for motorized use on national forest land that has been recommended for wilderness designation.
- Road construction, sidewalks (on side of roads or streets) except to connect trails and trail elements, gardening/landscaping, park acquisition, playground equipment and spray parks.

- Other items may be subject to review.

### **Specific Recommendations for All Projects**

Projects selected for funding shall:

- Plan for the needs of the widest variety of trail users and accommodate them safely.
- Follow guidelines of the Americans with Disabilities Act (ADA) in providing for trail access and consider the needs of the elderly and families with small children.
- Further a trail-related goal in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or local/regional strategic/comprehensive plan.
- Include a commitment for maintenance and long-term public access.
- Have written permission and support of land manager(s).
- Include a commitment to starting and completing the project quickly and efficiently.
- Provide for trail construction and use in a manner sensitive to the environment.
- Include a resolution of support (see enclosed examples) from the applicant/project sponsor and/or local government where the trail is located.
- If the applicant/project sponsor is not a local government, the applicant/project sponsor must get a resolution (in addition to their own council, board, etc. resolution) of support from the local government in which the project site is located.
- Solicit Disadvantaged Business Enterprises (DBE) when contracting out work.

Project Number (office use only):  
Federal \_\_\_\_\_

## Louisiana Recreational Trails Program

### Project Application

General Information:

1. Amount Requested: \$ \_\_\_\_\_ 2. Total Cost of Trail Project: \$ \_\_\_\_\_  
(Column A in Budget) (Column A + B + C in Budget)

3. Trail Project Sponsor: \_\_\_\_\_

4. Type of Sponsor: \_\_\_ Federal Agency \_\_\_ State Agency \_\_\_ Local Agency \_\_\_ Non-profit Organization  
\_\_\_ Partnership (more than one explain) or Other: \_\_\_\_\_

5. Tax ID No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_ DOA Vendor Registration No.: \_\_\_\_\_

6. Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code (nine-digit) \_\_\_\_\_

7. Sponsor Contact / Responsible Charge:  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email address: \_\_\_\_\_

8. Trail Project Name: \_\_\_\_\_

9. Parish Where Trail Is Located: \_\_\_\_\_ 10. Congressional District: \_\_\_\_\_

11. State Representative: \_\_\_\_\_ State Senator: \_\_\_\_\_

12. Land Classification: \_\_\_ Public \_\_\_ Private \_\_\_ Combination (explain): \_\_\_\_\_  
\_\_\_\_\_

13. Ownership: (Who will own and maintain the completed project?) \_\_\_\_\_  
\_\_\_\_\_

14. Does this project link to or is it an integral part of any other trail(s)? \_\_\_ Yes \_\_\_ No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. Project Location** \* (give *physical address with nine digit zip code* and directions to site from nearest marked intersection):

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**\* Application must include a Site Plan, Map (printed) precisely identifying the project location (showing nearest marked intersection) and a Vicinity Map showing the surrounding area / neighborhood.**

**15a. GPS Coordinates of entrance to project:** \_\_\_\_\_

**16. Primary Use: (check all that apply)** \_\_\_\_\_ **Hiking/Walking** \_\_\_\_\_ **Fitness/Jogging** \_\_\_\_\_ **Equestrian**  
\_\_\_\_\_ **Paddling/Canoeing** \_\_\_\_\_ **ATV/Motorcycle/OHV** \_\_\_\_\_ **Interpretive/Nature**  
\_\_\_\_\_ **Cycling /Mountain Biking**

**17. List linear feet, miles or acres for each of the following that applies to this project:**

**Non-routine Maintenance:** \_\_\_\_\_ **Restoration (usage damage):** \_\_\_\_\_  
**Trailside/trailhead facilities:** \_\_\_\_\_ **New Trail Construction:** \_\_\_\_\_  
**Acquisition: easement-** \_\_\_\_\_ **fee simple-** \_\_\_\_\_  
**Other (specify):** \_\_\_\_\_

**18. Narrative Description of what will be constructed (describe in sufficient detail, the work to be accomplished under this project and how the work will be done):**

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**19. Time Table (give a proposed timetable for the accomplishment of this work):**

	<b>Start Date (mm/yy)</b>	<b>Scope of work to be accomplished (description)</b>
<b>Phase I:</b>	_____	_____
<b>Phase II:</b>	_____	_____
<b>Phase III:</b>	_____	_____
<b>Phase IV:</b>	_____	_____
<b>Phase V:</b>	_____	_____
<b>Final Phase:</b>	_____	_____

**20. Estimated Project Budget:**

	(A)* Grant Request	(B)* Sponsor Cash	(C)* In-Kind Match**
Scope Item 1. Design, Surveying, Engineering, Inspection, Testing and/or GPS mapping: *	_____	_____	_____
_____			
Scope Item 2: Tools and Equipment purchase or rental:	_____	_____	_____
_____			
Scope Item 3: Material / Supplies Costs (specify use, material, quantity):	_____	_____	_____
_____			
Scope Item 4: Direct Labor Costs (specify):	_____	_____	_____
_____			
Scope Item 5: Acquisition (easement cost or purchase price):	_____	_____	_____
_____			
Scope Item 6: Contractor Services (specify):	_____	_____	_____
_____			
Scope Item 7: Other Costs (specify):	_____	_____	_____
_____			
<b>TOTALS</b>	_____	_____	_____
	(A)	(B)	(C)

**A** = Amount Requested (1. on page 1): not to exceed 80% of the Total Cost of the Project.  
**A + B + C** = Total Cost of the Project (2. on page 1)  
**B + C** = Total Matching Funds (2. – 1. on page 1): must be, at least, 20% of the Total Cost of the Project.

\*\*Definition of in-kind match: Value of **donated** equipment, material, services or volunteers. *Properly documented administrative staff time and overhead may be counted as in-kind services.*

**21. Socioeconomic Issues: Will the proposed project negatively impact any of the following? (circle answer No or Yes and if Yes, explain)**

- a. Health/Education Facilities**                      No    Yes    explain: \_\_\_\_\_
- \_\_\_\_\_
- b. Emergency Service Providers**                      No    Yes    explain: \_\_\_\_\_
- \_\_\_\_\_

<b>c. Handicapped, Minorities, Elderly</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>d. Economic Activity</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>e. Public Utilities</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>f. Local Tax Base</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>g. Residential Areas</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____
<b>h. Environment</b>	<b>No</b>	<b>Yes</b>	<b>explain:</b> _____

## Additional Documentation Required:

Applications approved for funding may require additional documentation prior to issuance of a fully executed Letter of Commitment Agreement by the FRTPL Office. It is the responsibility of the applicant to secure the required documentation, permits, etc. and submit them to the FRTPL office.

Please check the appropriate ones that may apply to this project.

### Work on Public Lands \_\_\_\_

Organizations and individuals receiving grant approval for work on public lands will be required to enter into a separate agreement with the agency(s) to undertake the work. Approval by the land manager for long-term commitment of property will also be required. (See separate form.)

### Work on Private Lands \_\_\_\_

Any grant recipient receiving approval for work on private lands must enter into an easement or other legally binding agreement that ensures public access to the recreational trail. The owner of the private land must provide a signed statement stipulating that they are willing to ensure public access to the trail improvements funded by the grant. (See separate form.)

### Federal Requirements \_\_\_\_

Grant recipients receiving approval to acquire an easement or purchase land in fee simple will be required to comply with the terms of TITLE II and TITLE III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirement and procedures implementing such Act and other provisions of federal laws and executive orders as identified under the project agreement and general provisions.

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and executive orders must be provided prior to project approval under the Recreational Trails Program. It should be expected that most trail projects would qualify as Categorical Exclusions (CE) under NEPA. Each project, however, shall be reviewed by FHWA/DOTD to assure that it does not have a significant negative impact on the environment. A letter of approval from FHWA/DOTD shall be written before FRTPL shall execute a Letter of Commitment Agreement with a project sponsor/grantee. All permits are the responsibility of the project sponsor.



# ***Trail Project Justification***

Please explain on a separate sheet of paper how the project meets the following project selection criteria.

## **Trail and Trail Site (0-23 total points):**

- Describe the trail project that will be built and the trail site **(0-13 points)**.
- Describe the natural setting and features and/or built environment **(0-6 points)** of the trail.
- Describe the fitness/exercise aspects **(0-4 points)** of the trail.

## **Planning Process and Community Support (0-15 total points):**

- Describe the planning process for the project. Attach the site plan, conceptual design, etc. **(0-4 points)**.
- Document the use of professionals **(0-3 points)** such as landscape architects, engineers, planners, etc.
- Describe the participation or assistance provided to this project **(0-3 points)** by public agencies, private industry, or special interest/ nonprofit groups.
  - Describe the degree of support for this project from trail user groups, community leaders and organizations, service organizations, recreation and environmental groups, schools, churches, businesses, and other non-governmental groups. **(0-5 points)**.

## **Partnerships/Volunteerism/Excessive Match (0-12 total points):**

- Describe the degree to which the trail project involves interagency cooperation and public/private partnerships between trail users, private interests within the area, and public agencies. **(0-3 points)**
- Provide information about donations and volunteer services **(0-3 points)** that will be used to accomplish this project. Is there a “trail-adopter” group for the project? **(0-2 points)**
- Does the project sponsor provide more than the required local funding match of 20% and/or request less than the maximum grant amount? **(0-4 points)**

## **Connections And Transportation Value (0-15 total points):**

- Describe the degree to which project provides connections or linkages **(0-7 points)** to other trails, greenways, blueways or waterways, natural or scenic corridors, parks, or recreation areas.
- Describe the active transportation value **(0-8 points)** of the trail in the community. Does the trail connect neighborhoods, commercial sectors, social, cultural and/or governmental centers, etc?

## **Economic and Neighborhood Revitalization (0-5 total points)**

- Describe the economic and neighborhood revitalization benefits of this trail.
  - a. How does the project help economically revitalize the community?
  - b. How does the project help revitalize (physically, culturally, socially, etc.) the neighborhood of the trail?

## **Trail Corridor Sharing (0-5 total points)**

- Describe how the trail project can accommodate a variety of motorized (ATV's, OHV's, motorcycles) and/or non-motorized recreational trails activities (hiking, cycling, equestrian, fitness, interpretive, paddling, multi-use, mountain biking, accessible for persons with disabilities).

## **Trail Use Promotion and Education (0-5 total points)**

- Describe how you will make the public more aware of trail opportunities, etiquette and rules, outdoor education, or sharing the trail by publicizing and promoting this trail project.

- Describe the use of kiosks, signage, maps or printed material, and the internet to promote and facilitate the use of the trail.

**Maintenance and Environmental Mitigation (0-10 total points)**

- Describe the degree of commitment (on-going funding; governmental, private or non-profit sponsorship; or trail adopters) to continue operation and maintenance of the project after grant money is no longer available.

**(0-5 points)**

- Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail and/or trailhead in order to mitigate and minimize the impact to the natural environment and the need for ongoing maintenance, thus making for a sustainable project. **(0-5 Points)**

**Project Sponsor Recreational Trails Program Grant History (0-10 total points)**

- Provide details regarding the total grant funds received by the project sponsor/applicant from the recreational trails program in the last ten years.

a. Are there any past grants? If so, were the past grants completed in a timely and successful manner and are they being maintained and utilized? **(0-4 points)**

b. Are there any open grants? If so, what is the status of the open grant(s)? **(0-4 points)**

-Are additional applications being submitted by applicant or other applicants in the same parish? **(0-2 points)**

## Approval by Land Manager and/or Owner

**Name of Project:** \_\_\_\_\_

**Name of Project Sponsor:** \_\_\_\_\_  
(name of government or organization)

**Name of Land Owner / Operator / Manager (governmental, non-profit, business entity or individual):**  
\_\_\_\_\_

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The trail project or facility will remain accessible for public use for not less than thirty years.
2. The project as described in this application has my approval.
3. If this project is located on federal lands, the project is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act requirements, and has a decision to proceed. (decision letter must accompany grant application).

\_\_\_\_\_  
signature of land manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
print or type land manager official's name and title

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**SAMPLE RESOLUTION (For Project Sponsor)**

RESOLUTION OF THE (Name of Application Sponsor) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE FHWA RECREATIONAL TRAILS PROGRAM FOR LOUISIANA (FRTPL), as established by CFDA 20.219 :

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FRTPL has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures require the applicant to certify by resolution the approval of the application before the submission of said application;

NOW, THEREFORE, BE IT RESOLVED that the (Name of Application Sponsor) does hereby:

1. Approve the filing of an application with FRTPL; and
2. Certify that the said applicant has or will have available prior to commencement of any work on the project included in this application, sufficient funds to build (including 20% local match), operate and maintain the project; and
3. Appoint the (Title - not name) as agent of the (Name of Applicant) to conduct all negotiations, execute and submit all documents, including, but not limited to application, letter of commitment agreement, amendments, payment requests and completion report, which may be necessary for the completion of the aforementioned project.

Approved and Adopted the \_\_\_ day of \_\_\_\_\_, 20\_\_.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: \_\_\_\_\_ (signature of certifying agent)

**LOCAL GOVERNMENT SUPPORT SAMPLE RESOLUTION \***

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) Transportation Act provides funds to the State of Louisiana for grants to federal, state, local government agencies, non-profit organizations and commercial entities to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FHWA Recreational Trails Program for Louisiana (FRTPL) has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, these regulations require an application to have a resolution of support from the local governmental body of the jurisdiction in which the proposed project is located;

NOW, THEREFORE, BE IT RESOLVED that the           (name of local governmental body)           does hereby endorse and support the application being submitted to the FRTPL by the           (name of applicant)          .

Approved and Adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted following a roll call vote:

Yeas:

Nays:

Absent: \_\_\_\_\_ (signature of certifying agent)

***\* This resolution is needed only if the applicant/project sponsor is not the local government in which the project is located.***

## Certification of Signatures

**Name of Project:** \_\_\_\_\_

**Name of Project  
Sponsor:** \_\_\_\_\_

As the official designated to represent the application sponsor, I am requesting funding assistance from the FHWA Recreational Trails Program for Louisiana and I agree to the following:

1. The application sponsor has the ability and intent to finance its share of the project costs, including upfront costs, 20% local match, long-term management and maintenance.
2. Actual project development will not start until a commitment agreement has been signed and the project will be completed within one year after the execution date of the commitment agreement.
3. If this project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must first be approved by a project amendment.
4. The project contact listed below will be the responsible charge for this project.

\_\_\_\_\_  
Name and Title of Authorized Official of Project Sponsor

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Project Contact

\_\_\_\_\_  
Signature of Project Contact

\_\_\_\_\_  
Date

Note: Submit one original application to:

**Louisiana Office of State Parks  
Division of Outdoor Recreation, Recreational Trails Program  
1051 N. Third Street, Room 307, Baton Rouge, LA 70802-5239**