

TRAIL CONSTRUCTION GRANT PROGRAM

Design & Permitting Application

Introduction

Morris County Trail Construction Grant Program Phase 1-Design & Permitting Grant category provides funding to produce Construction Documents. The required product of this grant category is Construction Documents that include final design plans, specifications, and an engineer's cost estimate.

Submission Requirements

Deadline – FRIDAY JULY 29, 2022

Pre-Application Meeting – All applicants must attend a pre-application meeting to review application requirements and present their proposed project.

Application Materials – Provide three (3) copies, one original, and one electronic version of completed application and support materials. All copies shall be in color and of legible scale. Do not include unsolicited materials, only submit the materials and information requested. Handwritten submissions will not be accepted.

Basics

Ownership – projects shall be constructed on permanently preserved public parkland. Easements shall be secured and/or in process at time of submittal.

Project Readiness – applicants must convey a clear understanding of the project needs, via previously completed planning, feasibility assessments, and tasks outlined in the scope of work.

Proposal – applicants must submit a detailed scope of work and fee outlining all tasks needed to complete Construction Documents required to bid and build the project.

Matching Funds – 20% of design fees are required as matching funds.

Reimbursement – grant awards are issued on a reimbursable basis once Construction Documents are completed and approved.

Schedule – preparation of Construction Documents must be completed within two-years of award.



I) Applicant Information

Municipality:

Name Project Contact:

Title:

Address:

City:

State:

Zip:

Phone:

E-mail:

Project Designer/Engineer:

Name of Project Engineer:

Address:

City:

State:

Zip:

Phone:

E-mail:

2) Project Information

Project Name:

Project Type: (Check all that apply from below)

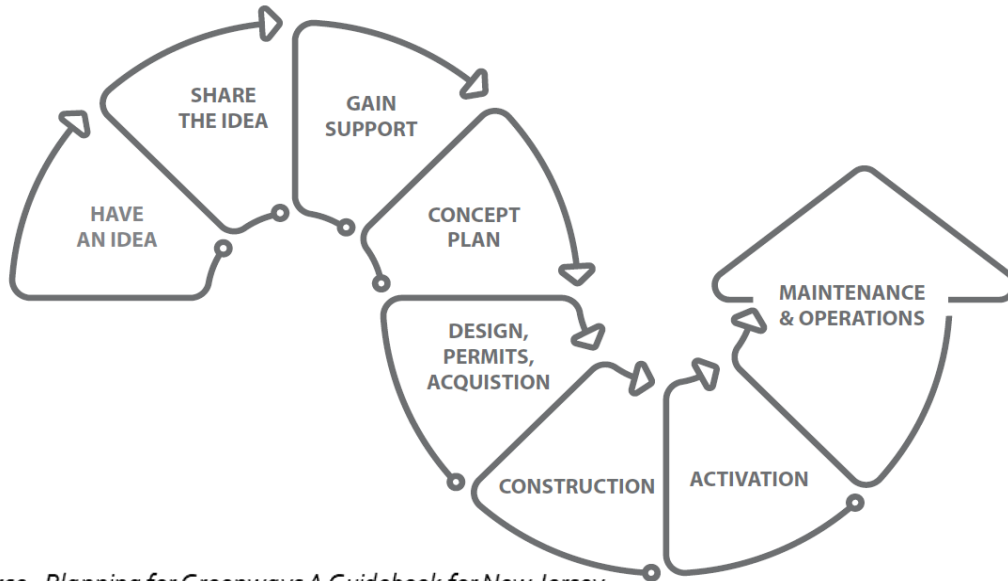
- a. New Construction** – design of a new trail facility

- b. Trail Enhancement** – design of improvements to an existing trail that will provide for increased capacity and/or access. In-kind replacement and deferred maintenance are not eligible.

3) Project Description

Provide a brief description of the proposed trail project including goals and overall approach that speaks to how major challenges and construction features will be addressed. Applicants submitting under the Trail Enhancement category shall also include justification of how proposed trail project will increase capacity and/or become ADA compliant. Use additional space in Appendix A to provide more details of your project if necessary.

- a. **Project Development Phase** – Using the chart below, identify what phase of development best describes the current status of your project.



Graphic Source: *Planning for Greenways A Guidebook for New Jersey Communities, NJDOT & North Jersey Together, 2019, Page 25*

- b. **Project Feasibility** – When reviewing applications, the Trail Construction Grant Advisory Committee tends to give preference to those projects that convey a clear understanding of the specific needs of the project and is ready to begin the Preliminary Design phase. Meaning, applicants have assessed the viability of their trail project by exploring and evaluating opportunities and constraints via feasibility assessments, including alternative alignments if applicable.

Provide a description and support documentation of all previous research, investigation, planning and analysis that has been completed to verify the feasibility of constructing your trail project. Also, describe alternatives considered and how this project was chosen.

4) Funding Strategy

Provide a description of the funding strategy and resources that will be used to meet the required 20% matching funds. Also, outline the anticipated long-term funding strategy being considered to complete construction of the project.

- a. **Matching Funds (20% minimum)** - a minimum of 20% matching funds of total design fee are required. The match can be in the form of cash, other grant sources, in-kind services, or in-direct costs, all of which require verification with this application. See below.
 - When other grant resources are being used to fulfill the required match, applicants must provide a copy of the award letter verifying the amount of award with this application.
 - When using in-kind services to fulfill required match, applicants must provide detailed description and an Evidence of Resource Commitment letter with this application outlining who and what will be provided, including a detailed breakdown of estimated costs of in-kind services being provided.
 - When using in-direct costs to fulfill required match, applicants must include a copy of the scope of services, invoices, and payment verification with this application. All services must be completed and paid at the time of application.
- b. **Long-Term Funding** – provide a brief description of the anticipated strategy to fund the construction costs of the project being submitted with this application.

5) Project Maps & Site Photos

- a. Project Location Map** - Provide a project map (in color) that clearly illustrates the following information:
- Block & lot labels
 - Street names labeled
 - Location of proposed and existing trails (local & regional)
 - North arrow & scale
 - Major nearby destinations labeled
 - Locate and label structures and amenities (existing and proposed)
 - Identify existing natural features such as wetlands, topography, water bodies, etc.

Separate from the above provide:

- b. NJDEP GeoWeb Database Map** – Using [Bureau of GIS \(nj.gov\)](http://Bureau of GIS (nj.gov)) resource, create a map of the project location and immediate surrounds. Include relevant data layers such as historic, environmental, natural and/or cultural resource that may impact the design and/or construction of the proposed trail project.
- c. National Wetlands Inventory** – Using ([National Wetlands Inventory \(usgs.gov\)](http://National Wetlands Inventory (usgs.gov))) resource, create a map of the project location and immediate surrounds to show designated wetland and riparian areas.
- d. Project Location Photos** – Provide a minimum of 6 photos (with captions) highlighting existing features of the project location as described in Section 3. Include a key noting specific location of each photo.
- e. Project Video (OPTIONAL)** – Provide a digital video (10-minute maximum) highlighting existing conditions of the project location and proposed features as described in Section 3. Include dialog describing video content.

Applications submitted without the above mapping and photo resources may be deemed ineligible.

6) Design Proposal, Fee & Schedule

The Phase 1-Design & Permitting Grant category provides funding to prepare Construction Documents.

- a. Design Proposal** - Provide a detailed design proposal outlining specific scope of Professional Services required to prepare Construction Documents including plans, specifications and estimates. The scope of Professional Services shall be as complete as possible to prepare the project for bidding and construction. There should be no ambiguity as to whether a task or deliverable is included within the basic fee. Tasks in the proposal may include, but are not limited to the following:
1. Preliminary and final design
 2. Survey (including easement acquisition)
 3. Environmental Assessment (wetland delineation, soils, stormwater, etc.)
 4. Structural Assessment (if required)
 5. Permitting
 6. Bid Specifications

Applicants are responsible to obtain all permits required to complete construction. The proposal shall include a summary of anticipated permits and outline an approach as to how they will be obtained. Applicants who do not adequately address an approach to securing permits may be deemed ineligible.

If awarded, additional funds will not be authorized to account for unanticipated tasks and/or services required to complete Construction Documents. Applicants will be required to incur these costs.

Final plans shall be prepared in accordance with design standards aligned within their designated trail use and class in **Section 9** of this application. The Trail Construction Grant Advisory Committee tends to give preference to those applications that clearly identify relevant design standards that the project will apply to.

The required final deliverables are Construction Documents that include a completed bid package of final design plans, approved permits, specifications, and engineering cost estimate signed and sealed by the preparing licensed professional.

If awarded, review meetings with program staff shall be held at 30% & 60% completion. Additional meetings may be required.

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- b. Design Fee** - The proposal shall also include a detailed breakdown of all associated fees for scope of Professional Services outlined. Lump sum and line item estimates are not acceptable and will not be considered. Applicants who do not provide detailed breakdown of fees may be deemed ineligible. Permit fees are not eligible for funding and shall not be included in fee breakdown.

Design fees shall reflect the complexity of a project's needs. Applicants must justify and document requested fees within the application and design proposal. Applications without demonstrated justification may be deemed ineligible.

Design fees are capped at 15% of estimated construction costs.

If awarded, the scope of work and associated fees submitted with this application will be used as the basis for reimbursement of grant funds.

- c. Design Schedule** – The proposal shall include a schedule of completion for each scope of work item through final deliverables. *Awarded grants will have two-years to complete Phase 1-Design & Permitting.*
- d. Construction Cost Estimate** – Applicants shall submit a preliminary construction cost estimate using the Engineering Cost Estimate Form provided on the program website [2021-trail-construction-cost-estimate-form-final-backup.xlsx \(live.com\)](#) or similar of equivalent detail. This estimate shall be used as the basis for maximum design fee allowable.

7) Project Team

The design proposal, fee, schedule, and cost estimate shall be prepared by an experienced licensed professional trained in planning, designing, and construction of trail facilities.

When reviewing applications, the Trail Construction Grant Advisory Committee gives preference to those applicants that have partnered with licensed professionals with proven trail experience. Receipt of a previous trail grant awards does not qualify as proven trail experience.

Clearly identify all of the firms who will be working on the proposed project and their specific responsibilities for each portion of scope of Professional Services. Identify key members of the project team and their specific roles in the project. Provide resumes for all Project Managers, and key personnel that include each individual's demonstrated experience with trails. Separately, provide qualifications documenting the project teams previous project experience specifically related to trail planning, trail design, and trail construction.

If awarded, the primary point of contact for all communication on the grant project shall be a municipal employee. Consulting professionals and volunteers are not eligible for this role.

8) Project Costs, Match & Requested Grant

Provide the following information regarding the project design fee, required match and the grant amount being requested.

- a. **Design Fee** – Below list the design fee for the scope of Professional Services as detailed in **Section 6** of this application.
 - Design fees shall reflect the complexity of a project’s needs. Applications without demonstrated justification may be deemed ineligible.

- b. **Matching Funds** – Below list the matching funds being provided as detailed in **Section 4** of this application. Applicants must provide a minimum of 20% match of total design fee is required.

- c. **Requested Grant** – Below summarize the requested grant amount by subtracting the required match from the total design fee.
 - Maximum grant request is 15% of estimated construction costs.

Design Fee: \$ _____ (max 15% of construction costs)

Matching Funds - \$ _____ (20% of design fee (minimum))

Requested Grant \$ _____ (fee minus match)

Applications lacking adequate documentation of costs may be deemed ineligible.

9) Trail Design Intent

Provide the following information related to the design intent of the proposed trail project.

- a. Trail Class** – trail class generally reflects the scale of the trail development and represents the intended design approach. There are five Trail Classes, ranging from the least developed (Class 1) to the most developed (Class 5).

Select the Trail Class that most closely represents the trail of the proposed project. A project may have more than one Trail Class. Select all that apply. See U.S. Forest Service Trail Fundamentals-Design Parameters matrix on Program Webpage to assist with the selection of Trail Class and Designated Use. [Trail Fundamentals and Trail Management Objectives \(morriscountynj.gov\)](http://www.morriscountynj.gov)

	CLASS TYPE	DESCRIPTION	LENGTH (feet/mile)
<input type="checkbox"/>	Trail Class 1:	Minimally Developed	
<input type="checkbox"/>	Trail Class 2:	Moderately Developed	
<input type="checkbox"/>	Trail Class 3:	Developed	
<input type="checkbox"/>	Trail Class 4:	Highly Developed	
<input type="checkbox"/>	Trail Class 5:	Fully Developed	

- b. Designated Use** – Identify the designated user type(s) that will be accommodated in the design of the proposed trail. There can be more than one designated type of user, which is defined as mixed use. Relevant design standards shall be applied to specific user type(s).

NON-MOTORIZED		MOTORIZED	
<input type="checkbox"/>	Pedestrian/Hiker	<input type="checkbox"/>	Motorized (off-road use)
<input type="checkbox"/>	Biking/Mountain Biking	<input type="checkbox"/>	ATV (all-terrain vehicle or quad)
<input type="checkbox"/>	Equestrian	<input type="checkbox"/>	Off Highway Vehicle (OHV-jeeps, etc.)
<input type="checkbox"/>	Mixed Use		

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- c. Surface Type** – Below select the type(s) of surfaces used and length of each type. This should be consistent with trail class and user type.

IMPERVIOUS SURFACE		POROUS SURFACE	
TYPE	LENGTH (feet/mile)	TYPE	LENGTH (feet/mile)
Concrete		Wood Chips/ Mulch	
Asphalt		Gravel/ Stone Dust	
Boardwalk		Native Soil	
Other		Porous Pavement	

- d. Design Features** – Below provide details for the design features proposed. This should be consistent with trail class and user type.

FEATURE	
Trail Width (inches/feet)	
Target Grade (percent)	
Clearing Width (feet/inches)	
Shoulder Width (feet/inches)	

10) Support Documentation

Provide the following information related to the support and approval of the proposed trail project and grant submission.

a. **Governing Body Resolution** – Provide a Governing Body Resolution supporting the advancement of the design for the proposed trail project and approval to apply to the Morris County Trail Construction Grant. The resolution shall include an acknowledgement that the municipality is responsible to provide advanced funding of the entire project and that the grant will be distributed as a reimbursement upon the satisfactory completion of Construction Documents.

b. **Evidence of Resource Commitment** – Provide an “Evidence of Resource Commitment” letter endorsed by an official agent for all groups, agencies, and entities providing in-kind services to complete the project. The letter shall outline what specific services will be provided along with estimated costs associated with these services. This shall be consistent with the information outlined in Section 4 of this application.

This includes letters from managers of internal divisions expected to complete work on the project such as engineers, DPW and/or maintenance crews, etc.

c. **Agency Authorization** – If applicable, provide a letter from the agency of ownership confirming approval to allow the proposed trail to cross a public road/public right-of-way.

I I) Required Signatures

Provide the following signatures responsible for endorsing the contents of this application.

- a. Name of Mayor (Print)

Signature of Mayor

Date

- b. Name of Project Contact (Print)

Signature of Project Contract

Date

- c. Name of Licensed Professional (Print)

Signature of Licensed Professional

Date

I2) Grantee Requirements

Please note, if awarded a grant, applicants are required to satisfy the following:

1. Abide by the conditions in the Grant Agreement and the Program Rules & Regulations.
2. Provide advanced funding to complete the design phase of the project, given grants are reimbursed upon satisfactory completion of the project.
3. Complete project within two-year timeframe of signed Grant Agreement.
4. Notify Program Staff of any project changes that differ from what was approved in the grant award.
5. Conduct a mandatory Project Kick-Off Meeting once Grant Agreement is finalized.
6. Submit quarterly Project Status Reports to program staff documenting progress.
7. Submit substantially complete progress plans at 30% and 60% completion.
8. Conduct mandatory review meetings with program staff to discuss 30% and 60% documents.
9. Submit all final products to verify completion.
10. Submit all required financial documentation for reimbursement.

13) Evaluation Criteria

Please complete the below information as it relates to your proposed project.

PROJECT PURPOSE		DESCRIPTION & SUPPORT INFORMATION
Access	Project complies with Department of Justice Title II, ADA standards, and PROWAG accessibility standards	Provide a brief description of how the project meets Title II, ADA, and PROWAG standards. Include references to specific features as necessary.
	Project provides access to major destinations such as schools, recreation facilities, and/or community/civic centers	Identify the major destinations the project will provide access to/from. Identify on maps as necessary.
	Project provides access to significant natural, cultural or historic features	Locate and identify the significant natural, cultural or historic features the project will provide immediate or nearby access. Include maps as necessary. Further documentation shall be provided in Section 6: Environmental Documentation.
Diversity	Project is designed to accommodate multiple trail user types	Describe how the design of the trail will serve the various user types. Provide design details if necessary.
	Project serves a diverse demographic	Briefly describe the range of demographics within ½ mile of the trail.

Evaluation Criteria (continued)

Connectivity	<p>Project connects to existing trail network (i.e. Federal, State, County, regional, and local)</p>	<p>Locate and identify where the proposed trail project will connect with/extend an existing trail. Note the name of the existing trail and its ownership/jurisdiction, and whether or not the existing trail is regionally significant. Include maps as necessary.</p>
	<p>Project provides connections to adjacent land uses via logical terminus</p>	<p>Locate and identify the end points of the proposed trail. Describe how these locations will provide connectivity to existing infrastructure and allow for continued access to adjacent destinations.</p>

Evaluation Criteria (continued)

Concurrency	Project is consistent with short and long-term planning goals and initiatives of the municipality, County, or State	Describe how the proposed trail project is consistent with existing local and/or regional planning goals and policy initiatives. Include references to master plan documents, planning studies, engineering studies, safety studies, public feedback, etc.
	Project is of regional significance	Locate and identify the regionally significant features, resources, or sites adjacent to or close to the proposed trail project. Also, describe how the proposed trail project would contribute to the regionally significant features, re- sources, or sites.
Funding	Applicant has a successful history of implementing grants for similar types of projects	Provide a brief description of previous grants awarded. Include a brief description of grant purpose, the funding source, and dollar amount. Also note whether the project has been successfully implemented and completed.
Project Readiness		The overall application will be evaluated to assess applicants understanding of the project needs and ability to move to construction.

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Appendix A – Project Description (continued)
