

# TRAIL CONSTRUCTION GRANT PROGRAM

## Construction

### Introduction

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Morris County Trail Construction Grant Program Phase 2-Construction Grant category provides funding to build trail facilities. The required final product of this category is to construct a usable trail facility that is in accordance with appropriate design standards and Construction Documents submitted and approved as part of the grant award.

### Submission Requirements

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**Deadline – FRIDAY JULY 29, 2022**

**Pre-Application Meeting** – All applicants must attend a pre-application meeting to review application requirements and assess the status of applicants Construction Documents.

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

### Basics

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**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 submit construction ready documents including permits.

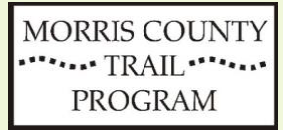
**Matching Funds** – 20% of construction costs are required as matching funds.

**Reimbursement** – Grant awards are issued on a reimbursable basis once Construction Documents are completed.

**Schedule** – Construction of trail facility must be completed within two-years of award.

# CONSTRUCTION GRANT

2022 APPLICATION – Project Name:



## 1) Applicant Information

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### Municipality:

Name of 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

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Project Name:

Project Type: (Check all that apply from below)

- a. **Minor Construction** – Must meet **ALL** specified criteria outlined in **Section 6** of this application.
- b. **Major Construction** – Requires submission of Construction Documents. See **Section 7** of this application.
- c. **New Construction** – Construction of a new trail facility.
- d. **Trail Enhancement** – Reconstruction of an existing trail that will provide for increased capacity and/or access. In-kind replacement and deferred maintenance are not eligible.

## CONSTRUCTION GRANT

2022 APPLICATION – Project Name:



### 3) Project Description

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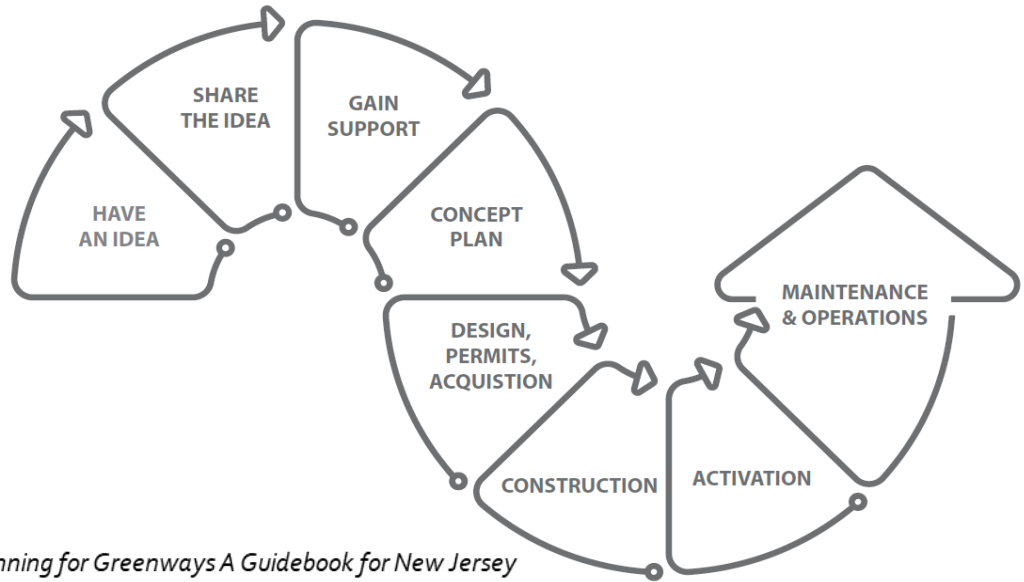
Provide a brief description of how the trail project will be constructed including specific techniques, materials and methods. Also describe the overall approach that speaks to how major challenges have been addressed and any unique features included in the design of the project. Use additional space in Appendix A to provide more details of your project if necessary.

# CONSTRUCTION GRANT

2022 APPLICATION – Project Name:



- 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*

## 4) Funding Strategy

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Provide a description of the funding strategy and resources that will be used to meet the required 20% of construction costs as required matching funds.

- a. Matching Funds (20% minimum)** - A minimum of 20% matching funds of total construction costs 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** – If applicable, provide a brief description of the anticipated strategy to fund construction costs of additional phases of the project.

## 5) Project Maps & Site Photos

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- 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://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://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) Minor Construction Documentation

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Applicants applying for the category of Minor Construction shall submit verification of the following: Applicants must meet **ALL** seven (7) criteria in order to qualify for the Minor Construction category.

- a. **Pre-Approval** – Applicants seeking to submit an application for Minor Construction project must receive prior approval from Program Staff. Contact Program Administrator to set up a pre-application meeting.
- b. **Project Costs** – Using the Cost Estimate Form referenced in Appendix B, verify that the total construction costs of the trail project is below \$70,000.
- c. **Length** – Using appropriate scaled mapping provide a map verifying that the trail project is 1-mile or less in length.
- d. **Surface** – Use of natural trail surface. Provide a typical cross-section and detail showing how the natural trail surface will be constructed.
- e. **Slope** - Using topographic mapping information of the project area provide verification that the trail project will not exceed 8% slopes.
- f. **Major Features** – Provide verification that construction of the trail project requires minimal to no major features such as bridges, walls, boardwalks, etc.
- g. **Agency Review** – Provide verification that construction of the trail project requires minimal to no permits.
  - ❖ Applicants who do not provide sufficient verification supporting the above criteria may be deemed ineligible.

Applicants shall also provide a Project Schedule outlining the completion of major milestones within the allotted 2-year timeframe for project completion.

## 7) Major Construction Documentation

### Design Plans, Specification, Engineer's Cost Estimate

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Applicants applying for the category of Major Construction shall submit Construction Documents verifying that the project is ready for construction including:

- a. **Final Design Plans** – Provide detailed final design plans illustrating means, methods, and materials that will be used.
- b. **Specifications** – Provide detailed specifications of the materials and processes that are to be used in the construction of the trail project.
- c. **Engineer's Cost Estimate** – Provide an up to date Engineer's Cost Estimate prepared in accordance with the submitted plans and specifications. A maximum contingency of 10% is allowable, and shall only be applied to total project costs, not individual line items. Permit fees are not eligible for funding. All costs for project amenities shall be listed separately in cost estimate.
- d. **Permits** – Provide a summary of all permits and other regulations required for the construction of the trail project. Include copies of all permit approvals and provide documentation and anticipated schedule of all pending permits.
- e. **Construction Schedule** – Provide a construction schedule. Including all major tasks from the bidding phase through and including completion. Projects awarded a grant will have 2-years to complete construction (including pending permits).

Plans & cost estimate shall include final estimated quantities for the project.

## 8) Project Team

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Provide resumes of the project team (key personnel and licensed professionals) who prepared the Construction Documents and for those who will serve as Project Manager for the construction phase of the proposed trail project. Separately, provide qualifications documenting the project teams previous experience specifically related to trail planning, trail design, and trail construction.

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.

*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.*



## 9) Project Costs, Match & Requested Grant

Provide the following information for construction costs, required match and the grant amount being requested.

- a. **Construction Costs** – This is the total cost required to construct the proposed trail project as outlined in the plans submitted with this application. This information should come directly from the Engineer’s Cost Estimate. This shall include a summary of estimated quantities.
  - ❖ Minor Construction: The above costs should be the same as those calculated using the Cost Estimate Form referenced in Appendix B.
  - ❖ Major Construction: The above construction costs should be the same as those outlined in the Engineer’s Cost Estimate provided as part of **Section 7** of this application.
  - ❖ A maximum contingency of 10% is allowable, and shall only be applied to project total, not individual line items. Permit fees are not eligible for funding.
  
- b. **Match Required** – 20% of total construction costs is minimum match 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.
  - a. 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.
  - b. 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.
  - c. 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.
  
- c. **Requested Grant** – The requested grant amount is calculated by subtracting the required match from the construction costs.
  - ❖ Applications without adequate documentation of costs may be deemed ineligible.
    - **Construction Costs:** \$ \_\_\_\_\_ (maximum 10% contingency)
    - **Match Required** - \$ \_\_\_\_\_ (minimum of 20% of Costs)
    - **Requested Grant** \$ \_\_\_\_\_ (costs minus match)

## 10) 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 to assist with the selection of Trail Class. [Trail Fundamentals and Trail Management Objectives \(morriscountynj.gov\)](http://morriscountynj.gov)

	<b>CLASS TYPE</b>	<b>DESCRIPTION</b>	<b>LENGTH</b> (feet/mile)
	Trail Class 1:	Minimally Developed	
	Trail Class 2:	Moderately Developed	
	Trail Class 3:	Developed	
	Trail Class 4:	Highly Developed	
	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. The design of the trail shall apply relevant standards related to specific use type(s).

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

# CONSTRUCTION GRANT

2022 APPLICATION – Project Name:



- 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)	

## I I) Support Documentation

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Provide the following information related to the support and approval of pursuing the proposed trail construction grant.

- a. **Governing Body Resolution** – Provide a Governing Body Resolution supporting the advancement of construction of the trail project and approval to pursue 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 award will be distributed as a reimbursement upon the satisfactory completion the trail facility.
  
- 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 the services.  

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 2) Required Signatures

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Provide the following signatures for preparing bid package of final plans, specifications, and Engineer’s Cost Estimate.

- 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

## I 3) Grantee Requirements

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Please note if awarded a grant, applicants shall be required to fulfill 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 all final products to verify completion.
8. Submit all required financial documentation for reimbursement.

## 14) Evaluation Criteria

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

	<b>PROJECT PURPOSE</b>	<b>DESCRIPTION &amp; SUPPORT INFORMATION</b>
<b>Access</b>	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.
<b>Diversity</b>	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)

<b>Connectivity</b>	<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)

<b>Concurrency</b>	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.
<b>Funding</b>	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.
<b>Constructability</b>	Applicant has completed final design for the project	Construction documents have been submitted and permits have been obtained, or a timeline has been established for obtaining the permits.
	Documentation provided outlines a clear understanding of project details, methods, required regulatory approvals and project costs.	Briefly describe the methods and procedures that will be used to construct the trail.



**CONSTRUCTION GRANT**

2022 APPLICATION – Project Name:



**Appendix A – Project Description (cont'd.)**

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## CONSTRUCTION GRANT

2022 APPLICATION – Project Name:



## Appendix B – Minor Construction Cost Estimate Form

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Use the following Cost Estimate Form to verify project costs meet the funding threshold required for Minor Construction category. Cost Estimate Forms that are incomplete may be deemed ineligible. A fillable version of this form can be downloaded from the Program website, here:

[2021-trail-construction-cost-estimate-form-final-backup.xlsx \(live.com\)](#)

Complete (including signatures) and submit this fillable Cost Estimate Form with your application.