

2023 TRAIL CONSTRUCTION GRANT PROGRAM

Letter of Intent

Please complete and submit the **Letter of Intent by Friday June 30, 2023 by 4:00 P.M.** Provide all information requested in one comprehensive PDF document, including deeds. This should be submitted electronically via e-mail to morrtrailgrant@morrisparks.net.

1) PROJECT NAME: _____

2) FUNDING CATEGORY: (check one)

- Design & Permitting Application (requires pre-application meeting) Construction**
- Application–MINOR (requires pre-approval and pre-application meeting) Construction**
- Application–MAJOR (requires pre-application meeting)**

3) PROJECT CATEGORY:

- New Trail**
- Trail Enhancement**

The Trail Enhancement category is for projects that propose to improve design and/or surface type of existing trails to accommodate increased capacity and/or make the trail ADA compliant. The Trail Enhancement category is not intended to be an in-kind replacement of current conditions. Deferred maintenance activities are not eligible under this category.

4) APPLICANT INFORMATION:

Municipality: _____

Address: _____ City/State/Zip: _____

5) PROJECT CONTACT INFORMATION:

The project contact must be a municipal employee who will serve as the primary point of contact for the project. Volunteers and consultants are not eligible to serve as project contact.

Name & Title: _____

Phone: _____ Email: _____

6) PROPERTY OWNERSHIP VERIFICATION:

In order to be considered, each applicant shall verify ownership and/or authorization of use through legal agreement(s) such as deeds or easements of ALL properties the proposed project will be constructed.

All property must be permanently preserved public parkland (via deed restrictions), easements permanently dedicated for public parkland use.

Provide copies of deeds and/or agreements such as easements verifying ownership of property for each parcel. Provide a summary of all parcels in the chart provided including ownership information.

Please note if an easement is in the process of being acquired submit a letter from the property owner demonstrating their willingness to approve said easement to the applicant for the referenced project with this Letter of Intent submission.

REMINDER - The Trail Construction Grant Applications are due on July 28, 2023.

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PARCEL NO.	Type of Ownership		Block	Lot	Permanently Preserved Public Parkland	Name of Owner
	Fee Simple	Easement				
PARCEL NO. 1	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PARCEL NO. 2	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PARCEL NO. 3	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PARCEL NO. 4	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PARCEL NO. 5	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PARCEL NO. 6	Fee Simple <input type="checkbox"/>	Easement <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	

7) PROJECT MAP:

Provide a project map that shows the proposed trail location. Label all block and lot information for all of the parcels required to complete the project. Parcel information shall also be listed separately in the chart above.

8) ESTIMATED PROJECT COSTS:

CHOOSE ONE: Below, provide **ESTIMATED** project costs for either Design or Construction funding category you are applying for. Include matching funds and anticipated requested grant amount.

PHASE 1-DESIGN & PERMITTING	AMOUNT
TOTAL DESIGN FEE	\$
MATCHING FUNDS (20% Min.)	- \$
AMOUNT OF REQUESTED GRANT	\$ _____
<i>Subtract matching funds from project total to calculate the requested grant amount</i>	

PHASE 2-CONSTRUCTION	AMOUNT
TOTAL CONSTRUCTION COSTS	\$
MATCHING FUNDS (20% Min.)	- \$
AMOUNT OF REQUESTED GRANT	\$ _____
<i>Subtract matching funds from project total to calculate the requested grant amount</i>	

9) SIGNATURE:

Mayor's Signature (required)

Date

REMINDER: Applications are due on July 28, 2023 including the following:

- 1) Verification of all matching funds.
- 2) Completed application and supplemental materials.
- 3) Governing Body Resolution stating that the local municipality is in support of the project and will provide full funding in advance, given the grant will be reimbursed upon completion of the project.

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