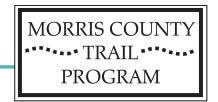


WELCOME

Program Overview February 19, 2025

Program Staff



Morris County Park Commission

<u>AKRF – Environmental, Planning,</u> <u>and Engineering Consultants</u>

Mr. Dave HelmerExecutive Director

Mr. Ed Confair, PE & PLA

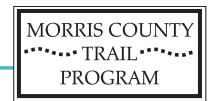
Mr. Karl KlingenerSpecial Projects Manager

Vice President Landscape & Resiliency

Ms. Courtney Wilk, PE

Technical Director

Rules & Regulations



- The 2025 Rules & Regulations have been completely re-formatted.
- Formatting changes take the applicant from the beginning of the program to the close out of the grant in a step-by-step manner.
- Additional review requirements for Design & Permitting Grants
- Grant timeline to completion for Design & Permitting Grants increased to 3-years with one 6-month extension available.

Background



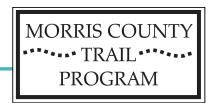
- 1992 Morris County Open Space, Farmland, Floodplain Protection and Historic Preservation Trust Fund Established.
- August 2014 County Commissioners authorized a ballot question that would permit trail construction as an allowable use under the Trust Fund.
- November 2014 The voting electorate approved the ballot question by a 3 to 1 margin.
- April 2016 Trail Construction Grant Program was established.

Purpose

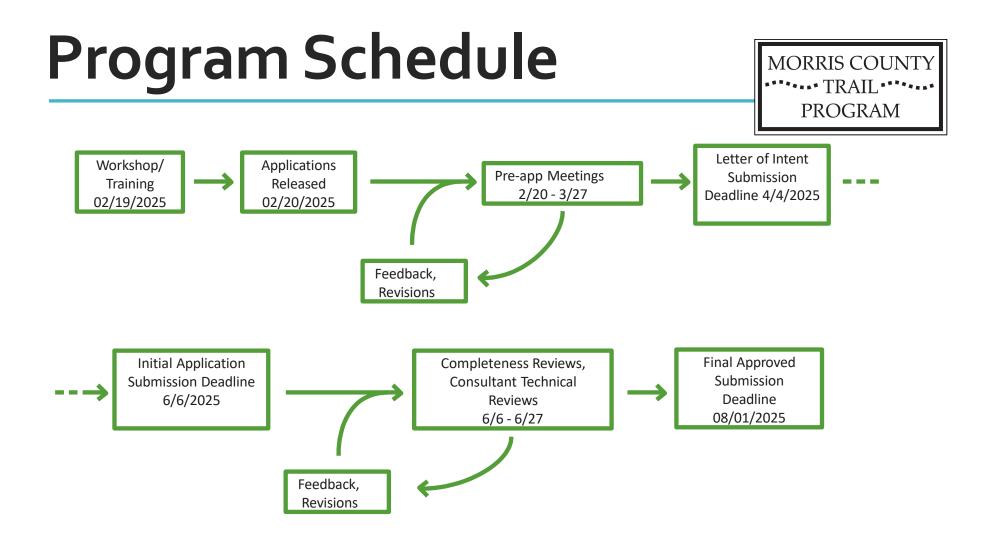


• The purpose of the grant program is to provide recreational trail use opportunities (as defined by the program) which will benefit the communities and enhance the quality of life for the residents of Morris County. The program will rely upon local communities and their government representatives to provide inspiration, planning and commitment, as well as meeting the matching funds requirement to make these trail projects a reality.

Program Structure



- Collaboration: Morris County Office of Planning & Preservation and Morris County Park Commission
- Advisory Committee: 9 Members including
 - 4 MCPC Recreational Trail Committee
 - 2 MC Office of Planning & Preservation and Division of Engineering Board or Committee
 - 3 At-Large from the Trail Community





ELIGIBILE APPLICANTS - 7.8

All 39 Morris County Municipalities

ELIGIBILE PROPERTIES / LAND USE RESTRICTIONS - 7.9

- Land must be located in Morris County
- Land on which the trail is to be funded must be permanently preserved parkland owned by the municipality at the time of application, or
- Private land with a permanent easement dedicated to public trail/recreational use, or
- Land that is County owned, listed on the municipal ROSI, with a License Agreement in place.

MORRIS COUNTY TRAIL PROGRAM

ELIGIBILE PROJECTS – 7.10

- Design & Permitting of new trails
- Construction of new and/or enhancement of existing trails.
- May include, but is not limited to shared-use-paths, side paths, nature, multi-use, and single use trails

ELIGIBILE USES - 7.11

- Non-Motorized Trails
- Motorized Trails

MORRIS COUNTY TRAIL PROGRAM

ELIGIBILE TRAIL AMENITIES - 7.12

- Trail grants shall not be used as sole funding source for trail amenities or trailhead facilities such as parking areas.
- The combined costs of all proposed trailside amenities shall not exceed the cost of trail construction or enhancements.
- A full list of acceptable amenities may be found in the Rules & Regulations.

NON-ELIGIBILE USES - 7.13

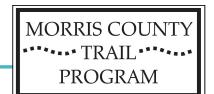
• There are 21 different items listed in the Rules & Regulations as "Non-Eligible" uses of funds.



PERMITS - 7.14

- Applicants are solely responsible to obtain necessary permits and clearances to comply with any Federal, state or local requirements.
- Design & Permitting Grants may include the in tasks and costs associated with preparing and obtaining permits as part of the Design Proposal & Fee, however, permit fees are not an eligible funding item and should not be included in the requested grant
- Construction Grants must have all necessary permits and clearances IN-HAND at the time of application.

Trail Grant Funding



- Annual allocations vary based on funding availability.
- The program funds 80% of the total project costs.
- Applicants are required to provide at least 20% matching funds.
- The program operates on a "reimbursement" basis and applicants must be fully prepared to fund the project up front.
- Minimum funding for any project is \$ 10,000.00. Projects below the minimum will not be eligible.
- Design & Permitting is capped at 15% of Estimated Construction Costs.
- Minor Construction is capped at \$ 70,000.00
- Major Construction is capped at 60% of the available funds **
- Large projects may be asked to "Phase" their project to maximize funding availability.

Matching Funds



- Applicants are required to provide at least 20% matching funds.
- Matching funds may be in the form of Cash or In-Kind Services.
- In-Kind Services may include Direct Costs of goods and services (typically when a municipality is doing the work themselves)
- In-Kind Services may include In-Direct Costs. Typically used when a project comes in for construction, that was NOT funded for a Design Grant previously)
- In-Direct Costs may include Engineering, Planning, and Design costs that have already been paid.
- There are exclusions to matching funds. See Rules section 7.16.2

Funding Category

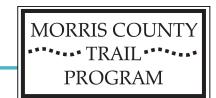


DESIGN & PERMITTING 7.17.1

This category provides grant funding for design development of a trail project resulting in the completion of construction documents including final design plans, permits, specifications, and engineer's cost estimate. Award Limits

- Minimum = \$10,000
- Maximum = 15% of Estimated Construction Cost Estimate
- 3-Years to Complete Projects with one possible 6-month extension
- Interim Staff Reviews (30%, 60% & 100%)
- Consistent with Awarded Design & Best Practice

Funding Category



MINOR CONSTRUCTION 7.17.2

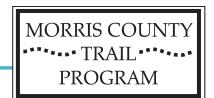
Select Criteria for Eligibility Can be found in Rules section 7.17.2 Final Products

- Completed Trail Facility
- Consistent with Awarded Design & Best Practice

Award Limits

- Minimum = \$10,000
- Maximum = \$70,000
- 2-Years to Complete Project with two possible 6-month extensions
- Must have signed/sealed plans, bid specifications, permits in hand, and Engineer's Construction Cost Estimate to qualify.

Funding Category



MAJOR CONSTRUCTION 7.17.3

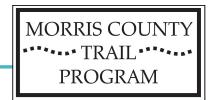
Final Products

- Completed Trail Facility
- Consistent with Awarded Design & Best Practice

Award Limits

- Minimum = \$70,000
- Maximum = 60% of available funds
- 2-Years to Complete Project with two possible 6-month extensions
- Must have signed/sealed plans, bid specifications, permits in hand, and Engineer's Construction Cost Estimate to qualify.

Pre-Application Meeting



- Required for All Applicants
- Review Proposed Project
- Provide Feedback on Proposed Project
- Application Requirements for project type.
- Help Guide the Applicant on Best Submission
- Schedule between February 20th March 27th
- Contact <u>MCTrailGrantProgram@Morrisparks.net</u> or 862-325-7739

Letter of Intent

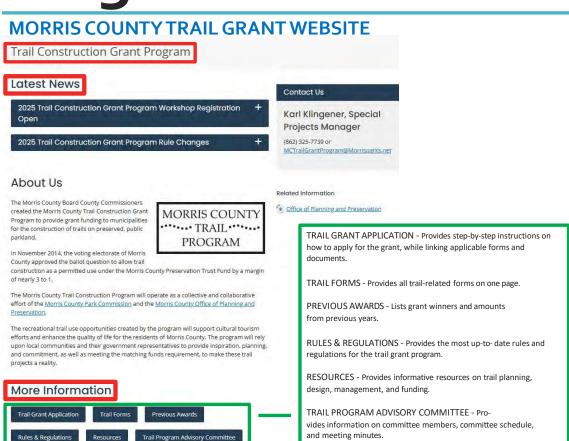
MORRIS COUNTY
TRAIL
PROGRAM

- Required for All Applicants
- Must include ALL of the requested attachments 7.19.3
- Shall serve as the process to evaluate Eligible Properties and Land Use Restrictions.
- Those who do not meet the definitions of eligible properties / land use restrictions, will be deemed ineligible and will not advance to the application phase.

Website:

https://www.morriscountynj.gov/Departments/Trail-Construction-Grant-Program/Trail-Grant-Application

Program Resources



MORRIS COUNTY
TRAIL
PROGRAM

Program Resources

- Best Practices
- Means & Methods
- Education





WHY TRAILS THE TRAIL FUND TRAINING & NETWORKING ABOUT US MEMBERSHIP & GIVING



MORRIS COUNTY
TRAIL

Website:

https://www.morriscountynj.gov/Departments/Trail-Construction-Grant-Program/Resources

Select An Application

MORRIS COUNTY
TRAIL
PROGRAM

Complete the Application that Applies to Your Project

Download the correct type of application to your computer, then fill out in Reader or Acrobat. Utilize the instructions provided to complete each section of the application. Also use the checklist provided to verify all sections of the application are complete before submission. Do not submit instructions or checklist with your application. All applications must be submitted no later than 12:00 PM, June 6, 2025

Follow these instructions for Design & Permitting Applications

- 2025 Design & Permitting Grant Application (PDF. 315KB) (for design and permitting phase)
- 2025 Design & Permitting Grant Instructions (PDF, 385KB)
- 1 2025 Design & Permitting Grant Checklist (PDF, 227KB)
- 2025 Design Grant CCE Financial Workbook (MLSX, 35KB) (mandatory form for ALL design applications)
- Sample Resolution (DOCX, 14KB)

Follow these instructions for Construction Grant Applications

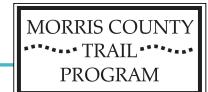
- 2025 Construction Grant Application (PDF, 394KB) (for minor or major construction projects)
- 1 2025 Construction Grant Instructions (PDF, 359KB)
- 2025 Construction Grant Checklist (PDF, 259KB)
- 2025 Construction Grant CCE Financial Workbook (ALSX, 39KB) (mandatory, form for ALL construction applications)
- Sample Resolution (DOCX, 14KB)

Use these <u>resources</u> to complete your Trail Grant Application.

Website:

https://www.morriscountynj.gov/Departments/Trail-Construction-Grant-Program/Trail-Grant-Application

Select An Application



ļ	CHECKLIST - 202	25 DESIGN A	APPLICATION
PR	OJECT NAME:		
NA	ME OF PREPARER:		
DA	TE:		
1)	APPLICANT INFORMATION & SIGNATUR	RES	
-	REQUIRED INFORMATION	COMPLETE	COMMENT
al	Name of Project	Select	COMMENT
	Municipal Contact Info. & Signature	Select	
	Project Designer Contact Info. & Signature	Select	
	Mayor's Contact Info. & Signature	Select	
	W		
2)	PROJECT TYPE		
_	REQUIRED INFORMATION	COMPLETE	COMMENT
2.1)	Major Construction	Select	
a)	New Construction – design new trail facility	Select	
	Trail Enhancement – improve existing trail,	Calant	
b)	increase capacity and/or access	Select	
b)	PROJECT DESCRIPTION		
b)	PROJECT DESCRIPTION REQUIRED INFORMATION	COMPLETE	соммент
b) a)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives	COMPLETE Select	COMMENT
b) a) b)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives Accessibility standards used	COMPLETE	COMMENT
b) a) b)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives Accessibility standards used Provides access to major destinations such as	COMPLETE Select	COMMENT
a) b) c)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives Accessibility standards used Provides access to major destinations such as significant natural, cultural or historic features	COMPLETE Select Select Select	COMMENT
a) b) c)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives Accessibility standards used Provides access to major destinations such as significant natural, cultural or historic features Accommodates multiple trail user types	COMPLETE Select Select Select Select	соммент
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b) a) b) c) d) e) f) g) h) i)	increase capacity and/or access PROJECT DESCRIPTION REQUIRED INFORMATION Description of project goals and objectives Accessibility standards used Provides access to major destinations such as significant natural, cultural or historic features Accommodates multiple trail user types Connects with existing trail network (local, regional, State and/or Federal) Provides logical terminus Consistent with short and long-term planning goals and municipal, County or State initiatives Project is of regional significance Demand (TRAIL ENHANCEMENT ONLY): PROJECT MAPS & SITE PHOTOS REQUIRED INFORMATION Project Location Map with Trail Alignment (in	COMPLETE Select Select Select Select Select Select Select Select Select COMPLETE	

025 Trail Construction Grant Program / Checklist for DESIGN APPLICATION / Page 1 of 3

Application Process



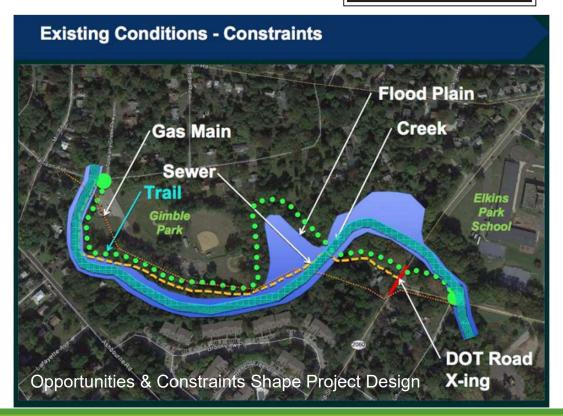
PROJECT FEASIBILITY

5) PROJECT FEASIBILITY

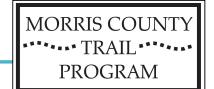
New

REQUIRED INFORMATION

- a) Will project impact streams, rivers, lakes, etc.?
- i. If yes, is this an area regulated by NJDEP?
- b) Will project be built in area of slopes exceeding 12%?
- i. If yes, identify areas of steep slopes (12% or above) within the project area.
- c) Are there additional existing environmental constraints located in the project area not listed above?
- d) What is the proposed square footage of the proposed trail?
- Separate from the trail, provide the estimated square feet of the proposed developed areas such as parking, trailheads, etc.
- i. Does the combined total of items d & e (above) exceed ¼ acre?
- ii. If yes, does the design proposal in Section 6 include a task for stormwater management?
- If no, explain generally how drainage will be handled.
- f) Identify all permits anticipated to complete the design of the proposed trail project.



Application Process



DESIGN PROPOSAL, FEE & SCHEDULE

6)	DESIGN PROPOSAL, FEE & SCHEDULE
	REQUIRED INFORMATION
a)	Design Proposal
	i. Survey
	ii. Environmental Permitting
	iii. Stormwater Management
	iv. Structural
	v. Construction Documents
	vi. Bid Specifications
	vii. Final Engineers Cost Estimate
b)	Design Fee
c)	Design Schedule

Design Services

(min., as required)

- Survey
- Environmental Permitting
- Stormwater Management
- Structural
- Construction Documents
- Bid Specifications
- Final Engineers Cost
 Estimate

Design Fee

- Task & Hourly Breakdown
- Line Item & Lump Sum Not Accepted

Design Schedule

- 3-Years to Complete
- 1-Extension Available

MORRIS COUNTY TRAIL PROGRAM

APPLICATION FORM 2025 DESIGN

10) Trail Design Intent & Standards

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

a. Trail Class

	CLASS TYPE	DESCRIPTION	LENGTH (feet / Mile)
✓	Trail Class 1:	Minimally Developed	
✓	Trail Class 2:	Moderately Developed	
1	Trail Class 3:	Developed	
V	Trail Class 4:	Highly Developed	
/	Trail Class 5:	Fully Developed	

b. Designated Use

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

c. Surface Type

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

d. Design Features

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

e. Design Standards

0 11 1 11			
Provide description:			

INSTRUCTIONS 2025 DESIGN APPLICATION

- → Permit fees are not an eligible expense of the grant program. DO NOT include permit fees as part of the professional services fees.
- → Applicants are responsible to obtain all permits required to complete construction. Applications that do not address an approach to securing permits may be deemed ineligible.

iii. Stormwater Management

Utilizing the most current NJDEP stormwater management regulations evaluate preliminary and final drainage analysis of the proposed project to determine necessary stormwater management measures.

iv. Structural

Conduct geotechnical studies, as necessary, to support implementation of structural features (like bridges and boardwalks) proposed within the project area. Include test pit borings and laboratory testing as required.

v. Construction Documents

Prepare preliminary and final design plans for the use of advancing project development, obtaining permits, preparing accurate cost estimates, and preparing bid ready construction documents.

Minimally, the final construction documents shall include:

- o Key Sheet
- o Estimate-Distribution of Quantities
- o Existing Conditions Plan
- Typical Sections
- Construction Plans
- o Grading & Drainage Plan
- Soil Erosion and Sediment Control Plan
- o Structural Plans & Details (if applicable)
- Construction Details
- o Landscape Plan (if applicable)

Final plans shall be consistent and in accordance with the designated trail use, trail class, and design standards identified in Section 10 of this application.

All final deliverables shall be signed and sealed by the licensed professional preparing the documents









Design Parameters are technical guidelines for the survey, design, construction, maintenance, and assessment of National Forest System trails, based on their Designed Use and Trail Class and consistent with their management intent. Local deviations from any Design Parameter may be established based on trail-specific conditions, topography, or other factors, provided that the deviations are consistent with the general intent of the applicable Trail Class.

Designed Use HIKER/PEDESTRIAN		Trail Class 1	Trail Class 2	Trail Class 32	Trail Class 42	Trail Class 52
Design Tread Width	Wilderness (Single Lane)	0"-12"	6" – 18"	12" - 24" Exception: may be 36" - 48" at steep side slopes	18" – 24" Exception: may be 36" – 48" at steep side slopes	Not applicable
	Non-Wilderness (Single Lane)	0" – 12"	6" - 18"	18" – 36"	24" - 60"	36" - 72"
	Non-Wilderness (Double Lane)	36"	36"	36" - 60"	48" - 72"	72" – 120"
	Structures (Minimum Width)	18"	18"	18"	36"	36"
Design Surface ³	Туре	Native, ungraded May be continuously rough	Native, limited grading May be continuously rough	Native, with some onsite borrow or imported material where needed for stabilization and occasional grading Intermittently rough	Native with improved sections of borrow or imported material, and routine grading Minor roughness	Likely imported material, and routine grading Uniform, firm, and stable
	Protrusions	≤ 24" Likely common and continuous	≤ 6" May be common and continuous	≤ 3" May be common, not continuous	≤ 3" Uncommon, not continuous	No protrusions
	Obstacles (Maximum Height)	24"	14"	10"	8"	No obstacles
Design	Target Grade	5% - 25%	5% - 18%	3% - 12%	2% - 10%	2% - 5%
Grade ³	Short Pitch Maximum	40%	35%	25%	15%	5% FSTAG: 5% – 12% ²
	Maximum Pitch Density	20% - 40% of trail	20% - 30% of trail	10% - 20% of trail	5% – 20% of trail	0% - 5% of trail

MORRIS COUNTY TRAIL PROGRAM

Trail Class 1





Trail Class 1: Tread—The tread is intermittent and indistinct.



Trail Class 1: Obstacles—Obstacles are common, naturally occurring, and often substantial.



Trail Class 2





Trail Class 2: Tread—The tread is continuous and discernible, but narrow and rough.





ITAIL Class 2: Obstacles—Ubstacles may be common and substantial. Blockages are cleared to define the route and protect resources. Vegetation may encroach into the trailway.

Trail Class 3





Trail Class 3: Tread. The tread is continuous and obvious



Trail Class 3: Obstacles—Obstacles may be common. Vegetation is cleared outside of the trailway.

Trail Class 4





Trail Class 4: Tread—The tread is wide and relatively smooth, with few irregularities.



Trail Class 4: Obstacles—Obstacles are infrequent and insubstantial. Vegetation is cleared outside of the trailway.





Trail Class 5



Trail Class 5: Obstacles—Obstacles are not present Grades are typically less than 8 percent.



Trail Class 5: Tread—The tread is wide, firm, stable, and generally uniform. Trails are commonly hardened with asphalt or other imported material.

Standards for Construction

MORRIS COUNTY TRAIL PROGRAM

PROGRAM

APPLICATION FORM 2025 DESIGN

10) Trail Design Intent & Standards

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

a. Trail Class

	CLASS TYPE	DESCRIPTION	LENGTH (feet / Mile)
✓	Trail Class 1:	Minimally Developed	
1	Trail Class 2:	Moderately Developed	
1	Trail Class 3:	Developed	
V	Trail Class 4:	Highly Developed	
1	Trail Class 5:	Fully Developed	

b. Designated Use

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

c. Surface Type

IMPER	VIOUS 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

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

e. Design Standards

Provide description:			

INSTRUCTIONS 2025 DESIGN APPLICATION

- Permit fees are not an eligible expense of the grant program. DO NOT include permit fees as part of the professional services fees.
- → Applicants are responsible to obtain all permits required to complete construction. Applications that do not address an approach to securing permits may be deemed inclinible.

iii. Stormwater Management

Utilizing the most current NJDEP stormwater management regulations evaluate preliminary and final drainage analysis of the proposed project to determine necessary stormwater management measures.

iv. Structural

Conduct geotechnical studies, as necessary, to support implementation of structural features (like bridges and boardwalks) proposed within the project area. Include test pit borings and laboratory testing as required.

v. Construction Documents

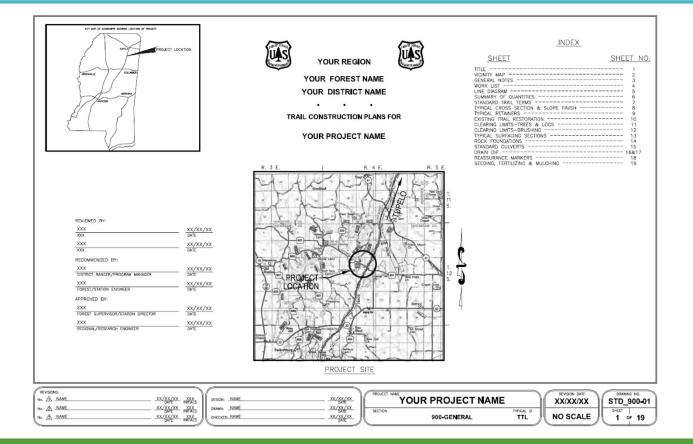
Prepare preliminary and final design plans for the use of advancing project development, obtaining permits, preparing accurate cost estimates, and preparing bid ready construction documents.

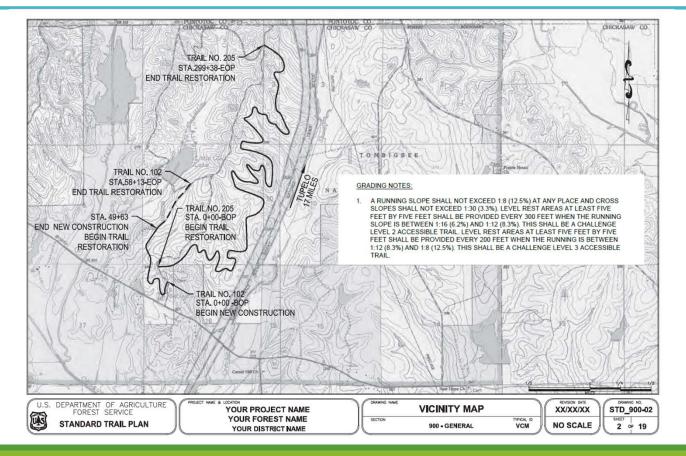
Minimally, the final construction documents shall include:

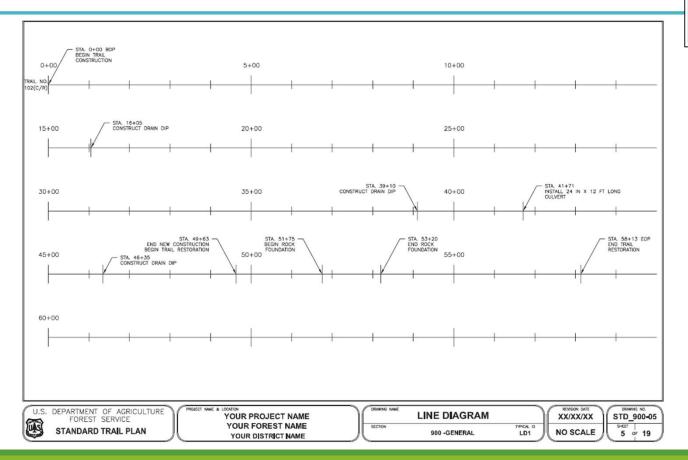
- o Key Shee
- o Estimate-Distribution of Quantities
- o Existing Conditions Plan
- o Typical Sections
- Construction Plans
- o Grading & Drainage Plan
- Soil Erosion and Sediment Control Plan
- o Structural Plans & Details (if applicable)
- Construction Details
- o Landscape Plan (if applicable)

Final plans shall be consistent and in accordance with the designated trail use, trail class, and design standards identified in Section 10 of this application.

All final deliverables shall be signed and sealed by the licensed professional preparing the documents





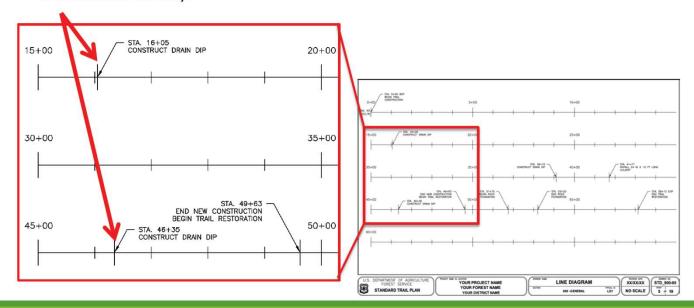


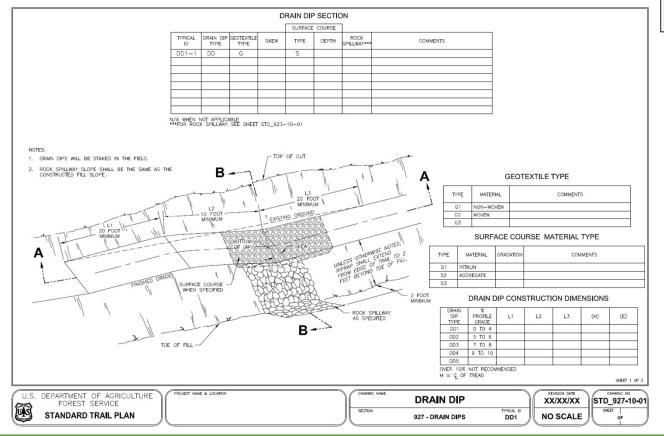
MORRIS COUNTY TRAIL PROGRAM

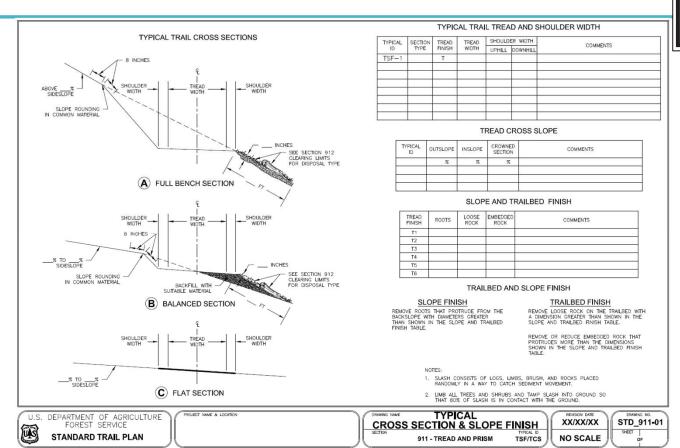
Defining the Location and Scope

Line Diagram (continued)

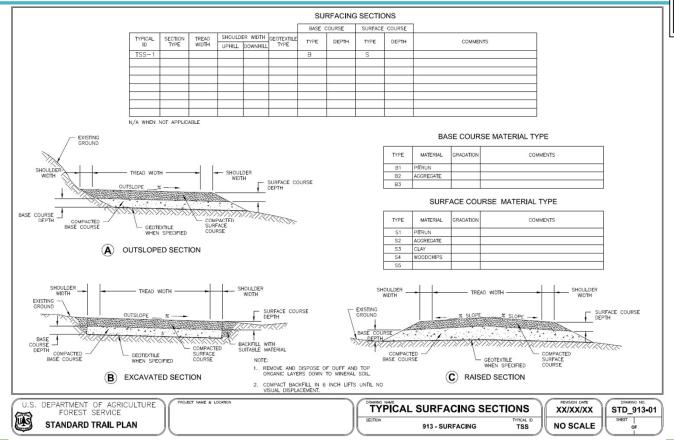
Step 23: Insert hash marks for specific trail construction activities such as drainage structures, trail structures, trail bridges, and so forth, and label each construction activity.





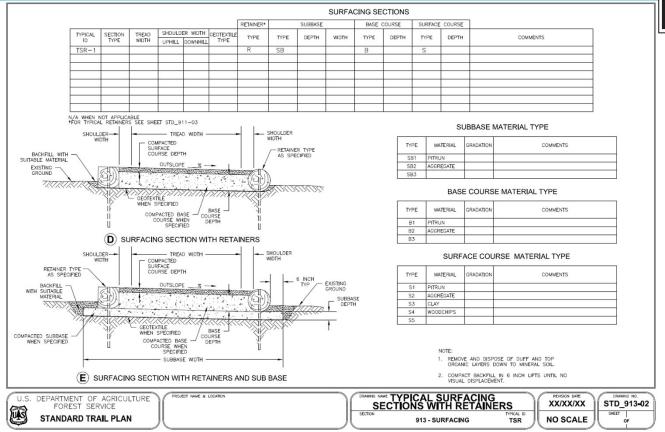


Documentation



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Documentation



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Image Credit: Ed Confair, AKRF, Inc.







Image Credit: Ed Confair, AKRF, Inc.





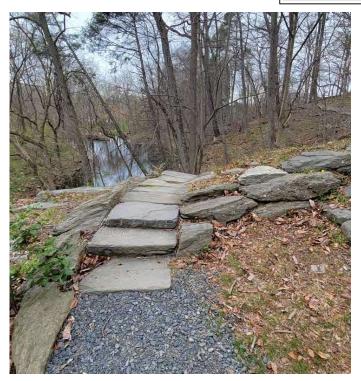


Image Credit: Ed Confair, AKRF, Inc.





Image Credit: Ed Confair, AKRF, Inc.

Precedent – Cherry Hill, New Jersey





Image Credit: Ed Confair, AKRF, Inc.

Precedent – West Grove, Pennsylvania





Image Credit: Ed Confair, AKRF, Inc.



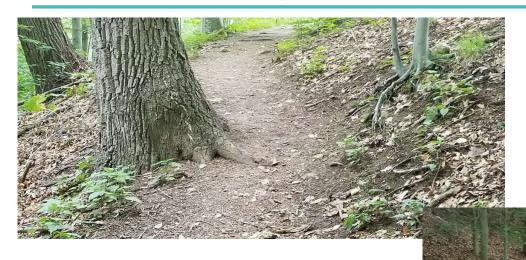


Image Credit: Ed Confair, AKRF, Inc.





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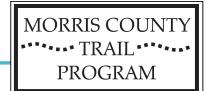




Image Credit: Ed Confair, AKRF, Inc.





Image Credit: Ed Confair, AKRF, Inc.





Image Credit: Ed Confair, AKRF, Inc.





Image Credit: Ed Confair, AKRF, Inc.

Precedent – Chanticleer Garden, Wayne, PA







Image Credit: Ed Confair, AKRF, Inc.

Wetland Trail Design Best Practices

Avoid using loose aggregate which can lead to frequent washout and trail instability. In wetlands, utilize trail designs that maintain a dry trail surface. The USDA recommends several options including, but not limited to, causeways and puncheons.

A causeway utilizes a sub-base of rocky fill to store and convey water, allowing the finished dirt surface to remain dry. Causeways are lined with rocks to provide side stabilization.

Puncheons are boardwalk-like structures that create passage over exceptionally rocky or wet areas.

Incorporate cross drainage structures along trail length like French drains to provide adequate drainage away from trail during wet periods.



Figure 1: Erosion of loose aggregate trail.



Figure 2: Migration of Loose Aggregate

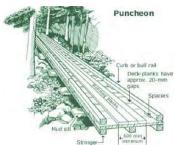
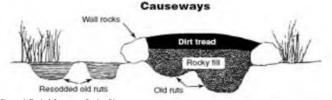


Figure 3: Typical Puncheon Design Diagram.



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**** TRAIL

Figure 4: Typical Causeway Design Diagram.

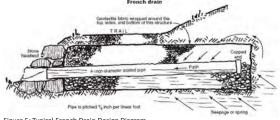


Figure 5: Typical French Drain Design Diagram.

Precedent – Ashby Park, Monmouth County





Image Credit: Ed Confair, AKRF, Inc.

Precedent – Ashby Park, Monmouth County





Image Credit: Ed Confair, AKRF, Inc.

Design Lessons Learned

MORRIS COUNTY TRAIL PROGRAM

Design DOs and DON'Ts

DO

- Use the USDA Forest Service Trail Management Tools
- Use different trail classes as appropriate to site conditions and intended use
- Use line diagrams and other drawing conventions to indicate where specific details are intended on the construction drawings
- Provide detailed grading and drainage information on the construction drawings
- Confirm permitting and regulatory requirements
- Confirm surface material and edge conditions align with intended class and trail use
- Use on-site found materials where appropriate to give your project character and a sense of place

DON'T

- Ignore accessibility guidelines
- Assume only one trail class applies to a given project site
- Assume "typical" details apply everywhere on your specific project
- Clear more vegetation than needed
- Don't use light and loose material on steep slopes or regularly inundated areas
- Forget about stormwater management and drainage controls

New Construction Cost Estimate Template



TRAIL CONSTRUCTION GRANT PROGRAM CONSTRUCTION GRANT - FINANCE WORKBOOK CONSTRUCTION COST ESTIMATE / MATCHING FUNDS STATEMENT

LINE 1	APPLICANT NAME (MUNICIPALITY): <enter municipality="" name=""></enter>						
LINE 2	PROJECT TI	T TITLE: <enter project="" title=""></enter>					
LINE 3	DATE: January 1, 1990						
		SECT	TON A: TOTAL PROJECT	COSTS			
	SECTION A1: DIRECT COSTS - LABOR						
	** Section be used ONLY if the municipal employees are doing the work **						
	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNI	r cost	AMOUNT	
INE 4	Equipment Operator	0	*-Select Unit-*	\$	- 2	\$	2
INE 5	Supervisor/Foreman		*-Select Unit-*	\$	-	\$	-
INE 6	Laborer		*-Select Unit-*	\$	95	\$	-
INE 7	Volunteer (if using volunteers)		*-Select Unit-*	\$	-	\$	¥
INE 8	other:		*-Select Unit-*	\$	-	\$	
INE 9	other:		*-Select Unit-*	\$	her:	\$	=
INE 10	other:	1	*-Select Unit-*	\$		\$	-

	SECTION A2: DIRECT COSTS - EQUIPMENT								
		** Section to be used ONLY if the municipality is doing the work **							
	DESCRIPTION	QUANTITY	UNIT	UNIT	COST	Al	MOUNT		
LINE 12	Equipment Rental	0	*-Select Unit-*	\$	141	\$	-		
LINE 13	other:		*-Select Unit-*	\$	•	\$			
LINE 14	other:		*-Select Unit-*	\$	15.1	\$			
LINE 15	other:		*-Select Unit-*	\$	*	\$	Ψ.		
LINE 16	A2 - Equipment Subtotal:				\$	-			

LINE 11

	SECTION A3: DIRECT COSTS - MATERIAL						
	DESCRIPTION	QUANTITY	UNIT	UNIT	COST	AMO	TNUC
LINE 17	Asphalt	0	Ton	\$	2	\$	2
LINE 18	Bridge Structure (Prefabricated)		Unit	\$		\$	-
LINE 19	Concrete		C.Y.	\$	¥	\$	-
LINE 20	DGA		Ton	\$	а	\$	-
LINE 21	Disposal		Ton	\$	-	\$	-
LINE 22	Drains/Underdrain/Piping		L.F.	\$	ū.	\$	-
LINE 23	Excavation		C.Y.	\$	-	\$	
LINE 24	Fertilize & Seed		S.Y.	\$	¥	\$	
LINE 25	Geocell		S.Y.	\$	a	\$	-
LINE 26	Geotextile Fabric		S.Y.	\$	-	\$	
LINE 27	Lumber		L.F.	\$	2	\$	
LINE 28	Mobilization/Demobilization		L.S.	\$		\$	
LINE 29	Mulch		S.Y.	\$	2	\$	
LINE 30	Pervious Pavement		Ton	\$		\$	
LINE 31	Posts		Unit	\$	-	\$,
LINE 32	Rip-Rap		Ton	\$	Ш	\$	
LINE 33	Silt Fence		LF.	\$		\$	
LINE 34	Site Clearing		L.S.	\$	L L	\$	
LINE 35	Slope Stabilization		S.Y.	\$		\$	
LINE 36	Soil Erosion Control Measures		L.S.	\$		\$	
LINE 37	Stone Dust		Ton	\$	Ш	\$	
LINE 38	Topsoil		C.Y.	\$		\$	
LINE 39	Tree Removal		Unit	\$	-	\$	
LINE 40	other:		*-Select Unit-*	\$		\$	
LINE 41	other:		*-Select Unit-*	\$		\$	
LINE 42	other:		*-Select Unit-*	\$	2	\$	
INE 43	other:		*-Select Unit-*	Ś		\$	

2025 MORRIS COUNTY TRAIL CONSTRUCTION GRANT PROGRAM

A1 - Labor Subtotal: \$

DOs & DON'Ts For Cost Estimates

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DON'T

ITEM NO.	DESCRIPTION	QTY.	UNIT
1	Tree Removal	1	LS
2	Site Clearing	1	LS
3	Soil Erosion / Sed- iment Control	1	LS
4	Stone Dust Trail	800	LF
5	Asphalt Parking Area	1,200	SF
6	Parking/Traffic Sign	3	EA
7	Topsoil/Fill	1	LS
8	Seeding	1	LS

- Items should be expressed in units that match intended bid forms and material tickets.
- Asphalt per ton
- Soil per cubic yard
- Features with multiple components (i.e. stone dust trail) should be broken up into separate line items for each component, as shown.
- Be mindful of the grant rules and keep proposed improvements within design limitations.

DO

ITEM NO.	DESCRIPTION	QTY.	UNIT
1	Tree Removal	12	EA
2	Site Clearing	1	LS
3	Soil Erosion / Sed- iment Control	1	LS
4	Stone Dust Trail, 2" stone fines	18	TON
5	Stone Dust Trail, 4" DGA	30	TON
6	Stone Dust Trail, geomembrane liner	1,500	SF
7	Asphalt parking area, 6" Asphalt	45	TON
8	Asphalt Parking area, 6" DGA	45	TON
9	Parking/Traffic Sign	3	EA
10	Topsoil/Fill	35	CY
11	Seeding	20	LB

Post Submission

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Evaluation Process Begins



PROGRAM STAFF

- Evaluates applications for completeness ensuring that all required documents are in order.
- Once applications are deemed "complete", they are transferred to the Consulting Engineer for technical review.
- Applications that are not complete, will not advance and the applicant will be notified.

Evaluations Continue



CONSULTING ENGINEER TECHNICAL REVIEW

The consulting engineer will review all applications for the following:

- Feasibility, construction readiness, approach, and costs
- Applicants understanding of project needs
- Potential improvements to project development
- Regulatory requirements and procedures
- Industry standards and best practices implementation

Technical Review Meeting



PROGRAM STAFF / CONSULTING ENGINEER / APPLICANT

- All applicants will be provided with a review memo and plan callouts.
- A Technical Review Meeting will be conducted with all applicants to discuss the review findings and comments in detail.
- Applicants will be provided with a summary memo of the meeting.
- All Technical Review Meetings will be completed by June 27, 2025.

Application Revisions



It is our goal to assist all final applicants in developing excellent, sustainable projects for the Advisory Committee to consider. With that goal in mind......

All Applicants will have an opportunity to revise their application materials based on the technical review findings.

The time period for you to make revisions has increased to approximately 1-month, and begins immediately following your technical review meeting and ends on 08/01/2025.

"FULL-FINAL" Submission



If your project required revisions from the technical review, you have the opportunity to make the revisions and RESUBMIT your ENTIRE application, no later than 12:00 pm on August 1, 2025. The program will NOT accept pieces of an application.

If your project DID NOT require revisions, and you will not be resubmitting, please indicate that fact to program staff in writing.

Advisory Committee



Using the Criteria identified in section 7.20 of the Rules & Regulations, the Advisory Committee will evaluate the applications and deliberate on funding recommendations.

County Commissioners



The Trail Construction Advisory Committee will present the committee's recommendations for funding to the Board of County Commissioners at their next available work meeting.

By resolution, the Morris County Board of County Commissioners will make funding awards at a future meeting of their choice. Awards will be announced in writing and by press release.

2025 Schedule



- Workshop: February 19, 2025
- Pre-Application Meetings (Mandatory): February 20, 2025 March 27, 2025
- Letter of Intent Deadline: Friday, April 4, 2025 at 12:00 pm
- Application Deadline: Friday, June 6, 2025 at 12:00 pm (Full Application)
- Staff and Consulting Engineer Review: June 6, 2025 June 27, 2025
- Technical Review with Applicants: June 6, 2025 June 27, 2025
- Final Application Deadline for APPROVED Applicants: August 1, 2025 at 12:00 pm
- Committee Review and Recommendations: September & October
- County Commissioners Announce Awards: 3rd Quarter 2025