TRAIL Projects

This section provides grant information and guidance for the planning, acquisition, development, rehabilitation, and maintenance of land and water trails and trail-related facilities for motorized and non-motorized recreational activities.

Definitions:

- *Trail:* A designated route on land or water with public access for recreation and/or alternative transportation opportunities such as walking, jogging, hiking, fitness, backpacking, cross country skiing, bicycling, mountain biking, horseback riding, snowmobiling, four-wheel driving, all-terrain off-road vehicles, canoeing, kayaking, etc. for users of all ages and abilities.
- *Trailhead:* An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, concessions, directional and informational signs, etc.
- *Trail Amenities:* Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretive signs, benches, kiosks, tables, etc.

For DCNR grant application purposes, a trail project must have at least 75% of the total project cost related to trail and/or trail-related facilities. However, projects that involve the development of trails or internal walkways within parks and the planning for municipal or regional trail networks are not considered trail projects.

Grant opportunities are available for the following Trail Project types:

- Trail Planning
- Trail Acquisition
- Trail Development (including Equipment Purchase and/or Lease)

For each Trail Project type, this guidance provides:

- *Ready-To-Go Checklist* – Applicants should use the appropriate Trail Project type checklist to determine if the project is "Ready-to-Go". Applicants should contact their DCNR Regional Advisor to discuss the elements outlined on the checklist before submitting an application for funding.
- *General Information* – Applicants should carefully review the general information for the appropriate Trail Project type and contact their DCNR Regional Advisor to discuss the funding conditions and requirements.
- *Project Categories & Sample Project Descriptions* – Trail projects fall into several categories and can be funded with various state and federal funding sources. This section briefly outlines Trail Project categories and provides corresponding sample project descriptions that the applicant is required to provide in their application. The brief project description is a summary of the scope of work that will be developed if selected for funding.
- *Guidance Documents & Bureau Policies* – A list of guidance documents and Bureau policies with webpage links is provided to help applicants develop their Trail Project application.

TRAIL PLANNING Projects

Trail Planning Projects examine the feasibility of developing land and water trails and trail-related facilities for motorized and non-motorized recreational activities, as well as provide a road map to make the trail a reality. A thorough trail study will provide local decision-makers with enough information to help them decide whether or not to pursue trail development.

Trail Planning: Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if the Trail Planning Project is "Ready-To-Go". If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

Yes	
☐	Contacted Regional Advisor
☐	Eligible Applicant
☐	Appropriate Applicant
☐	Eligible project
☐	Clear, concise and detailed project description included
☐	County/Municipal Notification Letter(s) provided
☐	Reviewed the sample planning project timeline at the following link http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_009417.pdf and agree that the project can be completed within 3 years from date of grant award (draft and final plan approved by DCNR)
☐	Match secured: If match from sources other than applicant, commitment letters provided from those providing match
☐	Detailed list of eligible cash match / non-cash match by type of non-cash match
☐	Realistic, accurate, and detailed cost estimate/budget included
☐	Accurate project site location map(s) provided (if applicable)
☐	For a Trail Study containing preliminary designs: Applicant owns project site or controls through a minimum 25 year lease
☐	For a Trail Study containing preliminary designs: PNDI review completed; receipt is provided
☐	Properly completed Resolution Page
☐	Properly completed Grant Agreement Signature Page with **original** signatures (must be ***mailed*** to the Grants Customer Service Center)

Trail Planning: General Information

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. All facilities/sites must be open for use by the general public.

3. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail planning project unless the projects are substantially related.

4. Match is required for all projects and varies based upon the grant award funding source. The local match may be cash, non-cash, or a land donation value.

5. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.

7. The Bureau requires that trail planning project consultants be selected using a competitive Request for Proposals (RFP) process.

8. The Bureau requires that the planning process include substantial public participation and encourages municipalities and non-profit organizations to work together to form partnerships to develop plans. For regional, multi-municipal trails studies, applicants need to work with county planning organizations to integrate new plan findings and recommendations into existing comprehensive plans and existing planning policy documents. County and local planning entities must be invited to participate in the planning process.

9. Incorporation of greening principles and energy saving technologies are encouraged in all trail planning projects.

10. For trail planning projects that include preliminary designs, the applicant must control the property through fee simple ownership, permanent easement, or long-term lease agreement (minimum of 25 years).

11. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all trail planning projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

Trail Planning: Project Categories

1. Trail Study

Trail planning efforts target a specific linear corridor of open space that may have been identified in a greenways, trails, and open space network plan or other local/regional planning effort. It may include a plan to create trail-based greenways, convert an abandoned rail corridor to a trail, or develop a motorized trail facility.

All trail studies begin with assessing the feasibility of developing and maintaining a trail. The degree of effort required to determine the feasibility is dictated by the specific needs and ownership status of the trail. Once determined feasible, effort will be spent determining the physical layout of the trail and the necessary steps to develop and maintain the trail.

Successful trail studies include relevant data, background research, analysis, and provide an implementation strategy to effectively develop a sustainable trail for motorized or non-motorized activities. Establishing ownership patterns and support of landowners is a key work task. Some parts of the trail may be left in a natural state and remain in private ownership, while other sections are proposed for public use and trails. The plan should recommend protection options, roles, potential cost estimates, and how best to acquire, develop, and maintain the greenway or trail corridor.

State funding sources are available to municipalities and non-profit organizations for Trail Study projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Sample Project Description:
Prepare a Trail Study to evaluate options to connect the Chester Valley Trail to the Struble and Brandywine trails in Downingtown Borough, Chester County; Caln, East Caln, East Bradford, West Bradford, and West Whiteland townships, Delaware County. Work to include a written, bound report.

2. Master Site Development Plan

For recreation sites such as Off-Highway Vehicle (OHV) Parks, a Master Site Development Plan (MSDP) is required. The planning process includes a research and public input and analysis process that leads to a size, type, and location plan for the full development or redevelopment of a site. The plan should meet all generally accepted design standards and identified recreation and/or conservation needs and priorities of the community to the extent possible. There must be enough detail developed during the process and provided in the plan narrative report and on the Site Development Drawing(s) to ensure that the facilities meet all applicable standards, can be built on the site while protecting and/or enhancing the natural resources, and that development costs can be accurately estimated.

State funding sources are available to municipalities and non-profit organizations for Master Site Plan projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Sample Project Description:
Develop a Master Site Development Plan for an approximately 340-acre parcel of land for off-highway recreation vehicles in Perry Township, Greene County. Work to include a written, bound report.

Trail Planning: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau eLibrary link for Planning Documents:
http://www.dcnr.state.pa.us/brc/elibrary/forms/planningforms/index.htm

- Consultant Qualifications – Land Conservation, Rivers and Watershed Plans
- Consultant Qualifications – Planning Grant Projects
- General Information & Scope of Work Guidelines for Trail Study
- Planning Grant Administrative Instructions & Process
- Public Participation Guide
- Sample Estimated Planning Project Timeline
- RFP Guidelines
- RFP Template

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy http://www.railstotrails.org
- American Trails http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies http://www.dirtandgravel.psu.edu/

Bureau Policies:

BRC Policies: http://www.dcnr.state.pa.us/brc/grants/grantpolicies/index.htm

- ADA Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Planning Project Management Process Policy
- Waiver for Retroactivity Policy

TRAIL ACQUISITION Projects

Trail Acquisition Projects involve the purchase of fee simple title or perpetual easement to real property for subsequent development of motorized and non-motorized trails and trail-related facilities.

Trail Acquisition: Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if the Trail Acquisition Project is "Ready-To-Go". If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

Yes	
☐	Contacted Regional Advisor
☐	Eligible Applicant
☐	Appropriate Applicant
☐	Eligible project
☐	Clear, concise, and detailed project description included
☐	County/Municipal Notification Letter(s) provided
☐	Draft sales or easement agreement, if available
☐	Reviewed the sample land acquisition project timeline at the following link http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_009424.pdf and agree the project can be completed within 3 years from date of grant award
☐	Match secured: If match from sources other than applicant, commitment letters provided from those providing match
☐	Detailed list of eligible cash match and/or donated land value
☐	Realistic, accurate, and detailed cost estimate/budget, including any land donation value, included
☐	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, provided
☐	Clearly describe if the purchase is an easement, fee simple, or a combination, and outline the specific rights to be acquired and any rights severed from the property by past or proposed transactions
☐	Ownership of the property determined
☐	Completed Public Value and Use Form to include mapping, details of the public value, and signature(s) by the land owner(s) agreeing to the terms
☐	Full appraisal report conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal must be ordered by and prepared for the applicant. Appraisal requirements: http://www.dcnr.state.pa.us/brc/elibrary/forms/acquisitionforms/index.htm
☐	Property has no known environmental hazards
☐	PNDI review completed, receipt is provided
☐	When circumstances warrant a "Waiver of Retroactivity": Applicant submitted a formal written request to DCNR Central Office and contacted the appropriate staff person
☐	Properly completed Resolution Page
☐	Properly completed Grant Agreement Signature Page with **original** signatures (must be ***mailed*** to the Grants Customer Service Center)

Trail Acquisition: General Information

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail acquisition project unless the projects are substantially related.

3. An equal match is required for all projects. The local match must be cash or donated land value.

4. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

5. Grants may be used for purchase of fee simple title or perpetual easement to real property. Applicants need to clearly indicate the interests/rights proposed for trail acquisition. Any interests/rights that will reside with another party post-land acquisition must be disclosed to the Bureau and the appraiser to be addressed in the appraisal report. Generally, the Bureau will give priority consideration to those proposed acquisition projects that provide the most public value.

6. Appraisals and title search/insurance will be required prior to project completion and closeout.

7. Land or an interest in land (such as an easement) acquired with grant assistance is restricted solely to those uses permitted by the statute under which the grant funding is awarded.

8. Grants are awarded to assist with projects to be undertaken after the award of the grant, rather than to retroactively pay (reimburse) for projects already begun or completed before the award of the grant.

- Therefore, grant funds generally may not be applied to project costs incurred before the date of the grant award.
- In special situations, the Bureau may permit grant funds to be applied to project costs incurred before the date of the grant award. Refer to the Bureau Waiver for Retroactivity policy for additional information.

9. Grants may be awarded in an amount of up to 50% of the approved market value estimate for a property or easement, or the actual purchase price, whichever is less. The Bureau may choose to provide partial funding for a land acquisition project based on limited rights or partial public access to a property.

10. Related land acquisition project expenses for items, such as appraisals, Phase 1 environmental site assessment, boundary survey, title search, title insurance, settlement costs, certain legal costs, taxes, signage, and PNDI surveys may be included as part of the project cost and are eligible for up to 50% reimbursement.

11. If land or an easement will be purchased by the applicant at a price that is less than the appraised value of the land (i.e. bargain sale), the difference between the appraised value and the purchase price may be considered a donation to the applicant. The value of this donation may be used as a one-time non-cash match for the acquisition grant, which can be for up to but not more than 50% of the appraised market value identified in the grant application.

12. Only pre-qualified Land Trusts are eligible to receive Keystone Land Trust funding. Organizations that are not pre-qualified may obtain a pre-qualification form and instructions from DCNR's Bureau of Recreation and Conservation, Rachel Carson State Office Building, P.O. Box 8475, Harrisburg, PA 17105-8475. Pre-qualification information

can also be obtained by calling the DCNR Grants Customer Service Center at 1-800-326-7734 or through the assigned DCNR Regional Advisor.

13. Grant applications from non-municipal applicants must include evidence that the municipality(ies) and county where the property is being acquired have had the opportunity to comment on the project proposal. As a general policy, the Bureau will not approve grant funding in areas where local elected officials have expressed opposition to the proposed project.

14. DCNR is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

15. Administrative Issues and Requirements

a) Appraisals

- The Bureau requires a full appraisal report, ordered by and prepared for the applicant/grantee, conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser. Minimum Appraisal Standards are provided at the following link and should be provided to the appraiser preparing the appraisal report: http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001269.pdf.
- In most cases, two (2) appraisal reports will be required for each awarded grant. One must be submitted with the grant application. A second appraisal, ordered by and prepared for the grantee by a different state certified General Real Estate Appraiser, may be required if the grant is awarded.
- The Bureau will not accept appraisals completed by Certified Residential Appraisers or Broker Appraisers.
- Grants issued using federal Land and Water Conservation Funds require a "complete narrative report" done by a state certified General Real Estate Appraiser in accordance with the Uniform Appraisal Standards for *Federal Land Acquisition.* This is different than the normal required appraisal and will be discussed on a case by case basis.

b) Deed Restriction

- All deeds or easement agreements acquired with DCNR grant funding will be required to contain a clause restricting the transfer and change of use of the property as per the Grant Agreement.
- The DCNR required restriction should not be included in a deed or easement until a grant has been awarded for the project and purchase of the property or easement has been approved by the Bureau.

c) Review of Draft Sales Agreements and Draft Deeds

- All sales agreements and deeds must be reviewed by the Bureau before being executed.

d) Existing Leases

- Copies of all current existing leases must be submitted.

e) Easement Agreements

- All easement agreements must be reviewed and approved by the Bureau before being executed.
- The Pennsylvania Land Trust Association (PALTA) provides a model with commentary for developing a Conservation Easement and Trail Easement. These

models can be accessed at: http://conservationtools.org/libraries/1/topics/76. The Bureau requires that the appropriate model easement agreement be used by grantees.

Trail Acquisition: Project Categories

1. Fee Simple

Grants are awarded for the purchase of fee simple title to real property for subsequent development of motorized and non-motorized trails and trail-related facilities. Fee simple purchase of a parcel(s) of land transfers full ownership of the property, including the underlying title, to another party.

State funding sources are available to municipalities, non-profit, and for-profit organizations for the purchase of fee simple title for Trail Acquisition projects. Project and applicant eligibility is dependent on funding source requirements. An equal match is required for all projects and must be cash or donated land value.

Sample Project Descriptions:
Payment toward the fee simple acquisition of approximately 107.55-acre corridor between Newville Borough and Carlisle Borough, Cumberland County to provide approximately 8.25 miles for the eastern extension of the Cumberland Valley Rail Trail.

Payment toward the fee simple acquisition of approximately 2 acres of land located along Reading Drive and Bingen Road in Lower Saucon Township, Northampton County for trailhead access to the Saucon Rail Trail.

Payment toward the fee simple acquisition of approximately 1,243 acres off of Route 1030 in Pine and Boggs townships, Armstrong County for the development of an Off-Highway Vehicle Park.

2. Trail Easement

Grants are also awarded for the purchase of perpetual trail easements for subsequent development of motorized and non-motorized trails and trail-related facilities on private property. A trail easement allows a landowner to provide access to their land for a public trail without losing ownership or control of the land.

State funding sources are available to municipalities, non-profit, and for-profit organizations for the purchase of perpetual trail easements for Trail Acquisition projects. Project and applicant eligibility is dependent on funding source requirements. An equal match is required for all projects and must be cash or donated land value.

Sample Project Description:
Payment toward the acquisition of a trail easement on approximately 8.9 miles of the Turtle Creek Industrial Railroad corridor in Trafford Borough in Allegheny and Westmoreland counties, Murrysville Borough and Penn Township in Westmoreland County, and Municipality of Monroeville in Allegheny County.

Trail Acquisition: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau eLibrary link for Acquisition Documents:
http://www.dcnr.state.pa.us/brc/elibrary/forms/acquisitionforms/index.htm

- Grant Administration and Acquisition Process
- BRC Model Conservation Easement
- Sample Estimated Land Acquisition Project Timeline

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Pennsylvania Land Trust Association
  http://conservationtools.org/libraries/1/topics/76
    - PA Conservation Easement & Commentary
    - Trail Easement Agreement & Commentary

Bureau Policies:

Bureau Policies: http://www.dcnr.state.pa.us/brc/grants/grantpolicies/index.htm

- Acquisition Project Management Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy
- Appraisal Policy
- Conversion Policy
- Ownership and Control Policy
- PNDI Policy
- Public Value & Use Policy
- Sign Policy
- Waiver for Retroactivity Policy

TRAIL DEVELOPMENT Projects

Trail Development Projects construct new and rehabilitate and maintain existing land and water trails and trail-related facilities for motorized and non-motorized recreational activities.

Trail Development: Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if the Trail Development Project is "Ready-To-Go". If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

Yes	
☐	Contacted Regional Advisor
☐	Eligible Applicant
☐	Appropriate Applicant
☐	Eligible project
☐	Clear, concise, and detailed project description included
☐	County/Municipal Notification Letter(s) provided
☐	Reviewed the sample development project timeline at the following link http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_009416.pdf and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
☐	Match secured: If match from sources other than applicant, commitment letters provided from those providing match
☐	Detailed list of eligible cash match / non-cash match by type of non-cash match
☐	Realistic, accurate, and detailed cost estimate/budget included
☐	Accurate project site location map(s) provided
☐	Site/Trail Development Drawing(s) completed by a licensed design professional and consistent with Site/Trail Development Drawing(s) Checklist
☐	Applicant owns project site or controls through a minimum 25 year lease
☐	Project site is open to the public
☐	Property has no known environmental hazards
☐	PNDI review completed; receipt is provided
☐	If land donation is part of the match: Provide a full appraisal report conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser, including normal Addenda Items and Exhibits for the donated property
☐	If land donation is part of the match: Provide a completed Public Value & Use Form to include mapping, details of the public access and value, and signature(s) by the land owner(s) agreeing to the terms
☐	Properly completed Resolution Page
☐	Properly completed Grant Agreement Signature Page with **original** signatures (must be ***mailed*** to the Grants Customer Service Center)

Trail Development: General Information

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. All facilities/sites must be open for use by the general public.

3. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail development project unless the projects are substantially related.

4. Match is required for all projects and varies based upon the grant award funding source. The local match may be cash, non-cash, or a land donation value.

5. If a project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.

7. The market value of donated land, as determined by a state certified General Real Estate Appraiser, may be used as all or part of the required local match for trail development projects.

- Donated land must be acquired during the approved project period unless the applicant has an approved Waiver for Retroactivity from the Bureau to acquire the land prior to the date of the grant award.
- The value of the donated land will only be considered as match for the development of the donated land.
- Land acquired by mandatory dedication, by court order, or by other state/federal agencies may not be used as a land donation match.
- Applicants must provide a full appraisal report conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser.
- If selected for funding, a second appraisal may be required for the Bureau to determine and approve the actual land donation value.
- Appraisal and other costs related to a land donation are not eligible for grant reimbursement on trail development projects.
- Land accepted for donation must provide both public value and public use.

8. Grant applications must include evidence that the municipality(ies) and county in which the project is located have had the opportunity to comment on the project proposal. As a general policy, the Bureau will not approve grant funding where local elected officials have expressed opposition to the proposed project.

9. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to the Bureau. If the property is currently leased, a copy of all leases shall be included with the grant application. If the property will be leased, the applicant should discuss DCNR requirements with the Regional Advisor. If available, a draft lease should be included with the grant application for review and approval by the Bureau.

10. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and 2010 ADA Standards for Accessible Design. The 2010 ADA Standards can be accessed by using the hyperlink available at the end of

this section. In addition, Bureau staff is available to discuss any concerns you may have relative to your project complying with these regulations.

11. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.

12. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all trail development projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

13. Construction contracts, material purchases, and construction equipment rental must be publicly advertised, bid, and awarded in compliance with applicable laws. All construction projects with an established project cost of $25,000 or more must include prevailing wages in accordance with regulations of the Department of Labor and Industry.

14. Professional Service Fees should not exceed 15% of the project's total eligible construction costs. These fees include both cash and non-cash match values for items such as professional design costs, property surveys, construction observation, solicitor/attorney fees, bid advertisement costs, permitting costs, etc. The Bureau will consider approval of Professional Service Fees exceeding 15% on a case by case basis.

15. Upon project completion, the design professional(s) for the project will be required to submit a letter to the Bureau certifying that the final construction was completed in accordance with the approved drawings and specifications. Construction observation or inspection should be included in the design professional's contracted scope of work.

16. The Bureau may permit some or all of the project work to be completed by municipal work force account/in-house services and volunteers rather than by competitive bidding and independent contracting. Additionally, upon Bureau approval, construction equipment owned by the applicant and donations of professional construction services, materials, and equipment may also be deemed eligible as match for the project.

17. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.

18. All facilities developed or rehabilitated under this program must comply with generally accepted construction practices. Incorporation of green/sustainable practices and energy saving technologies are a Bureau priority and are encouraged in all trail development projects.

19. The Department is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

Trail Development: Project Categories

1. New Construction and Rehabilitation

Grants are awarded to construct new and rehabilitate existing trails for various recreational trail uses such as pedestrian uses (hiking, running, wheelchair use), bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or use of other off-road motorized vehicles. Rehabilitation work must be for existing facilities that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance on the part of the applicant.

State and federal funding sources are available to state and federal agencies, municipalities, non-profit, and for-profit organizations for the construction of new and rehabilitation of existing trails for Trail Development projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Snowmobile & ATV Project Considerations:

- Projects on lands NOT owned by the Commonwealth: Funding assistance is available to municipalities, non-profit, and for-profit organizations for the construction and rehabilitation of snowmobile and ATV trails.
- Projects on lands owned by the Commonwealth: Funding assistance is available only to non-profit and for-profit organizations (not municipalities) for rehabilitation (not construction) of existing snowmobile and ATV trails.
- Ownership/Control: For projects proposed on land not owned by the applicant, provide a letter of permission from the land owner/manager to do the anticipated work.

Sample Project Description:
Further development of the Northwest River Trail in Conoy Township, Lancaster County. Work to include the construction of approximately 1.86 miles of trail from Shock's Mill Bridge to Conoy Creek, pedestrian bridge and erosion and sedimentation controls; landscaping; ADA access, project sign and trail signage and related site improvements.

2. Maintenance & Equipment Purchase or Lease

Trail maintenance includes non-construction activities such as vegetation management, access control, cleaning of drainage structures, etc. Maintenance of trail areas and facilities and the purchase or lease of equipment for maintenance or construction, can only be funded by the Pennsylvania Recreational Trails (PRT) Fund or the Snowmobile/All-Terrain Vehicle (S/ATV) Fund. Match requirements for both PRT and S/ATV grants are established at a minimum of 20%.

Equipment that is acquired with DCNR funding is not permitted to be used for purposes other than trail construction and maintenance. No change of use and no transfer of ownership, control, or interest in the equipment may occur; and no encumbrance may be placed on the equipment, without the written consent of DCNR. Every two years during the useful life of the equipment, the grantee is required to provide evidence that the equipment is still in place and being used for its intended purpose.

Snowmobile & ATV Project Considerations:

- Projects on lands NOT owned by the Commonwealth: Funding assistance is available to municipalities, non-profit, and for-profit organizations for the maintenance of snowmobile and ATV trails.
- Projects on lands owned by the Commonwealth: Funding assistance is available only to non-profit and for-profit organizations (not municipalities) for maintenance of existing snowmobile and ATV trails.
- Ownership/Control: For projects proposed on land not owned by the applicant, provide a letter of permission from the land owner/manager to do the anticipated work.

Sample Project Descriptions:
Trail maintenance of Owen Snowmobile/All-Terrain Vehicle Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of trail; purchase of a trail groomer; ADA access; project sign and related site improvements.

Purchase of trail maintenance equipment to construct and maintain the Harrisburg Capital Area Greenbelt in Harrisburg City; Susquehanna and Swatara townships; and Paxtang and Penbrook boroughs in Dauphin County.

Trail Development: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau eLibrary link for Development Documents:
http://www.dcnr.state.pa.us/brc/elibrary/forms/developmentforms/index.htm

- Design Consultant Selection for Development Projects
- (PRD) Preparation of Final Construction Drawings and Specifications
- Sample Estimated Development Project Timeline
- Sample Worksheet – Non-Cash Match Values
- Trail Development Drawing (TDD) Checklist

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy: http://www.railstotrails.org
- American Trails: http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications: http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies: http://www.dirtandgravel.psu.edu/
- Green and Sustainable Design: http://www.dcnr.state.pa.us/brc/grants/greening/greenresources/index.htm
- Americans with Disabilities Act
  - Regulations: US Dept. of Justice 2010 ADA Standards for Accessible Design: http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm
  - Accessibility Guidelines for Outdoor Developed Areas: http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas
  - Proposed Accessibility Guidelines: Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Shared Use Paths
  - Standards for Accessible and Usable Buildings and Facilities: ANSI A117.1 (2009), Standard for Accessible and Usable Buildings and Facilities

Bureau Policies:

Bureau Policies: http://www.dcnr.state.pa.us/brc/grants/grantpolicies/index.htm

- ADA Policy
- Appraisal Policy
- Conversion Policy
- Trail Development Project Management Process Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy

- Small Community Program Policy
- Waiver for Retroactivity Policy