



# FY2024-2025 RECREATIONAL TRAILS PROGRAM (RTP) MOTORIZED APPLICATION WEBINAR

Division of State Lands / Land and Recreation Grants Section  
Florida Department of Environmental Protection

GoTo Webinar | June 26, 2024



# RECREATIONAL TRAILS PROGRAM

## APPLICATION WEBINAR AGENDA

### Presentation Agenda

- Land and Recreation Grants Section Introduction
- RTP Overview and Purpose
- FY24-25 Motorized Application Cycle Overview
- Eligibility Requirements
- Application
- Supporting Documentation
- Post-Application and Evaluation Process
- Final Questions





# LAND AND RECREATION GRANTS SECTION

FY24-25 RTP Motorized Application Cycle Webinar



# LAND AND RECREATION GRANTS SECTION

## INTRODUCTION

### Land and Recreation Grants Section

The Land and Recreation Grants Section (LRGS) promotes and fosters partnerships to enhance and sustain Florida's natural and cultural resources and provide increased outdoor recreational opportunities for Florida residents and visitors. Housed within the Division of State Lands, LRGS administers state and federally funded grants, including:

- **Florida Communities Trust (FCT)**
- **Florida Recreation Development Assistance Program (FRDAP)**
- **Land and Water Conservation Fund (LWCF)**
- **Recreational Trails Program (RTP)**

These competitive grant programs provide funding assistance for the acquisition of recreation, conservation, working waterfront properties, and the development of public recreational facilities. The [LRGS Grants website](#) provides information regarding program guidance, application cycles, reporting requirements, and webinar announcements.

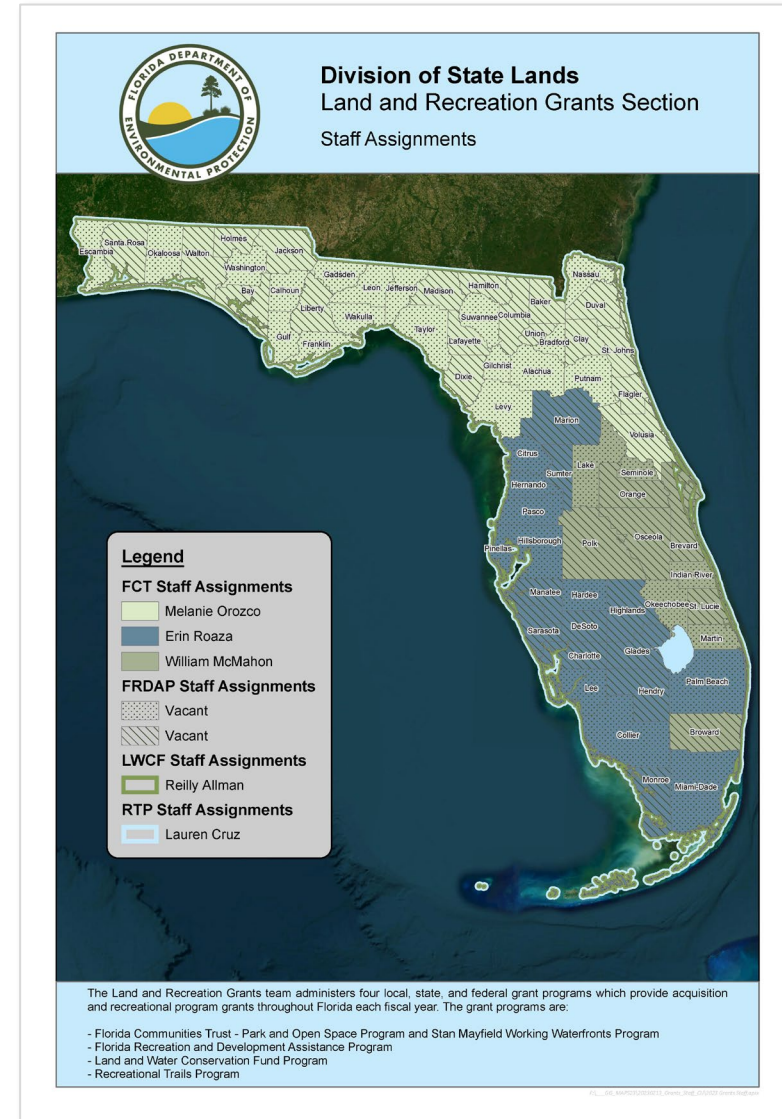


# LAND RECREATION GRANTS SECTION

## STAFF ASSIGNMENTS

### Land and Recreation Grants Section

- Florida Communities Trust (FCT)
  - Parks and Open Space
  - Stan Mayfield Working Waterfronts
- Florida Recreation Development Assistance Program (FRDAP)
- Land and Water Conservation Fund (LWCF)
  - Outdoor Recreation Legacy Partnership (ORLP) Program
  - Readiness and Recreation Initiative Grant Program (RRI)
- Recreational Trails Program (RTP)





# RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

FY24-25 RTP Motorized  
Application Cycle Webinar





# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

### Recreational Trails Program

The **Recreational Trails Program (RTP)** is a **federally funded, competitive grant program** established pursuant to 23 U.S. Code § 206. The Florida Department of Environmental Protection (DEP), in coordination with the Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT), is designated as the State agency responsible for administering apportionments made to the State under this section. The RTP **provides financial assistance for the development and maintenance of recreational trails, trailheads and trailside facilities.**

- **Motorized and Nonmotorized Trails**
- **Single-Use and Diver-Use Trails**

[Rule Chapter 62S-2, F.A.C.](#) outlines all of the rules that govern the RTP. It is a great resource of programmatic information, including application requirements and scoring criteria.

The screenshot shows the Florida Department of State website for the Florida Administrative Code & Florida Administrative Register. The page displays the following information:

- Header:** Florida Department of State, Florida Administrative Code & Florida Administrative Register. Navigation links: Home, Advanced Search, MyFLRules, Rules Open for Comments. Agency Login button.
- Rule Chapter:** 62S-2
- Chapter Title:** RECREATIONAL TRAILS PROGRAM
- View Chapter:** Includes a document icon and a link to [62S-2](#). There is also an "Add to MyFLRules Favorites" button.
- View Individual Rules:** A section with a blue header and a note: "Click on the word icon to view the latest rule version. Or click on the rule number to see the detail of the rule."
- Table of Rules:** A table with columns for Latest Version, Rule No., Rule Title, and Effective Date.

Latest Version	Rule No.	Rule Title	Effective Date
	<a href="#">62S-2.070</a>	Definitions	5/1/2001
	<a href="#">62S-2.071</a>	General Requirements	5/1/2001
	<a href="#">62S-2.072</a>	Application Requirements and Processing	5/1/2001
	<a href="#">62S-2.073</a>	Evaluation Criteria	5/1/2001
	<a href="#">62S-2.074</a>	Federal Approval	5/1/2001
	<a href="#">62S-2.075</a>	Grant Administration	5/1/2001
	<a href="#">62S-2.076</a>	Compliance Responsibilities	5/1/2001



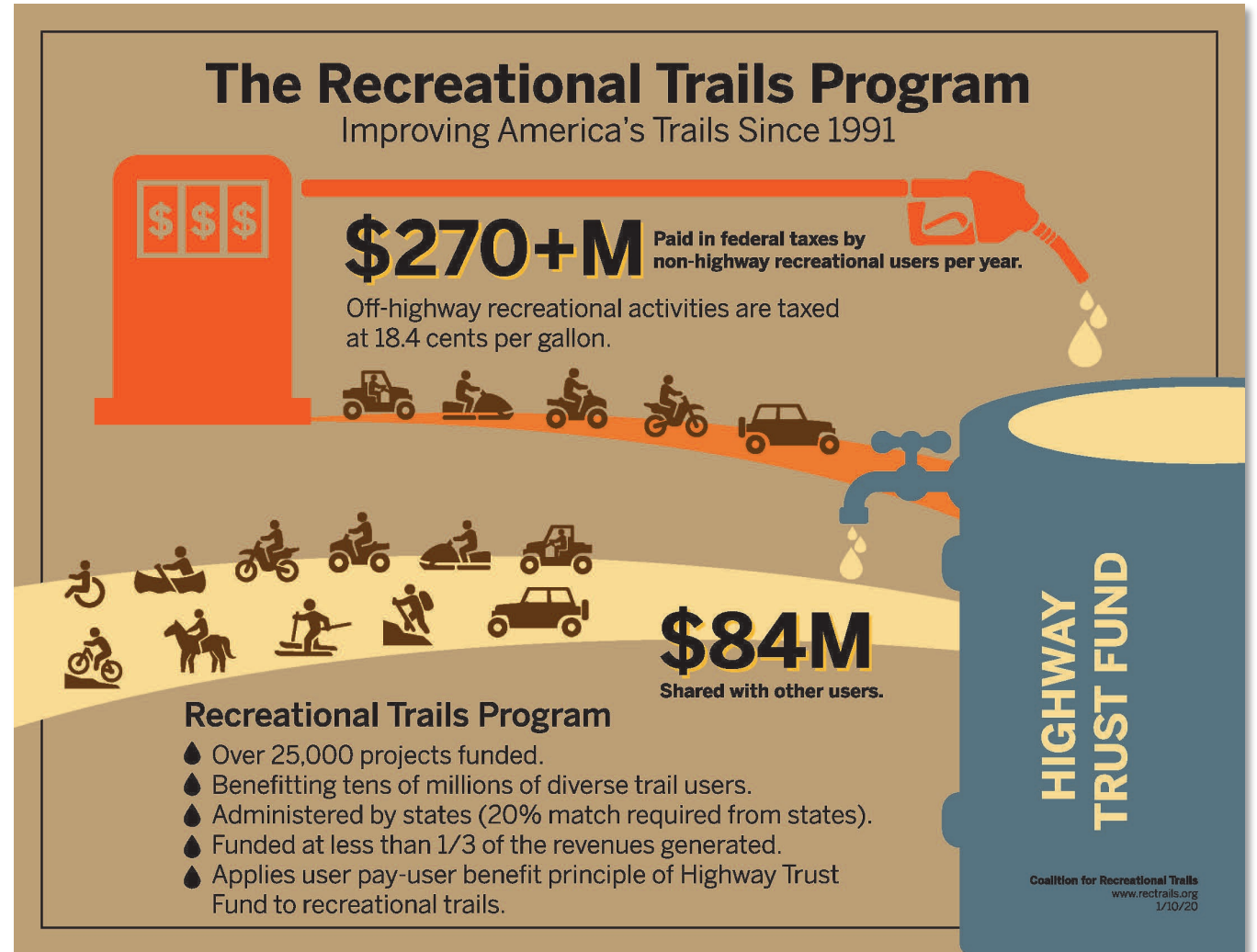
# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

### Program Funding

Funding is provided by the Federal Highway Administration and represents federal gas tax paid by Off-Highway Vehicle (OHV) and snowmobile users. Those funds are made available to all states, totaling \$84-million nationally.

The infographic was created by the Coalition for Recreational Trails, or CRT, which is a national coalition that lobbies for the program. Established in the 1990s by a variety of trail interest groups, the RTP was developed to fund all types of trail projects.







# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE



**Rick Bitner**

Motorized, Motorcycling



**Derick David**

Motorized, OHV



**Brian Smith**

Nonmotorized, Bicycling



**Jim Chard**

Nonmotorized, Bicycling



**Alex Stigliano**

Nonmotorized, Hiking



**Mitchell Greenberg**

Nonmotorized, Bicycling



**Nancy Stephens**

Nonmotorized, Equestrian



**Jeremiah Thompson**

Nonmotorized, Blueways

### RTP Trails Advisory Committee

Pursuant to 23 U.S. Code § 206 (c)(2), each state must establish a State recreational trail advisory committee that represents both motorized and nonmotorized recreational trail users, which will meet not less often than once per federal fiscal year. This committee, known as the [Trails Advisory Committee \(TAC\)](#), is established by the Florida Greenways and Trails Council and appointed pursuant to Section 260.0142(5), F.S., for the purpose of developing the RTP Priority List.

Among its duties, the TAC serves to advise DEP staff on matters regarding use of RTP grant funds in the state, including annual application review, assistance with the interpretation of federal RTP regulation, review of application procedures, nomination of State trail projects for national trail awards, assistance in regional and state trail planning efforts and other trail policy issues.



# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

The RTP seeks to foster outdoor recreational trails and trailside facilities throughout the State. There are three eligible RTP development categories:

### Motorized Trails



### Nonmotorized Trails



### Trail Amenities



**For the purpose of this application cycle, only projects whose scope of work includes motorized trails and/or motorized trailside/trailhead facilities will be accepted.**



# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

### Single Use Trails for Motorized Users:

A project primarily intended to **benefit only one mode of motorized recreational use**, such as an ATV trail. A project may be classified in this category if the project also *indirectly* benefits some nonmotorized uses (it is not necessary to exclude nonmotorized uses), but the **primary intent** must be for the benefit of a **single motorized use**.





# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE



### Diverse Use Trails for Motorized Users:

A project primarily intended to **benefit more than one mode of motorized recreational use**, such as motorcycle and ATV use. A project may be classified in this category if the **primary intent** includes the benefit of **multiple motorized uses**, such as vehicle riding, motorcycling, use of off-road light trucks, or other off-road motorized vehicles.



# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

### Trailhead and Trailside Amenities

RTP projects may include the **development and rehabilitation of trailhead/trailside facilities for recreation trails**. Examples of eligible amenities include:

- Parking and Staging Areas
- Electric Vehicle Charging Stations
- Restrooms
- Benches
- Trash Receptacles
- Shade Shelters
- Informational Kiosks
- Directional/Wayfinding Signage
- Boat Launches
- Camping Facilities





# FY2024-2025 RTP MOTORIZED APPLICATION CYCLE OVERVIEW

FY24-25 RTP Motorized  
Application Cycle Webinar





# RECREATIONAL TRAILS PROGRAM

## FY2024-2025 RTP MOTORIZED APPLICATION CYCLE OVERVIEW

### FY2024-2025 RTP Motorized Application Cycle: July 1 – July 31, 2024

The FY2024-2025 RTP Motorized Application Webinar presentation will be available on the [program website](#) for reference.

Applicants must submit 1 original copy of the completed application and all supporting documents during the submission period. Applications must be postmarked NO LATER THAN July 31, 2024, and submitted to:

**Lauren Cruz, Recreational Trails Program**  
**Department of Environmental Protection**  
**3800 Commonwealth Boulevard, MS# 585**  
**Tallahassee, Florida 32399**

Submit the application in a SOFT COVER three prong binder.

**Applications must be post-marked no later than Wednesday, July 31, 2024.**



# RECREATIONAL TRAILS PROGRAM

## FY2024-2025 RTP MOTORIZED APPLICATION CYCLE OVERVIEW

### FY2024-2025 RTP Motorized Application Cycle Funding Basics

- Funding is **competitive**.
- Grant payments are provided as **cost reimbursements** upon project completion.
- Grant Term (project period): **two (2) years**, with two one-year extensions available.
- **Grantees with two incomplete RTP projects** by the closing date of the application submission period **are not eligible to apply**.
- RTP funds **cannot be applied to duplicate or incomplete projects**, including phased projects at the same site.





# RECREATIONAL TRAILS PROGRAM

## FY2024-2025 RTP Motorized APPLICATION CYCLE OVERVIEW

### FY2024-2025 RTP Motorized Application Cycle Funding Basics

- **Maximum funding requests** are based on the **trail category** (motorized) and **use** (single, diverse or mixed).
  - Single Use Motorized Projects: \$2,000,000
  - Diverse Use Motorized Projects: \$2,000,000
- **Match funding** is required, at a **50:50, 60:40, or 80:20** ratio of the **total project cost**.



# RECREATIONAL TRAILS PROGRAM

## FY2024-2025 RTP MOTORIZED APPLICATION CYCLE OVERVIEW

### How does the RTP define “recreational trail”?

Referencing 62S-2, F.A.C., a recreational trail is defined as “a thoroughfare or track across land or water, used for **recreational purposes** such as bicycling, day hiking, equestrian activities, jogging or similar fitness activities, trail biking, overnight and long-distance backpacking, roller skating, in-line skating, running, aquatic or water activity and vehicular travel by motorcycle, four-wheel drive, all terrain off-road vehicles or dune buggies.

### Are there any projects or elements that would not meet that definition?

Yes, any facilities that would not develop or enhance **recreational trails**, including:

- Sidewalks
- Stormwater Ponds or Retention Facilities
- Playgrounds
- General Infrastructure Improvements, such as roads, recreation park restrooms, fencing, etc.
- Scopes of work limited to planning activities



# RECREATIONAL TRAILS PROGRAM

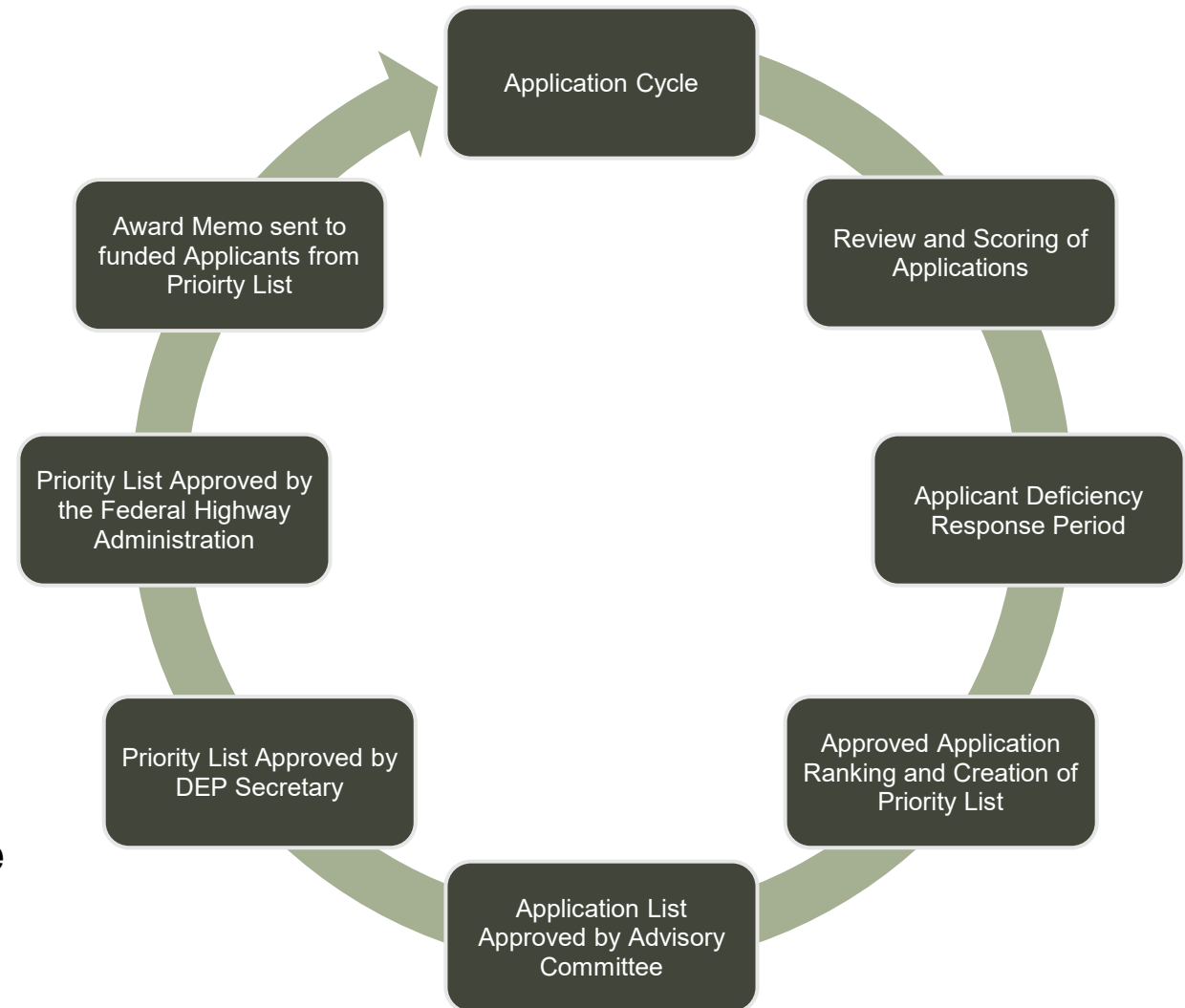
## FY2024-2025 RTP MOTORIZED APPLICATION CYCLE OVERVIEW

### RTP Grant Application Cycle

Eligible applicants are invited to submit project proposals during the advertised annual application cycle. All project locations must have adequate site control and meet programmatic requirements prior to application submission. Application submittals must be **post-marked no later than Wednesday, July 31, 2024.**

At the close of the application cycle, submitted proposals are reviewed and scored by DEP staff. Eligible applications are presented to the Trails Advisory Committee for comment, and a Recommended RTP Priority List is drafted.

**Project funding becomes available at the start of the federal fiscal year (October 1), upon the execution of the annual Recommended RTP Priority List.**





# ELIGIBILITY REQUIREMENTS

FY24-25 RTP Motorized  
Application Cycle Webinar



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### FY2024-2025 RTP Motorized Application Cycle Ineligibility Basics

- **Disqualified Project Sponsor or Unsuitable Scope of Work**
- **Application Scored Below Minimum Points:**
  - Motorized Projects: 55 points
- **No Site Control** of the Project Boundary
- Project Site is **not a Viable Recreation Area**
- Project Site with **Documented and Unresolved Environmental Violations**
- Project Site **Deemed Ineligible by the State Clearinghouse**
- **Active Projects or Duplicate Projects**





# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### RTP Application Eligibility Requirements

Eligible applicants for RTP funds include municipal, county, state, or federal governmental agencies, recognized state and federal Indian tribal governments, and organizations registered as active Florida nonprofit corporations, which have an agreement with a governmental agency to develop public lands.

Grant thresholds are established annually, and dependent upon funding allocation by the FHWA. Project sponsors are required to meet match ratios listed in [62S-2, F.A.C.](#) (80:20, 60:40, or 50:50).

Applicants must have, and demonstrate, adequate site control of project site and are able to construct, operate, and maintain the area for the term required by RTP and the grant agreement. For RTP projects on land owned by the applicant, that term is 99 years; for sites owned by someone other than the applicant, that term is at least 25 years past the project completion date.

Permissible uses of funds include development, renovation, maintenance or construction of trails, trailside facilities, and trail linkages, as well as the purchase of trail construction or trail maintenance equipment.



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Application Limit per Submission Cycle

The maximum number of applications an applicant may submit will be as follows:

- Local governments may submit **one (1)** per district
- Consolidated city-county governments may submit two **(2)** per district
- Nonprofit corporations may submit **one (1)** per district
- State and federal agencies may submit **one (1)** per district





# RECREATIONAL TRAILS PROGRAM

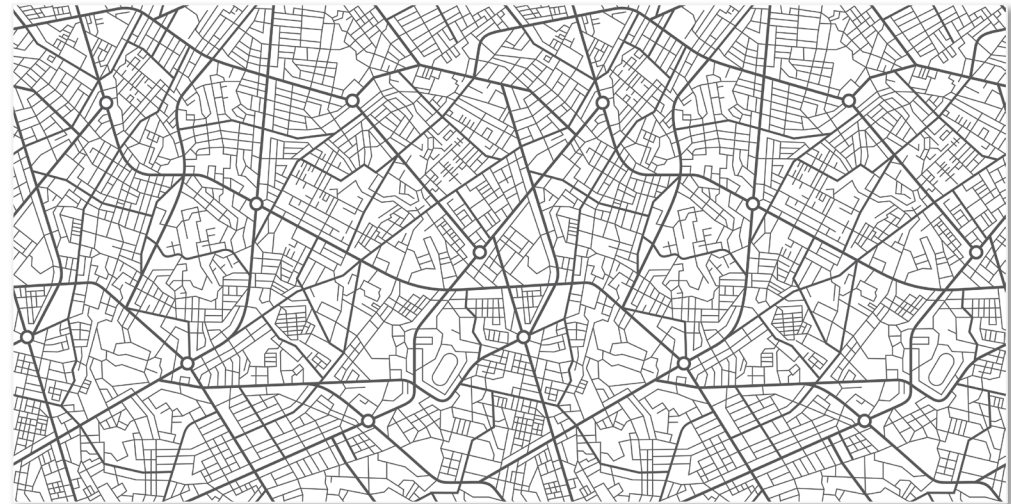
## ELIGIBILITY REQUIREMENTS

### Site Eligibility

Applicants must have and demonstrate adequate site control of project sites and are able to construct, operate, and maintain the area for the term required by RTP and the grant agreement. For RTP projects on land owned by the applicant, that term is 99 years; for sites owned by someone other than the applicant, that term is at least 25 years past the project completion date.

### Proper Site Control Documentation

- Warranty Deed
- Quit-Claim Deed
- Special Warranty Deed
- Lease Agreement
- Title Commitment or Title Policy



**Property Appraiser report cards, surveys, and maps are not sufficient evidence of site control.  
Use agreements are also insufficient.**





# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Proper Site Control Documentation

#### Warranty Deed

Older deeds may not specify which type they are, and applicants will need to read the deed to see if it contains language guaranteeing that the person transferring the title has good title to the property. If this language is included, the deed is a warranty deed.

#### Quit-Claim Deed

Means that the person transferring the property didn't guarantee that they had good title to the property. In these cases, the department requires that you submit a thirty-year title search, with copies of all title-related documents, AND an attorney's opinion that the title search establishes good title in the applicant and that none of the encumbrances on the property will interfere with the proposed uses for the property.

#### Special Warranty Deed

If there are **exceptions** listed in the deed, or if the deed is titled a **special warranty deed** it means there are encumbrances on the property. These may be easements, covenants and restrictions, or other recorded documents that affect title to the property. This means that other people have enforceable property rights that could interfere with your proposed use of the property. If this is the case, you need an attorney's opinion that the exceptions listed in the deed won't interfere with the uses planned for the park. Applicants will also need to include copies of those recorded documents in your site control documentation.



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Proper Site Control Documentation (cont'd)

If the project site is leased, applicants will need to provide the **lease agreement**.

The lease must:

- Extend for thirty years from the date of application;
- Must not be revocable at will by the grantee;
- Must not prohibit the proposed uses of the site; and
- Must grant the applicant the authority to dedicate the property for a minimum of twenty-five years after the project is complete.

Make sure the lease includes the legal description of the property and that the legal description matches the boundary map, site plan, survey, and other documentation.



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### **Proper Site Control Documentation (cont'd)**

#### **Title Commitment or Title Policy**

A title policy and or title commitment is useful mainly if copies of all exceptions and a title opinion stating that none of the exceptions will preclude the trail is included.

#### **Right of Way**

Where a project uses a city or county right-of-way, the property may have been conveyed to the city or county by the state, may have been dedicated by plat, or may have been dedicated under Florida Statute. Applicants may need to consult with legal counsel to determine the source of title.



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Permissible Use of Funds

- Development or renovation of traiside or trailhead facilities or trail linkages
- Maintenance or renovation of existing trails
- Purchase of trail construction or trail maintenance equipment
- Construction of new trails on local and state lands
- Construction of new trails on federal lands  
(restrictions may apply; refer to 62S-2.072(2)(e), F.A.C.)





# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Examples of **Eligible** Project Elements

- Trails
- Trail/Directional/Wayfinding/Educational Signage and Location Markers
- Amenities (benches, trash/recycle receptacles, informational kiosk, drinking fountain, bike racks, water bottle filling station, lighting, landscaping)
- Restroom Facilities (must directly connect to or support trail)
- Boat Launches
- Parking Facilities
- Camping Facilities
- Covered Pavilions or Shade Shelters with seating (must directly connect to or support trail)
- Design, engineering, survey, and/or permitting



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements, as outlined in 62S-2, F.A.C.

#### Planning Expenses

- Limited to 15% of the total project cost
- Includes design, surveying, engineering, land use or building permits, environmental or cultural resource review

#### Pre-Agreement Expenses

- Limited to planning costs incurred between the execution of the FY Priority List by FHWA and the DEP project grant agreement
  - Ex: Final engineering, archaeological surveys, permit costs
- Pre-approval required, with information included in the submitted application budget

#### Staff Salaries and Benefits

- Limitations to eligible staff positions and duties, must be responsible for construction of project
- Hours must be tracked and documented, with official documentation submitted



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Conditional Project Elements (cont'd)

**Waiver effective August 16, 2023:** Buy America and the Build America, Buy America Act requirements have been waived for projects with federal funding totaling less than \$500,000. Refer to [DOT's Waiver of Buy America Requirements for De Minimis Costs and Small Grants](#) for additional information.

**Projects must comply with the following requirements if the total amount of federal funding is \$500,000 or more:**

- FHWA Buy America Law: if the total steel or iron incorporated into a project exceeds \$2,500 – melting and all manufacturing processes must take place in the U.S.
- 2021 Build America, Buy America Act: expands Buy America requirements to most construction materials and certain manufactured products.
- If Buy America applies, research product availability and cost as you build your budget and scope.



# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Conditional Project Elements (cont'd)

#### Equipment for Trail Building and Maintenance

- Purchasing equipment dedicated to trail building and/or trail maintenance is eligible
- **Waived for projects with federal funding totaling less than \$500,000:** All steel and iron parts must be certified as U.S. sourced and final assembly must take place in the U.S.
  - Leasing and renting may be an option if the equipment purchase is \$500,000 or more





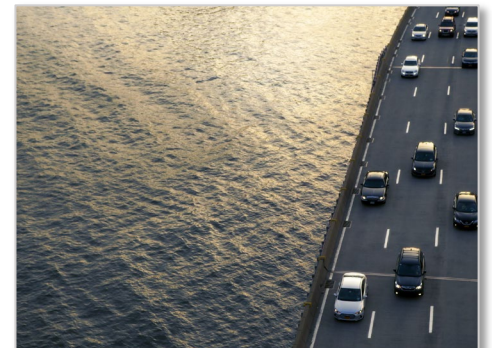


# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Examples of **Ineligible** Project Elements

- Sidewalks
- Stormwater Ponds or Retention Facilities
- Playgrounds
- General Infrastructure Improvements, such as roads, park restrooms, fencing, etc.
- Scopes of work limited to planning activities
- Food
- Gifts
- Landscaping (beautification ineligible, mitigation planting eligible)
- Legal fees
- Time spent completing the RTP grant application, progress reports, and reimbursement requests





# RECREATIONAL TRAILS PROGRAM

## ELIGIBILITY REQUIREMENTS

### Prohibited Uses of RTP Funds

- Condemnation of real property
- Construction of recreational trails for motorized use on U.S. Forest Service land unless the land is designated for motorized use and such construction is consistent with the approved U.S. Forest Service land resource management plan
- Facilitating motorized trails on otherwise nonmotorized trail areas
- Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by nonmotorized trail users



# PREPARING THE APPLICATION FORM

FY24-25 RTP Motorized Application Cycle Webinar



# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

**Part I – Applicant Information**  
of the FY2024-2025 RTP  
Motorized Application requests  
information on the project  
sponsor, also called the  
applicant.


All segments of this portion  
must be completed.

**Federal Identification Number**  
XX-XXXXXXXXXX-XXX

**Unique Entity Identifier**  
ABCDEFG1235

**For completion of Part 1, be  
sure to sign and date Page 5.**

## Part I – Applicant Information



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
RECREATIONAL TRAILS PROGRAM

DEP USE ONLY  
RECEIVED: \_\_\_\_\_  
POSTMARKED: \_\_\_\_\_  
APPLICATION #: \_\_\_\_\_

**PART I – APPLICANT INFORMATION**

1. Name of Applicant or Organization: City of Pine Trails

2. Federal Identification Number: 00-0000000  
Unique Entity Identifier (UEI): ABCDEFG1235

3. Contact Person: Lauren Cruz Title: RTP Coordinator  
*(The contact person is someone who will be in direct contact with DEP)*

Street Address/P.O. Box: 123 Pine Trails

City/State: Pine Trails, FL Zipcode: 00000

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Telephone: (850) 245-2681 Fax: ( ) \_\_\_\_\_  
E-Mail: Lauren.Cruz@floridadep.gov

4. Type of Applicant (Select One):  
 City or County Government  
 State Agency, Department: \_\_\_\_\_, District: \_\_\_\_\_  
 Federal Agency, Department: \_\_\_\_\_, District: \_\_\_\_\_  
 Recognized Indian Tribal Government (*projects must be on lands in Florida*)  
 Organization \* (*must be State recognized nonprofit*)

**\*Organization as applicant must provide letter of support from land managing agency. Tab as "Exhibit A."**

*I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.*

Lauren Cruz Digitally signed by Lauren Cruz Date: 2024.06.11 15:47:16 -04'00' 06/11/2024  
Signature of Authorized Representative Date

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# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

### Part II – Project Information

**Part II – Project Information**  
of the FY2024-2025 RTP  
Motorized Application requests  
information regarding the  
proposed project, including the  
location, scope of work, and  
any other descriptive  
information that will assist staff  
during the proposal review.

**PART II – PROJECT INFORMATION**

1. Name of Project: Longleaf Trail Motorized Extension and Loblolly Trailhead

2. Project Location: Pine Forest, Pine Trails, FL  
(Show on DOT county road maps or USGS 7 1/2 minute quadrangle sheets):  
**Tab as "Exhibit B"**  
Street Address: 456 Pine Trail Road  
City: Pine Trails County: Pine  
Beginning point: 00°00'00.0"N 0°00'00.0"E  
Ending point: 00°00'00.0"S 0°00'00.0"W

3. Ownership (If more than one owner, attach a list of owners and their agents along with a map clearly showing the location of each ownership).  
**Site control issues must be resolved by the close of the submission period (July 31, 2024).**  
Include a boundary map of the project site. **Tab as "Exhibit C"**  
Include a copy of site control documents (e.g. deed, lease agreement, etc.)  
**Tab as "Exhibit D"**  
Owner: City of Pine Trails Owner's Agent: \_\_\_\_\_  
Address: 123 Pine Trail Address: \_\_\_\_\_  
Pine Trails, FL 00000  
Phone: (850) 245-2681 Phone: ( ) \_\_\_\_\_

4. U.S. CONGRESSIONAL DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:  
*These should be the district in which the project site is located. If you are not sure of the district, contact your local office of the Supervisor of Elections.*  
U.S. Representative's Name: Magnolia Palmetto  
U.S. House District Number: 0

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5. STATE LEGISLATIVE DISTRICTS IN WHICH THE PROJECT IS LOCATED:  
*These should be the district in which the project site is located. If you are not sure of the district, contact your local office of the Supervisor of Elections.*  
State Senator's Name: Holly Sycamore  
State Senate District Number: 0  
State Representative's Name: Cypress Dogwood  
State House District Number: 0

6. PROJECT DESCRIPTION  
Briefly describe the proposed project. *Include physical characteristics of the site, such as land resources, vegetation, fish and wildlife, historical, archaeological resources, previous land usage and transportation access as well as a description of proposed project activities. If the project is an equipment purchase, describe the equipment, how it will be used to benefit recreational trails (include where it will be stored, who will maintain it, proposed projects for its use and the land managing agency on whose property equipment will be used).*

The Pine Trail is a 50-mile motorized trail that is located in Pine County, Florida, which stretches across 250 acre. The trail system was originally constructed in 2020, and includes timed trails, hill climbs and rocky terrain, plus free riding areas. The trail allows for the use of all-terrain vehicles (ATV), utility task vehicles (UTV), off-road motorcycles and dirt bikes. The Pine Trail is located in Pine Forest and borders the reconstructed Pine Cabin, a Historic Structure recognized within the Florida Department of State's Master Site File. It is heavily used by tourists and residents alike.

The City of Pine Trail is requesting \$2,000,000 in RTP funds to expand the Pine Trail, with a proposed match of \$2,000,000 in local funds. The scope of work for this project includes the design, engineering, permitting, site preparation and construction of a the known as the Longleaf Trail extension and Loblolly Trail. The Longleaf Pine Trail extension will include 25-miles of marked riding trails. The Loblolly Trailhead will include thirty-five (35) campsites with electric and potable water, two different bathhouses with restrooms and showers, picnic facilities, a kid's beginning, and intermediate riding/training area, and an all-terrain vehicle (ATV)/dirt bike wash station.

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# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

Total Project Cost	RTP Grant Request	Proposed Local Match	Match Ratio	Point Value
\$500,000.00	\$250,000.00	\$250,000.00	50:50	5
\$500,000.00	\$300,000.00	\$200,000.00	60:40	3
\$500,000.00	\$400,000.00	\$100,000.00	80:20	1

### Calculating Match - EXAMPLE

**Total Project Cost:** \$500,000.00

**RTP Funds:** \$250,000

**Match Ratio:** 50:50 →  $\$500,000 \times .50\% = \$250,000$

**Match:** \$250,000

### Calculating Planning Expenses – EXAMPLE

**Cannot exceed 15% of the total project cost.**

**Total Project Cost:** \$500,000

$\$500,000 \times 0.15 = \$75,000$

**Planning Expenses:** \$75,000

### Financial Assurance/ Proof of Match

Provide an excerpt from the current fiscal year budget (Exhibit H) and a letter from the Chief Financial Officer (Exhibit U) that match funding has been allocated for the project and is currently available to be expended.

## Part III – Financial Information

### PART III – FINANCIAL INFORMATION

- RTP Funds Requested: Line A \$ 2,000,000
  - Local Funds Available:
    - 1) Cash: Line B \$ 2,000,000
    - 2) In-Kind: Line C \$ \_\_\_\_\_
    - Total Local Funds Available: Line D \$ 2,000,000

*Sum of lines B and C*
  - Total Cost of Proposed Project: Line E \$ 4,000,000
- Sum of Lines A and D*

*The Total Project Cost (Line E) must equal the grant request (Line A) plus the total local funds available (Line D). Proposed match (Line D) should not total more than \$2,000,000. This figure (Line A) should not total more than \$2,000,000 for the purpose of this application.*

- PROJECT COST ESTIMATE:** For each element, please indicate if it is a new facility, renovation or maintenance of an existing facility, accessibility improvements, equipment purchase, or trail user education components. *Costs of planning, permitting and site preparation should be included within the cost of each element (not to exceed 15% of total project cost).*

Element Type	Quantity	Description	Estimated Cost
New	1	25-Mile Marked Riding Trail	\$1,200,000.00
	35	Campsites	\$1,400,000.00
	2	Bathhouse with Restrooms and Showers	\$700,000.00
	4	Picnic Facilities	\$150,000.00
	1	Riding/Training Area	\$450,000.00
	1	Wash Station	\$100,000.00
Renovations			
Maintenance			
Accessibility			
Equipment			
Trail User Ed.			



# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

### Part IV – General Evaluation Criteria

**Part IV – General Evaluation Criteria of the FY2024-2025 RTP Motorized Application requests project specific information, which should be substantiated by adequate supporting documentation.**

PART IV – GENERAL EVALUATION CRITERIA

1. PROJECT TYPE

*Provide Conceptual Site Plan. Tab as "Exhibit E"*

*Provide Photographs of the Project Area. Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Tab as "Exhibit F"*

*Provide Location Map and Directions. Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. Tab as "Exhibit G"*

Construction of new trails on federal, state, county or municipal lands where recreational needs for such construction is shown

Development and rehabilitation of trailside and trailhead facilities and trail linkages

Maintenance and restoration of existing trails

Purchase of trail construction or maintenance equipment

2. CAPITAL IMPROVEMENT PLAN

A. The project implements the applicant's adopted local comprehensive plan (city or county); or the land management or recreation or trail plan of a state or federal agency and; is included in their Capital Improvement Plan (CIP) or similar plan during the current year or one of the next three (3) fiscal years: *(Include copies of any necessary documents/plans which clearly indicate the proposed project. Please highlight project name, amount and year.) Tab as "Exhibit H"*

Yes       No

--OR--

B. Is the proposed project included as part of the plan through a resolution or agency commitment committing the applicant to amend their CIP or similar plan to include the project should the applicant receive program funds: *(Include copies of any necessary documents/plans/resolutions which clearly indicate the proposed project. Please highlight project name, amount and year.) Tab as "Exhibit H"*

Yes       No

---

OGT-10      Page 9 of 22

3. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. *Use the Outdoor Recreation in Florida – 2019 (SCORP). Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary. Tab as "Exhibit I"*

Goal 1-1: "Increase the promotion of active and healthy lifestyles in the outdoors."  
This project will allow for the continued enjoyment of outdoor spaces by providing a safe and navigable trail for a wide variety of uses. Pine City places an emphasis on being a natural destination, and actively promotes trail use and eco-tourism.

Goal 2-2: "Improve universal accessibility on all public lands."  
Pine Trail has been constructed in coordination with the USDA's Accessibility Guidebook for Outdoor Recreation and Trails. This extension will follow the same plan to enhance accessibility of the trail for all users.

4. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the State's Greenways and Trails Plan. *Use the Florida's Greenways and Trails System Plan – 2024-2028. Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary. Tab as "Exhibit J"*

5. ACCESSIBILITY

Describe how the project facilitates and improves the access and use of trails by persons with disabilities.

Pine Trail has been constructed in coordination with the USDA's Accessibility Guidebook for Outdoor Recreation and Trails. This extension will follow the same plan to enhance accessibility of the trail for all users. The scope includes ADA accessible trail entrances to ensure that the space is safe and navigable for all users.

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OGT-10      Page 10 of 22



# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

### Part IV – General Evaluation Criteria (cont'd)

#### 6. YOUTH CONSERVATION OR SERVICE CORPS

The project is supported through a written letter of commitment between the applicant and a recognized youth conservation or service corps in which the corps agrees to supply a stated amount of labor.

Yes  No

*If "Yes", submit a copy of the written letter of commitment between the applicant and the service corps. Written letter must be executed by the end of the submission period and quantify the amount of labor in monetary units. Tab as "Exhibit K"*

#### 7. CONNECTIVITY AND LINKAGES

Describe how the proposed project provides access to or between any of the following:

(A) Public parks or other recreational lands or facilities;

Pine Trail is located within Pine Forest, which are recreational, public lands owned by the City of Pine Trails.

(B) Features or areas of historic, cultural, biological or archaeological significance; *Provide copy of letter from Florida Department of State (Tab as "Exhibit L") and/or Florida Natural Areas Inventory (Tab as "Exhibit M").*

N/A

(C) Existing intermodal transportation corridors or trail systems; and/or

Pine Trail has been designated by the Office of Greenways and Trails as a "Greenway Trail". It is connected to the Tree Trail which is the largest trail within the state.

(D) Residential populated areas.

N/A

#### 8. PUBLIC PARTICIPATION

Please indicate which of the following apply (*select all that apply*):

A. An advertised public meeting was held solely for the purpose of discussing the proposed project. *Attach a copy of proof of publication for the advertisement. Meeting must be for the SOLE PURPOSE of discussing the project proposed in the application. The advertisement should indicate that the purpose of the meeting is to discuss a RTP grant for this project site. Tab as "Exhibit N-1"*

B. The project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. *Provide a copy of the agenda and/or minutes of the advisory board meeting(s) where this project was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Discussion must take place at a regularly scheduled meeting. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS. Tab as "Exhibit N-2"*

C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. *Provide documentation (agenda, minutes or thank-you letter) showing that presentations regarding this project were made to community organizations or groups OR provide a copy of the survey instrument and a summary of the results and explain how the results relate to the proposed project. Tab as "Exhibit N-3"*

#### 9. NATIONAL SCENIC TRAIL OR NATIONAL RECREATION TRAIL

A. The project is located on or connects with the Florida National Scenic Trail:

Yes  No

*If yes, provide map and documentation (letter from U.S. Forest Service) indicating connectivity with a certified portion of the Florida National Scenic Trail. Tab as "Exhibit O"*

B. The project is located on or connects with a National Recreation Trail:

Yes  No

*If "Yes", provide a map and documentation (letter from the National Park Service) indicating connectivity with a designated National Recreation Trail. Tab as "Exhibit O"*





# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

### Part IV – General Evaluation Criteria (cont'd)

#### 10. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail.

Yes  No

*If "Yes", provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity. **Designation Agreements must be fully executed by end of submission period. Tab as "Exhibit P"***

#### 11. MATCHING RATIO

RTP is a matching grant program. Maximum grant award can account for 80% of total project costs (federal grant amount; grantee's cash and/or in-kind services). Select which matching ratio applies to this project:

- A. 50:50  
 B. 60:40  
 C. 80:20

**\* Federal Agencies: only 95% of total project costs may be federal dollars. Please explain the source of funds for remaining 5%.**

Source of non-Federal dollars when applicant is Federal Agency: \_\_\_\_\_

#### PART V – SPECIFIC CRITERIA

##### 1. MOTORIZED PROJECTS Only:

A. The proposed project will: **(select only one)**

1. Develop new motorized recreational trails.  
 2. Repair or restore designated motorized trails impacted by normal use.  
 3. Develop motorized trail facilities on existing motorized recreational trail corridors.

B. The project will support compatible recreational trail use for the greatest number of the following: **(select ALL that apply)**

1. Off-Road Motorcycles  
 2. All-Terrain Vehicles  
 3. Off-Highway Vehicles (high clearance vehicles)  
 4. Other Motorized Recreational Trail Use. List all: Utility Task Vehicles (UTV) \_\_\_\_\_



# RECREATIONAL TRAILS PROGRAM

## PREPARING THE APPLICATION FORM

### Part VI – Supporting Documentation

ATTENTION!



Before you submit an application package, ensure that all necessary support documents have been prepared and attached.

Use the list on pages 15-17 of the application to make sure that all applicable documentation is included.

Remember that 1 original copy of the completed and signed application with all supporting documents must be postmarked no later than July 31, 2024.



# SUPPORTING DOCUMENTATION

FY24-25 RTP Motorized  
Application Cycle Webinar



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



220 N. Tubb Street • Post Office Box 98 • Oakland, FL 34760-0098 • 407.656.1117 (voice) • 407.656.2940 (fax)

January 4, 2019

Lauren E. Cruz  
Recreational Trails Program  
Department of Environmental Protection  
3800 Commonwealth Boulevard, Mail Station 585  
Tallahassee, FL 32399-3000

Re: Recreational Trails Program

Dear Ms. Cruz,

This letter is to express the support of the Oakland Nature Preserve (ONP) in its effort to seek a Recreational Trails Program grant to help replace the planking and upper portion of the elevated boardwalk to Lake Apopka.

ONP's iconic boardwalk has provided a tourist attraction and a location for environmental education, and recreation for almost twenty years. Constructed in 2002, the 3,100-foot-long elevated boardwalk to Lake Apopka allows visitors to see three ecosystems: uplands, wetlands, and a transition ecotone in between, ending with a spectacular lake view. An alligator has nested alongside the boardwalk, giving visitors an up-close view, bird nests and overhead flight can be seen, a variety of trees and wetland plants provide knowledge of Florida's diversity and beauty.

ONP's boardwalk was built over a vegetated wetland area. To accomplish its construction, workers persevered through the dense undergrowth, water, and deep mud; removing only one single large tree to construct the winding pathway. Interpretative signage identifies features along its length, and future planned enhancements include adding a kayak launch.

As expected, Florida's climate over the years has compromised the integrity of the boardwalk planking. Several hundred hours a year are required to remove and replace broken, badly worn, or splintery boards, which pose a hazard to users. Occasionally large sections of the boardwalk need to be restricted to the public while repairs are made because of damage from storms and hurricanes.



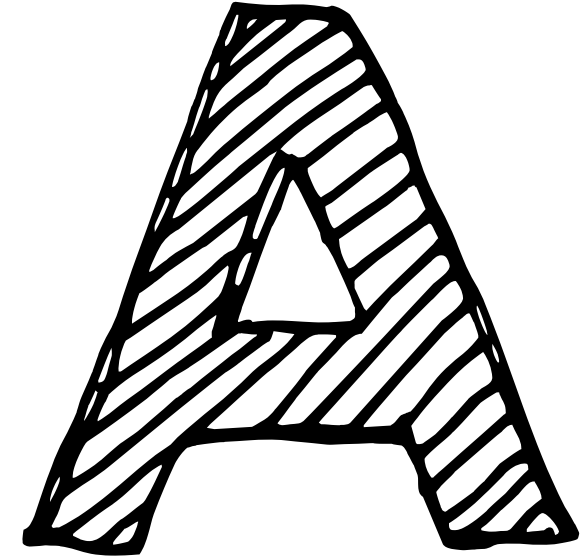
220 N. Tubb Street • Post Office Box 98 • Oakland, FL 34760-0098 • 407.656.1117 (voice) • 407.656.2940 (fax)

A more effective method would be to install composite boardwalk decking along the entire length of the boardwalk. Composite boardwalk decking is highly weather resilient, slip resistant, and easy to keep in excellent condition. These planned boardwalk renovations would allow the structure to continue to serve as a comprehensive recreational and educational amenity for many years to come, without the constant repair required for boards.

As the land managing agency, the Town of Oakland applauds the efforts of ONP to replace this amazing boardwalk with highly stable material that will hold up better moving into the future. An enhanced boardwalk will allow ONP to continue to provide its recreational and educational offerings without as many breaks in service that occur when the current wood used on the boardwalk is damaged from storms or needs replaced due to deterioration. The Town of Oakland accepts the post completion compliance requirements as outlined in Chapter 62S-2 F.A.C.

Sincerely,

Kathy Stark  
Mayor, Town of Oakland

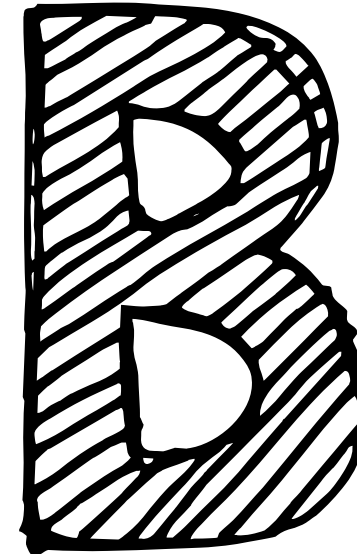
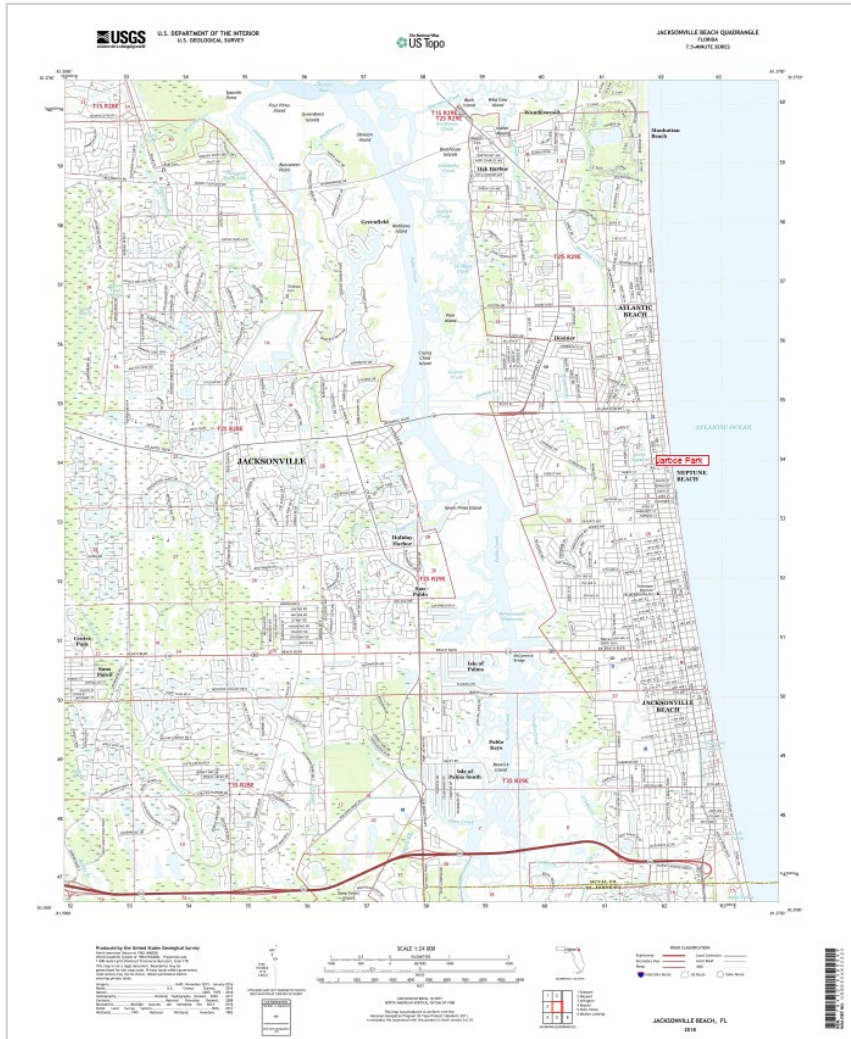


**Letter of Support & Agreement**  
Organizations must provide a copy of the agreement and a letter from the land managing agency or landowner stating that it supports the project and abides by the compliance requirements as outlined in Chapter 62S-2, F.A.C.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

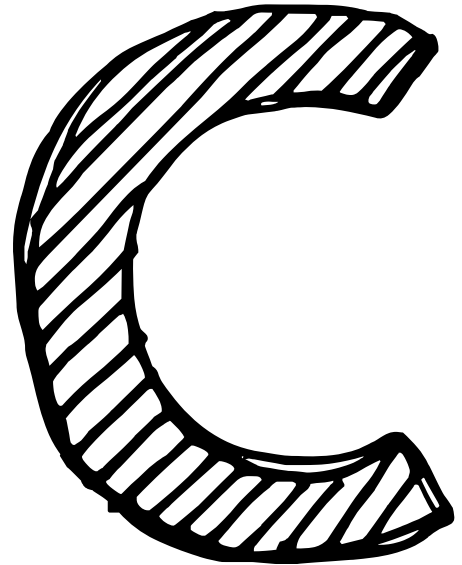
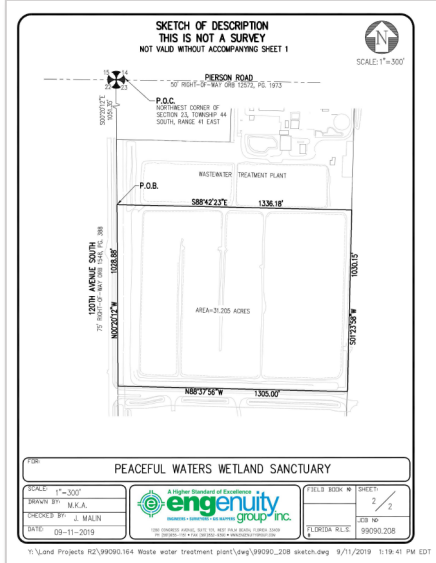
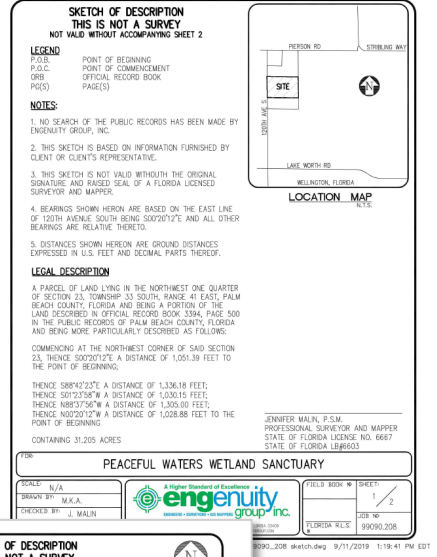
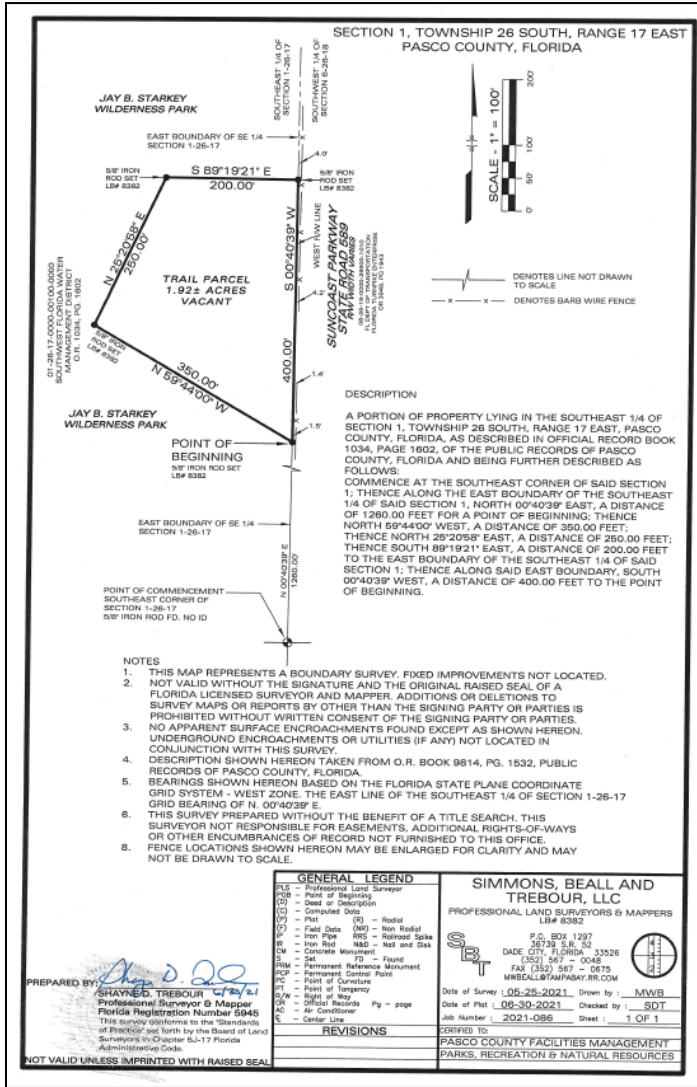


**Map of Project Location**  
Show project location on [FDOT](#)  
County Road Maps or [USGS](#) 7.5  
Minute Quadrangle Sheets. Include  
beginning and ending points.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



### Boundary Map

The map must provide a legal description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified.

Aerial photographs are not accepted as boundary maps.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

Please Return to:  
Fla. Department of Transportation  
R/W Records Mgmt, MS 4-851  
719 W Woodland Blvd  
DoLand, FL 32720-8834  
Attn: M. Jones

CFN 2004151604  
BK 42677 Pg 8061 - 852 (5/04)  
DATE: 11/15/2004 11:57:24 AM  
JAMES C. BARKINS, CLERK OF COURT  
LAKE COUNTY  
RECORDING FEES 44.00

03-BSD05-06/01  
October 19, 2004  
This instrument prepared by  
KATIE GIBSON  
Under the direction of  
GEORGE S. LOVETT, ATTORNEY  
Department of Transportation  
719 South Woodland Boulevard  
DoLand, Florida 32720-8834

PARCEL NO. 107.1R  
SECTION 11200  
F.P. NO. 238424 1  
STATE ROAD 25  
COUNTY LAKE

### CITY DEED

THIS DEED, made this 10 day of November, 2004 by the CITY OF MINNEOLA, a municipality of the State of Florida, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, grantees: (Whenever used herein the terms "grantor" and "grantees" include all the parties to this instrument and their legal representatives and assigns of individuals, and the successors, and assigns of organizations).

WITNESSETH: That the grantor, for and in consideration of the sum of \$1.00 and other valuable considerations, receipt and sufficiency being hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantees, all that certain land situate in Lake County, Florida, viz:

PARCEL 107 SECTION 11200  
F.P.NO. 238424 1

That part of:

That certain Atlantic Coast Railroad Right of Way described and recorded in Official Records Book 1241, Page 666, Public Records of Lake County, Florida (abandoned under A.F.E. 10.397, dated 6/84); Section 18, Township 22 South, Range 26 East.

Being described as follows:

COMMENCE at the 4" X 4" concrete monument marking the Southeast corner of Section 18, Township 22 South, Range 26 East, Lake County, Florida, thence North 88°43'33" West, along the South line of said Section 18, a distance of 1400.25 feet to the intersection of said South line with the centerline of survey of State Road 25, as shown on Florida Department of Transportation Right of Way Map, Section 11200, F.P. No. 238424 1; said point being on a curve concave Southwesterly, having a radius of 6749.65 feet and a chord bearing of North 13°25'01" West; thence Northwesterly along said centerline of survey and the arc of said curve through a central angle of 26°14'34", a distance of 2653.47 feet to the point of tangency; thence continue along said centerline of survey North 28°32'18" West, a distance of 414.85 feet; thence departing said centerline North 89°23'16" West, a distance of 112.38 feet to a point on the Westerly existing right of way line of said State Road 25; thence North 26°32'18" West along said Westerly existing right of way line a distance of 165.02 feet to a point on the Southerly right of way line of Atlantic Coast Railroad (abandoned) and the POINT OF BEGINNING; said point being on a curve concave Southerly, having a radius of 905.37 feet and a chord bearing of North 79°22'10" West; thence Westerly along said Southerly right of way line and the arc of said curve through a central angle of 00°58'44", a distance of 15.47 feet; thence departing said South right of way line of Atlantic Coast Railroad (abandoned) and curve, North 26°32'18" West a distance of 121.42 feet to a point on the Northerly right of way line of Atlantic Coast Railroad (abandoned); said point being on a curve concave Southerly, having a radius of 1095.37 feet and a chord bearing of South 78°23'53" East; thence Easterly along said Northerly right of way line and the arc of said curve through a central angle of 11°11'45", a distance of 196.46 feet; thence continue along said North right of way line South 00°28'37" West a distance of 20.90 feet to a point on a curve concave Southerly, having a radius of 985.37 feet and a chord bearing of South 05°31'10" East; thence Easterly along said Northerly right of way line and the arc of said curve through a central angle of 13°51'42", a

PARCEL NO. 107.1R  
SECTION 11200  
F.P. NO. 238424 1  
PAGE 2

distance of 238.39 feet to the point of Tangency; thence departing said North right of way line of Atlantic Coast Railroad (abandoned) and said curve, South 31°24'41" West a distance of 60.00 feet to a point on the Southerly right of way Atlantic Coast Railroad (abandoned) and the point of curvature, said curve being concave Southerly, having a radius of 925.37 feet and a chord bearing of North 64°56'50" West; thence Westerly along said South right of way line and the arc of said curve through a central angle of 12°43'02", a distance of 205.39 feet; thence continue along said North right of way line South 00°28'37" West a distance of 21.08 feet to a point on a curve said point being on a curve concave Southerly, having a radius of 905.37 feet and a chord bearing of North 74°53'03" West; thence Westerly along said Southerly right of way line and the arc of said curve through a central angle of 07°58'28", a distance of 126.28 feet to the POINT OF BEGINNING.

Containing 0.694 acres more or less.

This instrument prepared under the direction of:  
Kimberly A. Buchheit, P.S.M. No. 4698  
Buchheit Associates, Inc. Surveyors & Mappers  
427 CenterPointe Circle, Suite 1811  
Altamonte Springs, FL 32701  
(407) 331-0505  
December 12, 2003

RESERVING unto the Grantor a perpetual easement for access and public use of the portion known as the Minneola Trail. In addition, the Grantor shall be responsible for any and all maintenance of the Minneola Trail associated with Grantor's use described above.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by its Mayor, and its seal to be hereto affixed, attested by its City Clerk, the date first above written.

Signed, sealed and delivered in the presence of: Two witnesses required by the Statutes.

SIGNATURE LINE  
PRINTTYPE NAME: Scott M. Giese

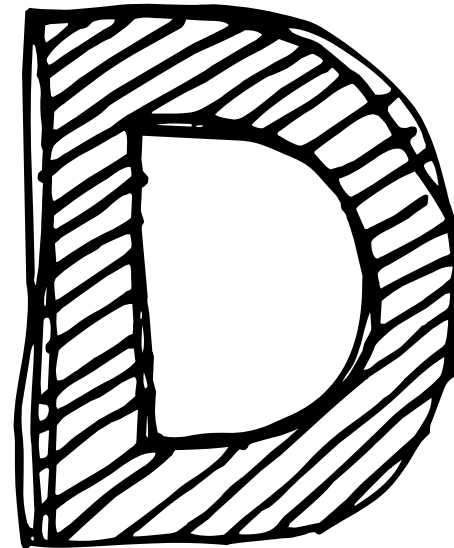
SIGNATURE LINE  
PRINTTYPE NAME: Jimmy D. Crawford

STATE OF FLORIDA  
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 10th day of November, 2004, by Randall J. Mays Jr. Mayor, who is personally known to me or who has produced \_\_\_\_\_ as identification.



PRINTTYPE NAME: \_\_\_\_\_  
Notary Public in and for the County and State last aforesaid.  
My Commission Expires: \_\_\_\_\_  
Serial No., if any: \_\_\_\_\_



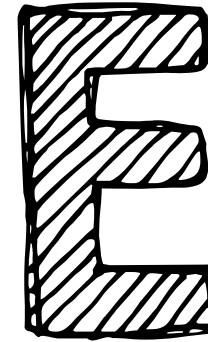
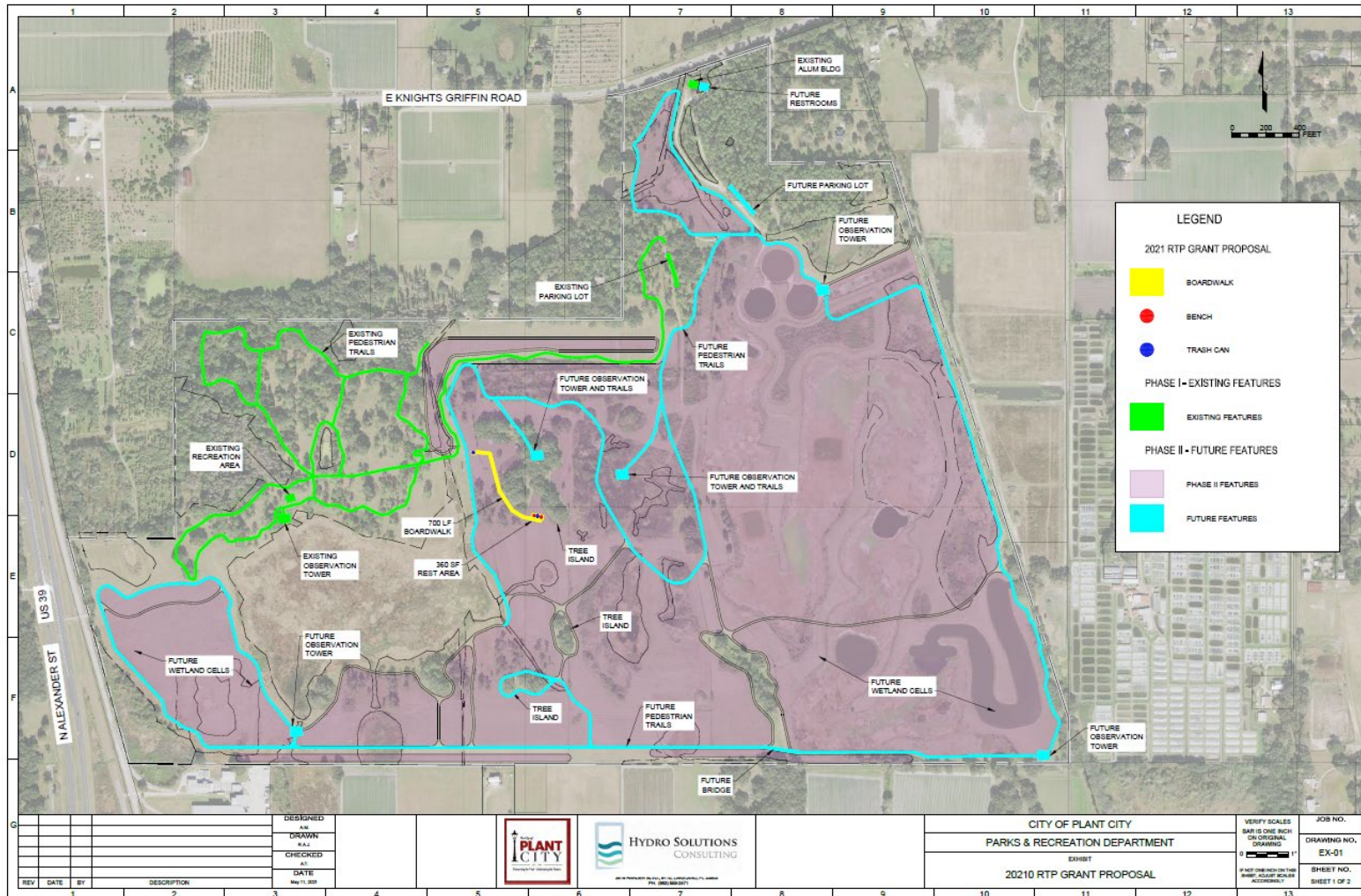
### Site Control

Submit a copy of the site control documentation (deed, lease, etc.) for the project site. If submerged lands are included in the development area, provide a legal document (permit, management agreement, lease, etc.) which indicates permission to use and develop the submerged lands. Site control must be effective by the close of the submission period.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



### Conceptual Site Plan

Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application.

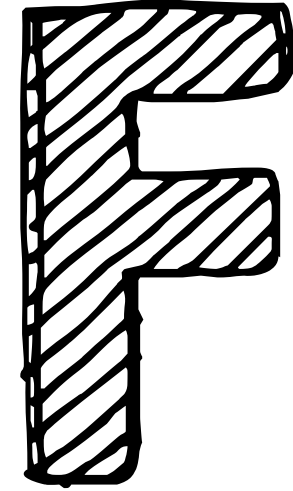
The site plan must correlate with the project boundary area identified in the project boundary map and cost estimate. The site plan must **CLEARLY DELINEATE & COLOR CODED** between facilities and opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development (not in this project).





# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



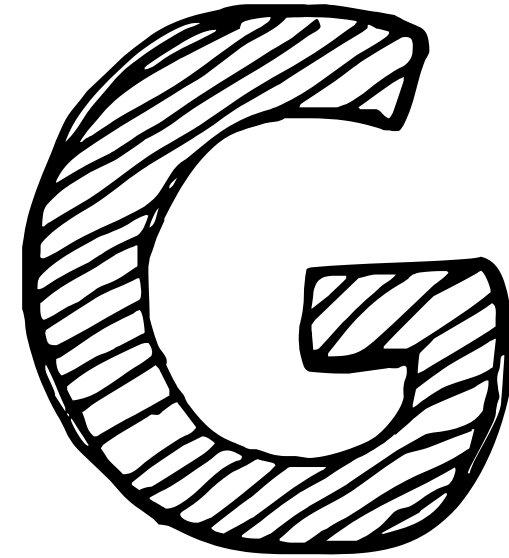
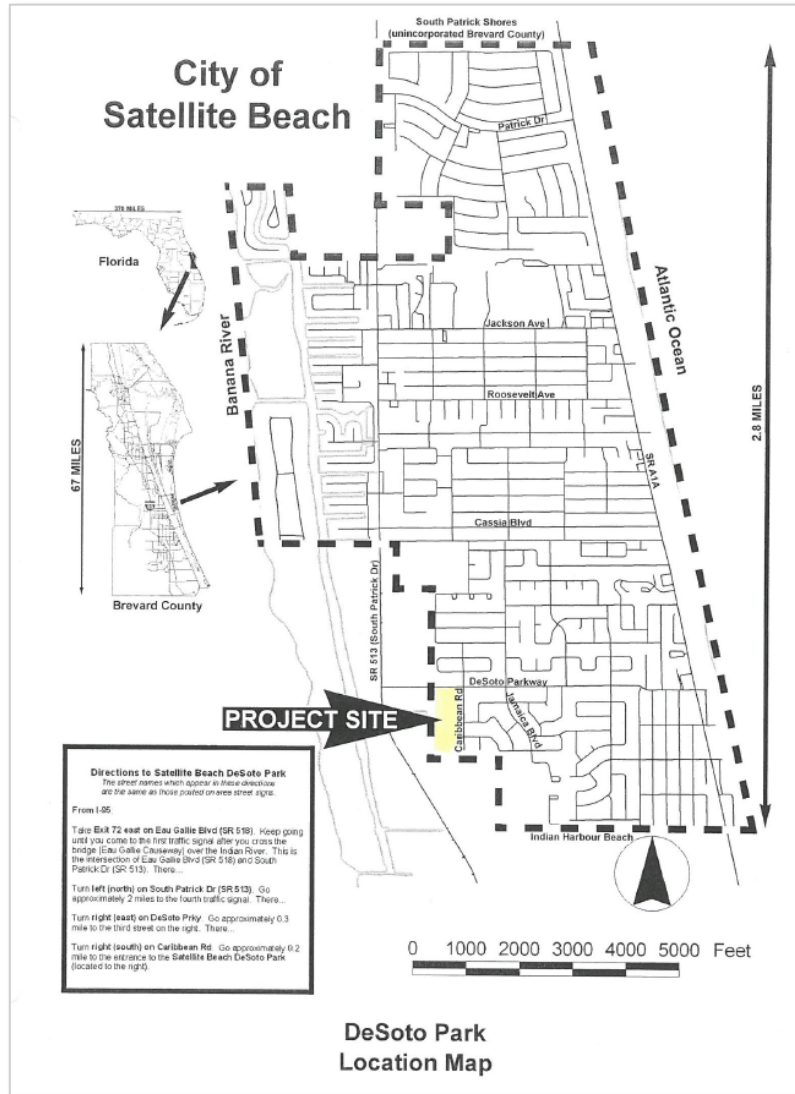
### Photographs

Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Aerial photographs are requested, but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo (note: this is not the boundary map).



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



### Location Map and Directions

Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed in the written directions are the same as those posted on street signs in the area.

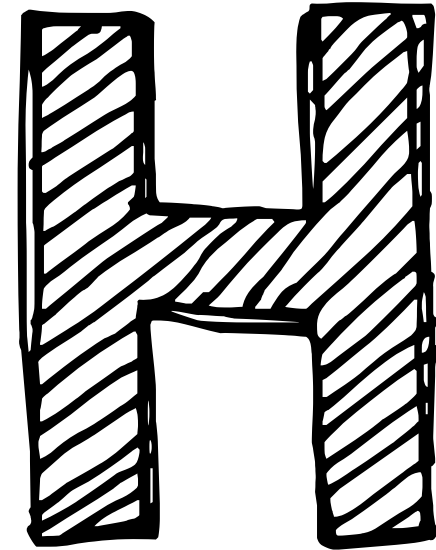


# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

FISCAL YEAR 2017/2018		Five-Year Capital Improvements Plan FY 2017/2018 to FY 2021/2022					
Project Name	Funding	Estimated Cost	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
<b>Infrastructure</b>							
Annual Street Resurfacing	CAF	\$ 150,000	\$ 50,000	\$ 100,000		\$ -	\$ -
SBSRP* Parking Lot Resurfacing	CAF	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -
Crotty Park Improvements	CAF	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -
DeSoto Field Stormwater Project	SUF	\$ 950,000	\$ 950,000	\$ -	\$ -	\$ -	\$ -
A1A Improvements	CRTF	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Jackson Avenue Complete Street	CRTF	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -
Solar Panels CityHall/Civic Center	CAF	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -
Gemini Pedestrian Park Project	CAF	\$ 210,000	\$ -	\$ -	\$ 10,000	\$ 200,000	\$ -
Stormwater Line Replacement	SUF	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
Septic Removal/Install Sewer (ballfields)	CAF	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 2,750,000</b>	<b>\$ 1,330,000</b>	<b>\$ 1,010,000</b>	<b>\$ 210,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>
Total Capital Assets Fund (CAF)		\$ 1,050,000	\$ 180,000	\$ 560,000	\$ 110,000	\$ -	\$ -
Total Stormwater Utility Fund (SUF)		\$ 1,250,000	\$ 1,050,000	\$ 100,000	\$ 100,000	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ 450,000	\$ 100,000	\$ 350,000	\$ -	\$ -	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* SBSRP is Satellite Beach Sports Recreation Park



**Capital Improvement Plan or Resolution**  
 Submit a copy of the capital improvement plan or resolution amending the existing schedule to include the proposed project. State or federal agencies provide a copy of their land management or recreation or trail plan.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

### STATE COMPREHENSIVE OUTDOOR RECREATION PLAN Exhibit I

Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the *Outdoor Recreation in Florida – 2013 (SCORP)*. Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.

#### DeSoto Park Complex Multi-Use Recreational Trail

**Goal 2-1:** Maintain and manage adequate availability of resources for a growing population.

According to the U.S. Census Bureau<sup>1</sup>, the City of Satellite Beach experienced a growth increase of 7.2% between 2010 and 2016. To increase recreational opportunities for this growing population, the project will enhance an existing recreational property, DeSoto Park Complex, by adding a 1,800 l.f. multi-use trail and installing the community's first multi-generational playground. In addition, there are future plans to build the City's first public canoe/kayak launch, which will connect to the trail and provide a water access point.

**Strategy 1:** "Given Florida's current economic situation... agencies should focus efforts on enhancing existing access points and facilities..."

**Goal 2-3:** All recreation providers should seek to increase universal accessibility.

The multi-use recreational trail will be an 8' wide, concrete, ADA accessible path. The multi-generational exercise stations will offer equipment that is both ADA compliant and will accommodate various fitness levels. Adequate and accessible information on the park's new features will be readily available through multiple printed and online resources.

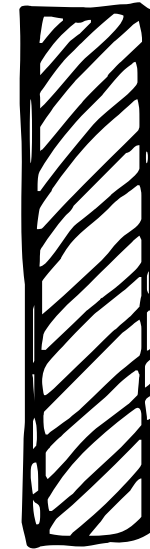
**Goal 2-4:** Protect water resources while providing adequate access.

Three educational, solar panel kiosks will be erected in conjunction with this project. One kiosk will cover the benefits of solar power. The other two kiosks will focus on protecting water resources, specifically nutrient reduction and the Indian River Lagoon, and manatee awareness. They will be located on the project's west boundary, along a canal that is frequented by endangered manatees. The City's first, public kayak launch will provide water access and will be connected to the new multi-use recreational trail and paved parking area.

**Strategy 5:** "...work to reduce the amount of nutrient pollution that enters Florida's waters through programs that teach the public about where nutrients come from and what they can do to help." **Strategy 7:** "...increase public access to Florida's waters by preserving...and identifying sites for public and private recreation."

**Strategy 8:** "...identify water areas under their jurisdiction where inadequate recreational access exists or where existing water access can be improved, and give priority to making the needed improvements."

<sup>1</sup> U.S. Census Bureau, Population Estimates Program (PEP), Updated annually. Retrieved from <https://www.census.gov/quickfacts/fact/table/satellitebeachcityflorida/POP060210>



## SCORP

Submit a written response to Part IV, Item 3, Page 9 of this application. Include narrative explaining of how the project implements one or more of the outdoor recreation goals and objectives as listed in the [2019 SCORP](#).



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

### STATE GREENWAYS AND TRAILS PLAN Exhibit J

Explain how the proposed project would address one or more issues or goals as identified in the State's Greenways and Trails Plan. Use the *Florida's Greenways and Trails System Plan – 2013-2017*. Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.

#### DeSoto Park Complex Multi-Use Recreational Trail

---

##### Goal 1: Identify and prioritize trails and greenways to facilitate completion of the FGTS.

---

The DeSoto Park Multi-Use Recreational Trail will be located within the Land Trail Opportunities Corridor (2015 Land Trails Opportunities Map). The future kayak/canoe launch will provide access to the Patrick Paddleway and link to the Florida Circumnavigational Saltwater Paddling Trail (2015 East Central Paddling Trail Opportunity Map). *The Opportunity Maps contain the comprehensive vision for FGTS (p. 2).*

The proposed project will be connected via pedestrian/bicycle trails to a designated land trail priority, SR A1A, which is located less than a mile to the east. (Priorities Trail Map). *The Priorities Trail Map encompasses the most important corridors and connections... (p. 4).*

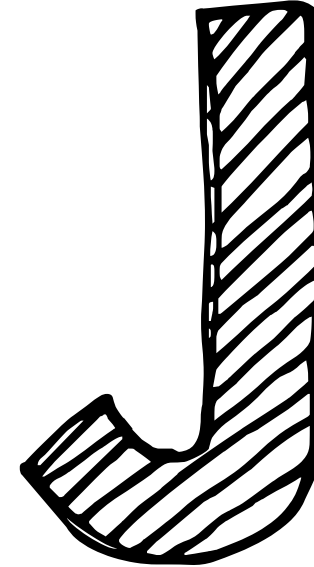
Construction of the multi-use recreational trail falls within the Brevard County Gap. (East Coast Greenway/Tropical Terminus Map/Priority Trails Gap Map). *The Priority Trails Gap Map serves as...the guide for directing resources to complete the state's highest priority trail projects (p. 4).*

---

##### Goal 2: Direct resources and programs to establish and connect the FGTS.

---

The City of Satellite Beach recognizes the importance of establishing and expanding green spaces and connecting trails. The above mentioned Priority and Opportunity Maps demonstrate that the City's proposed multi-use recreational trail falls within an area of concern where a gap occurs. The trail will connect to vital, preexisting amenities, such as water fountains and restroom facilities, providing access to those traveling by land and water. *Objective 2.2.1: Encourage local...programs that provide funding for greenways and trails to advance the FGTS with the emphasis on completing priorities (p. 6). Objective 2.4.2: Encourage communities...that develop trails to advance completion of the FGTS by directing funding and resources to priorities and gaps (p. 8). Objective 2.5.1: Encourage communities... to pursue designation of trails and greenways that are within the FGTS vision, emphasizing those on the Priority Trails Map (p. 8).*



**State Greenways and Trails Plan**  
Submit a written response to Part IV, Item 4, Page 9 of this application. Include narrative explaining of how the project implements one or more of the goals and objectives as indicated in the 2019-2023 [State Greenways and Trails System Plan](#).



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

EXHIBIT K, PAGE 1

### YOUTH CONSERVATION OR SERVICE CORP LETTER OF COMMITMENT



To: Franklin County Board of County Commissioners  
Chairman Ricky D. Jones  
33 Market Street, Suite 203  
Apalachicola, FL 32320


Date: February 15, 2023

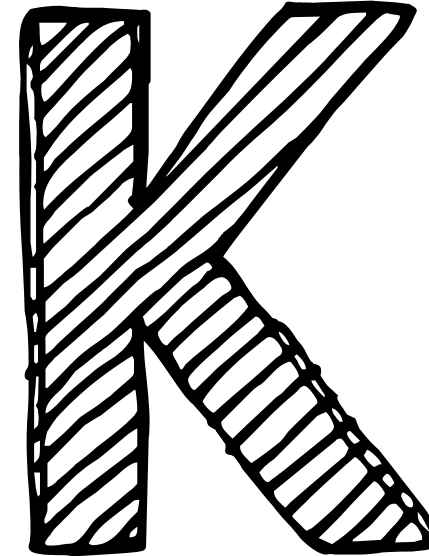
RE: SGI Multi-Use Path Resurfacing Project

Dear Chairman Jones,

Franklin's Promise Coalition commits the Conservation Corps of the Forgotten and Emerald Coasts (CCFEC) to provide up to 40 hours of labor to the St. George Island Multi-Use Path Resurfacing Project. CCFEC is a nationally accredited, 21st Century Conservation Corps supported by AmeriCorps. Our Corps will assist the county with the installation of two benches and two waste receptacles along the path's route should the county's grant application through the FDEP Recreational Trails Program be approved.

Sincerely,

  
Joe Taylor, Executive Director  
Franklin's Promise Coalition  
60 Island Drive,  
Eastpoint, FL 32328



## Service Corps

Submit a copy of letter of commitment between the applicant and recognized youth conservation or service corps, in which the corps agrees to supply stated amount of labor. **Scout troops and similar groups do NOT qualify. AmeriCorps is a recognized service corps.** Refer to [42 U.S.C. 12572](#) and [42 U.S.C. 12656](#) for definitions.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



FLORIDA DEPARTMENT OF STATE

RON DESANTIS  
Governor

LAUREL M LEE  
Secretary of State

Chris Stahl, Coordinator  
Florida State Clearinghouse  
Florida Department of Environmental Protection  
3800 Commonwealth Blvd., M.S. 47  
Tallahassee, FL 32399-2400

22 May 2020

RE: DHR Project File No. 2020-2754, Received by DHR 19 May 2020  
Project: *Minneola Trail Renovations [RTP]*  
RTP Grant: T18023  
Applicant: City of Minneola  
County: Lake

To Whom It May Concern:

The Florida State Historic Preservation Office reviewed the referenced project for possible effects on historic properties listed, or eligible for listing, on the *National Register of Historic Places*. The review was conducted in accordance with Section 106 of the *National Historic Preservation Act of 1966*, as amended, and its implementing regulations in *36 CFR Part 800: Protection of Historic Properties*.

Based on our desktop review, the project area exhibits a low potential for undocumented cultural resources. It is the opinion of this office that the proposed project is unlikely to affect historic properties. However, the grant, if issued, should include the following special condition regarding unexpected discoveries:

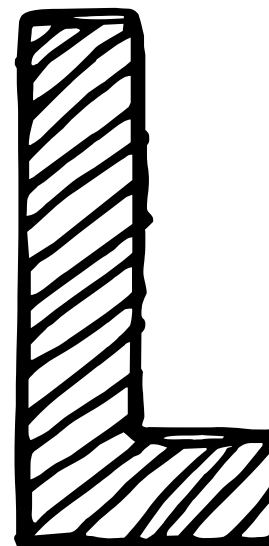
- If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)-245-6344. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, *Florida Statutes*.

If you have any questions, please contact Dr. Adrienne Daggett, Archaeologist, Transportation Compliance & Review, by email [adrienne.daggett@dos.myflorida.com](mailto:adrienne.daggett@dos.myflorida.com), or by telephone at 850.245.6372 or 800.847.7278.

Sincerely,

Timothy A. Parsons, Ph.D.  
Director, Division of Historical Resources  
and State Historic Preservation Officer

Division of Historical Resources  
R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399  
850.245.6300 • 850.245.6436 (Fax) • FLHeritage.com



### Department of State Letter

Submit a letter from the Department of State to verify that a project is for archaeological, historical, or cultural preservation purposes. You can contact the Division of Historical Resources, [Compliance and Review Section](#) to obtain a full review on the project site.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



1018 Thomasville Road  
Suite 200-C  
Tallahassee, FL 32303  
850-224-4307  
fax 850-461-9364  
www.fnai.org

Barbara Hollerand  
City of Minneola  
P.O. Box 678  
Minneola, FL 34755

March 24, 2020

Dear Ms. Hollerand,

Thank you for requesting information from the Florida Natural Areas Inventory (FNAI). At your request we have produced the following report for your project area.

The purpose of this Standard Data Report is to provide objective scientific information on natural resources located in the vicinity of a site of interest, in order to inform those involved in project planning and evaluation. This Report makes no determination of the suitability of a proposed project for this location, or the potential impacts of the project on natural resources in the area.

Project: South Lake Trail  
Date Received: 3/17/2020  
Location: Lake County

### Element Occurrences

A search of our maps and database indicates that we currently have several element occurrences mapped in the vicinity of the study area (see enclosed map and element occurrence table). Please be advised that a lack of element occurrences in the FNAI database is not a sufficient indication of the absence of rare or endangered species on a site.

*The element occurrences data layer includes occurrences of rare species and natural communities. The map legend indicates that some element occurrences occur in the general vicinity of the label point. This may be due to lack of precision of the source data, or an element that occurs over an extended area (such as a wide ranging species or large natural community). For animals and plants, element occurrences generally refer to more than a casual sighting; they usually indicate a viable population of the species. Note that some element occurrences represent historically documented observations which may no longer be extant. Extirpated element occurrences will be marked with an "X" following the occurrence label on the enclosed map.*

### Likely and Potential Rare Species

In addition to documented occurrences, other rare species and natural communities may be identified on or near the site based on habitat models and species range models (see enclosed Biodiversity Matrix Report). These species should be taken into consideration in field surveys, land management, and impact avoidance and mitigation.

*FNAI habitat models indicate areas, which based on land cover type, offer suitable habitat for one or more rare species that is known to occur in the vicinity. Habitat models have been developed for approximately 300 of the rarest species tracked by the Inventory, including all federally listed species.*

*Tracking Florida's Biodiversity*



Florida Resources  
and Environmental  
Analysis Center  
Institute of Science  
and Public Affairs  
The Florida State University

Barbara Hollerand

Page 2

March 24, 2020

*FNAI species range models indicate areas that are within the known or predicted range of a species, based on climate variables, soils, vegetation, and/or slope. Species range models have been developed for approximately 340 species, including all federally listed species.*

*The FNAI Biodiversity Matrix Geodatabase compiles Documented, Likely, and Potential species and natural communities for each square mile Matrix Unit statewide.*

### CLIP

The enclosed map shows natural resource conservation priorities based on the Critical Lands and Waters Identification Project. CLIP is based on many of the same natural resource data developed for the Florida Forever Conservation Needs Assessment, but provides an overall picture of conservation priorities across different resource categories, including biodiversity, landscapes, surface waters, and aggregated CLIP priorities (that combine the individual resource categories). CLIP is also based primarily on remote sensed data and is not intended to be the definitive authority on natural resources on a site.

For more information on CLIP, visit <http://www.fnai.org/clip.cfm>.

The Inventory always recommends that professionals familiar with Florida's flora and fauna conduct a site-specific survey to determine the current presence or absence of rare, threatened, or endangered species.

Please visit [www.fnai.org/trackinglist.cfm](http://www.fnai.org/trackinglist.cfm) for county or statewide element occurrence distributions and links to more element information.

The database maintained by the Florida Natural Areas Inventory is the single most comprehensive source of information available on the locations of rare species and other significant ecological resources. However, the data are not always based on comprehensive or site-specific field surveys. Therefore this information should not be regarded as a final statement on the biological resources of the site being considered, nor should it be substituted for on-site surveys. Inventory data are designed for the purposes of conservation planning and scientific research, and are not intended for use as the primary criteria for regulatory decisions.

Information provided by this database may not be published without prior written notification to the Florida Natural Areas Inventory, and the Inventory must be credited as an information source in these publications. The maps contain sensitive environmental information, please do not distribute or publish without prior consent from FNAI. FNAI data may not be resold for profit.

Thank you for your use of FNAI services. If I can be of further assistance, please contact me at (850) 224-8207 or at [kbrinegar@fnai.fsu.edu](mailto:kbrinegar@fnai.fsu.edu).

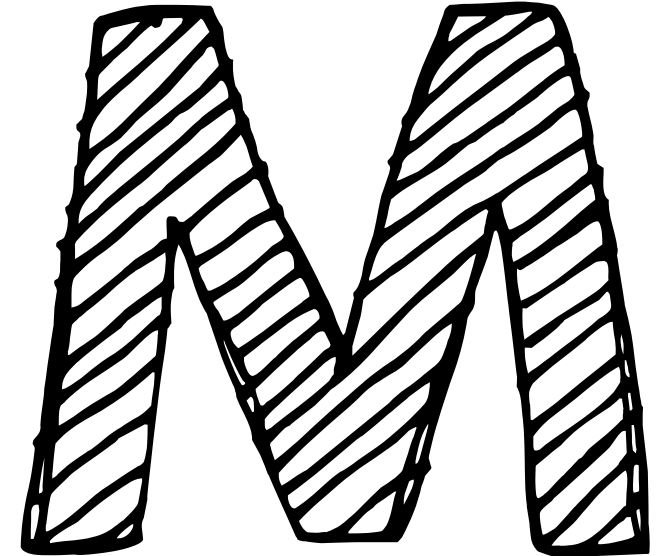
Sincerely,

*Kerri Brinegar*

Kerri Brinegar  
GIS / Data Services

End

*Tracking Florida's Biodiversity*



**Florida Natural Areas  
Inventory (FNAI) Letter**  
Submit a letter from [Florida  
Natural Areas Inventory](#) to  
verify resources protected by  
the project.





# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

### THE BEACHES LEADER/ PONTE VEDRA LEADER

Published Weekly  
Jacksonville Beach, Duval County, Florida  
STATE OF FLORIDA  
COUNTY OF DUVAL

Before the undersigned authority personally appeared **Aline Bailey**, who on oath says that she is **Business Manager of The Beaches Leader/Ponte Vedra Leader**, weekly newspapers published at Jacksonville Beach in Duval County, Florida; that the attached copy of advertisement, being a **Legal Notice** in the matter of:

**Public Notice**  
City of Neptune Beach  
Special Meeting and Public Hearing  
Recreational Trails Programs  
December 8, 2017

was published in said newspaper in the issues of:

**November 30, 2017**

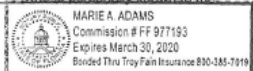
Affiant further says that the said **The Beaches Leader/Ponte Vedra Leader**, newspapers published at Jacksonville Beach, in said Duval County, Florida, and that the said newspaper has heretofore been continuously published in said Duval County, Florida, each week and has been entered as periodicals matter at the post office in Jacksonville and Ponte Vedra Beach, in said Duval and St. Johns Counties, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

  
(Signature of Affiant)

Sworn to and subscribed before me this  
30th day of November 2017, by

  
(Signature of Notary Public)

who is personally known to me



(Print, Type, or Stamp Commissioned Name of Notary)

### PUBLIC NOTICE CITY OF NEPTUNE BEACH

Notice is hereby given that the City Council for the City of Neptune Beach will hold a Special Meeting and Public Hearing on Friday December 8, 2017 at 9:00 P.M. in the City Council Chambers, 116 First Street, Neptune Beach, Florida.

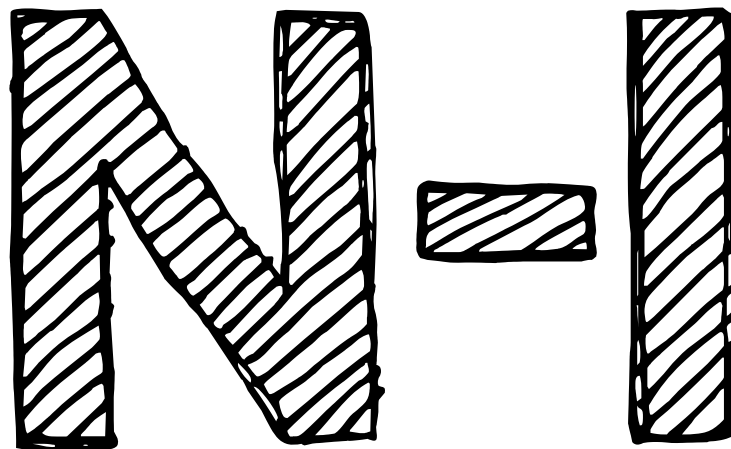
### RECREATIONAL TRAILS PROGRAM

The sole purpose of the meeting is to discuss the City's 2018 Recreational Trails Program grant application.

If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing the person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 206.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office no later than 5:00 pm the day of the meeting.

BL 11/30/17



**Public Participation: N-1**  
Submit a copy of the public meeting advertisement for the **SOLE PURPOSE** of discussing the project.




# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

Posted: 12/1/17

CITY OF SATELLITE BEACH, FLORIDA  
RECREATION DEPARTMENT  
1089 SOUTH PARICK DRIVE 32937  
(321) 773-6458



**AGENDA**  
**RECREATION BOARD**  
DESOTO RECREATION COMPLEX  
499 DESOTO PARKWAY, SATELLITE BEACH, FL 32937  
**DECEMBER 12, 2017**  
**6:15PM**

1. CALL TO ORDER
2. PRESENTATION ON DESOTO STORMWATER PROJECT AND RECREATIONAL TRAILS PROGRAM
3. TOUR OF DESOTO TENNIS COURTS & SENIOR BASEBALL FIELD
4. DISCUSS VENDING AT CITY PARKS
5. AGENDA ITEMS FOR NEXT MEETING
6. ADOPTION OF MINUTES: OCTOBER 10, 2017
7. ADJOURN

Pursuant to Section 286.0105, FSS, if any individual decides to appeal any decision made by the Island Working Board with respect to matters considered at this meeting, a verbatim transcript proceedings may be required and the individual may need to insure that a verbatim transcript proceedings is made.

**RECREATION BOARD**  
**MINUTES FROM REGULAR MEETING HELD December 12, 2017**

The meeting of the Recreation Board was called to order at 6:15pm on Tuesday, December 12, 2017. Members in attendance were Kathleen Cleary, Stephen Nieroda, Stacy Jones and Jim Straayer. Also present was Recreation Director, Cassie Warthen.

Recreational Trails Grant: The City's Public Works Director, Allen Potter, presented the plans for storm water improvements to the Desoto Recreation Complex. The city is in the process of applying for a Recreational Trail Grant through the Florida Department of Environmental Protection. The plan for the improvements includes a multigenerational walking path surrounding a large retention pond. The new trail will include equipment geared towards helping elderly citizens in the community stay active and healthy. A new kayak and canoe launch is expected to be added, as well as some additional parking spaces, if needed.

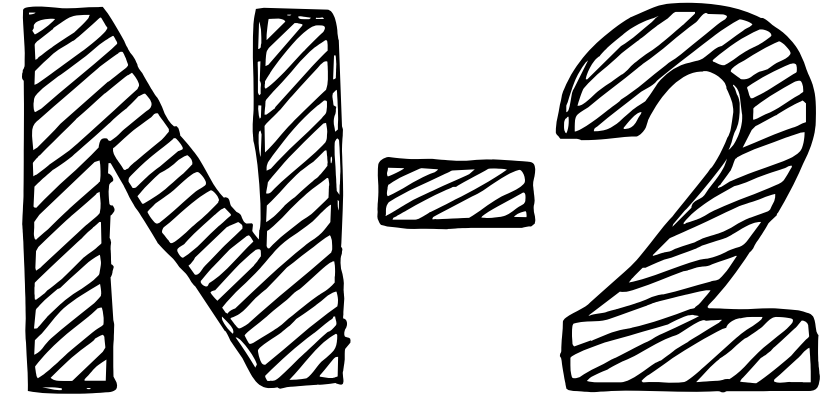
Facility Tour: The members in attendance discussed the different aspects of the park and all the available recreation components, including the senior baseball field, the tennis courts, racquetball courts, and community garden. Board member Straayer asked about the addition of two additional courts, which is in the upcoming capital improvements plan for FY 19/20. Board Member Nieroda mentioned that the parking lot for the facility was very dark and if the city would consider adding additional safety lighting to the lot. Upon further inspection, it was determined that a street light in the corner of the parking lot was out. Director Warthen said she would write up a work order to have it fixed.

Vending at City Parks: Director Warthen has been approached by a gentleman wanting to put a vending machine at Pelican Beach Park. Several city facilities currently have vending at them through agreements with other companies. Conversation with the previous Recreation Director, Kerry Stoms, revealed that in the past the city tried to have vending up at Pelican Park, but due to continuous vandalism was ultimately removed. In the previous agreement, the operator of the machine would be responsible for any damage or maintenance. Board Member Nieroda MOVED, SECOND by Board Member Cleary to move forward into discussions with the proposing company offering vending, and to come up with an agreement to bring back to the board for approval. VOTE: ALL YES. MOTION CARRIED.

Next Meeting Agenda: No items were presented for the January meeting. The board will plan to cancel the regular meeting in January if nothing comes up to add to the agenda.

Adoption of Minutes: The minutes from the October 10 meeting were reviewed. Board Member Cleary MOVED, SECOND by Board Member Straayer to approve the minutes as presented. VOTE: ALL YES. MOTION CARRIED.

The meeting was adjourned at 6:37pm.



**Public Participation: N-2**  
Submit a copy of the agenda  
and/or minutes of a  
**REGULARLY SCHEDULED**  
advisory board meeting.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION

Tallahassee Mountain Bike Association  
1700 North Monroe St.  
Suite 11-351  
Tallahassee, FL 32303

February 9, 2023

Brian Hopper, Parks Superintendent  
City of Tallahassee  
Parks, Recreation, and Neighborhood Affairs  
642 Mabry Street  
Tallahassee, FL 32301

Re: Recreation Trails Program Grant

Dear Mr. Hopper:

Thank you for publicly presenting your plans for the Tom Brown Mountain Bike Trail on February 2, 2023. The Tallahassee Mountain Bike Association supports the City's efforts to secure a Recreational Trails Program grant in the amount of \$320,000. We believe that improvements to the site will greatly benefit our community.

Please do not hesitate to contact me if TMBA can be of assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Doug Bell".

Doug Bell  
President, Tallahassee Mountain Bike Association

A large, hand-drawn graphic consisting of the letters "N-3". The letters are filled with diagonal hatching lines, giving them a textured, three-dimensional appearance.

### Public Participation: N-3

Submit documentation of a **PRESENTATION** to community groups such as an agenda, letter of thanks, etc.

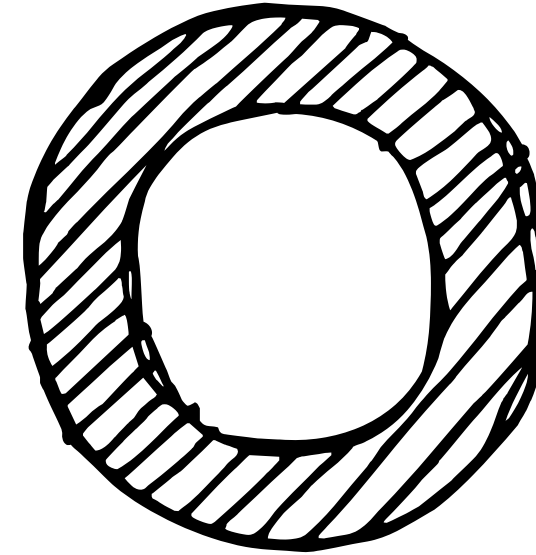
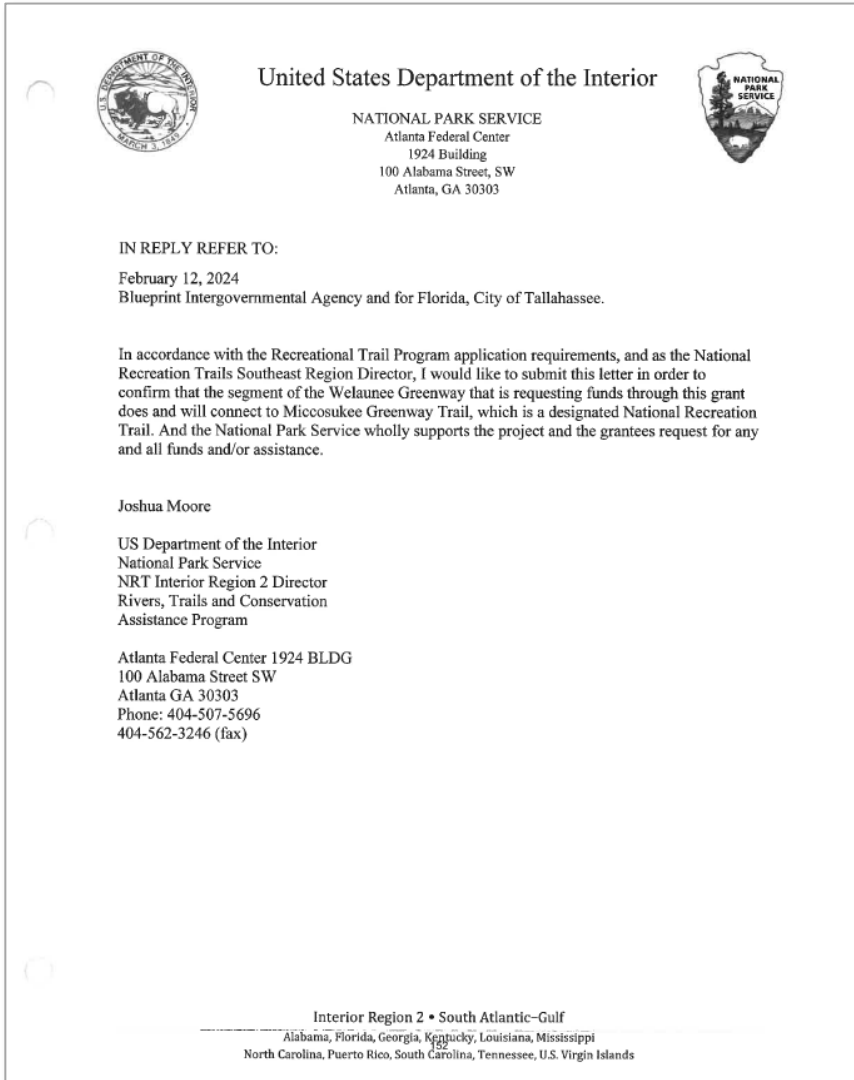
**OR**

Submit a copy of the **SURVEY** instrument and a summary of the results as they relate to the proposed project.



# RECREATIONAL TRAILS PROGRAM

## SUPPORTING DOCUMENTATION



### Letter from U.S. Forest Service

Submit a letter from the [U.S. Forest Service](#) documenting that the project supports and is connected to a **certified portion of the Florida National Scenic Trail.**

OR

### Letter from U.S. Dept. of Interior

Submit a letter from the [U.S. Department of Interior](#) documenting that project supports and is connected to a **designated National Recreation Trail.**



# RECREATIONAL TRAILS PROGRAM SUPPORTING DOCUMENTATION



December 12, 2023

Lauren Cruz  
Florida Department of Environmental Protection  
Division of State Lands/Land and Recreation Grants Program  
Recreational Trails Program Coordinator  
3900 Commonwealth Blvd., MS 585  
Tallahassee, FL 32399-3000

RE: City of Oakland Park, Veterans Park Trail – Recreational Trails Program Grant

Ms. Cruz,

The purpose of this letter is to certify that a total of \$100,000 has been allocated from the General Obligation bond as a match for the \$400,000 Recreational Trails Program grant. These funds will be available for the commitment within the Fiscal Year 2024 budget.

Thank you,  
  
Andrew Thompson  
Chief Financial Officer



December 15, 2023

9101 Bonita Beach Road  
Bonita Springs, FL 34135  
Tel: (239) 949-6262  
Fax: (239) 949-6239  
www.cityofbonitasprings.org

Rick Steinmeyer  
Mayor

Jamie A. Bogacz  
Council Member  
District One

Jesse Purdon  
Council Member  
District Two

Laura Carr  
Council Member  
District Three

Chris Corrie  
Council Member  
District Four

Nigel P. Fullick  
Council Member  
District Five

Fred Forbes, AIA  
Council Member  
District Six

Arleen M. Hunter  
City Manager  
(239) 949-6267

Derek P. Rooney  
City Attorney  
(239) 949-6254

City Clerk  
(239) 949-6248

Public Works  
(239) 949-6246

Neighborhood Services  
(239) 949-6257

Parks & Recreation  
(239) 992-2556

Community Development  
(239) 444-6150

Ms. Lauren Cruz  
Recreational Trail Program Coordinator  
Florida Department of Environmental Protection  
Division of State Lands/Land and  
Recreation Grants Program

Sent Via Email: [Lauren.Cruz@floridadep.gov](mailto:Lauren.Cruz@floridadep.gov)

RE: T23005 – City of Bonita Springs Pine Avenue Multi-Use Path Project

Dear Ms. Cruz:

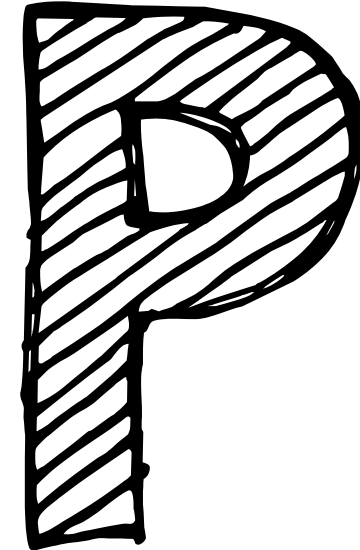
This letter certifies that the City's FY2023-2024 Capital Improvement Plan (CIP), was adopted on November 15, 2023 by the City Council. Pine Avenue Multi-Use Path Project (account number 30.250.541.6331) is highlighted and is categorized under the City's Transportation Strategic Priority Plan. The City will match the grant funds through the Multi-Use Pathway and Sidewalk fund (account number 30.250.541.6320). The attached document will identify both funding entries.

Should you have any questions or need more information, please do not hesitate to contact Elly Soto McKuen, Senior Project Manager, Public Works Department at [elly.mckuen@cityofbonitasprings.org](mailto:elly.mckuen@cityofbonitasprings.org) or at (239) 949-6262.

Sincerely,

Lisa Griggs Roberson  
Director of Financial and Administrative Services

Cc: Matt Feeney, Assistant City Manager



## Proof of Match

Provide a letter from Chief Financial Office that match funding has been allocated for the project and is currently available to be expended.



# POST-APPLICATION AND EVALUATION PROCESS

FY24-25 RTP Motorized  
Application Cycle Webinar



# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

Following closure of the application submission period, Department staff will review and score submissions per [Rule 62S-2, F.A.C.](#)

Once notified of deficiencies, applicants may retain eligibility by submitting all documentation missing from or not clear in the application within fifteen (15) working days from the date of the Department's written notification. Failure to provide a response to an issued deficiency report will result in an application being deemed ineligible, as staff will be unable to accurately assess the project's qualifications.

If Department staff determines your project does not meet the intent of the program or you fail to provide adequate documentation during the deficiency period, you will be provided, in writing, with a formal ineligible determination letter.



# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

As the deficiency response period closes, qualified applications are forwarded to the State Clearinghouse for review. Because the RTP program provides federal assistance and projects may have a significant impact on Florida's environment, each application must undergo a state-level environmental review. Once completed, a clearance letter or state process recommendation letter is issued.

All qualified applications are then forwarded to the Recreational Trails Program Advisory Committee (TAC) for review. The TAC holds a Committee Meeting to review these projects, decide if their proposals meet RTP's funding purpose, and approve a draft Priority List. Applicants will be invited to attend the TAC Committee Meeting to present their projects.





# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

The approved Priority List will comprise of ranked scores for each category: motorized single-use and motorized diverse-use. Applications will be ranked on the priority list according to assigned point scores. The application with the highest score will receive the highest rank. The remaining applications will be arranged in descending order according to their assigned point scores.

If two or more applications receive the same score, a tie-breaker system will be used to decide the priority ranking among them. Applications with equal scores will be assigned an order of priority based on the amount of funds previously received by the applicant through RTP during the previous 5 fiscal years. The application from the applicant which received the lowest amount of program funds will receive the highest priority. The remaining tied applications will be arranged in descending order related inversely to the amount of program funds historically received.




# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

As the recommended Priority List is finalized, the document is presented to the FDEP's Department Secretary or their designee. It is reviewed, revised as necessary, and executed through signature.

The final Priority List is then forwarded to the U.S. Department of Transportation's Federal Highway Administration (FHWA) for final review. FHWA's endorsement of the final Priority List prompts Department staff to issue award memos for applicants with corresponding projects.



**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
Recreational Trails Program  
FY 2023-2024 Recommended RTP Priority List

Eligible Nonmotorized, Single-Use Projects										
Rank	Project #	Sponsor	Project Name	Scope of Work	Score	State Clearing House Review	Amount Requested	Grant Award	Match Amount	Total Project Cost
1	T23006	City of Tallahassee	Tom Brown Park Mountain Bike Trail	Construction of 3.5' x 10,000 LF (+/-10%) natural-surface trail.	107	6/21/2023	\$ 320,000.00	\$ 320,000.00	\$ 80,000.00	\$ 400,000.00
2	T23012	City of Homestead	James Archer Smith Park Trail	Replacement of seventeen (17) ADA fitness stations.	95	6/23/2023	\$ 120,000.00	\$ 120,000.00	\$ 30,000.00	\$ 150,000.00
							<b>Total Eligible Nonmotorized, Single-Use Projects: \$ 440,000.00</b>			
Eligible Nonmotorized, Diverse-Use Projects										
Rank	Project #	Sponsor	Project Name	Scope of Work	Score	State Clearing House Review	Amount Requested	Grant Award	Match Amount	Total Project Cost
1	T23023	Franklin County Board of County Commissioners	SGI Multi-Use Path Resurfacing	Design, engineering, and renovation of 10' x .58 mile (+/-10%) hard-surface trail with warning tactile strips at seven (7) intersections, and the purchase and installation of waste receptacles, benches, wayfinding bicycle repair station kiosks and shading landscaping.	122	6/29/2023	\$ 342,916.00	\$ 342,916.00	\$ 85,729.00	\$ 428,645.00
2	T23018	City of Lake Wales	Kowarski Park Loop Trail	Design, engineering and construction of 12' x 2,400 LF (+/-10%) hard-surface trail.	118	6/29/2023	\$ 190,080.00	\$ 174,080.00	\$ 43,500.00	\$ 217,600.00
3	T23016	Madison County Board of County Commissioners	Four Freedoms Trail Resurfacing Project	Engineering, construction and inspection of 10' x 3.25 mile (+/-10%) hard-surface trail.	117	6/23/2023	\$ 500,000.00	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00
4	T23020	City of Winter Park	Grover Trail Boardwalk Restoration	Renovation of 12' x 2,500 LF (+/-10%) boardwalk.	106	6/28/2023	\$ 500,000.00	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00
5	T23013	City of Oakland Park	Veterans Park Trail	Design, permitting and construction of 8' x 1,850 LF (+/-10%) hard-surface trail, a canoe/kayak launch, and ADA parking improvements with the purchase and installation of safety lighting.	101	6/19/2023	\$ 400,000.00	\$ 400,000.00	\$ 100,000.00	\$ 500,000.00
6	T23002	City of Largo	McCough Nature Park Boardwalk Reconstruction	Demolition of existing boardwalk; Design, engineering, permitting and construction of 8' x 1,271 L.F. (+/-10%) boardwalk and 20' x 20' shade shelter.	97	6/29/2023	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 1,000,000.00
7	T23008	City of Tamarac	Sports Complex Park Trail	Construction of 8' x 3,066 LF (+/-10%) hard-surface trail.	96	6/23/2023	\$ 320,000.00	\$ 320,000.00	\$ 80,000.00	\$ 400,000.00
8	T23005	City of Bonita Springs	Pine Avenue Multi-Use Path	Construction of 12' x 1,760 LF (+/-10%) hard-surface path with the installation of pedestrian lighting fixtures, pedestrian detectors, directional signage, informational signage, benches and trash receptacles and safety lighting and landscaping.	92	6/28/2023	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 800,000.00
9	T23014	City of Weston	Weston North Walking Nature Trail	Engineering, permitting and construction of 2.4 mile (+/-10%) hard-surface trail with the purchase and installation of wayfinding and safety signage.	83	6/28/2023	\$ 450,000.00	\$ 450,000.00	\$ 125,000.00	\$ 575,000.00
10	T23017	City of Fort Lauderdale	Laude Trail Segment 1D - Neighborhood Greenway	Design, permitting, engineering, surveying, site preparation and construction of 8' x 1.2 mile (+/-10%) hard-surface trail with two boardwalks, ADA compliant crosswalks, and bike pavement markings and with the purchase and installation of wayfinding signage, educational signage, location markers, bike racks, bike repair stations, benches and landscaping.	83	6/28/2023	\$ 401,630.00	\$ 401,630.00	\$ 401,630.00	\$ 803,260.00
11	T23015	City of Midway	Midway Connection Trail	Design, site preparation and construction of an 8' x 0.70 mile (+/-10%) hard-surface trail.	76	6/23/2023	\$ 105,420.00	\$ 105,420.00	\$ 26,355.00	\$ 131,775.00
							<b>Total Eligible Nonmotorized, Diverse-Use Projects: \$ 4,994,046.00</b>			

23 Applications Received:

- 1 Withdrawn - by Applicant.
- 5 Ineligible - Failed to provide adequate documentation during deficiency period.
- 3 Ineligible - Adequate site control not provided.
- 1 Ineligible - Duplicate application submitted.

Project ranking approved by the Recreational Trails Program Advisory Committee on June 6, 2023.  
Priority List approval received by the Department of Environmental Protection.  
Priority List and project approval received by the Federal Highway Administration.  
Funding availability pending allocation released by the Federal Highway Administration and the Florida Department of Transportation.

APPROVED:

Mara Gambineri  
Mara Gambineri, Deputy Secretary, Florida Department of Environmental Protection

Digitally signed by Mara Gambineri  
Date: 2023.10.02 10:14:36 -0400'

APPROVED:

KEVIN BURGESS  
Kevin Burgess, Division Safety Engineer, Office of Technical Services Federal Highway Administration

Digitally signed by KEVIN BURGESS  
Date: 2023.12.19 16:50:49 -0500'



# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

Post issuance of an award memo, the Department and Grantee will enter into a grant agreement that sets forth the responsibilities of each part regarding administration of the approved project as outlined in the Application, pursuant to Rule 62S-2.075(1) F.A.C.

The grant agreement will contain terms and conditions particular to each project. This document is forwarded to the grant manager for review and approval by the appropriate signatory authority. Upon its signature, the grant agreement is returned to the Department and executed through a secondary signature from the Department's Secretary or designee.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): <b>Otis Gray Park Trail</b>		Agreement Number: <b>T2212</b>	
2. Parties <b>State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard Tallahassee, Florida 32399-3000</b>		(Department)	
Grantee Name: <b>City of Lauderdale Lakes</b>		Entity Type: <b>Local Government</b>	
Grantee Address: <b>4300 NW 36th Street, Lauderdale Lakes, FL 33319</b>		FEID: <b>59-0974050</b> (Grantee)	
3. Agreement Begin Date: <b>Upon Execution</b>		Date of Expiration: <b>Two Years From Date of Execution</b>	
4. Project Number: <b>T22012</b> (If different from Agreement Number)		Project Location(s): <b>4800 NW 26th St, Lauderdale Lakes, FL 3331</b>	
Project Description: <b>Design, permitting, inspection, and construction of 9' x 3,000 L.F. (+/-10) flex pave fitness trail with the purchase and installation of fitness stations with equipment, bike racks, benches, and a water fountain.</b>			
5. Total Amount of Funding: <b>\$ 400,000.00</b>	Funding Source? <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Grantee Match	Award #s or Line Item Appropriations: <b>RTP22</b>	Amount per Source(s): <b>\$ 400,000.00</b> <b>\$</b> <b>\$ 200,000.00</b> <b>Total Amount of Funding + Grantee Match, if any: \$ 600,000.00</b>
6. Department's Grant Manager Name: <b>Lauren Cruz</b> or successor Address: <b>3800 Commonwealth Blvd MS 585 Tallahassee, FL 32399</b> Phone: <b>850-245-2681</b> Email: <b>Lauren.Cruz@floridaDEP.gov</b>		Grantee's Grant Manager Name: <b>Heidi Brocks</b> or successor Address: <b>4300 NW 36th Street, Lauderdale Lakes, FL 33319</b> Phone: <b>954-535-2820</b> Email: <b>heidib@lauderdalelakes.org</b>	
7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:			
<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements			
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions			
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan			
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements			
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements			
<input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements			
<input checked="" type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at <a href="https://facts.fdfs.com">https://facts.fdfs.com</a> , in accordance with §215.985, F.S.			
<input checked="" type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)			
<input checked="" type="checkbox"/> Additional Attachments (if necessary): <b>Attachment 9: Form FHWA 1273</b>			
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form			
<input type="checkbox"/> Exhibit B: Property Reporting Form			
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form			
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements			
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo			
<input type="checkbox"/> Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808			
<input checked="" type="checkbox"/> Additional Exhibits (if necessary): Exhibit F: Appendix A&E; Exhibit G: 49 CFR 26.13; Exhibit H: Contractor Receipt General Terms and Conditions for Assistance Awards; Exhibit I: Common Carrier or Contracted Carrier Attestation Form PUR1808			

DEP Agreement No. **T2212** Rev. 10/25/22



# RECREATIONAL TRAILS PROGRAM

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

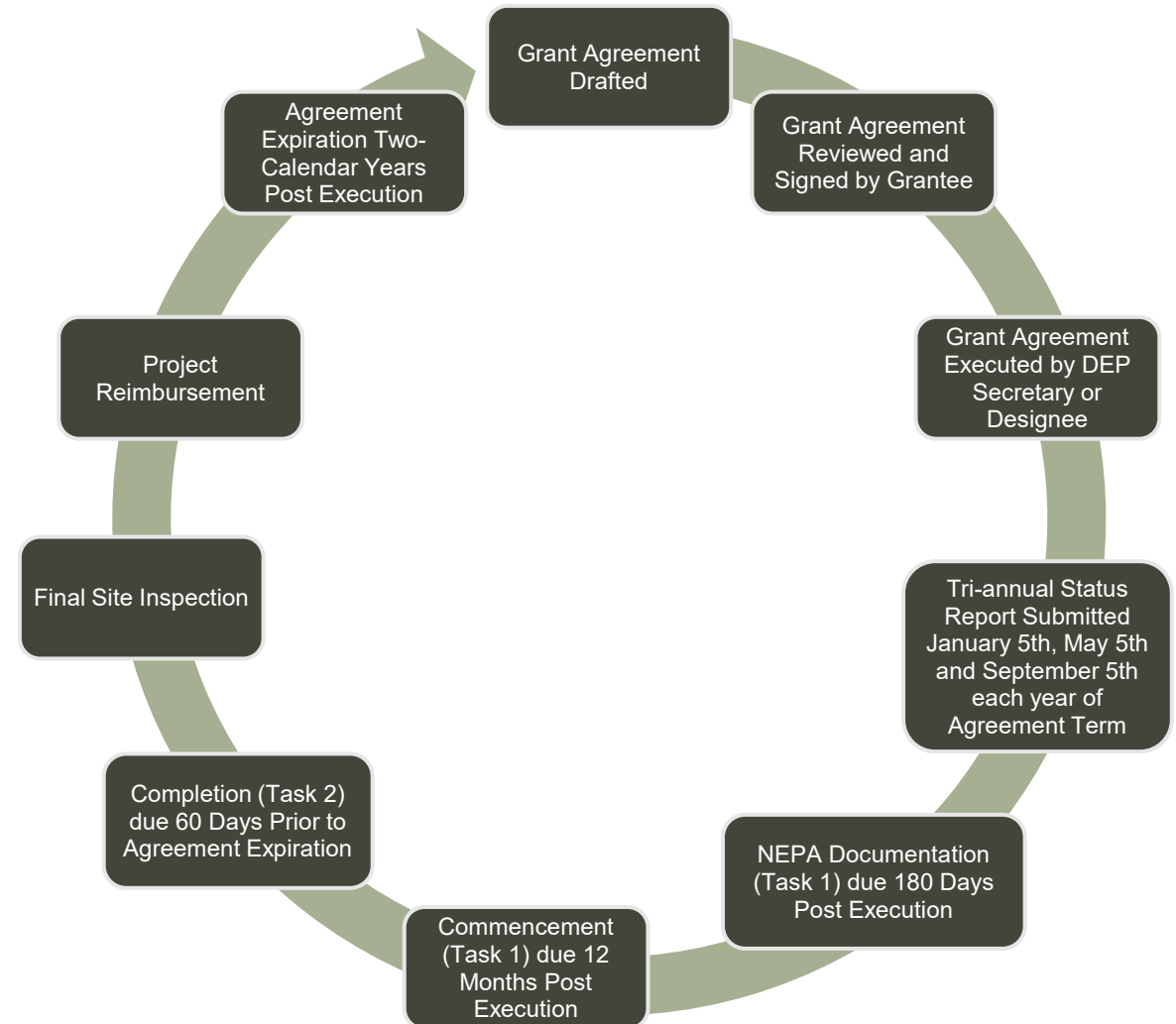
### RTP Grant Agreement Lifecycle

Florida's **RTP grant agreements include a two-year term**, starting upon the execution date. As the agreement is executed, new grantees will:

- (a) have one hundred and eighty (**180**) calendar days to **complete and receive approval of required NEPA documentation by FHWA** and
- (b) have **twelve (12) months to complete the commencement process** outlined in Task 1. Activities include all tasks associated with project commencement, which may include planning, design, permitting, surveying and publication of invitations for contractual services.

Tri-annual status reports are due on January 5th, May 5th and September 5th of the grant agreement term.

Project completion must be finalized sixty (60) calendar days prior to the expiration date of the agreement.



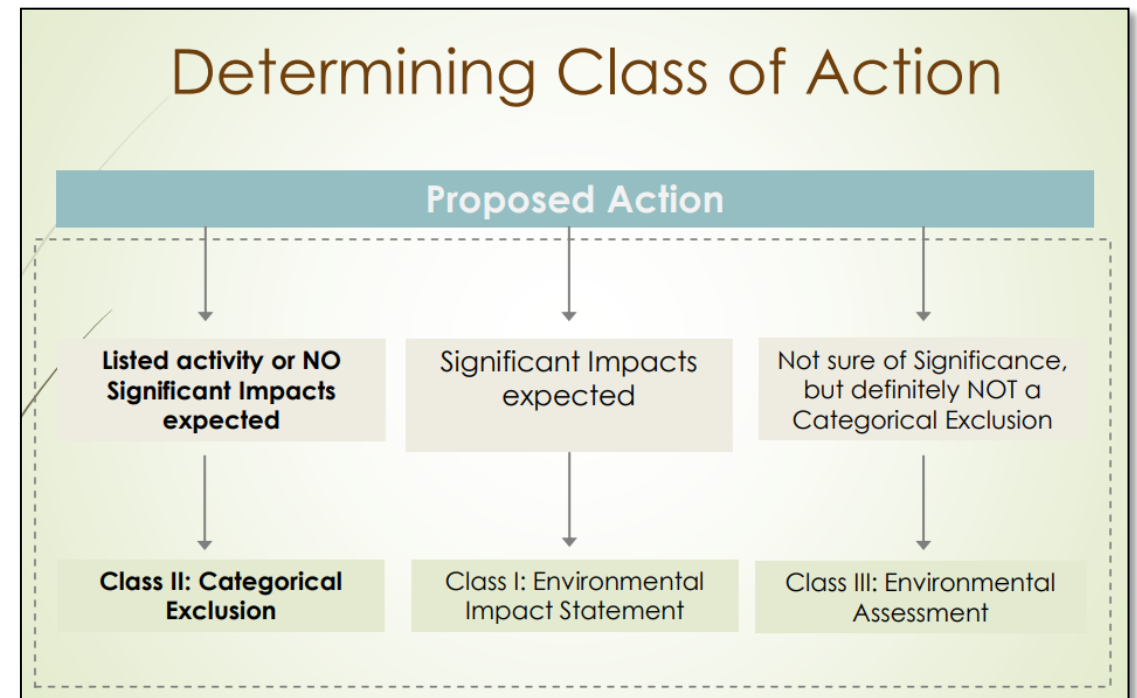


# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

Each funded project will be required to submit all documentation on the Type 1 CE checklist to FHWA in order to determine if the project is classified as a categorical exclusion (CE).

A CE is a project which, based upon past experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Both an EA or EIS will need to be prepared by a qualified professional.





# RECREATIONAL TRAILS PROGRAM

## POST-APPLICATION AND EVALUATION PROCESS

For more information and guidance on NEPA, please visit the following links:

- [NEPA Onboarding for FDEP Grantees](#)
- [FDOT's NEPA Assignment](#)
- [PD&E Manual](#)
- [Type 1 CE Webinar](#)
- [Requirements for Type 1 CE Checklist](#)
- [SWEPT Guide to Submit Type 1 CE Checklist](#)

As you are completing the financial information for your project, factor in all potential costs for activities associated with Task 1. Activities include all tasks associated with project commencement, which may include planning, design, permitting, surveying, and publication of invitations for contractual services. NEPA costs include those required for a Natural Resource Evaluation (NRE) or a Cultural Resource Assessment Survey (CRAS). Additional costs may be incurred from the NEPA process if FHWA determines that your project requires an Environmental Assessment (EA) or Environmental Impact Statement (EIS). As a reminder, these planning expenses should **NOT** exceed 15% of the total project cost.



# ADDITIONAL RESOURCES

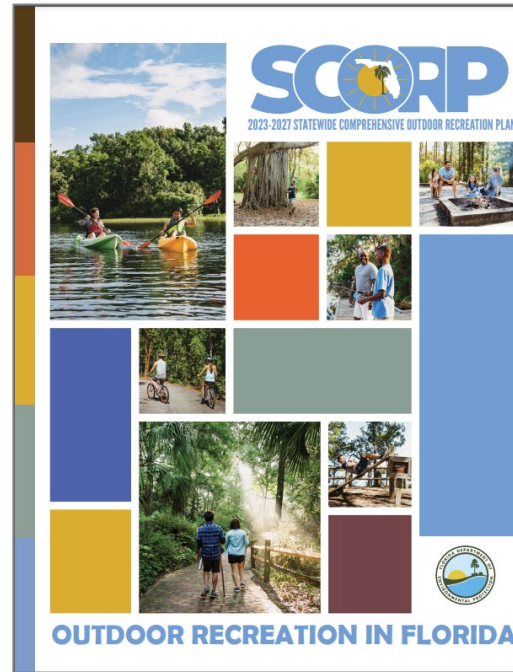
FY24-25 RTP Motorized  
Application Cycle Webinar





# RECREATIONAL TRAILS PROGRAM

## ADDITIONAL RESOURCES



SUPPORTING DOCUMENTATION	WEBSITE	CONTACT INFORMATION
RTP Program Information and Assistance	<a href="https://floridadep.gov/Grants">https://floridadep.gov/Grants</a>	850-245-2501
Florida Statewide Greenways and Trails Plan	<a href="https://floridadep.gov/ogt">https://floridadep.gov/ogt</a>	850-245-2052
Outdoor Recreation in Florida – (2023 SCORP)	<a href="https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida</a>	850-245-3069





# RECREATIONAL TRAILS PROGRAM

## ADDITIONAL RESOURCES

### Additional Contact Information

PROGRAM/AGENCY	PHONE	WEBSITE
Florida Department of Environmental Protection	850-245-2118	<a href="https://floridadep.gov/">https://floridadep.gov/</a>
Recreational Trails Program (RTP)	850-245-2681	<a href="https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program-grant-assistance">https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program-grant-assistance</a>
Florida Office of Greenways & Trails (OGT)	850-245-2052	<a href="https://floridadep.gov/ogt">https://floridadep.gov/ogt</a>
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	850-245-2078	<a href="https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida</a>
Florida Fish and Wildlife Conservation Commission (FWC)	850-488-4676	<a href="https://myfwc.com/wildlifehabitats/">https://myfwc.com/wildlifehabitats/</a>
U.S. Fish & Wildlife Service	1-800-344-9453	<a href="https://www.fws.gov/">https://www.fws.gov/</a>
Northwest Florida Water Management District	850-539-5999	<a href="http://www.nfwwater.com/">http://www.nfwwater.com/</a>
Suwannee River Water Management District	386-362-1001	<a href="http://www.mysuwanneeriver.com/">http://www.mysuwanneeriver.com/</a>
St. Johns River Water Management District	386-329-4500	<a href="http://www.sjrwmd.com/">http://www.sjrwmd.com/</a>
Southwest Florida Water Management District	352-796-7211	<a href="http://www.swfwmd.state.fl.us/">http://www.swfwmd.state.fl.us/</a>
South Florida Water Management District	561-686-8800	<a href="https://www.sfwmd.gov/">https://www.sfwmd.gov/</a>
Florida Department of State	850-245-6500	<a href="https://dos.myflorida.com/">https://dos.myflorida.com/</a>
Florida Natural Areas Inventory (FNAI)	850-224-8207	<a href="https://www.fnai.org/">https://www.fnai.org/</a>
U.S. Forest Service (National Scenic Trail)	850-523-8500	<a href="https://www.fs.usda.gov/main/fnst/">https://www.fs.usda.gov/main/fnst/</a>
U.S. Department of the Interior (National Recreation Trails)	850-523-8586	<a href="https://www.nps.gov/subjects/nationaltrailssystem/national-recreation-trails.htm">https://www.nps.gov/subjects/nationaltrailssystem/national-recreation-trails.htm</a>



# RECREATIONAL TRAILS PROGRAM

## ADDITIONAL RESOURCES

The [Application and Required Attachment Instructions for the FY2024-2025 Recreational Trails Program Motorized Application Cycle](#) provides a summary of today's presentation.

- Facts about the RTP
- General Application Information
- Application Checklist
- Helpful Contact Information

**Florida Department of Environmental Protection**  
Application and Required Attachment Instructions for the  
FY2024-2025 Recreational Trails Program Motorized Application Cycle

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**FACTS ABOUT RTP**

**WHAT IS THE RECREATIONAL TRAILS PROGRAM?**  
The Recreational Trails Program (RTP) is a competitive grant program that provides federal funding for the development and maintenance of recreational trails, trailheads, and trailside facilities. RTP is a reimbursement grant program.

**HOW IS RTP ADMINISTERED?**  
The program is administered by the Florida Department of Environmental Protection (DEP) on behalf of the Federal Highway Administration (FHWA). The Program is governed according to Florida Administrative Rule (F.A.R.), Florida Administrative Code (F.A.C.), U.S. Code of Federal Regulations (C.F.R.), and the FHWA RTP Guidance. Program funds are contingent upon an annual appropriation to each state by FHWA.

**HOW DO I APPLY?**  
Applicants must submit a completed TRTP grant application. Applicants may submit only one application during the submission period for more than one project site.

**WHAT IS THE MAXIMUM GRANT AMOUNT?**  
The maximum grant request is dependent upon the trail use.

- **Motorized Projects:** \$2,000,000

**WHAT IS THE RTP MATCHING RATIO?**  
There are three permissible matching ratios. RTP assistance (program/grantee) matching basis, with the exception of federal agencies may match grant funds with federal funds must be covered by non-Federal funding sources. The limits apply to the project from State, local, or private co-sponsors.

**WHAT CAN I USE TO MATCH A RTP GRANT?**  
A grantee may utilize cash, or in-kind service costs as allowed. Value of real property or inmate labor are ineligible match.

**WHAT MAY RTP FUNDS BE USED FOR?**  
For the FY2024-2025 RTP Motorized Application Cycle, only funds may be used for the maintenance or renovation of existing or trailhead facilities or trail linkages, purchase of trail construction of new trails on local, state and federal lands.

**Florida Department of Environmental Protection**  
Application and Required Attachment Instructions for the  
FY2024-2025 Recreational Trails Program Motorized Application Cycle

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**APPLICATION CHECKLIST**

Before you finish your application package, make sure you have all necessary support documents prepared. To obtain points, applicants must answer the questions on OGT-10 and must provide appropriate back up documentation. Use this list to make sure that all applicable and required documentation is included. **To facilitate review and scoring, tab all supporting documents at the end of the application.**

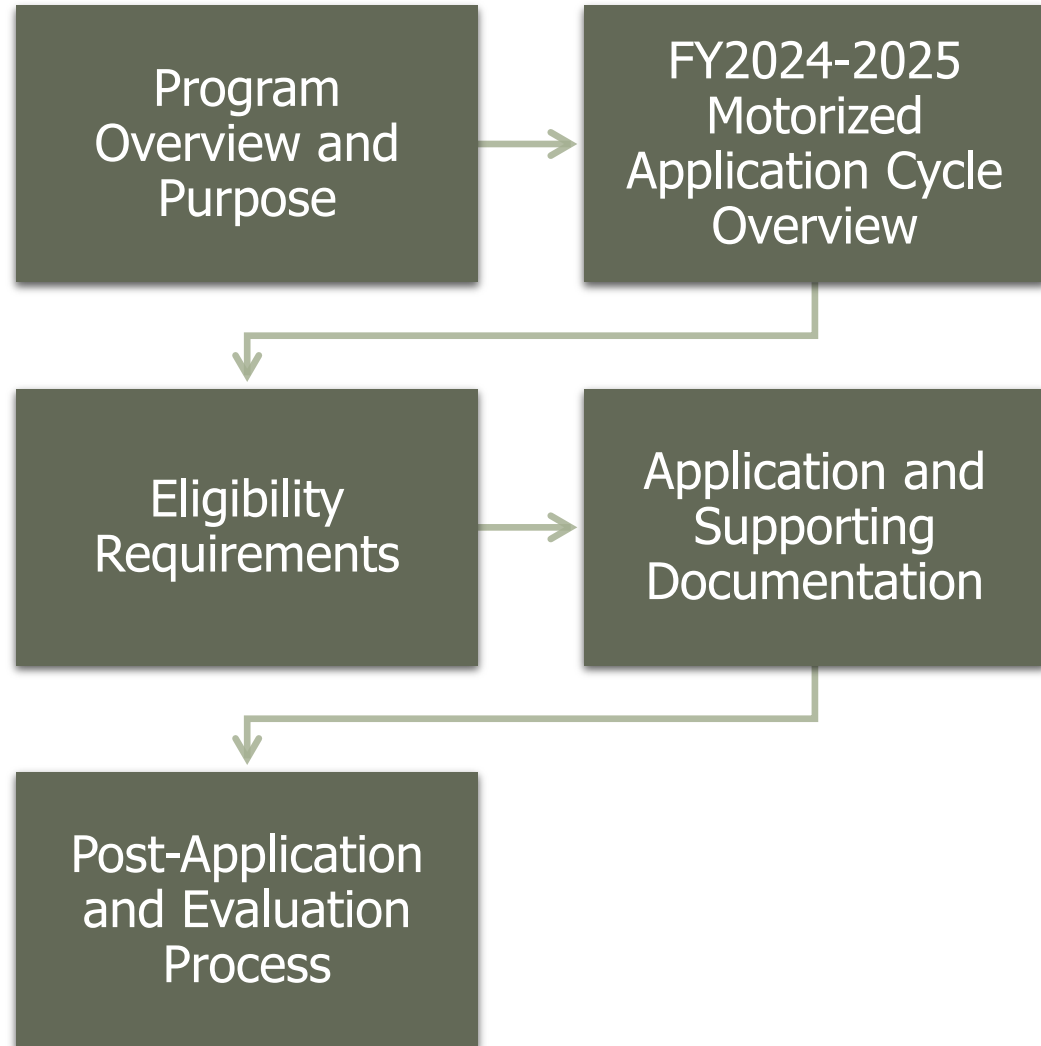
**Attach supporting documents as follows:**

APPLICATION ITEM – As Applicable	TAB AS EXHIBIT	REQUIREMENTS AND TIPS
A. Organizations provide a <b>Letter of Support</b> from land managing agency. Agency must state that it accepts the post completion requirements as outlined in Chapter 62S-2 F.A.C.	<b>A</b>	Organizations must be registered as an active nonprofit corporation in the Department of State's Sunbiz database. They must have an agreement with the owning government entity that permits development and/or maintenance of trails and trailside facilities, and satisfies the site control requirements pursuant to subsection 62S-2.076(1), F.A.C. The Letter of Support must acknowledge the arrangement between the agency and the organization and state that the agency accepts compliance requirements as outlined 62S-2.076, F.A.C. and FHWA RTP Guidance.
B. <b>Show project location on DOT County Road Maps or USGS 7 1/2 Minute Quadrangle Sheets.</b> Include beginning and ending points.	<b>B</b>	<a href="#">FDOT County General Highway Maps</a> or <a href="#">USGS 7 1/2 Minute Quadrangle Sheets</a> may be used to demonstrate the site location. Applicants should include the project site, as well as the trail in its entirety.
C. <b>Boundary Map</b> of the project area: The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. <b>Aerial photographs are not accepted as boundary maps.</b>	<b>C</b>	Applicants should submit a dated project boundary map which clearly delineates the project area. The project boundary map and/or attachments must identify the following: <ol style="list-style-type: none"> <li>1. The title of the project and project elements.</li> <li>2. The date of map preparation.</li> <li>3. The area(s) under lease and term remaining on the lease(s).</li> <li>4. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included.</li> <li>5. The project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded protection under the RTP. The following methods of identification are acceptable:</li> </ol>



# RECREATIONAL TRAILS PROGRAM

## ADDITIONAL RESOURCES





**QUESTIONS?**



# THANK YOU

**Lauren Cruz**

*Recreational Trails Program Coordinator*

Phone: 850-245-2681

Email: [Lauren.Cruz@floridadep.gov](mailto:Lauren.Cruz@floridadep.gov)