

**NEVADA'S FY 2009  
RECREATIONAL TRAILS PROGRAM  
GRANTS MANUAL  
ATTENTION!  
NEW FUNDING CYCLE!**

**National Recreational Trails Program**  
*Safe, Accountable, Flexible, Efficient Transportation Equity Act:  
A Legacy for Users (SAFETEA-LU)*



**Nevada Division of State Parks**  
Department of Conservation and Natural Resources  
August, 2008

**Jim Gibbons**  
*Governor*

**STATE OF NEVADA**

**ALLEN BIAGGI**  
*Director*  
**Department of Conservation and Natural Resources**

**DAVID K. MORROW**  
*Administrator*  
**Division of State Parks**

The policy of the Department of Conservation and Natural Resources is to fully comply with the intent of Title VI of the Civil Rights Act of 1964. Title VI provides that no person in the United States shall, on grounds of race, color, or national origin, be excluded from participating in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

The preparation of this manual was financed in part through funds from the Federal Highway Administration under the provisions of the Transportation Equity Act of the 21<sup>st</sup> Century (TEA-21) which authorized the Recreational Trails Program as a Federal-aid highway program and codified it in 23 U.S.C. 206.

**NEVADA'S FY 2008**  
**RECREATIONAL TRAILS PROGRAM**  
**GRANTS MANUAL**

**National Recreational Trails Program**  
*Safe, Accountable, Flexible, Efficient Transportation Equity Act:  
A Legacy for Users (SAFETEA-LU)*

**Nevada Division of State Parks**  
Department of Conservation and Natural Resources  
November 2007

# Ad Hoc Nevada State Recreational

## Trails Advisory Committee

*Peter Axelson*  
Director of Research and Development  
Beneficial Designs  
Minden

*R. Dean Conley*  
President  
Elko Sno-Goers  
Lamoille

*Connie Creech*  
Trails Chairman  
Nevada All-State Trail Riders  
Carson City

*Christopher Knight*  
Director, Office of Administrative Services  
City of Las Vegas  
Las Vegas

*Scott Lamoreux*  
Recreation Program Manager  
USFS Humboldt Toiyabe National Forest  
Sparks

*Elise McAllister*  
Administrator  
Partners in Conservation  
Moapa

*Helen Mortenson*  
2<sup>nd</sup> Vice President  
Citizens for Active Management  
Las Vegas

*Barb Keleher*  
Lead Outdoor Recreation Planner  
Bureau of Land Management  
State Office - Reno

*David Strickler*  
Motorcycle Racing Association of Northern  
Nevada

# TABLE OF CONTENTS

Title Page.....	ii
Ad Hoc Nevada State Recreational Trails Advisory Committee .....	iii
Preface .....	v
RecTrails Program Summary .....	1
What the RecTrails Program Does .....	1
How the Fund Works.....	1
How the Fund is Administered.....	2
Nevada’s Recreational Trails Program.....	3
FY 2008 Funds Available.....	3
Program Technical Assistance.....	5
Who to Contact.....	5
Reference Materials.....	5
Disclaimers .....	8
Design Standards .....	8
Project Implementation and Administration.....	9
Notification of Project Approval .....	9
Project Implementation.....	9
Key Factors in the Development of the RecTrail Project Implementation Plan .....	9
Procurement Procedures .....	10
Project Costs and Accounting.....	12
Permissible Uses.....	12
Uses Not Permitted.....	13
Financial Responsibility .....	14
Accounting Procedures.....	14
Documentation for Sponsor’s Matching Share.....	15
Project Costs .....	15
Reimbursement Guidelines.....	15
Progress Reports and Compliance/Construction Inspection.....	16
Quarterly Progress Reports.....	16
Construction Completion Inspection .....	16
Record Retention .....	17
RecTrail Responsibilities.....	17
Penalties.....	17
Project Deadline and Extensions .....	17
Terminating a Grant.....	19
Appendix A: Example of Notice to Proceed Letter and Project Agreement.....	21
Appendix B: Examples of Completed Quarterly Progress Report & Request For Reimbursement of Completed Forms .....	25
Quarterly Progress Report & Request For Reimbursement—Example 1: Sponsor Requests Reimbursement.....	26
Quarterly Progress Report & Request For Reimbursement—Example 2: Sponsor Does Not Request Reimbursement.....	31
Appendix C: Example of RecTrails Compliance Inspection Form.....	33
Appendix D: Nevada’s 2005 State Recreational Trails Plan Issues .....	35

## PREFACE

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law in 2005, continuing the National Recreational Trails Program (RecTrails). This Program provides for the allocation of federal gas taxes paid on non-highway recreation fuel use and is administered by the Federal Highway Administration (FHWA). SAFETEA-LU replaces the original Intermodal Surface Transportation Efficiency Act (ISTEA), which provided similar funding from 1992-1997, and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) providing funding from 1997-2003 with interim funding from 2003-2005.

Among the requirements of SAFETEA-LU is a required matching share from a project sponsor. In Nevada, the Ad Hoc Nevada State Recreational Trails Advisory Committee voted to require a 20% matching share. The RecTrails program can pay up to 80% of the total project cost. The matching share may include volunteer labor, in-kind services, cash, and the donation of private funds, materials, and services at fair market value.

*Note: Under SAFETEA-LU, even federal funds can be used toward the 20% matching share; the total federal share cannot exceed 95% of the total project cost.*

The establishment of the original Symms National Recreational Trails Fund in 1991, the subsequent RecTrails program under TEA-21 in 1998, and the availability of federal funds for trails and trails-related projects resulted in the establishment of a Nevada Recreational Trails Program. Federal requirements mandate that a maximum of 7% of the state's allocation may be used by the state to administer the program, and a maximum of 5% may be used for educational projects.

Of the 88% remaining for trail project allocations, the state is required to use a minimum of 30% for motorized projects, a minimum of 40% for diversified or multiple use projects, and the remaining 30% for non-motorized projects. The categories are as follows:

- Category 1 - Non-motorized single use projects (e.g., pedestrian only).
- Category 2 - Non-motorized diversified projects (e.g., pedestrian and bicycle).
- Category 3 - Diversified motorized and non-motorized uses (e.g., summer equestrian and winter snowmobile uses).
- Category 4 - Motorized single use projects (e.g., snowmobile only).
- Category 5 - Motorized diversified use projects (e.g., summer ATV and winter snowmobile uses).

Projects in categories 1 and 2 count toward the 30% non-motorized minimum. Projects in categories 4 and 5 count toward the 30% motorized minimum. Projects in categories 2, 3 and 5 count toward the 40% diversified minimum.

If the State chooses not to use the 5% allowance for "educational" projects, this money is redistributed into the assured access funding categories (motorized, non-motorized and diversified) according to the required 30/30/40 distribution.

This manual describes the procedures that have been developed for these federal trail funds by the Nevada Division of State Parks. These funds are available for a variety of trails and trails-related projects throughout Nevada.

**All project sponsors are advised to read this manual thoroughly before proceeding with a RecTrails project.** Project sponsors are also encouraged to call the RecTrails Program Manager of the Nevada Division of State Parks Randy Moore at (775) 684-2775 for additional guidance and advice.

This edition, Nevada's FY 2009 Recreational Trails Program Grants Manual, was revised to reflect the most recent Federal Highway Administration Recreational Trails Program Interim Guidance issued August 1999. This edition is effective for the FY 2009 funding cycle. Cheryl Surface, Recreational Trails Program Manager, produced this edition.

Questions concerning this manual, the procedures described herein, and any other questions pertaining to the Nevada Recreational Trails program should be directed to the Recreational Trails Program Manager at:

Nevada Division of State Parks  
Attn: RecTrails Program Manager  
901 S. Stewart St. Suite 5005  
Carson City, NV 89701-5248  
Voice Mail: 775-684-2775  
Fax: 775-684-2777  
E-Mail: [rlmoore@parks.nv.gov](mailto:rlmoore@parks.nv.gov)

# **RECTRAILS PROGRAM SUMMARY**

The Federal Highway Administration (FHWA) administers the National Recreational Trails Program (RecTrails Program or RTP) at the federal level. The RTP is designed to supplement and assist current federal, state, local and volunteer trail efforts. Through financial and technical assistance, and improved communications among all trail interests, the program is intended to expand the quantity and improve the quality of recreational trails in America.

The fund is to be used for motorized, non-motorized, and diversified (shared use) trails. It also provides an opportunity for various trail user groups to participate in improving trails for all users.

## **WHAT THE RECTRAILS PROGRAM DOES**

- Establishes a federal assistance program for state trail programs.
- Funds the Recreational Trails Program by the authorization of appropriations out of the Highway Trust Fund (other than the Mass Transit Account).
- Funds for the Recreational Trails Program are derived from Federally taxed gasoline, gasohol, diesel fuel, or special fuel used in recreational motorized vehicles on recreational trails or back country terrain. Vehicle types included in the determination of off-road recreational fuel use are light trucks (pickup trucks and sport utility vehicles less than 10,000 pounds gross vehicle weight), motorcycles, all-terrain vehicles (ATV's), and snowmobiles.
- Funds authorized for expenditure on the recreational Trails Program are apportioned each fiscal year among the States by A) apportioning 50 percent of that amount equally among eligible States, and B) apportioning 50 percent of that amount among eligible States in amounts proportionate to the degree of non-highway recreational fuel use in each of those States during the preceding year.
- Permits use of federal assistance for maintenance of existing trails, development of certain trails and trailside facilities, construction of new trails, acquisition of trail corridors from willing sellers, urban trail linkages and certain other safety and environmental purposes.
- Establishes a National Recreational Trails Advisory Committee (NRTAC) at the national level.
- Requires states to (1) designate a state official responsible for the trails program, (2) create a state recreational trails advisory board and (3) use the funds to meet the goals of the Trails Act.

## **HOW THE FUND WORKS**

- Virtually all motorized trail users purchase fuel at retail gas stations, paying 14 cents per gallon in federal excise tax (a tax imposed to build roads from which these activities are excluded). SAFETEA-LU provides for a portion of these taxes to be transferred out of the Highway Trust Fund (other than the Mass Transit Account) to fund the Recreational Trails Program.

- A state may use a maximum of 7% of its allocation for administrative costs; a maximum of 5% may be used for educational projects (State environmental protection and safety education expenses); and a minimum of 88% may be used for on-the-ground trail projects. If the 5% allowance for education expenses is not used, the funds must be distributed to the “assured access” funding categories according to the 30/30/40 allocation.
- The “assured access” funding categories require that 30% must be used for motorized projects, 30% for non-motorized projects and 40% for diversified or multiple-use projects. Diversified projects provide the greatest number of recreational purposes and innovative trail corridor sharing to accommodate both motorized and non-motorized users.
- Use of the funds should be consistent with needs established by state trail plans and the State Comprehensive Outdoor Recreation Plan (SCORP). Funds received by the states may be used to make grants to trail organizations, city and county governments, special government districts, and state and federal agencies.

## **HOW THE FUND IS ADMINISTERED**

The RecTrails Program administered by the Federal Highway Administration is a reimbursable program for costs actually incurred. The authorized amounts distributed to the states through apportionment represents lines of credit upon which states may draw as they advance trail fund projects.

The RecTrails Program provides for a maximum federal grant share, to be matched by the project sponsor with a matching share. Federal legislation allows up to 80% of the project cost to be funded by the RecTrails program, and in 2001, the Ad Hoc Nevada State Recreational Trails Advisory Committee voted to implement an 80/20 matching program. This permits funding up to 80% of the total project cost with FHWA RecTrail funds, and at least 20% must be matching funds from the project sponsor. SAFETEA-LU allows a portion of the matching share to come from a federal source; however, the total federal share (both the RecTrails grant and other federal sources) cannot exceed 95% of the total project cost.

For example, a project costing \$20,000 is eligible for \$16,000 in FHWA RecTrails funds. The project sponsor must contribute \$4,000, which can include the donation of private funds, materials and services at fair market value. Since the Federal Highway Administration must concur in the valuation of services in advance, sponsors are urged to exercise caution in the use of this source. Of the \$20,000 total project cost, 95% or \$19,000 can come from all federal sources (FHWA RecTrails funds plus other federal funds), and at least \$1,000 from a non-federal source.

In Federal FY 2009, applicants may request a maximum of \$100,000, and a minimum of \$4,000. The RecTrails Program is a reimbursement program. Project sponsors must incur project costs and then submit requests for reimbursement. Project sponsors may receive reimbursement in no more than four increments while the project is underway, or as a full sum upon project completion. Costs incurred prior to project approval and issuance of a Notice to Proceed are not eligible for reimbursement. Payments usually take a few weeks to process.

## **NEVADA'S RECREATIONAL TRAILS PROGRAM**

The Division of State Parks is authorized to administer the RecTrails Program in Nevada. The Chief of Planning and Development has overall responsibility for the program. The RecTrails Program Manager under the direction of the State Trails Coordinator carries out management of the program.

The Division has an approved Statewide Comprehensive Outdoor Recreation Plan (SCORP) that addresses two issues related to recreational trails. In addition the Nevada 2005 State Recreational Trails Plan lists issues mirroring those of the SCORP (see Appendix D for a complete list of all 13 State Trails Plan issues):

SCORP Issue #1 states: "There is a growing need to protect, maintain and increase public access to public lands for the greatest diversity of outdoor recreational users". SCORP Issue #3 states: "There is a growing need to provide recreational trails and pathways throughout the state, in both urban and rural areas". Projects submitted for funding will be specifically assessed as they address either or both of these SCORP recreational issues, as well as the State Recreational Trails Plan issues.

FHWA guidelines require each state to establish a State Recreational Trails Advisory Board (SRTAB) consisting of both motorized and non-motorized trail users. This board is charged with evaluating proposed projects and making recommendations on projects to be funded. In Nevada, an Ad Hoc Nevada State Recreational Trails Advisory Committee comprised of federal, state, and local government officials, and representatives of trail user groups from across Nevada performs this function.

### **FY 2009 FUNDS AVAILABLE**

Nevada's FY 2009 apportionment will be announced in the fall of 2008, however, it is expected to meet or exceed the 2008 apportionment. The 2008 apportionment was \$1,106,141, of which \$977,276 was for general RecTrail projects. The Nevada Division of State Parks uses 7% for administration purposes.

The maximum grant award for FY 2009 is \$100,000; the minimum award is \$4,000. Educational awards will be available up to a maximum of 5% of the allocation. The U.S. Congress or the Nevada Department of Transportation (NDOT) Director may authorize spending limits less than the apportionment to the State of Nevada.

Key funding guidelines established by the FHWA as part of the RecTrails Program are as follows:

- States may provide funds as grants to private individuals and organizations; city, county, state, and federal governmental entities; and special government districts, such as General Improvement Districts.
- "Assured Access Funding" means that funds received annually by a state must be reserved for the following uses:
  - a) 30% for motorized recreational use.
  - b) 30% for non-motorized recreational use.
  - c) 40% for diversified/multiple-use projects, or for both motorized and non-motorized diversified use.
  - d) A maximum of 5% of the State's total allocation can be used for educational projects (State environmental protection and safety education expenses).

- e) Up to 7% of the State's total allocation is available to cover administrative costs incurred by the Division of State Parks to administer the RecTrails Program.

If the State chooses not to use the entire 5% and 7% allowances, the unused portions must be used to fund general trail grants.

- Nevada's Trails Program is an 80/20 matching program. The FHWA RecTrail grant share cannot exceed 80% of the total project cost; a 20% minimum-matching share is required. The matching share can include federal funds other than FHWA RecTrail funds. The total federal share from all federal sources cannot exceed 95% of the total project cost, however. For example, if the total cost of a project is \$20,000, the project sponsor must fund at least \$4,000, and the FHWA RecTrail grant share will fund the remaining \$16,000. A portion of the matching share can come from other federal sources; the total from all federal sources cannot exceed 95% of the total project cost. In the example here, at least \$1,000, 5% of \$20,000, must come from a non-federal source.

To receive the maximum grant award of \$100,000, the total project cost must be at least \$125,000 and the project sponsor's matching share at least \$25,000. To receive the minimum grant award of \$4,000, the total project cost must be at least \$5,000, and the project sponsor's matching share at least \$1,000.

# PROGRAM TECHNICAL ASSISTANCE

## WHO TO CONTACT

Technical assistance is available through the Nevada Division of State Parks. Planning staff will make every effort possible to answer questions regarding procedures, the proper completion of quarterly reports and request for reimbursements. The key to receiving technical assistance is lead-time! A few days before announced deadlines is not a good time to request technical assistance.

Direct questions about the Nevada RecTrails Program, requests for technical assistance, and requests for RecTrail Grant Writing Workshops to the RecTrails Program Manager at the

Nevada Division of State Parks  
Attn: Randy Moore  
901 S. Stewart St. Suite 5005  
Carson City, NV 89701-5248  
Telephone: 775-684-2775  
Fax: 775-684-2777  
E-mail: rlmoores@parks.nv.gov

## REFERENCE MATERIALS

Applicants are responsible to secure references required to successfully complete the management of their trail project. The Division of State Parks does not maintain a supply of these references for distribution. The following manuals and guidelines are recommended for use for trail design, construction, and maintenance. Copies may be purchased or acquired from the source indicated. U.S. Government regulations may be purchased from the U.S. Government Printing Office, Superintendent of Documents, Mail Stop SSOP, Washington, DC 20402-9328. Many of these documents are available on websites. These references are taken directly from the Federal Highway Administration Recreational Trails Program Guidance draft dated 6 November 1998 07:47 am, issued 14 October 1999.

*Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities (ADAAG)*; available in U.S. DOT regulations, 49 CFR Part 37. Also, an *Interim Final Rule* was published in the *Federal Register*, June 20, 1994 (59 FR 31676; 32745); from: U.S. Architectural and Transportation Barriers Compliance Board (Access Board), 1331 F Street NW, Suite 1000, Washington, DC 2004-1111. The *Interim Final Rule* included Section 14, "Public Rights of Way," much of which would be applicable to the Trails Program, if adopted by the U.S. DOT. FHWA intends to develop program guidance for accommodating people with disabilities largely based on Section 14.

*Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance*; available in U.S. DOT regulations, 49 CFR Part 27 (44 FR 31442). This information implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) as amended, to the end that no otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

*Nondiscrimination on the Basis of Disability in State and Local Government Services*; available in U.S. Department of Justice regulations, 28 CFR Part 35 (56 FR 35694). This implements subtitle A of title II

of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public entities.

*Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities*; available in U.S. Department of Justice regulations, 28 CFR Part 36 (56 FR 3554). This implements title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established by this part.

*Uniform Federal Accessibility Standards*, published in the *Federal Register*, August 7, 1984 (49 FR 31528); from the U.S. Architectural and Transportation Barriers Compliance Board (Access Board), 1331 F Street NW, Suite 1000, Washington, DC 2004-1111.

*Recommendations for Accessibility Guidelines: Recreational Facilities and Outdoor Developed Areas*, July 1994, a report to the U.S. Architectural and Transportation Barriers Compliance Board by the Recreation Access Advisory Committee, from: Access Board, Recreation Report, 1331 F Street, NW, Suite 1000, Washington, DC 20004-1111. The Access Board is currently developing guidelines for recreation facilities.

*Accessible Public Rights-of-Way*, Federal Highway Administration, U.S. Board, U.S. Department of Justice (expected early 1999). This document will provide guidance to meet the Americans with Disabilities Act Accessibility Guidelines on public rights-of-ways, including sidewalks and shared use paths.

*Designing Sidewalks and Trails for Access*, Federal Highway Administration. Part I consists of a research report; Part II is a Guidebook of recommended best practices. This report and guidebook document the state of the practice and recommend best practices for sidewalks, shared use paths, and recreational trails intended primarily for use by pedestrians.

The American Association of State Highway and Transportation Officials, *Guide for the Development of Bicycle Facilities*, 1999 (AASHTO Guide); from the American Association of State Highway and Transportation Officials, 444 North Capitol Street, NW, Suite 225, Washington, DC 20001. The AASHTO guide is recommended as minimum guidelines for the construction and design of bicycle facilities and shared use paths, but not for bicycle trails over rough terrain intended for use by mountain bikes.

United States Department of Agriculture—Forest Service, *Standard Specifications for Construction of Trails*, June 1984; from Forest Service—USDA, Engineering Staff—Washington Office, Attn: Publications Specialist, PO Box 2417, Washington, DC 20013.

United States Department of Agriculture—Forest Service, *Soil Stabilizer for Use on Universally Accessible Trails*, October 1995; from San Dimas Technology Center, San Dimas, CA 91773.

United States Department of Agriculture—Forest Service, *Trails Management Handbook*, revised November 1991; from Forest Service—USDA, Engineering Staff—Washington Office, Attn: Publications Specialist, PO Box 2417, Washington, DC 20013.

United States Department of Agriculture—Forest Service, *Trails Construction and Maintenance Notebook*, April 1997; from Forest Service—USDA, Technology & Development Program, Building 1, Fort Missoula, Missoula, MT 59804-7294.

United States Department of the Interior—Bureau of Land Management, *BLM Handbook 9114-1 Trails*; from the Bureau of Land Management, 1849 C Street NW, Washington, DC 20240

United States Department of the Interior—National Park Service, *NPS Trails Management Handbook*, 1983; from National Park Service, PO Box 25287, Denver, CO 80225.

Federal Highway Administration, *Railroad-Highway Grade Crossing Handbook*, Second Edition, September 1986, from Federal Highway Administration, 6300 Georgetown Pike, McLean, VA 22101-2296.

### **For more information:**

The U.S. Architectural and Transportation Barriers Compliance Board has a toll-free number to obtain technical assistance on accessibility issues. Call 800-872-2253. TTY 800-993-2822.

The U.S. Department of Justice has a toll-free number to obtain technical assistance, including title II and title III technical assistance manuals. Call 800-514-0301. TTY 800-514-0383.

The U.S. Forest Service (USFS) has developed a Recreation Opportunity Spectrum (ROS), which provides a framework for satisfying and defining classes of outdoor recreation environments, activities, and experience opportunities. Contact a local USFS unit or Bureau of Land Management (BLM) office for more information about ROS.

### **Several other sources may be useful for trail design, construction, and maintenance.**

*Universal Access to Outdoor Recreation: A Design Guide*, MIG Communications, 1802 5<sup>th</sup> St, Berkeley, CA 94710. This guide details how to increase access to the outdoors for people of varying abilities.

Ryan, Karen-Lee, *Trails for the Twenty-First Century*, 1993, The Rails-to-Trails Conservancy, 1400 Sixteenth St NW, Washington, DC 20036. This manual provides guidelines for the construction and design of multiple-use trails, such as rail-to-trail conversions, other similar existing corridors, and heavily used bicycle routes.

Flink, Charles A. and Robert M. Searns; Loring LaB. Schwartz, editor, *Greenways*, 1993, The Conservation Fund, Island Press, 1718 Connecticut Avenue NW, Suite 300, Washington, DC 20009.

Proudman, Robert D. and Reuben Rajala, *AMC Field Guide to Trails Building and Maintenance*, 2<sup>nd</sup> Edition, 1981; Appalachian Mountain Club Books, 5 Joy Street, Boston, MA 02108.

Ski Industries America, *Cross Country Close to Home: A Ski Development Manual*; 1989, United States Ski Industries Association, 8377-B Greensboro Drive, McLean, VA 22102.

Wemex, Joe, *Off-Highway Motorcycle & ATV Trails: Guidelines for Design, Construction, Maintenance, and User Satisfaction*, 2<sup>nd</sup> Edition; 1993, American Motorcyclist Association, P.O. Box 6114, Westerville, OH 43081-6114.

For multiple-use trails, the agency managing the trail and the State agency responsible for administering the Recreational Trails Program should determine the appropriate design guide(s), provided the guide(s) meet(s) minimum standards for all intended user groups.

### **The following manuals shall be used for traffic control signs:**

- United States Department of Transportation, Federal Highway Administration, *Manual on Uniform Traffic Control Devices*; from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Part IX is for bicycle facilities, and is suitable for shared use paths.

- United States Department of Transportation, Federal Highway Administration, Standard *Highway Signs*; from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Many signs have dimensions for bicycle facilities and trails.

## DISCLAIMERS

The Rails-to-Trails Conservancy, Conservation Fund, Appalachian Mountain Club, Ski Industries America, the American Motorcyclist Association, and their authors and publishers disclaim liability for any claims, actions, demands, or suits, which may arise by reason of any person relying on the information, contained in their documents. Readers should note particular disclaimers in each publication.

The U.S. Forest Service, the Bureau of Land Management, and the National Park Service assume no responsibility for the interpretation or application of their respective manuals or guidelines by other than their own respective employees.

The use of trade names and identification of firms, corporations, or sources is for the convenience of the reader; such use does not constitute an official endorsement or approval by the United States Government of any product or service to the exclusion of others that may be suitable.

## DESIGN STANDARDS

Using the references listed above, project sponsors are required to identify the standards that will be used for each trail project. **A final inspection will be conducted to ensure that the design standards checked on the application were applied to the project. The final reimbursement will not be released until the project has passed a final inspection, as determined by Nevada State Parks and the State Bicycle/Pedestrian Coordinator (if applicable.)**

Facilities intended for use as bicycle transportation facilities must meet or exceed the guidelines in AASHTO's *Guide for the Development of Bicycle Facilities*. Signs should conform to the *Manual on Uniform Traffic Control Devices* and/or *Standard Highway Signs*, particularly for trails within or crossing highway rights-of-way. The latter manual does allow some variable dimensions for trail signs.

**NOTE: All proposed projects that include bicycle paths; lanes and routes must be included in both local and State Bicycle plans.**

# **PROJECT IMPLEMENTATION AND ADMINISTRATION**

## **NOTIFICATION OF PROJECT APPROVAL**

The Recreational Trails Program Manager will notify all applicants of project approval or denial immediately following recommendation of the Ad Hoc Nevada State Recreational Trails Advisory Committee and final review. Projects receiving approval will be included in the state's consolidated grant application to the FHWA. Only after the Division has been notified of FHWA approval will Notices to Proceed be issued.

## **PROJECT IMPLEMENTATION**

Upon receipt of a fully executed Project Agreement and Notice to Proceed, the grant recipient shall initiate activities to undertake the approved scope of work. Costs incurred by grant recipients *prior* to receipt of a fully executed Project Agreement and Notice to Proceed are not eligible for funding without prior approval.

Grant recipients are strongly encouraged to plan the entire RecTrail project to ensure the timely and orderly implementation of the grant. Key factors in the implementation plan are as follows:

### **Key Factors in the Development of the RecTrail Project Implementation Plan**

1. Upon approval of the grant application, the project application submitted to the Division of State Parks becomes a binding contract. The grant recipient shall treat the project application as a binding contract and plan the implementation of the RecTrail project accordingly.
2. The RecTrail project shall be completed by the completion date cited in the Project Agreement issued by the Division of State Parks to the grant recipient.
3. The implementation plan shall include the timely submission of all quarterly progress reports. The sponsor shall be aware that the Division of State Parks must report the progress of all active RecTrail projects to the Federal Highway Administration Division Office for the State of Nevada. The State report is based on the quarterly reports submitted by the grant recipients. Should the grant recipient fail to submit the required quarterly progress reports on a timely basis, this failure could result in unfavorable actions by both the Division of State Parks and the FHWA Division Office on the current and future RecTrail projects in which the grant recipient is involved.
4. The RecTrail Program is a reimbursable grant program. The grant recipient can only submit requests for reimbursements *after* the costs are incurred, not in advance. Credit for the sponsor's match can only be awarded after the match has been accomplished.
5. Receipts and/or invoices from vendors must support requests for reimbursements.
6. The grant recipient shall submit a written certification with each request for reimbursement explaining how the expenditures comply with the project application, the project agreement, and any amendments to the project agreement.
7. The grant recipient shall submit a written certification with each request for reimbursement explaining how the matching requirements specified in the project application have been met. Requests for reimbursements will be approved only if the match specified in the project application has been met at the time of the submission of the request for reimbursement. This aspect of managing the RecTrail project requires careful attention by the grant recipient.

8. The grant recipient shall be aware that all requests for reimbursement must be submitted on the Quarterly Progress Report and Request for Reimbursement Form. Deviations from the project scope described in the project application and the project agreement may require an amendment to the project agreement reflecting the change in the scope. The grant recipient should consult with the RecTrail Program Manager before proceeding on the project if the scope of the project is subject to change. After consultation with the RecTrail Program Manager, the grant recipient shall submit, in writing, a request to amend the project scope. The RecTrail Program Manager will process the request to amend the scope following the guidelines outlined under Project Extensions. Amendments to project scopes are discouraged because the Ad Hoc Nevada State Recreational Trails Advisory Committee scores projects based on the applications submitted by the project sponsor. Project scores awarded by the Committee determine which projects are funded and which are not funded. Amending the scope of the project after the Committee awards the project scores may jeopardize the integrity of the project rankings and subsequent awarding of grant funding.

## **PROCUREMENT PROCEDURES**

For federal, state and local agency projects, the normal agency procurement procedures shall apply to all procurement activities and contract work, unless otherwise waived by proper authorities.

For all other grant recipients the procurement procedures are based on the total contract amount or on the total cost of materials or equipment to be purchased or both. Items A and B apply to construction contracts and material/equipment purchases. Item C refers to equipment and material purchases or construction contracts as appropriate. The procurement procedures must be documented and maintained in the grant recipient's files.

### **A. \$0 - \$5,000**

- May be negotiated either on a single quotation basis or on a time and material basis without the necessity of formal bidding.
- Verbal agreement is acceptable.

### **B. \$5,000 - \$25,000**

- Must have at least 3 bids or proof that the bids have been requested from at least 3 firms. All project requirements and specifications must be submitted in writing to all prospective bidders.
- Exceptions: On jobs the agency estimates to cost between \$5,000 and \$25,000 the agency may negotiate work on a time and material basis if it submits statements by at least two reputable firms licensed to perform the work that the job cannot be bid.

### **C. More than \$25,000**

- Equipment/material purchases:  
Requires a minimum of 3 written bids.
- Construction contracts/projects:  
Requires 3 written bids and must be advertised once a week for at least two consecutive weeks in an appropriate newspaper. Proof of publication and the written bids received must be maintained in the grant recipient's files for audit purposes, and copies

forwarded to the Division of State Parks for inclusion in the project's permanent file (as described in the section titled Progress Reports and Compliance/Construction Inspection).

#### D. Multiple Purchasing

- Multiple purchasing is not permitted. For example, purchasing \$10,000 worth of needed materials in two \$5,000 lots to avoid soliciting three bids as required above is not allowed.

Materials purchased must be installed prior to the project completion date as provided in the Project Agreement. Costs of materials that are not installed within the Project Agreement period are not eligible for reimbursement.

# PROJECT COSTS AND ACCOUNTING

## PERMISSIBLE USES

A grant recipient may use moneys received from the RecTrails Program to:

- (a) Develop urban trail linkages near homes and workplaces;
- (b) Maintain existing recreational trails, including the grooming and maintenance of trails across snow;
- (c) Restore areas damaged by usage of recreational trails and backcountry terrain;
- (d) Develop trailside and trailhead facilities;
- (e) Provide features that facilitate the access and use of trails by persons with disabilities;
- (f) Acquire easements for trails, or for trail corridors;
- (g) Acquire fee simple title to property from a willing seller, when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means;
- (h) Construct new trails on state, county, municipal or private lands where a recreational need for such construction is shown; and
- (i) Construct new trails crossing federal lands if the construction is approved by the administering agency of the State and the Federal agency charged with management of all impacted lands. **Sponsor must include an approval letter in the grant application.**
- (j) Design a trail or trail-related facility for an on-the-ground project. Stand alone planning or design costs not part of an on-the-ground trail project are ineligible costs.

## USES NOT PERMITTED (PROJECTS NOT ELIGIBLE)

According to RTP Legislation: 23 U.S.C. 206:

(g) USES NOT PERMITTED —A State may not obligate funds apportioned to carry out this section for—

- (1) condemnation of any kind of interest in property;
- (2) construction of any recreational trail on National Forest System land for any motorized use unless—
  - (A) the land has been designated for uses other than wilderness by an approved forest land and resource management plan or has been released to uses other than wilderness by an Act of Congress, and
  - (B) the construction is otherwise consistent with the management direction in the approved land and resource management plan.
- (3) construction of any recreational trail on Bureau of Land Management land for any motorized use unless the land—
  - (A) has been designated for uses other than wilderness by an approved Bureau of Land Management resource management plan or has been released to uses other than wilderness by an Act of Congress; and
  - (B) the construction is otherwise consistent with the management direction the approved management plan;.
- (4) upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by non-motorized recreational trail users and on which, as of May 1, 1991, motorized use was prohibited or had not occurred.

FHWA has determined that the following kinds of projects are **inconsistent** with the RTP legislation:

**Trail Feasibility Studies:** Trail feasibility studies are not permissible uses in the RTP legislation. The permissible uses relate to actual on-the-ground trail projects.

**Planning:** Trail planning is not listed among the permissible uses in the RTP legislation. Therefore, a project proposal solely for the purpose of trail planning would not be eligible for funding under permissible use categories. However, if trail planning is a relatively small portion of an overall trail project, it may be allowed. Planning may be used for matching funds if preformed less than 18 months prior to grant award.

**Sidewalks:** RTP funds should not be used to provide sidewalks along or adjacent to public roads or streets, unless the path or sidewalk is needed to complete a missing link between other recreational trails.

**Parks:** RTP funds should not be used to provide parks and park related features. Trail components or associated facilities must serve the purpose and safe use of the recreational trail. Landscaping and trailhead facilities are eligible, however, landscaping should be a relatively small portion of an overall project.

**Small equipment purchase such as hand tools and office equipment:** Hand tools, office equipment and other small equipment may not be purchased with RTP funds. Small equipment such as this cannot be used as match either.

## **FINANCIAL RESPONSIBILITY**

The grant recipient shall be responsible for the financial management of approved projects. The grant recipient shall appoint a financial manager or supervisor who will be responsible for financial management of the project. The appointed financial manager shall adopt and install the appropriate internal controls to ensure that the project is accomplished in the most efficient and economical manner.

## **ACCOUNTING PROCEDURES**

The grant recipient shall

1. Keep adequate records on the particular project.
2. Fully support quarterly reimbursement requests with complete documentation of funds spent and match, such as invoices paid, timesheets, volunteer documentation and copies of checks.
3. Forward copies of the documentation to the Division of State Parks with each quarterly reimbursement request for inclusion in the project's permanent file.
4. Provide for accounting procedures necessary to assure proper disbursement and accounting for moneys paid.
5. Base the accounting procedures on generally accepted accounting standards and meet the following minimum requirements unless the Division of State Parks agrees to specific exceptions.
  - a) Establishment of separate accounts and supporting documentation. Each project account should be identified by the number assigned to the project by the Division of State Parks.
  - b) Identification of all receipts in sufficient detail to show the dates and sources of such receipts. Receipts and/or invoices should be labeled whether they apply to the grant share or matching share.
  - c) Itemization of all supporting records of project expenditures in sufficient detail to show the exact nature of expenditures.
  - d) When payment is by check, the canceled check should be properly identified and filed. Receipts and/or invoices must support all cash disbursements.

Although the Federal Highway Administration does not audit project sponsors, RecTrail records maintained by the Division of State Parks are subject to FHWA and state audits. The Division of State Parks will maintain all records provided by the project sponsor until such audits are conducted. The project sponsor shall retain all project records (including design plans, specifications, contracts, vouchers, etc.) for four years after the completion of the project. FHWA audits are not scheduled audits. Instead, these audits are unannounced. Copies of all records must be forwarded to the Division of State Parks with each bill submitted, for inclusion in the project's permanent file.

As a sub-recipient of these federal funds, each project sponsor is reminded that sub-recipients of federal financial assistance must comply with the audit requirements of the Single Audit Act of 1984

and the Single Audit Act Amendments of 1996 as specified in OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations. The Single Audit Act Amendments of 1996 raised the audit threshold to \$300,000 in federal expenditures. The \$300,000 audit threshold means that state and local governments, and non-profit organizations acting as RecTrail project sponsors are required to hire an independent firm to audit them when the *total of all federal grants* awarded to the sponsor in a sponsor's fiscal year from all federal sources reaches \$300,000. The project sponsor shall provide the Nevada Division of State Parks a copy of the entire audit. The Nevada Division of State Parks will review the entire audit to determine implications to the RecTrail project.

### **Documentation for Sponsor's Matching Share**

If the sponsor's matching share includes volunteer labor, the grant recipient shall keep volunteer sign-in sheets which show the volunteer's signature, date worked, number of hours worked, and type of work (i.e., clearing, planting, crew supervisor, equipment operator, etc.) to demonstrate if the work is classified as "skilled" or "unskilled" labor (see appendix B). If a construction company is donating equipment or services, such as the donation of a grader, some type of record must be kept indicating what was donated and the value of the donation. In this example, the number of hours the grader was in operation and the standard charge-out rate the company normally applies to that particular piece of equipment would have to be documented to count as a matching donation.

### **PROJECT COSTS**

Project costs eligible for assistance are determined by the list of permissible uses on page 11. The rates, practices, rules and policies of the project sponsor, as consistently applied, shall generally determine the amount of costs of each item charged to a project. Grant recipients may recover administrative costs, if any, not to exceed 7% of the projects federal grant share. However, the administration costs must pertain to the approved project and be included in the approved budget.

The total reimbursable funds made available for an approved project shall not exceed the approved budget as identified in the project agreement. Project sponsors shall be reimbursed only for actual expenses made in accordance with the project agreement and project application.

### **REIMBURSEMENT GUIDELINES**

**The RecTrails Program is a reimbursement program.** Therefore, the grant recipient must incur the cost of budgeted items before submitting a request for reimbursement for the Federal grant share of eligible costs (See Appendix B).

Project sponsors may submit requests for reimbursement in one of two ways. 1) The sponsor may submit a request for the full grant award at the completion of the project, and submit all billing information at that time. **2) The project sponsor may submit requests for reimbursements in incremental requests, not to exceed four requests. Each request for reimbursement submitted to the Division of State Parks shall be for a minimum of 25% of the total federal grant share (except for the final request, which may be for the balance of the federal share, regardless of the percentage).** The RecTrails Program Manager must approve exceptions. Each request for reimbursement must be rounded to the nearest dollar. Requests with cents of \$.0 to \$.49 will be rounded down, and cents of \$.50 to \$.99 will be rounded up. Each request for reimbursement will be accompanied with legible copies of all appropriate accounting documentation for inclusion in the project's permanent file maintained by the Division of State Parks. Receipts and/or invoices should be separated and marked noting whether they apply to the grant share or the matching share. The final

reimbursement of 25% will be withheld until the project is completed and inspected as described below. Reimbursements will be made only for those items necessary to complete the project per the Scope of Work in the approved Project Agreement and subsequent approved amendments. The cost of each item submitted for reimbursement shall not exceed the sponsor's actual cash outlay for that item, or the fair market value of the item, whichever is less.

If "In-Kind Services" or "Hard Cash" are applied, the grant recipient will be required to provide adequate documentation in a format that fully accounts for the services or funds. If "Volunteer Labor" is used, it must be documented and valued at \$15.00 per hour for unskilled labor, and \$22.00 per hour for skilled labor (e.g., carpenter, mason, surveyor, crew supervisor, or equipment operator). Donations of cash, labor or equipment must also be documented. Administrative costs (if any) cannot exceed 7% of the Federal grant share.

## **PROGRESS REPORTS AND COMPLIANCE/CONSTRUCTION INSPECTION**

### **QUARTERLY PROGRESS REPORTS**

Project sponsors shall submit quarterly progress reports (Appendix B) throughout the duration of the grant. Reports are comprised of Section A: *Quarterly Progress Reports* and Section B: *Request for Reimbursement*. Each project sponsor must submit quarterly progress reports to the Division of State Parks on or before January 10, April 10, July 10, and October 10 of each year. The first quarterly progress shall be due the first of these four dates that occurs after the issuance of the Notice to Proceed by the Division of State Parks to the project sponsor. The Division of State Parks shall report the quarterly progress of all active RecTrail projects to the FHWA Division Office in Nevada.

Sponsors who do not submit quarterly progress reports on time may have delinquency points deducted on future grant requests and may risk losing their grant funds.

### **CONSTRUCTION COMPLETION INSPECTION**

At the completion of each project, the Division of State Parks will conduct an on-site inspection of the project using the Compliance Inspection Report Form (Appendix C) provided by the Division of State Parks. The inspection will verify that the project was completed per the approved Project Agreement, and that all funded items are accounted for prior to final reimbursement.

Program compliance and project inspections will include, but not be limited to:

- **Compliance with specifications and guidelines checked on project application.**
- Project compliance and account records.
- Conformance to approved project scope.
- Environmental impact on the resources.
- Project workmanship.
- Health and safety measures to protect the workers and public during construction.
- Accessibility for persons with disabilities.
- Scheduled Progress.

## **RECORD RETENTION**

The grant recipient shall retain all program and financial records for 4 years after the project is completed. At a minimum, the following records shall be maintained and made available for audit, with copies forwarded to the Division:

- Payroll register by pay period showing the names, hours worked, hourly rate, benefits, deductions, gross pay and net pay.
- Final Cost Summary of all payroll registers.
- Time Sheets signed by both employees and their respective supervisors, including volunteers.
- Receipts/Invoices for purchased materials.
- Receipts/Invoices for all design and construction costs.
- Each receipt/invoice shall include the date paid and check number.
- Canceled checks or copies thereof.

## **RECTRAIL RESPONSIBILITIES**

At the Federal level, the administration of the RecTrail Program rests with the Federal Highway Administration (FHWA). In Nevada, the FHWA Division Office oversees the RecTrail Grants Program. Responsibility for the state's compliance with the terms of the Recreational Trails Program rests with the Division of State Parks. Project sponsors are responsible for keeping accurate and clear records, and completing each project within the terms of the Project Agreement and Project Application in accordance with all Federal and State guidelines, including this Grants Manual.

## **PENALTIES**

Failure to comply with the provisions of this Grants Manual and other established guidelines may be considered cause for the Division to withhold future payments to the project sponsor responsible for the infraction in question until any such discrepancies are corrected.

## **PROJECT DEADLINES AND EXTENSIONS**

Project sponsors will be given a maximum of 24 months to complete each RecTrail project awarded Federal funding. Acceptations to this deadline for the completion of approved projects will be determined by:

- the estimated start date and the projected number of weeks to accomplish the work stated by the applicant in the project application, and
- the date the Notice to Proceed is issued.

Extending project deadlines increase the staff workload and paperwork for both the grantee and Nevada State Parks; therefore, grantees should attempt to complete the project by the initial agreed upon deadline. Requests for extensions will be considered solely to complete a viable project and to protect the taxpayer's investment.

Nevada State Parks does not guarantee requests for extensions will be approved. Extensions will be approved in three-month increments, or as deemed necessary by Nevada State Parks. All extensions may not total more than 12 months beyond the original completion date specified in the original Project Agreement.

Before submitting a request for extension, all grantees should meet the criteria listed below.

- Submit requests for extensions in writing for receipt by the Recreational Trails Program Manager before the expiration date of the grant.
- Fully justify requests for time extensions in writing, illustrating unavoidable delays. Delays caused by winter weather and fire season are not sufficient justification. Weather related delays will only be considered if they are unusual events.
- Grantee has not received an approval for a major scope change to the same project. The Federal Highway Administration will not approve extensions and a major scope change. If grantee has received approval for a minor scope change, Nevada State Parks may consider approving an extension.
- To receive favorable consideration for a time extension, the grantee should have submitted timely quarterly progress reports throughout the life of the grant. Quarterly progress reports are due to the Recreational Trails Program Manager at Nevada Division of State Parks (NDSP) by the 10th of the month following the end of the previous quarter (for example, Jan-Mar quarterly progress report must be received by April 10th). For reporting purposes, (Nevada State Parks to the Federal Highway Administration) grantees quarterly progress reports submitted between the 11th -15th of the month following the end of the previous quarter are considered late. Quarterly progress reports received after the 15th of the month following the end of the quarter are considered missing.

<u>Reports received:</u>		
On or before the 10th	=	timely
11th through 15th	=	late
16th or later	=	missing

Failure to submit timely quarterly progress reports, as outlined above, or reports that reflect little or no progress toward completing the scope of work, will reflect unfavorably on the grantee's request for a time extension.

Grantees may only be given extensions for circumstances beyond their control such as:

- An outside agency withdraws approval required for scope of work to move forward. Grantee shall obtain approvals required by outside agencies prior to the submission of the original project application to the Nevada Division of State Parks.

- Grantee experienced the loss of key staff required to implement the project.

Grantees who maintain communication with the Recreational Trails Program Manager (via telephone, E-mail, in person, site visits, quarterly reports, etc.) are more likely to receive favorable consideration when requesting a time extension. Grantees are strongly encouraged to determine how much time it will take to complete the project and request one extension accordingly. Multiple time extensions will only be considered if:

- significant progress was made throughout the life of the project, including during the first extension.
- the grantee encounters problems caused by external factors (legal problems, new regulatory requirements).
- unforeseen circumstances arise during construction (physical, site specific problems).

## **TERMINATING A GRANT**

Grant agreements may be terminated for reasons that include but are not limited to:

- Grantee requested or agreed to terminate the grant agreement.
- Grantee intentionally submitted fraudulent documents or engaged in other fraudulent activities involving the approved project.
- Grantee failed to acquire permits required to implement the approved scope of work.
- Grantee's performance on the submission of quarterly progress reports throughout the life of the grant includes one of the following:
  - Quarterly Progress Reports
  - Three late quarterly reports
  - Two missing reports
  - Two late & 1 missing report
- Grantee failed to show a good faith effort toward completing the approved scope of work prior to the completion date noted in the original *Project Agreement*.
- Grantee failed to inform the Recreational Trails Program Manager, as described in the current version of the Nevada Recreational Trails Grants Manual, of ongoing progress to implement the project, as agreed to.
- Loss of funding from the Federal Highway Administration

Requests for extensions will be processed as follows:

1. Project sponsor will submit a request for extension in writing to the Nevada Division of State Parks before the project completion deadline. Request for extensions received after the expiration date of the grant will be denied.
2. Each request shall include a thorough justification for the delay, and an anticipated revised completion schedule, to include the proposed completion date.

3. Extensions shall be for the minimum time required to complete the project.
4. Extensions will only be considered for projects which have demonstrated a sincere effort for timely completion, and for which unavoidable delays have occurred. Failure to submit quarterly progress reports as required will reflect unfavorably on requests for extensions.
5. The RecTrails Program Manager will review the sponsor's request.
6. The State Trails Coordinator will make the final determination on the approval or disapproval of the request for a project extension.
7. An *Amendment to the Project Agreement* will be issued to the project sponsor.
8. The project sponsor must sign, date, and return the *original* amendment to the project agreement to the Division of State Parks. The project sponsor will be mailed a signed *copy* of the amendment for their project files, after the State Trails Coordinator signs it.
9. The RecTrail Program Manager will file the *original* amendment to the project in the permanent RecTrail Project Files housed in the Division of State Parks Office.

**EXAMPLE OF NOTICE TO PROCEED LETTER  
AND  
PROJECT AGREEMENT**

June 15, 2006

Domenic Bravo  
PO Box 761  
Ely, NV 89301

Re: NOTICE TO PROCEED  
Ward Mountain to Charcoal Ovens Historic Legacy Trail, FY 2006-02

Dear Mr. Bravo,

Thank you for returning the *Project Agreement* for the Recreational Trails Grant awarded to Nevada State Parks-Ward Charcoal Ovens. The State Trails Coordinator has signed the Project Agreement and you are now authorized to proceed. A copy of the signed *Project Agreement* form is enclosed for your files. Although the deadline for completion is September 30, 2008, you are strongly encouraged to complete the project before that date.

Please continue to refer to the Recreational Trails Program Grants Manual. This manual describes the necessary procurement, billing, and compliance procedures that you are required to follow. If you have any questions, please call me at (775) 684-2788.

As the project sponsor, you are required to submit quarterly progress reports as long as your grant is active. Quarterly progress reports are due on **January 10, April 10, July 10, and October 10** of each year and may be submitted via electronic format or by using the enclosed form. If you submit hard copies, please make copies of the original and submit your progress reports and request for reimbursements on these forms. Your first quarterly report is due by **October 10, 2006**. The progress report should summarize the work completed during the quarter as described in the scope of work on the *Project Agreement*. If no work was completed, the report should explain why and when work would begin.

As a sub-recipient of federal funds, if you exceed the \$300,000 audit threshold, you must comply with the audit requirements of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 as specified in OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations. The \$300,000 audit threshold refers to state and local governments, and non-profit organizations that have received over \$300,000 in federal funds. If the audit threshold applies to you, you are required to provide the Nevada Division of State Parks a copy of the entire audit. The Nevada Division of State Parks will review the audit in relation to the Recreational Trails funds and issue a management decision within six months of receipt of the audit.

If you have any questions about the above reports or the Recreational Trails Program, please call me at 775-684-2788, or E-mail me at [rlmoore@parks.nv.gov](mailto:rlmoore@parks.nv.gov).

Sincerely,

Randy moore Recreational Trails Program Manager

Enclosures: Approved Recreational Trails *Project Agreement*  
*Quarterly Progress Report* Form and *Request for Reimbursement* Form

**STATE OF NEVADA**  
**Division of State Parks**  
**Recreational Trails Program Project Agreement**

Project Sponsor: <b>Nevada State Parks-Ward Charcoal Ovens</b>	Project Number: <b>FY 2006-02</b>																
Project Name: <b>Ward Mountain to Charcoal Ovens Historic Legacy Trail</b>																	
Period Covered by Agreement: From: Date of Notice to Proceed To: <b>September 31, 2006</b>																	
<p>Scope of Work: The scope of work will consists of two trailheads with kiosk and brochures, a SST restroom, a historic brick walkway, and the start of an extensive trail that will span from Ward Charcoal Ovens SHP to Ward Mountain Recreation Area. Grant funds will be used to purchase a Big Bear ATV, a Sthil chainsaw, a kiosk, a yurt and carsonite/stickers.</p> <p>Standards applied to this project: USFS Standard Specifications for Construction &amp; Maintenance of Trails, Universal Access to Outdoor Recreation - A Design Guide</p> <p>Ward Charcoal Ovens State Historic Park will be required to maintain a vehicle logbook, tracking hours of operation for the Big Bear ATV.</p>																	
Total Project Cost: \$132,741  See: Attachment A -Budget	Federal Grant Share: <u>\$37,625</u> <u>28%</u>  Matching Share: <u>\$95,116</u> <u>72%</u>																
The following attachments are hereby incorporated into this agreement:																	
<input checked="" type="checkbox"/> General Provisions <input checked="" type="checkbox"/> Project Proposal <input checked="" type="checkbox"/> Approved Budget																	
<p>The project sponsor agrees to submit quarterly progress reports and no more than four quarterly requests for reimbursement. Reports must be submitted to the Nevada Division of State Parks on the forms provided by the Division on the dates listed below, in accordance with Nevada's FY 2006 Recreational Trails Program Manual. Quarterly progress reports must be in narrative format and contain detailed information about work accomplished during the previous quarter, as it pertains to the scope of work in this Project Agreement.</p> <p><b>Quarters and due dates:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">1<sup>st</sup> quarter</td> <td style="width: 40%;">January 1 through March 31</td> <td style="width: 15%;">Report due:</td> <td style="width: 30%;">April 10</td> </tr> <tr> <td>2<sup>nd</sup> quarter</td> <td>April 1 through June 30</td> <td>Report due:</td> <td>July 10</td> </tr> <tr> <td>3<sup>rd</sup> quarter</td> <td>July 1 through September 30</td> <td>Report due:</td> <td>October 10</td> </tr> <tr> <td>4<sup>th</sup> quarter</td> <td>October 1 through December 31</td> <td>Report due:</td> <td>January 10</td> </tr> </table> <p>Requests for reimbursement must be accompanied by copies of receipts or invoices, copies of cancelled checks or payment vouchers. 25% of the total grant amount will be retained by the Nevada Division of State Parks until a representative from the Recreational Trails Program has completed the</p>		1 <sup>st</sup> quarter	January 1 through March 31	Report due:	April 10	2 <sup>nd</sup> quarter	April 1 through June 30	Report due:	July 10	3 <sup>rd</sup> quarter	July 1 through September 30	Report due:	October 10	4 <sup>th</sup> quarter	October 1 through December 31	Report due:	January 10
1 <sup>st</sup> quarter	January 1 through March 31	Report due:	April 10														
2 <sup>nd</sup> quarter	April 1 through June 30	Report due:	July 10														
3 <sup>rd</sup> quarter	July 1 through September 30	Report due:	October 10														
4 <sup>th</sup> quarter	October 1 through December 31	Report due:	January 10														



**EXAMPLE OF QUARTERLY PROGRESS REPORT  
&  
REQUEST FOR REIMBURSEMENT FORMS**

## EXAMPLE 1: SPONSOR REQUESTS REIMBURSEMENT

### QUARTERLY PROGRESS REPORT & REQUEST FOR REIMBURSEMENT

#### Recreational Trails Program

FOR NEVADA STATE PARK USE ONLY

FMIS CODING

Federal Aid Project #: NRT 0001 (001)

Program Codes: Q94

Project Codes: Y054

Project Number: FY 2000-25  
Project Name: Ward Charcoal Ovens State Historic Trails  
Name of Sponsor: Nevada Division of State Parks

*Please verify and update the project sponsor contact data below as needed.*

	<u>Current</u>	<u>Changes (if any)</u>
Name:	<u>Jack Tribble</u>	
Mailing Address:	<u>P.O. Box 193</u>	
	<u>Ely, Nevada 89301</u>	
Phone Number:	<u>775-761-7625</u>	
Fax Number:	<u>NA</u>	
E-mail:	<u>NA</u>	

*Complete Sections A. Quarterly Progress Report & B. Request for Reimbursement for each submission.*

#### A. QUARTERLY PROGRESS REPORT

Submission Period (*Check one*):  January 1- March 31 (due April 10)  
 April 1- June 30 (due July 10)  
 July 1- September 30 (due October 10)  
 October 1- December 31 (due January 10)

Quarterly Progress: (*Description of work accomplished during this quarter as it pertains to the scope of work.*)

All seven trails are constructed and completed. Three bridges were constructed and one was installed. Two kiosks were partially constructed. Brochure mapping work was completed. Work with the design company for signage and overlook projects is in the formative stage (two meetings). Remaining materials were ordered (less than 75% of total grant).

80% of the trail grant work is complete.

**B. REQUEST FOR REIMBURSEMENT**

I am am not  submitting a request for reimbursement with this quarterly progress report.

Percent of Project Completed to Date: 80%

**INSTRUCTIONS**

1. Complete each blank every quarterly reporting period. If you are not submitting a request for reimbursement with this quarterly report, please enter zeroes in the appropriate columns.
2. Round requests for reimbursement to the nearest dollar—do not show decimals.
3. Attach invoices and receipts documenting costs submitted in this request for reimbursement. Invoices must demonstrate that you have expended both the federal grant request share and the sponsor’s required matching share.

A	B	C	D	E	F	G
Grant Award			Requests for Reimbursements			Balance Remaining (B-F)
Type	Amount	%	This Request	Previous Requests	Total (D + E)	
Federal	\$15,722	35%	\$3,798	\$4,674	\$8,472	\$7,250
Match	\$29,761	65%	\$4,554	\$8,680	\$13,234	\$16,527
Total	\$45,483	100%	\$8,352	\$13,354	\$21,706	\$23,777

**Grant Share Request:** Summary of Costs for the Amount Requested (if any)  
*(Description of how the reimbursement requested this quarter accomplishes the elements presented in your project application.)*

This request for reimbursement is for \$3,789. Receipts and invoices for all of the expenditures are attached.

**Expenditures:**

Budget item F: 1,2,5, 6  
 Bath Lumber order for materials to build kiosks, benches and bridges on trail system. \$3,798  
 (Invoice No. 125-01)  
 Total Reimbursable Grant Expenditures this quarter \$3,798

**Matching Share:** *(Description of the match and how it accomplishes the match submitted in your project application.)*

Budget item B: 4 & 5  
 Labor (Documentation of the labor hours is attached):  
 154 unskilled hours of trails work (clearing brush, removing debris, etc.) @ \$15/hour = \$ 2,310  
 102 skilled labor hours (marking trails, hazards; carpenters; crew leaders) @ \$22/hour = \$ 2,244  
 Total matching share this quarter \$ 4,554

Jack Tribble  
 Signature

December 31, 1999  
 Date

*Example of Grant Share*

Bath Lumber Company  
111 Nevada Street  
**Ely, Nevada 87909**

Phone 702-687-3845  
Fax 702-687-4117

**Invoice**

Invoice Number:

**125-01**

Invoice Date:

Nov 1, 2001

**Bill To:**

Ward Charcoal Ovens State Park  
PO Box 775  
Ely, Nevada 87909

Customer ID	Customer PO	Payment Terms
0008	2003-0631	Net Due

Quantity	Item	Description	Unit Price	Extension
1	Material	Mounting hardware	\$244	\$ 244
50	Lumber	2x6	\$5/ft	1,517
50	Lumber	2x4	\$7/ft	1,110
15	Lumber	4x4 post	\$61.80	927

Subtotal \$3,798

Sales Tax

**TOTAL \$3,798**

***Example of Match Share***

Volunteer Sign In Sheet –Ward Charcoal Ovens State Historic Trail

<b>Name</b>	<b>Date</b>	<b>Assignment</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
J. Smith	11-5-01	Clear brush	8	\$15	\$120
	11-10-01	Clear brush	8	15	120
	11-20-01	Remove debris	8	15	120
	12-1-01	Clear brush	8	15	120
	12-5-10	Clear brush	8	15	120
	12-12-01	Clear brush	8	15	120
S. Jones	11-5-01	Clear brush	8	\$15	120
	11-10-01	Trail work	8	15	120
	12-1-01	Trail work	8	15	120
	12-5-10	Trail work	8	15	120
	12-12-01	Trail work	8	15	120
B. Brown	11-5-01	Clear brush	8	\$15	120
	11-15-01	Trail work	8	15	120
	12-1-01	Trail work	8	15	120
	12-5-10	Remove debris	8	15	120
	12-12-01	Remove debris	10	15	120
K. Wilson	11-5-01	Remove debris	8	\$15	120
	11-12-01	Remove debris	8	15	120
	11-13-01	Clear brush	8	15	120
R. Davis	11-5-01	Construct kiosk	8	\$22	176
	11-6-01	Construct kiosk	8	22	176
	12-1-01	Construct kiosk	8	22	176
	12-5-10	Construct kiosk	8	22	176
	12-12-01	Construct kiosk	10	22	220
C. Freeman	11-5-01	Crew leader	8	\$22	176
	11-6-01	Crew leader	8	22	176
	11-10-01	Crew leader	8	22	176
	11-15-01	Crew leader	8	22	176
	12-1-01	Crew leader	8	22	176
	12-5-10	Crew leader	10	22	220
	12-12-01	Crew leader	10	22	220
<b>TOTALS</b>					<b>\$4554</b>

## *Example of Approved Budget*

### Budget

Applicant: Ward Charcoal Ovens State Park

Project Name: Ward Charcoal Ovens State Historic Trials

	Item Description	Grant	+	Match	=	Total
A.	Design and Engineering Costs 1. Project Design & Brochure Layout	\$3,400		\$0		\$3,400
B.	Direct labor costs <u>Salaries or actual costs</u> 1. Brochure design: 80 hrs @\$22=\$1,760 2. In-kind labor: 220 hrs @\$22= \$4,840 3. Travel Costs: 160 mi x \$1.70= \$272 <u>Volunteer or donated labor</u>	\$0		\$6,872		\$6,872
	4. 1,320 hrs unskilled labor @\$15/hr = \$19,800 5. 117 hrs skilled labor @\$22/hr = \$ 2,574	\$0		\$22,374		\$22,374
C.	Special Service Purchase Contract: 1. Brochures-NV State Printer = \$1,800 2. Design & Fabricate 4-18x24 Interpretive Panels = \$1,233	\$3,033		\$0		\$3,033
D.	Purchase or rental of equipment: 1. White Pine County – Dump truck	\$0		\$515		\$515
E.	Construction Contract	\$0		\$0		\$0
F.	Purchase of Materials 1. Trail side benches: 6 x \$252.84 = \$1,517 2. 3 bridges: 3 x \$370 = \$1,110 3. Trail traffic counter: \$1,809 4. Carsonite trail markers: \$2,847 5. Kiosk: \$927 6. 4 sets of mounting hardware: \$244 7. Misc. materials: \$835	\$9,289		\$0		\$9,289
G.	Other (be specific)					
<b>TOTAL</b>		\$15,722		\$29,761		\$45,483

**EXAMPLE 2: SPONSOR DOES NOT REQUEST REIMBURSEMENT**

**QUARTERLY PROGRESS REPORT &  
REQUEST FOR REIMBURSEMENT**

**Recreational Trails Program**

FOR NEVADA STATE PARK USE ONLY

FMIS CODING

Federal Aid Project #: NRT 0001 (001)  
Program Codes: Q94  
Project Codes: YO51

Project Number: FY 2001-24  
Project Name: Old Las Vegas Mormon Fort Interpretive Trail  
Name of Sponsor: Nevada Division of State Parks

*Please verify and update the project sponsor contact data below as needed.*

	<u>Current</u>	<u>Changes (if any)</u>
Name:	<u>Bob Martin</u>	
Mailing Address:	<u>1300 South Curry Street</u> <u>Carson City, Nevada 89703</u>	
Phone Number:	<u>775-687-1695</u>	
Fax Number:	<u>775-687-4117</u>	
E-mail:	<u>NA</u>	

*Complete Sections A. Quarterly Progress Report & B. Request for Reimbursement for each submission.*

**B. QUARTERLY PROGRESS REPORT**

Submission Period (*Check one*):  January 1- March 31 (due April 10)  
 April 1- June 30 (due July 10)  
 July 1- September 30 (due October 10)  
 October 1- December 31 (due January 10)

Quarterly Progress: (*Brief description of work accomplished during this quarter.*)

Project is under construction. Bridge foundations have been poured, log beams set, decking placed and railings being assembled. Decomposed granite pathways are under construction. Brochures design has been submitted for review with only minor changes to be made. Construction is scheduled for completion January 12, 2002.

**C. REQUEST FOR REIMBURSEMENT**

I am  am not  submitting a request for reimbursement with this quarterly progress report.

Percent of Project Completed to Date: 29%

**INSTRUCTIONS**

1. Complete each blank every quarterly reporting period. If you are not submitting a request for reimbursement with this quarterly report, please enter zeroes in the appropriate columns.
2. **Round requests for reimbursement to the nearest dollar—do not show decimals.**
3. **Attach invoices and receipts documenting costs submitted in this request for reimbursement. Invoices must demonstrate that you have expended both the federal grant request share and the sponsor’s required matching share.**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Grant Award			Requests for Reimbursements			Balance Remaining (B-F)
Type	Amount	%	This Request	Previous Requests	Total (D + E)	
Federal	\$22,908	70%	0	0	0	\$22,908
Match	\$11,073	30%	0	0	0	\$11,073
Total	\$33,981	100%	0	0	0	\$33,981

**Grant Share Request:** Summary of Costs for the Amount Requested (if any)  
*(Description of how the reimbursement requested this quarter accomplishes the elements presented in your project application.)*

NA

**Matching Share:** *(Description of the match and how it accomplishes the match submitted in your project application.)*

NA

Bob Martin  
Signature

December 23, 1999  
Date

**EXAMPLE OF RECTRAILS COMPLIANCE INSPECTION FORM**

Sample of Form

**Recreational Trails Program – Nevada State Parks  
Final Compliance Inspection Report**

Project Name: \_\_\_\_\_ Project \_\_\_\_\_

Project Sponsor and Project Manager: \_\_\_\_\_

Effective Dates: \_\_\_\_\_

Project Cost: \_\_\_\_\_ Grant Share: \_\_\_\_\_ Match: \_\_\_\_\_

Balance Remaining: \_\_\_\_\_ Grant Share: \_\_\_\_\_ Match: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Trail Type: \_\_\_\_\_

Trail Surface: \_\_\_\_\_

Built Features/Hazards: \_\_\_\_\_

Date Site Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Was Project Manager on inspection?  No  Yes Site Photographed During Inspection: Yes  No

Standards Applied to Project: \_\_\_\_\_

1. What percentage of the project has been reported as complete? \_\_\_\_\_

	<u>No</u>	<u>Yes</u>	<u>N/A</u>
2. Is the trail project the same as described in the scope of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can all funded items be accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the project appear to be:			
(a) Properly managed and safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Accessible to persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were quality materials used in construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does it appear that there are problems on site? If yes, explain below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there evidence of vandalism at the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, what the vandalism appears to be:  Light  Moderate  Severe

(See Additional Comments On Back)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX D**

---

**NEVADA'S 2005 STATE RECREATIONAL TRAILS PLAN ISSUES**

## Nevada's 2005 State Recreational Trails Plan Issues

### Issue #1

General Category: Loss of Public Access to Trails

Issue: Trail users perceive that recreation opportunities and motorized access are being reduced in both urban and rural settings.

### Issue #2

General Category: Lack of Funding for Trails

Issue: The need for funding to plan, develop and maintain trails and Trailhead facilities will more than likely continue as Nevada's population grows and trail use and demand for new trails increase.

### Issue #3

General Category: Closure of Trails and Roads

Issue: The concern is for the loss of opportunities due to closure of Recreational trails and roads for reasons such as erosion, environmental concerns, wilderness or special use designations.

### Issue #4

General Category: Not Enough Trails

Issue: There is a demand for new trail opportunities in areas experiencing high growth rates.

### Issue #5

General Category: Not Enough Support Facilities Near Trails

Issue: In addition to actual trail resources, users require support facilities appropriate to the area's use and activities.

### Issue #6

General Category: Erosion and Deterioration of Trails

Issue: Trail users are concerned that the quality of their experience is being diminished through trail deterioration and erosion.

### Issue #7

General Category: Not Enough Good Information Material About Nevada Trails

Issue: Trail users request information and detailed maps that provide up-to-date accurate information regarding trail condition and routes.

### Issue #8

General Category: Lack of Trail Etiquette/Ethics

Issue: Lack of trail etiquette and environmental ethics can lead to user conflicts, unpleasant trail experiences and impacts to the environment.

Issue #9

General Category: Inadequate Trail Maintenance

Issue: Land managers are struggling to maintain existing trails due to increasing use levels and declining maintenance budgets.

Issue #10

General Category: Too Much Litter and Trash Along Trails

Issue: Littering and lack of routine custodial maintenance are visible problems and negatively impact many trail users.

Issue #11

General Category: Lack of Directional Signs Along Trails and Trailheads

Issue: Trails signs let people know their location and alerts users to intersections and points of confusion. Mileage markers and directional signs allow users to define the time and route needed for their trip. Damaged signs need to be replaced.

Issue #12

General Category: Lack of Trails Close to Home

Issue: Demand for trails and different types of use, especially within and adjacent to communities is increasing. The public demands trail opportunities that link homes to public land and other recreation features.

Issue #13

General Category: Too Many Different Types of Users on Trails

Issue: Conflicts between trail users increase when unintended activities or inappropriate behaviors occur such as mountain bicycles using a pedestrian only trail or users not yielding to others.