

Outdoor Recreation Grant Programs

2022 Application Cycle Trainings for RTP and MTSGP



Agenda

- Programs Overview
- 2022 Changes to Programs
- Grant Management Software
- Application Basics
- Budgets & Purchasing
- Environmental Review
- Review Process



Outdoor Recreation Grant Programs

| Program | Amount Available* | Application Period | Maximum Award | Match | Award Term |
|---|-------------------|--------------------------------|---|----------------------|------------|
| Recreational Trails Program (RTP) | \$1.5 Million | Jan. 18, 2022 – Feb. 28, 2022 | \$100,000 | 20% of Total Project | 2 Years |
| Montana Trail Stewardship Grant Program (MTSGP) | \$1.0 Million | Dec. 15, 2021 – Feb. 15, 2022 | \$75,000 | 10% of Total Project | 2 Years |
| Summer Motorized Trail Pass Grant Program | \$153,000 | Dec. 15, 2021 – March 31, 2022 | \$50,000 | 10% of Total Project | 2 Years |
| Off-Highway Vehicle Grant Program | \$230,000 | Dec. 15, 2021 – March 31, 2022 | Non-Federal =\$20,000 Federal=\$16,000 | 10% of Total Project | 2 Years |
| Montana Snowmobile Program | \$460,000 | July 1, 2021 – June 30, 2022 | NA | 0% | 1 Year |

*Amounts are estimates and are subject to change



Today's Focus

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The program webpages host documents, including this presentation, the 2022 Guidelines, Environmental Review forms, and reimbursement (volunteer, travel, etc.) forms



2022 Program Dates

| Program | Applications Open | Applications Close at 3:00 PM MST | Conditional Awards Announced | Public Comment Period | Contracts Issued & Work Begins | Period of Performance Ends | Final Report & Payment Request Due |
|---|-------------------|-----------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|------------------------------------|
| Recreational Trails Program (RTP) | Jan. 18, 2022 | Feb. 28, 2022 | May | May/June | July/August | Oct. 15, 2024 | Dec. 31, 2024 |
| Montana Trail Stewardship Grant Program (MTSGP) | Dec. 15, 2021 | Feb. 15, 2022 | April | April/May | July | Oct. 15, 2024 | Dec. 31, 2024 |



Eligible Applicants

| Program | Federal Entities | Tribal Entities | State Entities | County & Municipal Entities | Private Organizations* | Fiscally-Sponsored or Tri-Party Applicants |
|---|------------------|-----------------|----------------|-----------------------------|------------------------|--|
| Recreational Trails Program (RTP) | Yes | Yes | Yes | Yes | Yes | No |
| Montana Trail Stewardship Grant Program (MTSGP) | Yes | Yes | Yes | Yes | Yes** | No |

*Private organizations must be registered and in good standing with the Montana Secretary of State. For RTP, they must also be registered with the System for Awards Management. Private organizations include, but are not limited to, nonprofits, schools, and utility companies.

**For MTSGP, private organizations must be nonprofit recreational clubs and organizations



Eligible Activities

| Program | Trail Safety & Ethics Training | Motorized Trail Maintenance | Motorized Trail/ Trailhead Construction | Non motorized Trail Maintenance | Non motorized Trail/ Trailhead Construction | Land Acquisition | Purchase or upkeep of Trail Equipment* | Trail Signage | Trail corridor or trailhead weed management | Shared Use Path Construction or Maintenance |
|---------|--------------------------------|-----------------------------|---|---------------------------------|---|------------------|--|---------------|---|---|
| RTP | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Usually yes |
| MTSGP | No | Yes | Yes | Yes | Yes | No | No | Yes | Yes | Yes |

*Equipment is defined as an article of nonexpendable, tangible property having a useful life of more than five years and with an acquisition cost that exceeds \$1,000.



MTSGP 2022 Changes

- Application Dates: Dec. 15, 2021 – Feb 15, 2022
- Project Dates: July 2022 – October 15, 2024
- Max Funding Request: \$75,000
- Award Levels: 75% of MTS GP funding to fully fund top requests; 25% of MTS GP funding to fund next tier of ranked projects at 75% of request
- Ineligible Winter Grooming Expenses (Equipment related)
- Volunteer Trail Coordinator Eligibility
- Ineligible Project Types Clarification
- Definitions
- **Purchasing Guidelines**



What is a trail?

The term “[recreational trail](#)” means a thoroughfare or track across land or snow, used for recreational purposes such as—

- **(A)**pedestrian activities, including wheelchair use;
- **(B)**skating or skateboarding;
- **(C)**equestrian activities, including carriage driving;
- **(D)**nonmotorized snow trail activities, including skiing;
- **(E)**bicycling or use of other human-powered vehicles;
- **(F)**aquatic or water activities*; and
- **(G)**motorized vehicular activities, including all-terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles.

*Water trails are eligible for funding. Water trails are designated routes for watercraft along a lake, river, canal, or bay. In order to be eligible for funding, a water trail must 1) be open to non-motorized watercraft; 2) include access sites that are open to the public; 3) have developed information and trail data; and 4) be actively supported, managed, and/or maintained by at least one organization that can serve as the source of information and management.



What is a shared use path?

A **shared-use path**, as defined in [60-3-302 MCA](#), means a multiuse path that is separated from motorized vehicular traffic by an open space, pavement markings, or a barrier within a highway or other road right-of-way and that is usable for transportation purposes by pedestrians, runners, bicyclists, skaters, equestrians, and other nonmotorized users.

A **sidewalk**, as defined in [61-8-102 MCA](#), is not a shared-use path or a trail.



Overlap Program FAQs

- **Q: Can I apply to more than one program?**
- A: Yes.

- **Q: Can I match funds from one program with another program?**
- A: It depends. For all programs, your match must be confirmed at the time of application (the match funds must already be awarded to you). You must also meet all program requirements. Contact the program manager(s) if you are considering using funds from one program to match another.

- **Q: What's the best program for me to apply to?**
- A: Every situation is unique. Read the program materials and reach out to the program manager(s) for guidance.



Overlap FAQs, continued

- **Q: Can I submit the same application to multiple programs?**
- A: Yes. However, you cannot receive multiple awards for the same project work. To apply to more than one program, we recommend splitting your project into distinct phases and applying for each phase as a separate project.
- For example, you could simultaneously apply to the RTP to fund winter grooming and the MTSGP to fund summer maintenance both in support of an overall winter grooming and maintenance project at one project site.
- **Q: Is one program less intensive to manage than another program?**
- A: As a federal program, the RTP has the most reporting requirements. However, all programs follow state requirements, requiring grantees to commit significant time to stay in contact with FWP staff and maintain compliance.



Program Contacts

| Program | Program Manager | Email | Phone |
|---|------------------|--|----------------|
| Montana Trail Stewardship Grant Program (MTSGP) | Carissa Beckwith | Carissa.Beckwith@mt.gov | (406) 444-3343 |
| Recreational Trails Program (RTP) | Samantha Kemp | Samantha.Erpenbach@mt.gov | (406) 444-5898 |
| Summer Motorized Trail Pass Grant Program | Seth McArthur | SMcArthur@mt.gov | (406) 444-3753 |
| Off-Highway Vehicle Grant Program | Seth McArthur | SMcArthur@mt.gov | (406) 444-3753 |
| Montana Snowmobile Program | Seth McArthur | SMcArthur@mt.gov | (406) 444-3753 |
| Land & Water Conservation Fund (LWCF) | Samantha Kemp | Samantha.Erpenbach@mt.gov | (406) 444-5898 |



Grant Management Software


- All programs accepting applications via WebGrants at funding.mt.gov
- Register as a user before accessing applications
- Applications can be found via a funding opportunity
- Confirm that all components are marked as complete prior to submitting an application
- Once submitted, applications cannot be edited.



How do I Apply?



System Compatibility

 [Log In](#)

Login

User ID:*


Password:*

[Forgot Password?](#)

New to WebGrants - State of Montana?
[Register Here](#)

Funding Opportunities Offered by Montana
State Agencies
[Search Here](#)

Announcements



DLI logo

Incumbent Worker Training (IWT)

Meeting the training needs of Incumbent Workers in Montana's small businesses.

Please refer to our website, www.iwt.mt.gov for eligibility requirements before initiating an application.

Applications are open for FY 21

Applicants with training start dates from now until June 20, 2021 are encouraged to apply.

Although funding is provided as a reimbursement,
application award/financial agreements must be in place prior to training start date.

Questions? Please call: 406-444-3351 or email: iwt@mt.gov.



Application Basics

- Basic Questions to Answer
- Applicant Information
- Project Overview
- Project Location
- Project Details
- Project Budget*
- Funding Strategy Narrative*
- Project Timeline
- Environmental Documentation*
- Application Attachments
- Application Certification



Application Basics

| Basic questions to address | Examples |
|--------------------------------------|--|
| Who is doing the work? | Staff at the applicant organization, volunteers, contractors, partner organizations, etc. |
| What work is being done? | Constructing a trail, winter grooming, OHV trail maintenance, etc. |
| Where is the work happening? | On US Forest Service land in x ranger district, trail # y, the city of z etc. |
| When is the work happening? | Be sure to include key dates, like when a bid for contractors will be released, when the eight month reimbursement for RTP will be submitted, etc. |
| How is it happening? | Designer with x organization will design trail, public comments held, contractor builds, etc. |
| Why is this important and necessary? | Think of what would happen if nothing happened on this project. What would be the result? |



Project Overview

- Short Project Title
- Concise Project Overview (250 characters)
- Project Type
- Trail Use Intent
- Other Award Information



Project Location

- Which trail(s) will the proposed project take place? Be specific
- Land Ownership Category(s) & Landowners
- Project Mileage
- County(s) in which project will take place
- Project Map(s)
- Legal Easements/Agreements (link to logic model on webpage)



Project Details

- Detailed Project Description
- Project Goals (1-5)
- Paving
- Maintenance Plans
- Partnerships



Project Details, continued

- Why is this project needed?
- How does the proposed project provide expanded recreational opportunities for trail users, including non-traditional trail user groups?
- What are the unique benefits of this MTSGP project?
- How does this project improve connectivity?
- Why is your organization uniquely positioned to manage/carry out this project?



Project Timeline

- Detailed project milestone timeline
- Challenges to timeline/reimbursement requests



Application Attachments, Certification, Checklist

- Attach other necessary documents (Letters of commitment, private entity approval, partnerships, public access guarantee, etc.,
- Attach optional documents (Letters of support, public participation, photos, etc.)
- Certify the application is complete and accurate
- Check that the application is complete



Application Budget

- Table with budget categories for rows and cash match, in kind match, and grant expenses for columns
- Only enter the required amount of match. Two ways to identify required match.
 - **RTP:** 20% of Total Project (Total Project = Request + Match) OR 25% of Request
 - For Federal applicants, 5% of the Total Project must be from a non-federal source
 - **MTSGP:** 10% of Total Project OR 11.12% of Request



Funding Strategy Narrative

- Explain and rationalize your budget
- Focus only on the budget you supplied; if your project is larger than your request and match illustrate, utilize attachments to present the full scope of the project



Eligible Expenses and Match

- Eligible grant activity
- Clearly tied to project scope
- Incurred after project start date (with exception for project design and engineering cost)
- Guaranteed at the time of application
- Detailed and justified

Know in advance: If awarded a grant, proof of expenditures is required before reimbursement can be issued



Indirect Cost Rates

Program rules vary. Reach out to the program manager if you expect to use an indirect cost rate.

MTSGP: up to 7% of requested funds may be for indirect costs; cannot be used as match

RTP: several options; any option can be used as match

- Federally Approved Indirect Cost Rate
- De Minimis Rate (10%)

Know in advance: If an indirect cost rate is in a grantee's approved budget, it must be applied consistently on reimbursement requests throughout the project period. No documentation is required for reimbursement once the cost rate has been confirmed.



Set-Rate Expenses and Match

Grooming Rates:

- \$20 per hour for utility sleds
- \$120 an hour for large groomers

Volunteer Hours:

- \$25 per hour (starting Jan 1, 2022)

Mileage:

- \$0.56 per mile

Meals:

- Morning = \$7.50
- Midday = \$8.50
- Evening = \$14.50

Personal Property use (per day):

- Motorized OHV or boat = \$15.00
- Horse trailer = \$15.00
- Other trailer = \$5.00
- Horse (pack animal) = \$16.00

*the most up-to-date rates are always displayed on our webpages; generally, rates are updated in January each year.



Purchasing Guidelines

Entities planning to purchase services or materials from a single vendor over \$5,000 in value with grant funds must follow state procurement procedures before selecting a vendor. No documentation is necessary at the time of application.

Limited Solicitation Process

- Service valued at \$5,000 - \$24,999
- Supply valued at \$5,000 - \$49,999
- Three viable quotes, if available, before selecting a vendor

Competitive Bid Process

- Service greater than or equal to \$25,000
- Supply greater than or equal to \$50,000
- Recipient will follow own documented solicitation process (documentation required) but must include specific details:
 - Description of service and evaluation criteria
 - Public notice
 - Record of each bid
 - Written notice to lowest responsible bidder
- If Recipient does not have established procurement processes, Recipient must follow 2 CFR 200.317-328 for RTP.



Purchasing Guidelines - MTSGP

MTSGP recipients must:

Follow Limited Solicitation bid processes for all contracts above \$5,000 and submit this documentation to the program manager to be eligible for reimbursement, *unless*:

- The recipient is contracting with a youth conservation or service corps entity (such as MCC)
- The recipient has adopted any part of the Procurement Act, in which case, they must follow those portions they have adopted and provide appropriate documentation.

MTSGP recipients do not need to follow Competitive Bid Processes unless the recipient organization has adopted any part of the Procurement Act.



Buy America Requirement (RTP Only)

The foreign-made iron or steel components contained within any item(s) identified in your project budget as expenses or match cannot exceed \$2,500 in value.

On the RTP application, you must attach documentation from the manufacturer certifying that any steel/iron on or within the item(s) triggering the Buy America requirement is American-made or valued at less than \$2,500.

Common items that may trigger the Buy America requirement include:

- Bridges or large culverts
- Storage sheds and containers
- Trail grooming equipment (snowmobiles, groomers, grooming implements, etc.)



Budget FAQs

- **Q: Can I use personnel salaries as match?**
- A: Yes.

- **Q: Can I request funds for personnel salaries?**
- A: As long as the hours are dedicated to the direct project and its eligible activities, yes.

- **Q: Can I use volunteer hours as match?**
- A: Yes. Volunteer hours are calculated at \$25/hour. Required documentation must be submitted with claim.

- **Q: Can partner organizations contribute match?**
- A: Yes. Upload a document from your partner that confirms and commits to the match.



Budget FAQs, Continued

Q: Can I match this grant application with another grant?

A: It depends on the program. The answer is dependent on the type of funding and whether all conditions below are met:

1. The other grant has been awarded
2. The work for the other grant is also within this grant's project scope
3. Funds are not duplicated

We recommend you contact the program manager(s) if you are considering using another program's grant funds as match.



Environmental Review

- RTP must satisfy both NEPA and MEPA requirements
- MTSGP must satisfy MEPA requirements
- Environmental Review documents must be uploaded with the grant application
- When appropriate, a project's environmental review may be tiered from an environmental review; this requires uploading additional information to the application
- FWP encourages public participation in projects prior to application and post award



Environmental Review

Non-Public Lands including City, County, Nonprofit, or Private

- Construction & Improvement = EA
- Maintenance & Repair = Cat Ex
- *Snowmobile Grooming on Existing Routes = NA for MTSGP; Cat Ex for RTP

Public Lands

- Consult land management agency for environmental documentation
- USFS (usually maintenance) = Cat Ex
- *Snowmobile Grooming on Existing Routes = NA for MTSGP; Cat Ex for RTP
- Tribal entities on tribal lands = NA for MTSGP



Review Process

| | |
|---------------|--|
| February | Applications submitted |
| Feb & March | Internal review panels review grant applications by program for eligibility and score based on program's review criteria |
| March & April | External committees review grant applications that passed internal review and scores them |
| April & May | External committees hold funding meetings in Spring 2022 and provide funding recommendations |
| May & June | Funding recommendations are posted online for public comment |
| June & July | Parks Division makes final decisions on all funding recommendations |



Review Criteria for RTP & MTSGP

- Access and Connectivity (x1)
- Recreational Opportunity (x2)
- Need for Project (x2)
- Benefits of Project (x2)
- Short and Long-term Maintenance (x1)
- Application Quality/Clarity (x1)



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