Montana Trail Stewardship Grant Program
2023 Grant Application Guidelines

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For More Information
Contact: Trail Stewardship Program Manager
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https://fwp.mt.gov/aboutfwp/grant-programs/trail-stewardship

Trail Stewardship Program
GRANT GUIDELINES

Program Overview

The Trail Stewardship Grant Program (TSP) is a state program that provides funding for the development, renovation, and maintenance of motorized and nonmotorized recreational trails and trailside facilities throughout Montana (23-2-108 and 23-2-109, MCA). TSP is administered by the Parks & Outdoor Recreation Division within Montana Fish, Wildlife & Parks (FWP).

In 2019, the Montana Legislature passed Senate Bill 24 which generates about $950,000 per year to fund projects that benefit small communities, urban centers, and backcountry landscapes. Funding for TSP comes from a portion of Montana's $9.00 light vehicle registration as well as tax revenue from recreational marijuana sales. TSP has awarded approximately $2.6 million in its first two grant cycles (2021-2022) to 73 different trail access and improvement projects across the state.

Available Funding

The amount of available funding is expected to be approximately $1.5 million. Exact funding information will be available at the conclusion of the 2023 State of Montana Legislative Session. Applicants may request a maximum of **$75,000** in grant funds.

Match Requirement

Each project must have a ratio of 90% TSP funds to **10% matching funds**. Matching funds may be cash or in-kind.

Eligible Applicants

Grant applicants may include federal, tribal, state, county, or municipal agencies (including school districts), and nonprofit recreational associations and clubs. An organization can submit (1) one grant application per grant cycle.

Application and Project Period

The application period is open November 15, 2022 to January 31, 2023 at 5:00pm MST. Applications are accepted via WebGrants at funding.mt.gov. FWP anticipates announcing grant awards and issuing contracts in May/June.

Project Start

Projects may begin once the Contract Agreement has been completed, it is expected all contracts will be signed and projects may begin in June 2023. Project expenses incurred prior to the start date are ineligible for reimbursement or match.

Project Close

The deadline to expend project funds or matching funds and complete project work is October 15, 2025. All reimbursement requests and a final report are due by December 31, 2025.

*TSP is a reimbursement program. If awarded, an entity may receive reimbursement only **after** the entity has expended funds on an eligible expense and submitted adequate documentation.*

Project Eligibility

Not all activities are eligible for TSP reimbursement or match. The following is a list of eligible and ineligible project types.
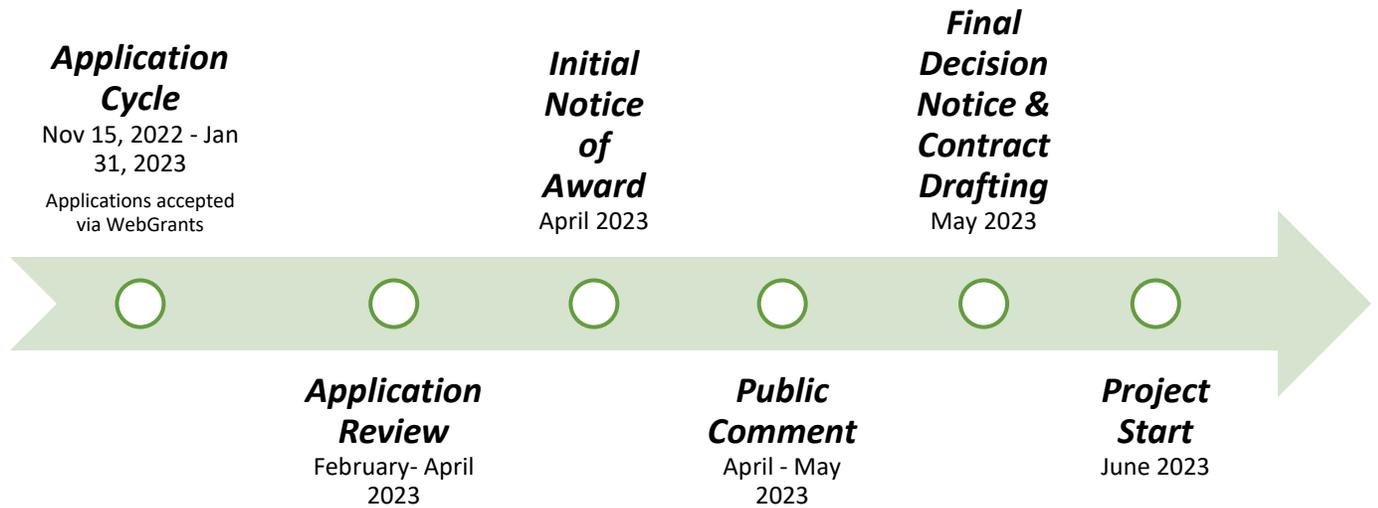
Eligible Project Types

- ▶ Development of urban trail linkages near homes, workplaces, and commercial centers
- ▶ Provision and integration of features to assist individuals with disabilities
- ▶ Construction of new trails and shared-use paths
- ▶ Rehabilitation and maintenance of existing trails and shared-use paths, including grooming of trails for motorized and nonmotorized winter recreation
- ▶ Construction and maintenance of trailside and trailhead facilities, including but not limited to bridges, fencing, parking, bathrooms, latrines, picnic shelters, trail signs
- ▶ Maintenance or storage of equipment, including winter grooming equipment
- ▶ Restoration of areas damaged by trail use
- ▶ Trail projects on routes legally designated or otherwise appropriately approved by the land managing agency
- ▶ Weed management inside established trail corridors

Ineligible Project Types

- ▶ Acquisition of easements and property for trails
- ▶ Purchase of equipment (an article of nonexpendable, tangible property having a useful life of more than five years and with an acquisition cost that exceeds $1,000)
- ▶ Development of marketing and ethics education programs/materials
- ▶ Feasibility studies and planning
- ▶ Purchase of materials for equipment
- ▶ Facilities (shelters, toilets, picnic tables, benches, etc.) located in park or other settings which are not clearly and solely for the benefit of trail users (versus an enhancement for park users)
- ▶ Weed management outside of an established trail corridor
- ▶ Projects managed as profit-making entities
- ▶ Trail projects on routes not legally designated by the appropriate land managing agency
- ▶ Projects that displace fish and wildlife species, reduce habitat effectiveness, cause irreparable damage to vegetation, soils, water, and wild public lands, and/or substantially increase conflicts
- ▶ Trails, or any project pertaining to that trail, currently under litigation in a court of law
- ▶ Projects that have the potential to substantially alter legal use patterns or make the trail substantially less desirable for the spectrum of current users
- ▶ Projects unrelated to a trail or a shared-use path

Application and Review Timeline

Application Cycle
Nov 15, 2022 - Jan 31, 2023
Applications accepted via WebGrants

Application Review
February- April 2023

Initial Notice of Award
April 2023

Public Comment
April - May 2023

Final Decision Notice & Contract Drafting
May 2023

Project Start
June 2023

General Requirements

Documentation of Project Support/Approval

General letters of support are not required but are recommended. Letters of commitment are required for some project types and activities. Contact the Program Manager if you are unsure what is required for your project.

▶ **If the applicant is a nonprofit organization**, you must provide a copy of meeting minutes or a letter from the organization's leadership committing to the project if funding is awarded.

▶ **If your proposed project takes place on land not owned by the entity applying for funding**, you must provide:

- Permission to access the land: a current Collection Agreement, Land Use Agreement, or other such legal document demonstrating landowner permission for your organization to access and use the land. If the documentation is not current, you must provide a letter from the entity affirming their commitment to enter into such an agreement before the project start date.

- Permission to conduct specific project work on the land: If the agreement does not specify the type of work or timeframe that you may do work, additional documentation is required to demonstrate that your project is allowable. For example, if you have a Collection Agreement for winter grooming but plan to use funds to install culverts—and installation of culverts is not specified in the Collection Agreement—additional documentation is required.

- Permission for the public to access the land: Landowner Permissions, Easements, and Public Access.

▶ **If your application references a match commitment from another entity** (cash, donation, volunteer labor, etc.), you must provide a current letter or other such documentation from the entity stating their commitment to this specific TSP project.

▶ **If your application references any other type of commitment from another entity** (e.g. a commitment to maintenance), you must provide a current letter or other such documentation from the entity stating their commitment to this specific project.

No other documentation of support is required to apply although Letters of Support are accepted. If you choose to submit any Letters of Support, be sure they meet the following requirements:

- ▶ Letters are typed
- ▶ Letters are from an organization, not an individual (unless an individual is expressing a commitment to the project or landowner is an adjacent, affected landowner)
- ▶ Letters are signed and dated
- ▶ Letters are current and reference the specific project/grant year for which you are applying
- ▶ Letters are unique

Landowner Permissions, Easements, and Public Access

The public must be assured legal access to trails and trail-related facilities developed or maintained with State funds. The program places a higher value on longer-term easements or agreements that have the potential of allowing for public access in perpetuity.

Private Property

On the application, you must include an owner-signed legal easement or lease agreement that will allow public access to the area/trail for a minimum of fifteen years *past the time of application.* The exception is for winter grooming operations; winter grooming operations on private land must include an easement or legal agreement that will allow for winter grooming for a term of at least five years.

Public Land

On the application, you must include documentation of approval for the project from the corresponding land management agency (e.g. a Collection Agreement or letter of support from the land management agency).

In each case above, if the agreement will expire before the TSP project start date, the application should also include a letter/documentation from the landowner or land management agency stating its intent to reissue the agreement in time for project work to begin.

Right-of-Way, Railroad Certifications, and Public Utility Certifications

Each application must include all necessary public right-of-way, railroad, and/or public utility certifications or confirm that no such certifications are required for the project. All certifications must be guaranteed at the time of application for your project to be considered for funding.
If your project includes trail construction or improvements along any State Highway right-of-way, you must contact your local Montana Department of Transportation (MDT) office and follow all applicable requirements. Typically, applicants working along a State Highway will need to submit an Encroachment Permit with the application or a Letter of Intent stating that the project has been approved by MDT. Coordination and certification with a railroad and/or public utility must include certification of one of the following:

- ▶ No railroad/utility facilities will be affected
- ▶ All railroad/utility work will be completed prior to the start of project work
- ▶ Arrangements are in place to have railroad/utility work undertaken during project work

Application Review

All award decisions will be made in late spring 2023 by FWP. The TSP application review process consists of multiple steps.

Review Panels

Internal Review Panel: 2-3 FWP employees, including the TSP program manager, a representative from the Financial Assistance and Compliance Bureau, and/or another representative of the agency.

State Trails Advisory Committee (STAC): a group of individuals (members) appointed by the Governor and agency officials from the state and federal government (advisors) who represent diversified trail interests throughout Montana. Additional information available on the STAC webpage. Members serve three-year terms.

Application Review Process

Internal Review – Preliminary Review: The TSP program manager, as part of and in conjunction with the Internal Review Panel, performs a technical review of eligibility for each application. Applications which do not pass preliminary review will not be reviewed by the State Trails Advisory Committee or considered for funding.

Internal Review Panel – Review: Internal Review Panel members also review the overall application based on the TSP Scoring Criteria and provide individual scores per criterion.

Internal Review Panel – Meeting: The Internal Review Panel meets to determine which applications did not meet preliminary review requirements based upon the preliminary review rubric. Changes to the self-reported applicant percentages for motorized and nonmotorized use are discussed; all changes must be approved by the Panel.

State Trails Advisory Committee Review: State Trails Advisory Committee (STAC) members review all applications that passed preliminary review as determined at the Internal Review Panel's meeting. Committee members give each application an overall project score based on the Scoring Criteria.

Average application scores for both the Internal Review Panel and STAC are collected. From these two averages, one overall average score per project is placed in a ranked recommendation list which includes summarized notes from reviewers. This ranked recommendation list is provided to STAC and Internal Review Panel members prior to the Funding Decision Meeting. This ranked recommendation list will include recommended funding per project based upon that project's ranking.

Funding Decision Meeting: The STAC and Internal Review panelists meet to review the ranked recommendation list. At the funding decision meeting, a project may only be moved upwards, downwards, or removed from consideration within the ranked recommendation list if:
- New concerns about the project have materialized that were not brought to attention during the review period
- Documentation required prior to the review meeting was not provided by the applicant;
- A MEPA review of the project found the applicant's MEPA analysis to be unsatisfactory; or,

Any movement of a project within the ranked recommendation list requires a majority vote by STAC members and must be supported by the appropriate rationale, above. A finalized list of recommended awards is determined by majority vote of STAC members.

Recommended Awards: The final recommended list is provided to the Parks & Outdoor Recreation Division Administrator for consideration. FWP's list of recommended TSP awards is then opened for public comment. At this time, applicants are notified of their recommended award.

FWP Decision Notice: At the close of the public comment period, the TSP Program Manager incorporates all public comments into a FWP Decision Notice. This Notice is published by the Parks & Outdoor Recreation Division Administrator. At this time, all recommended awards are finalized as official awards.

Application Scoring Criteria
Application review panels score applications based on the criteria described below.

Project Plan: The proposed project is described in detail to include specifics about:
- Project location
- Physical traits of the work to be completed
- Qualifications of the workforce
- The reported recreational use of the trail

Additional points are awarded to answers outlining how the project improves public access to the outdoors and/or aligns with an existing land use management strategic plan or initiative.

Project Implementation: The proposed project has articulated a realistic timeline for implementing multiple project phases and has provided a list of practical tasks that will monitor the progress of implementation. A detailed budget outlines the applicant's funding request and aligns with the technical needs of the project.

Recreational Benefit: The proposed project has identified all relevant user groups and explains how the project benefits recreational opportunities and access to the public.

Trail Sustainability: The proposed project improves the public's connection to existing trails and/or cultural, historical, and recreational resources in the area. Elements of the project which serve to reduce negative impacts to the environment are clearly described and well researched. The ongoing maintenance needs of the projects are well documented and provide plan for sustaining the gains of the project's work.

Budget and Matching Funds

Creating a Budget in WebGrants
When applying for TSP funding in WebGrants, you will be instructed to fill out two budget forms: the Budget Form and the Funding Strategy Narrative Form. The WebGrants Budget Form should summarize your budget numbers. The WebGrants Funding Strategy Narrative Form should detail budget line items and provide short narratives about your funding strategy. Be sure the information on your Budget and Funding Strategy Narrative Forms is clear, detailed, and justified.

Match Requirements
Entities must ensure matching funds meet FWP requirements. Applications that do not include the minimum amount of match may not meet preliminary review requirements.

To meet FWP requirements, matching funds must:
- ▶ Be an eligible TSP activity
- ▶ Be clearly tied to the proposed project scope
- ▶ Be incurred after the project start date (except design/engineering costs which may be incurred up to twelve months before the project start date)
- ▶ Be guaranteed at the time of application
- ▶ Have a total value of at least 10% of the total project cost (funding request plus match)

Within the WebGrants application, match items should be categorized as Sponsor Funds or In-Kind Contributions, according to the descriptions below.

Sponsor Funds: The cash an entity has guaranteed to spend on the proposed project, including materials and salary it will use on the proposed project. Partner organization materials and salaries are also considered sponsor funds.

*In-Kind Contributions***:** The value of volunteer labor, donated professional services, donated materials, etc. For calendar year 2023, general volunteer labor may be calculated at $25/hour.

The minimum amount of match shown on an application must be 10% of the total project cost (funding request plus match), which is equal to 1/9 of the funding request (see below).
Use either formula to calculate your match requirement:
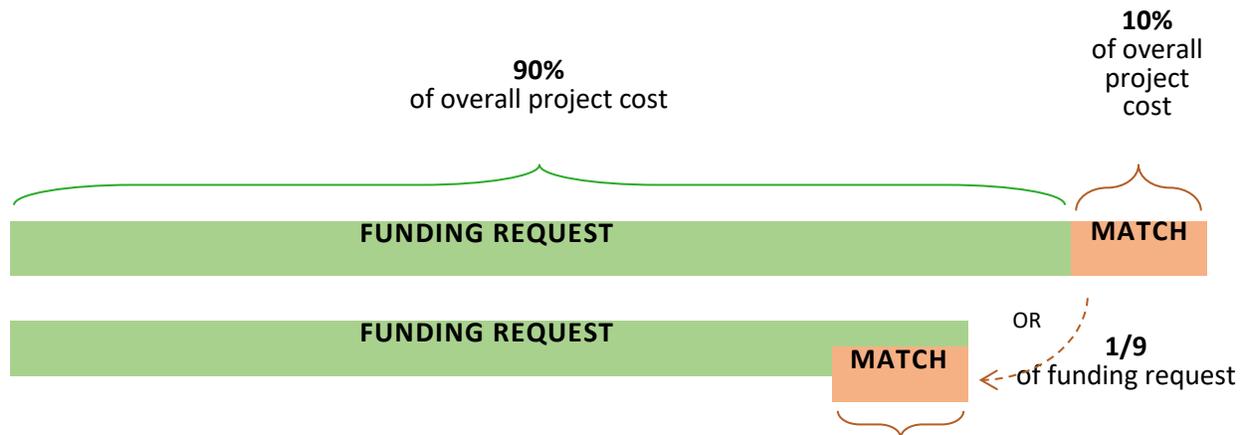
Minimum Match = (Funding Request / 0.90) – Funding Request
or
Minimum Match = Funding Request x (1/9)

Volunteer Hours as Match: The TSP allows volunteer hours to be used as match with proper documentation. The number of volunteer hours shown on your application must be guaranteed and/or justified based on the amount of volunteer labor your organization utilized on similar projects.

If your project is funded, all volunteer hours used as match must be documented using the most current volunteer log (which requires volunteer and volunteer manager signatures). Volunteer hours will not be accepted as matching funds if documentation is missing information required on FWP's volunteer logs.

Using Other FWP Grant Programs' Expenses as Match: TSP applicants may include expenses/reimbursement from other FWP grant programs as match in their project budgets. For example, expenses from a Recreational Trails Program award may be used as match on your proposed TSP project. For such match to be eligible, the work that will be reimbursed through another grant program:

- ▶ Must fall under your TSP project scope
- ▶ Must take place during your TSP period of performance

All match requirements must be guaranteed at the time of application. Therefore, you cannot include match from a unawarded grant, an application in review, etc.

It is recommended you contact the Program Manager if considering including match from another grant program in your application.

Outdoor Recreation Accessibility

The TSP strives to integrate and maximize accessibility into the full range of recreation opportunities while conserving the outdoor experience via maintaining its character and experience.
Trail designers should seek opportunities to incorporate accessible features and elements. The TSP does not require all projects to comply with accessibility guidelines and standards; however, preference is given to applications that incorporate accessible features and elements, especially for new construction projects
For example, where appropriate, TSP projects should:

- ▶ Provide the required level of accessibility and be served by an accessible route where trail-related facilities such as parking lots, shelters, toilets, drinking fountains, and other features are provided on or along an accessible trail site
- ▶ Include trail routings that meet accessibility criteria to ensure that there are recreation opportunities for a variety of trail users, both traditional and non-traditional
- ▶ Account for people experiencing disabilities that may arrive at trail facilities by horse, OHV, or snowmobile, with assistance, or by other means

The *Accessibility Guidebook for Outdoor Recreation and Trails* (2016), published in cooperation with the U.S. Department of Transportation, Federal Highway Administration's Recreational Trails Program, and the USDA Forest Service, contains useful concepts to help organizations maximize accessibility without changing the setting in outdoor recreation areas and on trails.

Considerations for Specific Project Types and Expenses

Administrative Cost Rate for Grantees
Administrative costs are those that support the entire organization and are not specific to the proposed project. The TSP allows grantees to use an administrative cost rate (up to 7% of the grant request) to cover such expenses. The administrative cost rate must be included in the budget at the time of

application. The administrative cost rate must be included as a project expense and may not be used as match.

For example, if you are requesting $10,000 in TSP funds, you may include a line item of up to $700 ($10,000 x 7%) for administrative costs.

If the administrative cost rate is in the grantee's approved budget, it must be applied consistently on reimbursement requests throughout the project period. No documentation is required to substantiate the administrative cost rate once the budget documents are approved by the Program Manager.

Administrative costs may include
- ▶ Accounting, auditing, contracting, budgeting, and general legal services
- ▶ Facility occupancy costs (e.g., rent, utilities, insurance, taxes, and maintenance)
- ▶ General liability insurance that protects the organization
- ▶ Depreciation on building and equipment
- ▶ Office supplies
- ▶ General and administrative salaries/wages

Constructing or Resurfacing a Trail: Applicants proposing to build or resurface a trail should justify the chosen trail-surface type in their application

Regardless of trail surface, construction costs and maintenance costs vary widely for each surface type. Applicants should therefore reach out to potential contractors for a quote(s) to develop the most detailed, accurate budget for their proposed project. Applicants may also consider reaching out to trail groups/communities that have undertaken similar projects to get more information.

Proposals for Asphalt or Concrete Trails: TSP can be used to fund asphalt or concrete trails or shared-use paths. Due to the high upfront cost of these mediums, applicants must answer additional questions on the application to justify the need for asphalt/concrete. A detailed maintenance plan and parties responsible must also be identified.

Maintenance Plans: Any applicant proposing to construct or resurface trails must include a detailed maintenance plan on the application. A detailed maintenance plan should:

- ▶ Identify the entity(s) which will perform both short- and long-term maintenance
- ▶ An explanation of how the maintenance will be funded
- ▶ The maintenance activities which will take place; and
- ▶ The anticipated timeline for performing maintenance

Winter Grooming Costs: TSP uses a groomer reimbursement methodology that employs an hourly rate based on average groomer expenditures. These rates are used in lieu of receipts for trail groomer expenses. For projects using the trail grooming reimbursement rates, the included expenses (see below) may not be reimbursed for exact cost or used as match.

Expenses covered by the grooming reimbursement rate:

- ▶ Fuel
- ▶ Oil
- ▶ General maintenance and repairs (including labor)

Hourly Rates:

- ▶ Utility sled used for trail grooming: $20.00 per hour (does not include operator labor)
- ▶ Large groomers (e.g. PistenBully): $120.00 per hour (does not include operator labor)

TSP funds may be used to reimburse groomer expenses, according to the groomer type and record of hours. Grooming hours and mileage must be documented using daily grooming logs and monthly summary sheets. Examples of these sheets can be found on the [Program Website](#).

On the application, show the math you used to calculate your overall grooming cost. Include a breakdown of expected hours by month.

Expenses Not Included in the Reimbursement Rates: Grooming-related costs may be reimbursed with TSP funds or used as match based on exact expenditures. Expenses not covered by the grooming reimbursement rate:

- ▶ Grooming machine operator labor
- ▶ Costs not associated with actual operation of the equipment (e.g. signs, weed spray)

Salaries/Labor Costs

Proposed salary/labor costs must be associated with on-the-ground trail efforts. For salaries/labor costs to be considered for TSP funding, the application must identify the following:

- ▶ The title of each position proposed to be funded with TSP funds
- ▶ The number of hours each position will work on this project and an overview of the work they will perform
- ▶ Each position's hourly rate of pay and/or how you've calculated the value of the salary(s) you are proposing for reimbursement

Volunteer Trail Coordinator Positions: Volunteer Trail Coordinator positions may be an eligible TSP expense. The application must include a compelling explanation as to the need for the position and how it uniquely benefits various trail user groups and recreation. Approved grant funding for Volunteer Trail Coordinator positions will cover salaries and travel per diem only. Projects requesting *only* Volunteer Trail Coordinator funding will not be considered. Volunteer Trail Coordinator funding must be utilized in connection to a larger trail project.

Trail Steward Positions: Trail Steward positions may be an eligible TSP expense. The application must include an explanation as to the need for the position and how it uniquely benefits various trail user groups. Approved grant funding for Trail Steward projects will cover salaries and travel per diem only. Enforcement activities are not an eligible use of TSP funds.

Travel-Related Costs

Travel-related expenses may be used as proposed project expenses or match. If funded, the state rates applicable during the period of performance must be used for reimbursement. Current state rates for this biennium and/or calendar year are shown below for mileage, per diem, and use of personal property. Use the rates below to build your project budget on your application, bearing in mind the rates may have been updated once you submit a reimbursement request.

Vehicle Mileage: TSP funds can reimburse miles driven to or from an TSP project site at the current, approved state rate. The state rate to be used on the application is $0.58 per mile[1]. The current Travel Form must be used to document the miles being reimbursed; that form will include the current state rate at the time of reimbursement.

Meals by Receipt (at Real Cost): A grantee organization may be reimbursed for groceries purchased for TSP-funded trail crew meals. In this case, all itemized grocery receipts and proof of purchase(s) must be included with a reimbursement request.

Meals by Meal Allowance (Per Diem): TSP funds can reimburse meals by allowance at the current, approved state rate. To be eligible for a meal allowance while traveling to/from a TSP project, an individual must be in a travel status for more than three continuous hours within one of the following time ranges. The individual must also be at least 15 miles from the organization headquarters or home, whichever is closer. The current Travel Form must be used to document the meal allowances being requested; that form will include the current state rate at the time of reimbursement.

Time Range	Meal Allowed	State Rate
12:01am to 10:00am	Morning Meal	$7.50
10:01am to 3:00pm	Midday Meal	$8.50
3:01pm to Midnight	Evening Meal	$14.50

If the individual travels each day from headquarters or home to a specific TSP work site(s) within the vicinity of their headquarters or home, they are not in a travel status.

Use of Property

If an individual uses the property listed below specifically for a TSP project, you may claim the appropriate amount for property expenses. The current Travel Form must be used to document the property expense(s) being requested; that form will include the current state rate at the time of reimbursement.

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[1] If you are seeking reimbursement for more than 1,000 miles driven by one individual in a calendar month, the reimbursement rate for the miles driven over 1,000 miles lowers to $0.53 per mile.

Type of Property	State Rate (per day in use)
Motorized OHV or Boats	$15.00
Horse Trailer	$15.00
Other Trailer	$5.00
Horse (Pack Animal)	$16.00

Environmental Review Requirements

TSP projects must meet Montana Environmental Policy Act (MEPA) requirements to be eligible for funding. FWP will conduct an internal review process for each project, however, applicants are strongly encouraged to upload environmental review documents related to their project. On the application, attach all relevant environmental review documentation regardless of whether the documentation has been submitted with another grant program's application.

Non-Public Land Projects: *Environmental Review Requirements by Project Category*

For entities *not working on state, federal, or tribal land*, use the categories and descriptions below to determine what project type(s) are associated with your project proposal. As referenced below, "trail" includes shared-use paths. Environmental requirements per project category are included. If your proposed project includes work in several project categories, you must complete the most stringent environmental documentation requirements. For instance, if your snowmobile grooming project also includes summer trail maintenance (brushing), you must complete a Categorical Exclusion document.

Construction and Improvement

Description: New construction and improvement of trails or trailside facilities:
- ▶ Any new trail tread proposed, including creation of a new trail, widening of an existing trail, or resurfacing an existing trail
- ▶ Construction of new trail structures (e.g. new culverts/drainage structures, bridges)
- ▶ Construction of new trailhead/trailside structures (e.g. latrines, picnic areas, parking areas)
- ▶ Placement of sheds/structures beyond an established building footprint

Environmental Documentation Requirements: A proposed project must undergo a MEPA Environmental Analysis (EA). On the application, you must attach the Environmental Analysis Form located on the https://fwp.mt.gov/aboutfwp/grant-programs/trail-stewardship. Other forms may be accepted if they include an analysis equal to or greater than what is found in FWP's EA Form.

Maintenance and Repair

Description: General maintenance and repair on established trails or trailside facilities:
- ▶ Grooming for cross-country ski areas on existing, approved groomed routes
- ▶ Brushing, clearing of vegetation from previously established trail corridor
- ▶ Repair of trail tread and trail structures (e.g. drainage structures) to their previous condition
- ▶ Replacement of trail signage or placement of signage within an established trail corridor or trailhead/trailside facility
- ▶ Weed management within an established trail corridor
- ▶ Other activities identified as "maintenance" in the landowner's management/maintenance plan

Environmental Documentation Requirements: A proposed project may qualify for a Categorical Exclusion (CE)**.** Applicants must complete all steps in the document. On the application, you must attach one of the Categorical Exclusion Forms located on the Program Website.

Grooming for Snowmobile Areas on Existing Routes
Description: Grooming on existing snowmobile routes as approved by the land management agency.

Environmental Documentation Requirements: A proposed project that only includes grooming of existing, approved routes at a snowmobile area requires no environmental review. Such projects are exempt from environmental review under MEPA (23-2-657 (2), MCA).

Public Lands Projects: *Environmental Review Requirements*

Except for those proposing only snowmobile area grooming, entities proposing work on state, federal, or tribal public lands must consult the appropriate land management agency(s) for environmental documentation. It is the applicant's responsibility to collect and review the documentation to ensure it is relevant to their proposed project and from within a three-year timeframe. On the application, entities working on public lands must attach environmental documentation signed/approved by the appropriate land management agency. Entities working on US Forest Service lands may utilize the US Forest Service Categorical Exclusion form located on the Program Website.
A proposed project that only includes grooming of existing, approved routes at a snowmobile area on public lands requires no environmental review. Such projects are exempt from environmental review under MEPA (23-2-657 (2), MCA).
Tribal entities conducting work on tribal lands do not need to submit any MEPA documentation.

Tiering from Other Environmental Documents
When appropriate, a proposed project's environmental review may be tiered from an existing environmental review. Land management agencies, for example, often tier their documentation for proposed projects from more-encompassing environmental documents (e.g. a forest-level Environmental Analysis, Travel Plan, Decision Notice, etc.). If you are tiering your environmental review from another document, attach a letter to your application and include the following information.

- ▶ The name of the document from which your environmental review is being tiered. In addition, attach either the document itself to your application or, if it is available online, you may link to it in the letter.
- ▶ A summary of the project impacts as discussed in the document. Unless the document is specific to the proposed project, reference where in the document each discussion can be found.
- ▶ If any negative impacts were identified, include a summary of mitigation measures that will be taken to reduce negative impacts.
- ▶ If the environmental review document is not from within a three-year timeframe, include a statement of revalidation from the agency that conducted the original review.

Compliance with Existing Laws, Regulations, Policies, and Ordinances
All projects seeking funding from the TSP must comply with existing federal, state, and jurisdictional laws, regulations, and ordinances. If applicable, such compliance should be discussed and demonstrated on the project's environmental review documentation.

FWP encourages public involvement in all proposed TSP projects. The TSP does not require applicants to post a legal notice and conduct a 30-day public comment period to apply to the program. At the time of application, however, the applicant should be able to demonstrate it has involved the public, adjacent landowners, and other interested parties in the proposed project planning/approval. Public participation documentation may be uploaded with an application.