

Sussex County Open Space Committee



**September 23, 2021
7:30 PM
Meeting Held Remotely**

Web Access: <https://meetings.dialpad.com/room/bkoppenaal>

Meeting Call-in #: [1-973-310-6972](tel:1-973-310-6972)

SUSSEX COUNTY TRAILS GRANT PROGRAM

2021 Project
Solicitation and
Information
Session

Program Overview

The Sussex County Trails Grant Program will provide small grants for the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails.

Program Goals:

- Connect land for regional greenways and trail development.
- Offer opportunities for resource-based (passive) recreation.
- Provide opportunities for facility-based (active) recreation.
- Promote tourism activities.
- Enhance land and sites with historic values
- Enhance system safety for permitted users.

Eligible Applicants

- ❑ Any of the twenty-four municipalities in the County of Sussex.
- ❑ County of Sussex
- ❑ Charitable conservancies as defined by N.J.S.A. 40:12-15.1.
 - Charitable conservancies must submit a resolution of support from the appropriate municipal governing body for each application submitted.

Grant Funding

- ❑ Established prior to each grant solicitation by the Sussex County Board of Chosen Commissioners
- ❑ Provided on a reimbursement basis.
- ❑ Minimum Grant Award: \$250.00
- ❑ Maximum Grant Award:
 - Individual municipality: \$5,000.00
 - Two or more municipalities: \$15,000.00

Matching Funds

- ❑ Municipalities must provide matching funds of equal or greater value.
 - Demonstrate evidence of matching funds as part of application.

OR

- Demonstrate ability to match the grant requested.

Matching Funds

- ❑ Can be any of the following:
 - In-kind Contribution
 - Direct Donations
 - Other Grant Sources
 - Municipal Funding

- ❑ Value of land and acquisition costs may not be used towards match.

Matching Funds

In-Kind Contributions:

- Non-monetary donations of goods, materials, services, equipment, and volunteer labor.
- Must be quantifiable, integral, and necessary to the project.
- Must be included as part of an approved cost estimate.
- Supported with documentation that corroborates fair market value of the goods or services provided.
- Volunteer labor may be used as a match only and is never a reimbursable item.
- Rates for volunteers should be consistent with the NJ Prevailing Wage Rate Determinations.

Project Requirements

Location

- Permanently preserved public land held by a public entity.
- Permanent easement dedicated to a public entity enabling public recreational trail use.
- Willing owner

Public Access

- Must allow public access to trails/ amenities/ facilities.
- Prohibited from charging user fees.

Land Use

- Lands/easements cannot be conveyed, transferred, disposed, or diverted to uses other than recreation or conservation purposes.
- Grantee responsible for compliance with all applicable rules, laws, and regulations.
- Ongoing maintenance and operation is the responsibility of Grantee.

What projects are eligible?

Construction of New Trails of Non-Motorized Types



- * Non-motorized – a shared use travel way established either through construction or use, across land or snow, used for:
 - Pedestrian activities, including wheelchair use
 - Bicycling (human powered vehicles)
 - Aquatic or water activities
 - Equestrian uses
 - Cross-country skiing
 - Birding

What projects are eligible?

Rehabilitation And Restoration Of Existing Trails

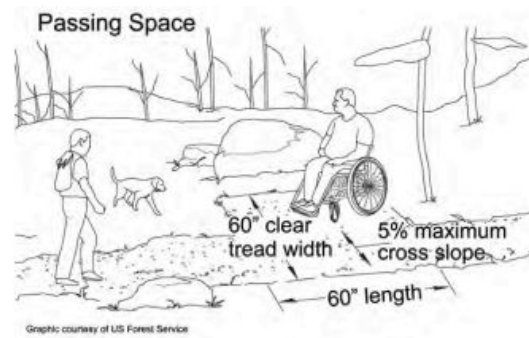


What projects are eligible?

ADA Compliance Efforts

TRAIL LINEAR GRADE (RUNNING SLOPE) GUIDELINES

From	To	Maximum Distance
0%	5%	Any distance
5.0%	8.33%	200 feet
8.33%	10%	30 feet
10%	12%	10 feet



KEY ELEMENTS IN DESIGNING & CONSTRUCTING TRAILS FOR ACCESSIBILITY

LINEAR GRADE



Figure 1: Measuring *Linear Grade (Running Slope)* of an accessible trail. © photo 2013 Penn Trails LLC

CROSS SLOPE



Figure 2: Measuring *Cross Slope* of an accessible trail. © photo 2013 Penn Trails LLC

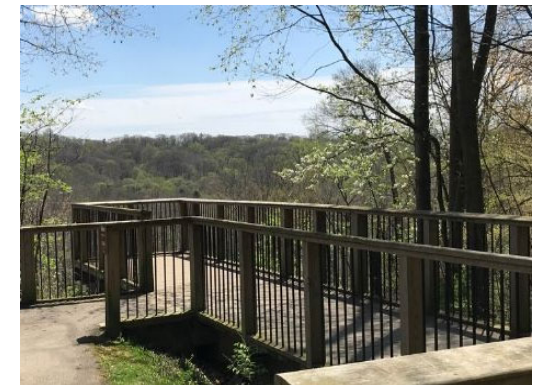
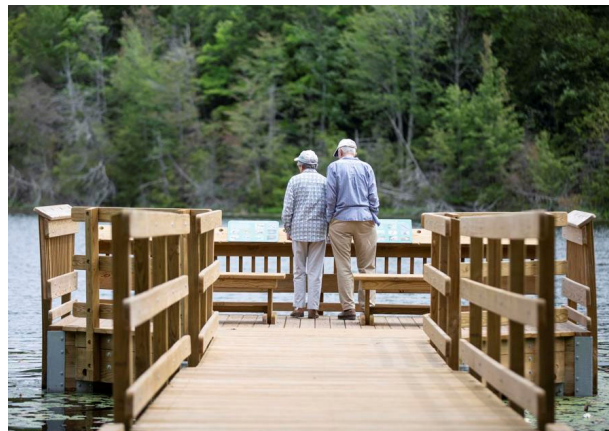
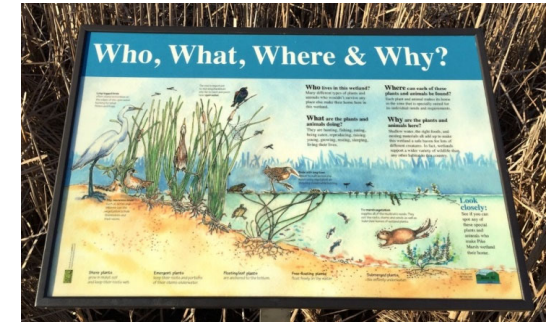
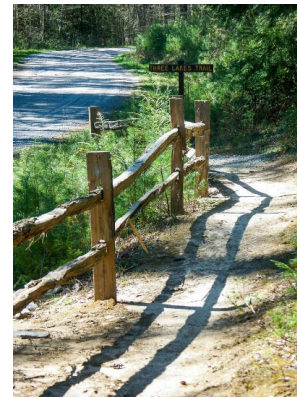
What projects are eligible?

Safety enhancements
to trails and trail-street
intersections



What projects are eligible?

Construction and Installation of Trailside and Trailhead Facilities.



What activities are NOT eligible for funding?

- ❑ Land Condemnation
- ❑ Land Acquisition
- ❑ Feasibility Studies
- ❑ Planning
- ❑ Engineering / Design
- ❑ Professional Services
- ❑ Sidewalks
- ❑ Improvements or construction to roads, except trail-street intersection safety enhancements
- ❑ Improvements or construction of road shoulders
- ❑ Lighting
- ❑ Running tracks (used for races involving athletes at track meets).
- ❑ Promotional materials (shirts, hats, pins, etc.)
- ❑ Security and Law enforcement personnel and activities
- ❑ Reimbursement or offset of municipal staffing costs.

Anticipated Timeline*

September 2021:	Grant Announcement
September 23, 2021:	Pre-Application Meeting
December 2, 2021:	Tentative Grant Application Deadline – may be subject to change
December 2021:	Projects Reviewed by Open Space Advisory Committee
January 2022:	Open Space Application Meeting
February 2022:	Recommendations to County Commissioners
March 2022:	Grant Agreements mailed
March 2023:	Project completion

**Subject to Change*

Application Package

- Application requirements include:

- ❑ Applicant Information
- ❑ Ownership Information
- ❑ Project Information
- ❑ Project Costs
- ❑ Project Narrative/Description
- ❑ Project Map
- ❑ Project Schedule
- ❑ Supporting Documentation
 - Governing Body Resolution authorizing submittal of the Application
 - Trail Enhancements (if applicable) (photos must be in *.jpg format)
 - Evidence of Matching Funds Commitment
 - Agency Authorization (if applicable)
 - Cost Estimate Spreadsheet



Trails Grant Application

The Sussex County Trails Grant Program funds projects to provide recreational trail use opportunities which benefit the community or enhance the quality of life for Sussex County residents and visitors. This program is open to all 24 municipalities in Sussex County, individually or in partnership with another municipality; the County; or non-profits working in coordination with a municipality.

APPLICANT INFORMATION	
Project Title:	Municipality:
Contact Person:	Email:
Full Address:	
Phone:	Phone:
Partner Municipalities, if Any:	
OWNERSHIP INFORMATION	
Name:	
The trail is controlled by:	
<input type="checkbox"/> Fee Simple <input type="checkbox"/> Easement <input type="checkbox"/> Right of Way <input type="checkbox"/> Other: _____	

COUNTY USE ONLY
Project Name:
Grant ID:
Date Received:
Date Awarded:

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PROJECT INFORMATION	
Project Title:	Municipal or Regional Partners:
USER INFORMATION (check all that apply)	
<input type="checkbox"/> Hiking, walking, running, etc. <input type="checkbox"/> Biking <input type="checkbox"/> X-Country Skiing <input type="checkbox"/> Paddle/Aquatic	<input type="checkbox"/> Equestrian <input type="checkbox"/> ADA Accessible Access <input type="checkbox"/> Other _____
TRAIL IMPROVEMENT	
<input type="checkbox"/> Rehabilitation/Restoration of Existing Trail <input type="checkbox"/> New Construction <input type="checkbox"/> ADA Accessibility Enhancements	<input type="checkbox"/> Trail and trail-street intersection safety enhancements <input type="checkbox"/> Trailhead and Trailside Facility Construction
PROJECT NARRATIVE	
Project Description: Please provide a description of your project and a scope of work. Be sure to include the actual work to be accomplished with the grant funds. Who will complete the work? Who will oversee the project? List specific activities to be completed i.e., how many feet, miles; materials to be used; standards or guidelines, etc.	
Please continue on additional sheet if necessary.	
PROJECT COSTS	
Costs of Materials:	Total Project Cost:
Grant Request:	Matching Funds:
Matching Fund Source:	
*Provide Proof of Funds	

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SUSSEX COUNTY TRAILS GRANT CHECKLIST

Following is a checklist of materials required as part of the Sussex County Trails Grant application:

- 1. Applicant Information
- 2. Ownership Verification
- 3. Project Narrative/Description
- 4. Project Map
- 5. Project Schedule
- 6. Supporting Documentation
 - a. Governing Body Resolution authorizing submittal of the Application
 - b. Trail Enhancements (if applicable) (photos must be in *.jpg format)
 - c. Evidence of Matching Funds Commitment
 - d. Agency Authorization (if applicable)
- 7. Cost Estimate Spreadsheet
- 8. Attend Open Space Application Meeting

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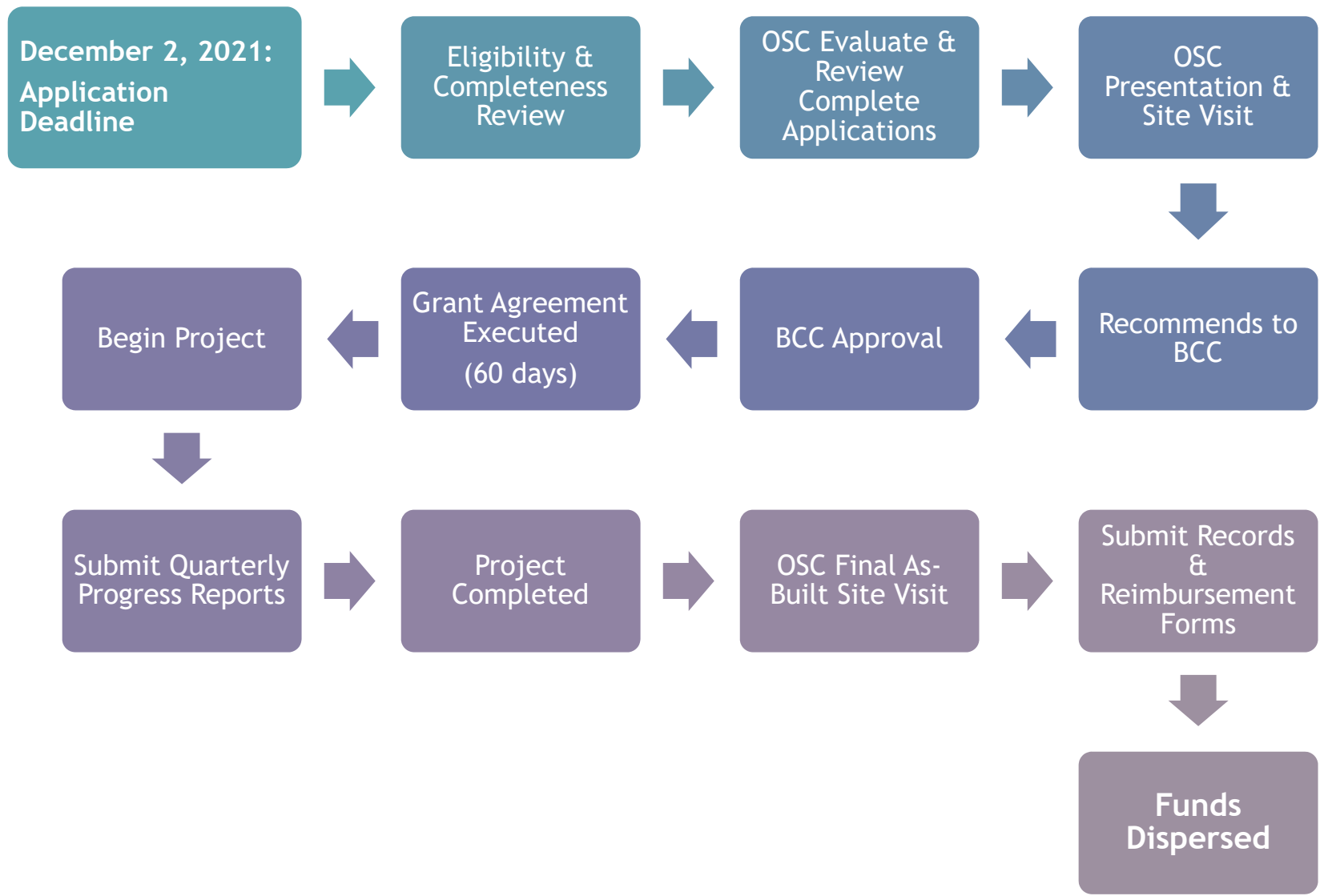


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Application Evaluation

The Open Space Advisory Committee will evaluate applications on the following:

- Access and Design
- Diversity
- Connectivity
- Demand
- Funding
- Constructability
- Consistency with Master Plan Documents
- Maintenance
- Partnerships



Application Procedure

- ❑ Applications must be submitted by December 2, 2021.
- ❑ Program staff will review submitted applications for eligibility and completeness and submit to OSC for their review.
- ❑ OSC will then evaluate, prioritize, and make recommendations for funding to the Board of County Commissioners.
 - Applicants may be required to attend a meeting and present their application to the OSC.
 - OSC members and Program staff may also conduct a site visit for the proposed project.

Application Procedure

- County will prepare and send grant agreement for each selected application.
 - Grant Agreement can not be modified.
 - Agreement between Board of County Commissioners and Applicant.

- Grant agreement must be executed within sixty (60) days of notification of award.
 - Failure to return grant agreement within 60 days will result in forfeiture of grant award.

Grant Completion Procedure

- ❑ Once grant agreement is executed, awardees will have 12 months to complete project.
- ❑ Grant agreement will be terminated if applicant fails to complete project within 12 months.
- ❑ Extensions may be granted by the Board of County Commissioners or its authorized agent.
 - Applicant must demonstrate legitimate reasons/justification for extension.
 - Not to exceed total time frame of 2 years from initial grant agreement execution date.

Grant Completion Procedure

- ❑ Grant funds dispersed after final as-built site visit.
- ❑ Once project is completed, reimbursement forms, financial records, etc. must be submitted to Program Staff. These may include:
 - Contract awards
 - Copies of Checks
 - Paid Bills
 - Payrolls / certified payroll
 - Time Records
 - Attendance records
 - Contracts and agreements
 - Grant Award Documentation



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Reporting and Monitoring

- ❑ Must provide quarterly progress reports detailing tasks completed and percent complete.
- ❑ Progress forms provided to applicant by the County when grant agreement is executed.
- ❑ Program Staff and OSC members permitted to conduct routine monitoring during construction of project.
- ❑ Final inspection and as-built site visit will be required prior to final reimbursing and grant close out.

Questions?

Contact: Maggie Fasel
mfasel@sussex.nj.us
973-579-0500 ext. 1330