



Meeting Agenda State Trails Advisory Committee (STAC)

Date/Time: Wednesday, September 27th, 2023; 9:00am – 3:00pm

Zoom Link:

<https://mt-gov.zoom.us/j/83477611902?pwd=amJBR3NQOQFjQzk5MDk0RDMyN1lnQT09>

This meeting will be recorded and posted on FWP's YouTube channel

The Purpose of this meeting is to review and discuss updates to the Recreation Trails Grant Program (RTP) and the Trail Stewardship Grant Program (TSP) for the 2024 grant cycle. This will include a review of the STAC Charter, application updates, and scoring criteria and rubric improvements.

9:00 – 9:30am	<ul style="list-style-type: none"> • Introductions & Meeting Objectives
9:30 – 10:00am	<ul style="list-style-type: none"> • Greeting from Hope Stockwell • STAC Charter Review
10:00 – 10:30am	<ul style="list-style-type: none"> • TSP 2021 – 2023 Award Review
10:30 – 10:40am	*10 Minute Break
10:40 – 12:00pm	<ul style="list-style-type: none"> • TSP 2024 Application Review • TSP 2024 Scoring Rubric Review
12:00 – 12:30pm	*30 Minute Lunch
12:30pm – 12:40pm	*Public Comment Period
12:40 – 2:00pm	<ul style="list-style-type: none"> • RTP 2024 Application Review • RTP 2024 Scoring Rubric Review
2:00 – 2:10pm	*10 Minute Break
2:10 – 3:00pm	<ul style="list-style-type: none"> • Grant Cycle Review • Set a date for March 2024



State Trails Advisory Committee Charter

September 2023

Purpose

The State Trails Advisory Committee is a committee made up of Montana residents who are tasked with advising Montana Fish, Wildlife and Parks (FWP) on the administration of the Recreational Trails Program and the Montana Trail Stewardship Grant Program . Tasks include recommending the disbursement of grant funds, and the development, renovation, maintenance, management, usage, and promotion of recreational trails in an environmentally responsible manner on city, county, state, federal, and private lands.

Statement of Need

FWP has a need for advice and recommendations from the general public, interested user groups, and other land managing agencies concerning the use and distribution of funds disbursed by two recreational trails grant programs which fall under the purview of the STAC:

Recreational Trails Program (RTP)

RTP is a federal-aid assistance program that helps states provide and maintain trails for motorized, non-motorized, and diversified recreational trail use. RTP is managed by FWP's Financial Assistance and Compliance Bureau (FACB). Pursuant to 23 U.S.C. 206(c)(2), a state recreational trails advisory committee must be appointed for a state to be eligible for its federal RTP funds. This committee must include representatives of both motorized and non-motorized trails users and must meet at least once per federal fiscal year. Pursuant to 23 U.S.C. 206(d)(4)(A), FWP may award RTP grants after considering recommendations from the committee.

Montana Trails Stewardship Grant Program (TSP)

TSP is managed by the Access & Landowner Relations Bureau. 23-2-108, MCA, and 23-2-109, MCA, authorize funding for TSP and 23-2-109(6), MCA, gives FWP rulemaking authority to implement TSP. TSP is a state-funded program that provides and maintains trails for motorized and non-motorized recreational trail use within the state. Pursuant to 23-2-109(3), MCA, FWP must consider the recommendations of the STAC in making grants for this program.

Committee and Department Authority

The Committee is advisory in nature and, as a body, makes recommendations to the Department regarding TSP and RTP grant award decisions. The Department, meanwhile, is charged with establishing

the grant programs' policies. Until FWP formally adopts rules implementing the TSP, the committee will use definitions from the RTP (23 U.S.C. 206(a)) during its recommendation process for both grant programs.

Committee Oversight and Resources:

FWP's Chief of Staff shall serve as Committee Sponsor. The Sponsor will act as a resource, providing policy input to the Committee's work. The Sponsor will provide a quick method of resolving problems and obtaining additional support and will serve as the decision maker for recommendations made by the Committee to FWP.

The Access and Landowner Relations Bureau Chief and the FACB Bureau Chief are responsible for oversight of the Committee, its work, and coordination with the program staff assigned to oversee RTP and TSP. The assigned staff and their supervisors will work with the Committee and the Sponsor to resolve problems, facilitate Committee discussions, and make recommendations to the Sponsor.

Assigned administrative staff will coordinate meeting logistics and keep meeting minutes. The assigned program staff will facilitate Committee discussions and track tasks and accomplishments. Assigned program staff and their supervisors will be responsible for ensuring that meetings are operated in a manner appropriate for a public agency where a variety of viewpoints may be expressed, that discussion is appropriate and relevant, and that an opportunity for public comment is included.

Committee Membership and Roles

Membership

Pursuant to 23 U.S.C. 206, the State may determine committee membership, roles, protocols, procedures, and authorities for the committee. The Governor or FWP Director will appoint all STAC members. Recruitment for the committee is necessary when membership falls below eight members or is expected to fall below eight members due to upcoming term end dates. The Committee Sponsor will work with the assigned program staff and their supervisors to initiate a recruitment process.

The committee includes eight (8) to ten (10) members who may serve up to two three-year terms. The terms must be consecutive. Members must be invited by the Committee Sponsor to serve a second term. To be eligible to serve, members must be trail users and represent trail uses that take place within the state eligible for funding under the RTP and/or TSP. The committee must have at least one motorized trail use and one nonmotorized trail use representative at all times. Members may represent more than one trail use. Trail use is self-determined by each member at the time of application to the committee. No member may simultaneously serve on the Off-Highway Vehicle Advisory Committee or the Snowmobile Advisory Committee.

At all times, the committee must have at least seven members. Should the committee fall below eight members for more than 90 days, alternates will be invited to serve intermittently on the committee. The Committee Sponsor will select alternates from the most recent pool of past committee applicants.

Committee members are volunteers and will not receive compensation for their time. Committee members will be covered by Workman's Compensation when serving on official STAC-related business

as determined by the Committee Sponsor. During this official business, STAC members are eligible for travel and lodging reimbursement per FWP Policy and Statute.

Roles

During a publicly noticed meeting, committee members may provide input and propose changes to the department regarding:

1. RTP and TSP project eligibility criteria (which kinds of projects the state would consider for funding);
2. RTP and TSP project sponsor criteria (which kinds of project sponsors may receive grants); and
3. RTP and TSP project evaluation and selection criteria.

The committee shall review grant applications per program processes and policies and make recommendations to the Department, during a publicly noticed meeting, regarding the awarding of funds. The committee may also assist in the review of the State Trails Plan to include providing recommendations for data collection methods, future changes to the plan, and resolutions to identified issues and alternatives.

Resignation & Termination

1. Resignation - Members may resign from the committee at any time by notifying the Committee Sponsor in writing.
2. Termination
 - a. The Committee Sponsor, in consultation with the Director of FWP, is authorized to terminate the tenure of a member for cause including:
 - i. Failure to:
 1. Attend two scheduled meetings within an eight-month period.
 2. Notify the Committee Sponsor of inability to attend any scheduled meeting at least one week in advance of the meeting date.
 3. Follow all administrative processes for RTP and TSP.
 4. Review all applications based solely on predetermined scoring and eligibility criteria.
 5. Report conflicts of interest before the committee makes a recommendation(s) on grant awards regarding the application(s) from which the conflict stems.
 6. Abstain from conversation, discussion, and/or scoring when a conflict of interest has been noted.
 7. Adhere to the committee Charter.
 - ii. Unauthorized disclosure of information¹, including:
 1. Applications
 2. Application reviews
 3. Documents used for administrative functions of grant programs.
 4. Other information as deemed necessary.

¹ All information not publicly available via the grant programs' websites must be requested from the FWP Director's Office via a Montana Open Records Request.

- iii. Harassment and other discriminatory behavior towards committee members, leaders, advisors, FWP personnel, RTP and/or TSP applicants and/or recipients/subrecipients.
 - iv. Physical violence and/or threats to committee members, leaders, advisors, FWP personnel, RTP and/or TSP applicants and/or recipients/subrecipients.
 3. Prior to terminating a STAC member, the Committee Sponsor shall:
 - a. Except in cases of harassment, discriminatory behavior, physical violence, or threats, issue a written warning to the committee member that directly references the cause(s) for the warning and notes that a second finding of cause will result in the member's immediate termination. In findings of cause for harassment, discriminatory behavior, physical violence, or threats, the Committee Sponsor shall terminate the member immediately.
 - b. Upon a second finding of cause, the Committee Sponsor shall immediately terminate the member and notify the member in writing, directly referencing the cause(s) and the date and cause(s) of the first warning.

Advisors

FWP may recruit, by invitation, an unlimited number of advisors to the committee from state and federal agencies to advise the committee on applications that directly affect the advisor's agency, as well as scoring criteria and evaluation processes as they impact the advisor's agency. The committee must include at least one advisor from the following agencies:

1. U.S. Forest Service
4. Bureau of Land Management
5. Federal Highway Administration
6. Montana Department of Transportation
7. Montana Department of Natural Resources and Conservation
8. Montana Fish, Wildlife and Parks

Advisors do not receive compensation, are not covered by Workman's Compensation, and are not eligible for travel and lodging reimbursement.

Committee Operating Procedures

The committee will meet at least once per federal fiscal year, either in person or remotely, to accomplish its assigned tasks. The committee may establish subcommittees or individual assignments within the scope of its authority and resources.

The committee will make its recommendations through the consensus of members, when possible. If not possible, the committee will define alternative points of view for consideration by the Committee Sponsor.

The Committee Sponsor is responsible for all final decisions taking into consideration committee recommendations and, as needed, alternative points of view.



2023 Trail Stewardship Grant Program Awards

The Montana Trail Stewardship Grant Program has selected 31 projects to receive funding for the 2023 cycle, for a total of \$954,802.00.

Organization Name	Project Title	Award Amount
Backcountry Hunters & Anglers	<u>Trail Maintenance Projects to Benefit Hunters, Anglers and Outdoor Recreators</u>	\$35,660.00
Bitterroot Cross-Country Ski Club	<u>Grooming for Free XC Skiing at Chief Joseph Pass and Lake Como Recreation Area</u>	\$25,000.00
Bob Marshall Wilderness Foundation	<u>Wilderness Conservation Crew Stewardship Projects in the Bob Marshall Wilderness</u>	\$19,500.00
Bridger Ski Foundation	<u>Bridger Ski Foundation Community Nordic Trails Venue Preparation and Facilities</u>	\$15,000.00
Capital Trail Vehicle Association	<u>Big Belts Motorized and Non-Motorized Trailhead Relocation 2023 (M)</u>	\$57,366.00
City of Fort Benton	<u>Fort Benton Levee Trail Restoration</u>	\$75,000.00
City of Glasgow	<u>Sullivan Park Trail Project</u>	\$75,000.00
East Ridge Foundation	<u>Maud S Canyon Rehabilitation & Mining Heritage Trail Project</u>	\$24,900.00
Flathead Snowmobile Association	<u>FSA Grooming and Brushing on USFS Trails (M)</u>	\$20,000.00
Fort Peck Tribes	<u>Pté Bahá Ocágu Wamákhá?kaŋ?kaŋ (Buffalo Connections Trail)</u>	\$75,000.00
Foy's to Blacktail Trails	<u>Emmons Ridge Trail Finish Work</u>	\$7,200.00
Friends of Thompson Park	<u>Thompson Park Winter Grooming</u>	\$3,520.00

Gallatin Valley Land Trust	<u>Mainstreet to the Mountains Stewardship Projects</u>	\$28,500.00
Gateway to Glacier	<u>Crystal Cedar Trail Construction - Phase 2 Extension</u>	\$21,000.00
Jackpine Savages Snowmobile Club	<u>Beaverhead Forest Trails Maintenance: Wise River District (M)</u>	\$25,000.00
Medicine Rocks State Park	<u>Night Sky Viewing Project</u>	\$25,500.00
Mile High Nordic Ski Education Foundation	<u>Support for Cross-Country Ski Trail Grooming Expenses, Southwest Montana</u>	\$8,820.00
Mineral County Rails to Trails	<u>DNRC/Great American Rail-Trail Section and Austin/Old Milwaukee RR Scenic Loop</u>	\$39,000.00
Missoula County	<u>Big Sky Perimeter Trail: Universal Trail Access Enhancements</u>	\$58,450.00
Montana State University – Northern	<u>MSU-Northern Campus Trail</u>	\$66,025.00
Scenic Montana Trails	<u>Seeley Garnet Snow Trail Grooming Project (M)</u>	\$25,000.00
Seeley Lake Nordic Ski Club	<u>Seeley Creek Trailhead Electrical Install</u>	\$34,400.00
Swan Valley Connections	<u>Mission Mountains & Swan Front Trails & Backcountry Services</u>	\$22,500.00
Troy Snowmobile Club	<u>Grooming Winter Trails (M)</u>	\$25,000.00
USFS-Beaverhead Deerlodge National Forest Service-Dillon Ranger District	<u>Trail Maintenance to Multiple Heavily Used Lakes</u>	\$10,000.00
USFS-Custer Gallatin National Forest-Yellowstone Ranger District	<u>2024 Winter Motorized Trail Maintenance on the Yellowstone RD (M)</u>	\$18,000.00
West Yellowstone Ski Education Foundation	<u>Rendezvous Ski Trail Nordic Grooming</u>	\$15,000.00

Wild Montana	<u>Wild Montana Volunteer Trail Crew Projects Across Montana</u>	\$15,271.00
Winter Wildlands Alliance	<u>Bridger Mountains Sign and Weed Treatment Project</u>	\$52,751.00
Yaak Valley Forest Council	<u>2023 Blacktail Creek and Dodge Summit Trails Maintenance and Weed Abatement</u>	\$15,239.00
Yellowstone National Park	<u>Coyote Creek Trail Restoration</u>	\$16,200.00



2022 Montana Trail Stewardship Grant Program

Projects Selected for Funding

The Montana Trail Stewardship Grant Program has selected 30 projects to receive funding for the 2022 cycle, for a total of \$1,442,588.10

Organization	Project Title	Award Amount
USFS-Custer Gallatin National Forest-Bozeman Ranger District	2022 Bozeman RD Summer and Winter Trail Maintenance and Volunteer Field Leadership Project	\$58,500.00
Mineral County	Upgrades to infrastructure at multiple trailheads with the St. Regis Park.	\$47,593.00
Helena Snowdrifters	Helena Snowdrifters Groomed Snowmobile Trail Signage	\$9,767.00
Scenic Montana Trails	Seeley lake-Garnet over snow grooming	\$65,000.00
Montana Trail Vehicle Riders Association	Continuation of Statewide Motorized Trail Maintenance BLM	\$75,000.00
USFS-Custer Gallatin National Forest-Yellowstone Ranger District	Winter Motorized Trail Maintenance on the Yellowstone Ranger District	\$35,580.00
Great Burn Conservation Alliance	Great Burn Trail Stewardship	\$69,150.00
Bitterroot Backcountry Cyclists	Trail maintenance in the Bitterroot National Forest	\$46,880.00
USFS-Beaverhead Deerlodge National Forest Service-Dillon Ranger District	2022 Dillon District Trail Stewards	\$31,481.10
Missoula Snowgoers Snowmobile Association	Lolo Ski and Snowmobile Trail Grooming	\$20,000.00
Capital Trail Vehicle Association	Picnic Pavilion Project	\$62,340.00
Flathead Land Trust	Bigfork-Harrell Forest Community Trails	\$75,000.00
Foy's to Blacktail Trails Inc.	Emmons Ridge Corridor Clearing	\$40,392.00

Whitefish Legacy Partners	Maintenance Projects on the Whitefish Trail	\$50,000.00
USFS-Lolo National Forest-Superior Ranger District	Thompson Creek Trail Improvement Project	\$74,220.00
Missoula County	Rural Shared Use Trails Preservation Project	\$74,970.00
USFS-Custer Gallatin National Forest-Beartooth Ranger District	Beartooth RD Trail Maintenance	\$55,000.00
Billings, City of	City of Billings Riverfront Park Trail Extension Paving Project	\$75,000.00
USFS-Beaverhead Deerlodge National Forest-Madison Ranger District	Indian Creek Trail Revitalization	\$32,000.00
USFS-Lolo National Forest-Plains/Thompson Falls Ranger District	Completing the Falls Flats Trail	\$41,520.00
West Yellowstone Ski Education Foundation	Grooming and Maintaining the Rendezvous Trails System	\$70,700.00
Swan Valley Connections	Mission Mountains & Swan Front Trails & Backcountry Services	\$48,150.00
Echo Lake Trails Association	Midway Trailhead Vault Toilet	\$19,000.00
Lewistown, City Of	Lewistown City Trails Hard Surfacing A Street to H Street	\$73,000.00
USFS-Custer Gallatin National Forest-Gardiner Ranger District	Wounded Man Trail #309 Restoration Project	\$44,975.00
Bob Marshall Wilderness Foundation	Wilderness Conservation Crew Stewardship Projects in the Bob Marshall Wilderness Complex	\$36,000.00
Three Forks, City of	Headwaters Trail Rehab-Crack Sealing and Seal Coat	\$54,000.00
Bitterroot Trail Preservation Alliance	BTPA Mileage markers	\$24,500.00
USFS-Beaverhead Deerlodge National Forest-Pintler Ranger District	East Deerlodge Trail Reconstruction and Relocation	\$28,000.00
Great Falls, City of - Parks Department	River's Edge Trail Bike Repair Stations	\$4,870.00



2021 Trail Stewardship Awards

The awards total \$1,150,087.53 in funding for the 2021 Grant Cycle. The following 41 MTSGP project proposals were selected for full or partial funding.

Organization Name	Project Title	Award Amount
Anaconda Local Development Corp	West Washoe Park Trail Resurfacing Project	\$25,000.00
Beartooth Recreational Trails Association	Coal Miners Park Trail Rehabilitation and Maintenance Project	\$48,222.00
Beaverhead Trails Coalition	Noble Avenue Trail Completion Project	\$27,500.00
Bob Marshall Wilderness Foundation	Bob Marshall Wilderness Complex Volunteer Stewardship Project	\$16,605.00
Bridger Ski Foundation	Gallatin Valley Groomed Winter Trail Venue Preparation and Maintenance Project	\$9,010.00
Butler Creek Trail Association	Butler Creek Trail Construction Project	\$47,690.00
Cabinet Back Country Horsemen	Cabinet Mountain Trail Maintenance Project	\$21,115.00
Capital Trail Vehicle Association	Never Sweat Gulch Trailhead Improvement Project	\$18,484.00
Flathead Snowmobile Association	Flathead Snowmobile Trails Contract Grooming and Brushing Project	\$33,000.00
Foy's to Blacktail Trails	Swan Ranger District Island Unit Trail Maintenance Project	\$5,760.00
Friends of Scotchman Peaks Wilderness	Scotchman Peaks Trail Restoration and Recreation Project	\$30,631.10
Gallatin Valley Land Trust	West Bozeman Trail Building, Maintenance, and Improvement Project	\$50,000.00
Gateway to Glacier Trail	4th Ave Trail and Trailhead Construction Project	\$31,758.00
Kootenai Cross- Country Ski Club	Flower Creek Trail Maintenance Project	\$18,178.20
Last Chance Nordic Ski Club	MacDonald Pass Cross- country Ski Trails Grooming Project	\$22,800.00
Lincoln County Port Authority	Old Haul Road Trail Rehabilitation Project	\$19,725.00
Lost Creek State Park	Cliffside Trail Construction Project	\$27,022.00
Madison Buffalo Jump State Park	Madison Buffalo Jump Trail Rehabilitation and Reroutes Project	\$26,115.00
Missoula County Parks and Trails	Target Range Trails Root Damage Repairs Project	\$21,600.00

Missoula Nordic Ski Club	Lubrecht Ski Trail Grooming and Maintenance Project	\$35,046.00
Missoula, City of Parks and Recreation Department	Missoula Asphalt Trails Preservation Project	\$50,000.00
Montana Fish, Wildlife & Parks- MT Wild	MT WILD Bird Watching Trail and Viewing Area Construction Project	\$25,451.00
Montana Fish, Wildlife & Parks- Region 1	Northwest Montana State Parks Trail Construction and Improvement Project	\$11,600.00
Montana Trail Vehicle Riders Association	Custer-Gallatin National Forest Motorized Mechanized Trail Maintenance Project	\$50,000.00
Montana Wilderness Association	Statewide Volunteer Trail Maintenance Projects	\$16,441.80
Powell County	Old Yellowstone Trail Improvements Project, Phase 3	\$37,500.00
Summit Snowgoers, Inc.	Skyland Trail System Grooming & Brushing Project	\$14,850.00
Swan Valley Connections	Mission Mountains Wilderness and Swan Front Trails and Backcountry Services	\$48,150.00
The Dirt Concern DBA Southwest Montana Mountain Bike	Gallatin, Bridger and Copper City Trail Maintenance and Restoration Project	\$11,536.58
Three Forks, City of	Headwaters Trail System Seal Coating and Crack Sealing Project	\$15,000.00
Troy Snowmobile Club	Kootenai National Forest Grooming, Brushing, and Bridge Replacement Project	\$36,000.00
Troy, City of	Pedaler's Park Trailhead Infrastructure Upgrade Project	\$10,000.00
USFS-Custer Gallatin National Forest- Beartooth Ranger District	Beartooth Ranger District Big Ice Cave Trail Structures Repair Project	\$17,269.00
USFS-Flathead National Forest- Spotted Bear Ranger District	CCC Memorial Trail System Rehabilitation and Signage Project	\$48,650.00
USFS-Helena Lewis and Clark National Forest- Belt Creek Ranger District	Jefferson Division Trail and Trailhead Improvement Project	\$20,000.00
USFS-Helena Lewis and Clark National Forest- Helena Ranger District	Lava Mountain Motorized Trail #244 Restoration Project	\$48,000.00
USFS-Lolo National Forest- Plains/Thompson Falls Ranger District	Fishtrap Lake Trail Loop	\$26,500.00
USFS-Lolo National Forest- Superior Ranger District	High Elevation Lakes Trail Maintenance Project	\$45,760.00
West Yellowstone Ski Education Foundation	Rendezvous Ski Trails Maintenance Project	\$20,000.00
Whitefish Lake Institute	Living Wetlands Interpretive Nature Trail Management Project	\$12,117.85
Whitefish Legacy Partners	Whitefish Trail Trailhead Maintenance and Access Road Improvements Project	\$50,000.00



2024 Trail Stewardship Program Draft Application Outline

Section 1: Project Overview

Project Categories:

Please select from the following: (Check Box)

- ❖ Existing Trail Maintenance / New Trail/ Development / Trailhead Development
- ❖ Motorized / Non-Motorized / Elements of Both

<i>Please answer yes or no to the following questions:</i>	Yes	No
1) Does this project address ADA access?		
2) Does this project address solid/human waste issues?		
3) Has your organization been previously funded by a trail grant at FWP?		
4) Does this project involve any Right of Way requiring approval by the Montana Dept of Transportation or other land management agency?		
5) Does the project require coordination with utility companies?		
6) Does this project require coordination with a railroad?		
7) Is this trail under current litigation?		

Section 2: Project Location

Please list the following information:

- ❖ Counties
- ❖ Cities
- ❖ Land Ownership Category
- ❖ Listed Landowners (letters of support, lease agreements)

2.A Please answer the following questions:
If funding is for a trail, please include any physical attributes including length, width, surface type, location, and seasonal use. If requesting funds for maintenance or improvement activities, please include details about the current condition of the trail(s) or facilities in question.
Please provide a map of the area
Existing legal easements? Please provide paperwork

Section 3: Project Benefits

3.A	Describe the intended recreational benefits of this project. Benefits may include improved safety, visitor experience, carrying capacity, trail sustainability, connectivity, and system access. Please include who the identified user groups are and any relevant user data.
3.B	Describe how this project engages local or regional partners, the benefits of these partnerships, and how partners will be specifically involved with the project. Partnerships may include land management agencies, NGOs, community or economic development groups, and volunteer run organizations. If no partnerships are involved, please provide an explanation.
3.C	Describe the potential community or economic benefits of this project. Benefits may include improved access to the outdoors by persons with disabilities, older citizens and other populations. As well as any information or data on how this project will support the local economy.

Section 4: Project Implementation Plan

4.A	Describe the degree to which project meets an existing goal and/or implements a strategy described within a local, state, or federal plan or strategy. Please cite specific plans/strategies being referenced, such as FWP's <i>State Comprehensive Outdoor Recreation</i> plan, and how the project aligns with goals and strategies.
4.B	Describe the estimated project timeline and associated tasks & milestones for implementation. Please include major dates and any administrative/procurement tasks such as contractor solicitation and timelines.
4.C	List the individuals who will carry out the work identified in the proposed project and their qualifications for the work they will be doing. *Will a qualified state conservation corps or local youth trail crew be used to accomplish this project? If yes, a letter of commitment or support must be uploaded.
4.D	Describe any ongoing maintenance needs following project completion. This may include staffing or financial needs to continue successful operation of the project, trail system, and/or sustain infrastructure improvements.

Section 5: TSP Project Budget

5.A	Complete TSP Project Summary Budget Table
5.B	Describe each budget line item you entered under "TSP Request". Include a calculation of labor hours and rates for salaries, quote/bid references for the rental of equipment or contractor work, and any type of materials or miscellaneous expenses being requested.
5.C	Describe each budget line item you entered under "Cash Match." Include the source of funding being used as cash match.
5.C	Describe each budget line item you entered under "In-Kind Labor/Contributions." Please include calculation of volunteer labor or in-kind contractor work being used as contributions. If using volunteer labor as match, please provide information on what aspects of the project volunteers will participate in.
5.E	If selected, would you accept partial funding? If so, how would you adjust your project budget based on priorities?

Section 6: Environmental Analysis

6.A	Does the project provide a benefit to the natural environment or habitat through the mitigation of negative impacts? If yes, please describe in detail. If no, please provide an explanation.
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Please select one of the following project categories:

- ❖ Existing Trail Project (Routine Impact Review)
- ❖ New Path Project (Unique Impact Review)
- ❖ New Development Project (Unique Impact Review)

Section 7: Supporting Documentation & Signature

Please provide any supporting documentation and sign:

- ❖ Contractor Bids or Estimates
- ❖ Letters of Support
- ❖ Partnership Agreements
- ❖ Is your organization applying to the 2024 RTP grant cycle?
- ❖ Signature Tab



**2024 Trail Stewardship Program
Draft Scoring Rubric**

Section 1: Project Overview

Project Categories: (Check Box)

- ❖ Existing Trail / New Trail / New Development
- ❖ Motorized / Non-Motorized / Elements of Both

	Yes	No
1) Does this project address ADA access?		
2) Does this project address Solid/human waste issues?		
3) Has your organization been previously funded by a trail grant?		
4) Does this project involve any Right of Way requiring approval by the Montana Dept of Transportation or other land management agency?		
5) Does the project require coordination with utility companies?		
6) Does this project require coordination with a railroad?		
7) Is this trail under current litigation?		

Section 2: Project Location

	4	3	2	1	0
2.A	The proposed project location, its physical traits, and the supporting information are described exceptionally well	The proposed project location, its physical traits, and the supporting information are well described	The proposed project location, its physical traits, and the supporting information are adequately described	The proposed project location, its physical traits, and the supporting information are poorly described	Not a sufficient description

Section 3: Project Benefits

	4	3	2	1	0
3.A	The recreational benefits of this project are described exceptionally well	The recreational benefits of this project are well described	The recreational benefits of this project are adequately described	The recreational benefits of this project are poorly described	Not a sufficient description
3.B	The partnership roles and benefits are described exceptionally well	The partnership roles and benefits are well described	The partnership roles and benefits are adequately described	The partnership roles and benefits are poorly described	Not a sufficient description
3.C	The community and economic benefits are described exceptionally well	The community and economic benefits are well described	The community and economic benefits are adequately described	The community and economic benefits are poorly described	Not a sufficient description

Section 4: Project Implementation Plan

	4	3	2	1	0
4.A	Plan(s) are cited and exceptionally describe how the project meets defined goals or strategies	Plan(s) are cited and clearly described how the project meets goals or strategies	Plan(s) are cited but do not describe goals or strategies	No plan(s) or strategies are cited	Not a sufficient description
4.B	Project tasks are clearly defined and provide an excellent breakdown of how the project needs to operate within a timeline	Project tasks are well defined and provide a clear breakdown of how the project needs to operate within a timeline	Project tasks are adequately defined and provide a breakdown of how the project needs to operate within a timeline	Project tasks are poorly defined and provide and do not provide a timeline	Not a sufficient description
4.C	The work is associated with highly skilled workers/groups and qualifications match	The work is associated with specific workers/groups and qualifications match	The work is associated with specific workers/groups and most qualifications match proposed work	Qualifications are unclear	Not a sufficient description

4.D	The ongoing maintenance needs are well documented and a plan to sustain project gains are mentioned	The ongoing maintenance needs are adequality documented and a plan to sustain project gains are mentioned	The ongoing maintenance needs are well documented but a plan to sustain project gains is not mentioned	The ongoing maintenance needs poorly described	Not a sufficient description
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Section 5: TSP Project Budget

	4	3	2	1	0
5.A	The summary budget is detailed, realistic and has supporting documentation. With a match of 10% or greater.	The summary budget is detailed and realistic. With a match of 10% or greater.	The summary budget is realistic but lacks supporting documentation. With a match of 10% or greater.	The summary budget lacks detail and supporting documentation.	Not a sufficient description
5.B	The budget narrative exceptionally describes how the money requested will be spent and disrupted	The budget narrative clearly describes how the money requested will be spent and disrupted	The budget narrative adequately describes how the money requested will be spent and disrupted	The budget narrative poorly describes how the money requested will be spent and disrupted	Not a sufficient description
5.C	The cash match and in-kind narrative exceptionally describes how the organization is invested in the project	The cash match and in-kind narrative clearly describes how the organization is invested in the project	The cash match and in-kind narrative adequately describes how the organization is invested in the project	The cash match and in-kind narrative poorly describes how the organization is invested in the project	Not a sufficient description

Section 6: Environmental Analysis

	4	3	2	1	0
6.A	Project will provide a major benefit, or mitigation of impact to natural resource and is well described and supported	Project will provide some benefit, or mitigation of impact to natural resource and is well described and supported	Project may provide some benefit, or mitigation of impact to natural resource but is not well described and supported	Project may provide some benefit, or mitigation of impact to natural resource but is very poorly described and supported	Not a sufficient description

DRAFT RTP Application Outline - 2024

Applicant Information

- Name
- Title
- Email
- Address
- Phone

Organization Information

- Name
- Organizational Type
- Organizational Website (if available)
- Address
- Phone
- Email Address
- Vendor ID

System for Award Management (SAM) Registration

- Is your organization currently registered in the System for Awards Management (SAM)?
 - Yes
 - No
- *If no, please be aware that an awardee must provide proof of registration before a contract can be signed.*

Risk Assessment

- Upload your completed Risk Assessment form & Supplemental Questions

Grant History

- A. Has the applicant organization received an RTP or TSP grant award within the past 5 years?
- B. Does the applicant organization currently have a RTP or TSP grant that is active?
 - I. No
 - II. Yes, one other grant that will be spent out/closed within the next 12 months.
 - III. Yes, one other grant that will not be spent out/closed within the next 12 months.
 - IV. Yes. 2+ other grants that are active.
- C. Does the applicant organization intend to apply for a 2024 TSP grants?
 - I. Yes
 - II. No

Project Overview

- A. Provide a short project title
- B. Provide a brief description of the project
- C. The PRIMARY INTENT of this project is to benefit which trail use(s)?
 - i. *E-bikes are considered MOTORIZED under this program.*
- D. What other trail use(s) will benefit from this project?

Project Location

- A. County
- B. City/Town (if Applicable)
- C. Landownership
- D. List all Landowners
- E. On which trail(s) the proposed project will take place?
- F. Approximate Mileage
- G. Project Area Maps
- H. Legal Easements

Other Considerations:

- A. Is any part of this trail/project currently under litigation in a court of law?
- B. Does this project require coordination with railroad companies (BNSF, MRL, etc.)?
- C. Does the project require coordination with utility companies (Northwestern Energy, Avista, etc.)?

****First Page is not scored, information for eligibility overview purposes only***

- D. Does this project involve any Right of Way requiring approval by the Montana Dept of Transportation, a railroad company, utility company, or other land management agency?

Project Plan (14pts possible)

- A. (0-4pts) Describe, in detail, the proposed activities and any traits of the project for which funding is being requested, and why. If funding is for a trail, please include any physical attributes including length, width, surface type, location, and seasonal use. If requesting funds for maintenance or improvement activities, please include details about the current condition of the trail(s) or facilities in question.
- B. (0-2pts) Please check any of the following priority funding areas, listed from the 2020 Statewide Comprehensive Outdoor Recreation Plan, that your project addresses:
- *Trail projects that create or maintain multi-use trails that connect to neighboring communities.*
 - *Trail projects taking place within rural, economically disadvantaged, or underserved communities.*
 - *Projects that improve, maintain, or develop ADA trail systems.*
 - *Projects that showcase and protect native heritages, cultures, and historic sites.*
 - *None of the above*
- C. (0-4pts) Describe the degree to which project meets a goal and/or implements a strategy described within a local, regional, or federal plan or strategy. Please properly cite specific plans/strategies being referenced. (Example: USFS Agreements / Forest Plans / Organization Strategic Plans /Statewide Comprehensive Outdoor Recreational Plan, etc.)
- D. (0-4pts) List the individuals who will carry out the work identified in the proposed project and their qualifications for the work they will be doing. Include any local or regional partners have been engaged in your project and how will they be involved throughout the project.
- a. (Not scored) Will a qualified state conservation corps or local youth trail crew be used to accomplish this project? If yes, a letter of commitment or support must be uploaded.

Project Implementation (4pts possible)

- A. (0-4pts) Describe the estimated project timeline and associated tasks & milestones. Please be as specific as possible including major dates, months, or year(s) that work will be performed. Include administrative/procurement tasks such as contractor solicitation requirements and timelines.

Recreational Benefit (8pts possible)

- A. (0-4pts) Describe who the identified user groups are and any relevant user data. What are the intended recreational benefits to the trail users? Benefits may include improved safety, experience, capacity, trail resiliency, connectivity, etc.
- B. (0-4pts) Describe the ways in which the project facilitates the access and use of trails by persons with disabilities, older citizens, economically disadvantaged, and other non-traditional populations, or groups.

Trail Sustainability (Taking only top 2 scores from section - 8pts possible)

- A. (0-4pts) Describe the degree to which project improves or maintains connections or linkages to other trails, greenways, waterways, natural or scenic corridors, cultural resources, parks, or landscapes. Please be specific in listing particular areas or points of interest.
- B. (0-4pts) Does the project provide a benefit to, or provides mitigation of impacts to, the natural environment or habitat? If yes, please describe in detail. If no, please provide an explanation.

- C. **(0-4pts)** Describe any, specific, ongoing trail or equipment maintenance needs, staffing needs, or financial needs to continue successful operation of the project, trail system, and/or sustain completed improvement following completion. How is the organization working to address any identified gaps in these areas?

Education & Outreach (4pts possible)

- A. **(0-4pts)** Describe how you will make the public aware of trail opportunities, etiquette and rules, outdoor education, user safety, or sharing the trail by publicizing and promoting the proposed trail project.

Budget (4pts possible – section reviewed as a whole)

- A. RTP Project Budget (Table)
- B. Detail each budget line item you entered under "RTP Request". Please be specific, including calculation of number of labor hours and rates for salaries, quote references for the purchase or rental of equipment or contractor work, and type of materials or miscellaneous expenses being requested.
 - i. If this request includes the purchase of equipment, as defined within the application guidance document, a cost-benefit analysis is required to determine if renting or leasing equipment would provide a cost-advantage over purchase. Please provide a summary of your cost-benefit analysis here:
- C. Provide detail on each budget line item you entered under "Cash Match". Please describe the source of funding being used as cash match and if these funds are secured at the time of application (please note that cash match must be secured at the time of application).
- D. Provide detail on each budget line item you entered under "In-Kind Labor/Contributions". Please include calculation of volunteer labor or in-kind contractor work being used as in-kind contributions. If using volunteer labor as match, please provide information on what aspects of the project volunteers will participate in and past success in obtaining the needed volunteer numbers to justify your proposed match.

TOTAL POSSIBLE POINTS: 42

Application Eligibility Review & Scoring Rubric – 2024 DRAFT

Eligibility Review

An initial review of each application submitted will be conducted based on the eligibility rubric shown below. Failure to meet any of the criterion below will result in a mark. If an application has one or more marks in row A, or two or more check marks in row B, the application will not move forward for consideration.

Row A (Must Meet ALL Criterion)	Project is an eligible use of funds	The project is ready to proceed	Environmental review requirements have been met	The application includes adequate landowner permission
Row B (two marks will result in application being dismissed)	Application is Complete	The match requirement has been met.	Includes approval of the project from the applicant organization’s leadership, if a private entity.	The current applicant’s risk level with FWP is below “High Risk”.

Application Scoring Rubric

4pts	3pts	2pts	1pt	0pts
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Project Plan

A	The proposed project is well described including location, trail attributes and/or activities that support the intended recreational use.	The proposed project is described with some missing details but clearly support the intended recreational use.	The proposed project is described including location, trail attributes and/or activities but it is unclear if it supports the intended recreational use.	The proposed project is poorly described but appears to support the intended recreational use.	The proposed project is poorly described and does not appear to support or is not related to its intended recreational use.
B	-	-	Proposed project meets 2 or more of the priority areas and is supported by the application.	The proposed project meets 1 of the priority areas and is supported by the application.	The proposed project does not meet any of the priority areas or they are not supported by the application.
C	At least one plan or strategy is cited, and the project clearly meets two or more goals defined within it.	At least one plan or strategy is cited, and the project clearly meets one goal defined within it.	At least one plan or strategy is cited, but the project is only tangentially tied to any goals.	At least one plan or strategy is cited, but the project is not tied to any goals.	No plan or strategy is cited, so the project is not tied to any goals.
D	Individuals tasked with carrying out identified work are clearly explained. Qualifications are well described and relevant.	Individuals tasked with carrying out identified work are clearly explained. Qualifications are mostly described and relevant	Individuals tasked with carrying out identified work are clearly explained but qualifications are unclear.	Individuals tasked with carrying out identified work are not clearly delineated but qualifications are described and relevant.	It is unclear what person(s) are tasked with project tasks and qualifications are not clear or irrelevant

Project Implementation

A	The timeline is well developed, feasible, falls within the grant period, and delineates all major project needs.	The timeline is well developed, feasible, falls within the grant period, and mostly delineates major project needs.	The timeline is adequate, feasible, and falls within the grant period but does not delineate project needs.	The project timeline lacks enough detail to ensure it falls within the grant period and is feasible.	The project timeline does not fall within the grant period and is not feasible.
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Recreational Benefit

A	All user groups have been identified and well described, and the recreational benefits are appropriate to the project or program.	All user groups have been identified but not well described; the recreational benefits are appropriate to the project or program.	Most user groups have been identified and well described, and the recreational benefits are appropriate to the project or program.	User groups have not been identified or described, but the recreational benefits are appropriate to the project or program.	The recreational benefits have not been described or are not appropriate to the project or program.
B	The primary intent is to improve trail and access opportunities for one of the noted groups.	The project improves trail use and access opportunities for noted groups to some degree, incidentally, but clearly explained and supported.	The project improves trail use and access for special groups but is not clearly explained or supported.	The project does not improve trail use and access for special groups but explains and supports why.	The project does not improve trail use and access for special groups and does not explain or support why.

Trail Sustainability – Taking only top 2 scores from section

A	Project provides, maintains, or improves 5+ well-described linkages.	Project provides, maintains, or improves 4+ well-described linkages.	Project provides, maintains, or improves 4+ linkages, but are not well-described.	Project provides, maintains, or improves 1-3 linkages.	Project does not provide, maintain, or improve any linkages.
B	Project will provide a major benefit, or mitigation of impact to, natural resource and is well described and supported.	Project will provide some benefit, or mitigation of impact to, natural resource and is well described and supported.	Project may provide some benefit or mitigation of impacts to the natural resource but is not well described or supported.	Description of project benefit to natural resources is adequately described or applicant clearly describes why the project will not provide a benefit or mitigate any impact to natural resources.	There is no mention of mitigating negative impacts.
C	Ongoing maintenance needs are well documented and a plan to sustain the gains of this project is mentioned.	The ongoing maintenance needs are adequately documented and a plan to sustain the gains of this project is mentioned.	The ongoing maintenance needs are well documented but a plan to sustain the gains of this project is not mentioned.	The ongoing maintenance needs are adequately documented but a plan to sustain the gains of this project is not mentioned.	The ongoing maintenance needs are not adequately documented or described. No plan to sustain the gains of the project is mentioned.

Education & Outreach

A	Project includes public education or distribution of knowledge in virtual and physical forms. Education activities/publications are well described and relevant to the goals of the proposed project.	Project includes public education or distribution of knowledge in only one form of either virtual OR physical forms. Education activities/publications are well described and relevant to the goals of the proposed project.	Project includes public education or distribution of knowledge in virtual or physical forms. Education activities/publications adequately described and relevant to the goals of the proposed project.	Public education and distribution of knowledge exists but is poorly described or tangential to the proposed project.	No public education or distribution of knowledge is described or part of the proposed project.
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Budget

A	Budget is realistic and appropriate for the scope of work. Narratives clearly support the budget and describe appropriate sources of match funds. Match is secured.	Budget is realistic and appropriate for the scope of work. Narrative generally supports the budget, match sources, and match is secured.	Budget is mostly realistic and appropriate for the scope of work but may require some clarification. Some uncertainty with narrative or match sources and security.	Budget may have some unrealistic components, and/or there are major concerns regarding budget narrative or match sources and security.	Budget is incomplete and/or unrealistic. Match requirement is not met.
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