

# Recreational Trails Program

2025 Application Cycle



# Agenda

1. Program Overview
2. Timelines & Eligibility
3. Program Requirements (project approvals, landowner permission, environmental review)
4. How to Apply (WebGrants)
5. FAQ: Building a Budget
6. Application Checklist



# FWP Trail Grant Programs



Recreational Trails Program

[GRANT INFO >](#)



Trail Stewardship Program

[GRANT INFO >](#)



Off-Highway Vehicle Program

[GRANT INFO >](#)



Summer Motorized Trail Pass Program

[GRANT INFO >](#)



Snowmobile Program

[GRANT INFO >](#)



# RTP VS. TSP

## Recreational Trails Program (RTP)

- Federally Funded Program
- Max Funding: \$100,000
- Required Match: 20%
- Equipment purchases and education/safety projects are eligible
- 10% de minimis or federally approved IDR rate allowed (can be used as match)

## Trail Stewardship Program (TSP)

- State Funded Program
- Max Funding: \$100,000
- Required Match: 10%
- Equipment purchases and education/safety projects are *not eligible*
- 7% admin fee allowed (can not be used as match)



# Program Overview



# Recreational Trails Program

## Funding Source:

Funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from nonhighway recreational fuel use. (e.g., snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks.)

## Purpose:

RTP grant funds are intended to provide, expand, and improve recreational trails for both motorized and nonmotorized trail uses. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

## 30/30/40 Allocation

- 30% Nonmotorized
- 30% Motorized
- 40% Diversified
- 5% of funds may go towards education and safety projects



# Definitions

## What is a Trail?

Thoroughfare or track across land or snow, used for recreational purposes such as—

- pedestrian activities, including wheelchair use;
- skating or skateboarding;
- equestrian activities, including carriage driving;
- nonmotorized snow trail activities, including skiing;
- bicycling or use of other human-powered vehicles;
- motorized vehicular activities (ATV, motorcycle, snowmobiling, OHV) ; and
- aquatic or water activities\*

\*Must be nationally designated routes by the National Parks Service, open to non-motorized watercraft; have public access points; have developed trail data; and be actively supported and/or maintained by an organization

## What is a Shared-Use Path?

a multiuse path that is separated from motorized vehicular traffic by an open space, pavement markings, or a barrier within a highway or other road right-of-way and that is usable for transportation purposes by pedestrians, runners, bicyclists, skaters, equestrians, and other nonmotorized users

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



# Application Cycle Overview





# Funding

- Approximately \$1.1 - \$1.5 million Available
- Max Request: \$100,000
- Match Required: 20%
  - 20% of the total project cost (match + RTP request)
  - May be from cash or in-kind (e.g., value of volunteer time)
  - Federal Applicants must provide 5% nonfederal match
  - May use FWP Trails Stewardship Grant as match to RTP – *must be already awarded at the time of application & be directly related to the proposed project.*



# Eligibility

## Eligible Applicants

- Federal
- Tribal
- State
- County or Municipal Agencies (including school districts)
- Private Corporations
- Nonprofits

## At the time of application, applicants must:

- Be registered and in good standing with the Secretary of State
- Be registered with the System for Award Managed (SAM) – Submit verification with application
- Must complete a Risk Assessment at the time of application (Now part of the WebGrants Application)



# Eligible Funding Areas

- Maintenance and restoration of recreational trails
- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails
- Purchase and lease of recreational trail construction and maintenance equipment
- Construction of new recreational trails
- Trail signage
- Trail corridor or trailhead weed management
- Publications and educational programs that promote safety and environmental protection



# Changes (2024 – 2025)

- A minimum grant award has been set at \$5,000
- Volunteer hourly rate has increased from \$25/hr. to \$30/hr.
- Acquisition and easement proposals are no longer eligible.
- Build America, Buy America de Minimis & Small Grants Waiver: As of August 18th, 2023, RTP funded projects with a **total cost of under \$500k** no longer need to have BABA certifications for iron, steel, or construction materials.
  - Waiver will be reviewed annually (not guaranteed)
  - *All currently active RTP projects must still comply with BABA*



# What to Expect: Grant Award Reporting

- Claims due every 8 months at a minimum
  - Must provide documentation for all expenses and reported match. (e.g., Project start date of July, first claim due in March)
- Semi-Annual Progress Report
  - Accomplishments thus far, upcoming activities, and any outstanding issues/concerns/delays – also due every 8 months
- Final Report
  - Due along with the final claim
- Maintain SAM registration and provide verification annually
- If entity expends \$750,000 or more in federal funds during the given fiscal year, must provide a copy of the completed single audit
- For Purchased Equipment (e.g., groomers and snowmobiles): Must complete a bi-annual survey of the equipment for the life of the equipment.
  - *“Equipment” is defined as an article of nonexpendable, tangible property having a useful life of more than five years and with an acquisition cost that exceeds \$10,000.*

*Grant Management is currently done through WebGrants, we are expecting a change over to another platform sometime in the next year.*



# General Program Requirements

Required documents and compliance with state and federal procedures



# Documentation of Project Approval / Commitment

Documentation of:	Provided by:
<b>Project Commitment / Approval</b>	Applicant organization leadership (if a private or nonprofit organization)
<b>Match Commitment</b>	Partner entities referenced as providing match (cash or inkind) to the project
<b>Maintenance Commitment</b>	From entity responsible for future maintenance of a project

*General letters of support are not required. If provided, should be unique, specific, typed, signed, and dated*



# Documentation of Landowner Permission & Public Access

Documentation of Landowner Permissions		
IF	THEN	And THEN
Your Organization	Documentation permitting your organization to access the land is	Documentation permitting the project work upon the land is
Owns the land upon which your proposed project will take place	Not required	Not required
Plans to use land owned by a public entity to do project work	Not required	Required, in the form of an agreement (e.g., Collection Agreement) allowing applicant to conduct the type of project work (winter grooming, summer maintenance, etc.), or specific project work (building a trail, constructing a trailhead, etc.)
Plans to use land owned by a private entity (including nonprofits) to do project work	Required, in the form of a legal agreement allowing your organization permission to access the land for at least the duration of the project period	





# Purchasing Guidelines

Entities planning to purchase services or materials from a single vendor valued \$10,000 or more with grant funds must follow state procurement procedures:

## Limited Solicitation Process

- Service valued at \$10,000 - \$99,999
- Supply valued at \$10,000 - \$99,999
- Three viable quotes, if available, before selecting vendor

## Competitive Bid Process

- Service greater than or equal to \$100,000
- Supply greater than or equal to \$100,000
- Recipient will follow own documented solicitation process (documentation required) but must include specific details:
  - Description of service & evaluation criteria
  - Public Notice
  - Record of each Bid
  - Written notice to lowest bidder response



# Environmental Review

## Public Lands

Consult land management agency for environmental documentation

- USFS (maintenance) = Cat Ex
- Snowmobile Grooming on Existing Routes = Cat Ex

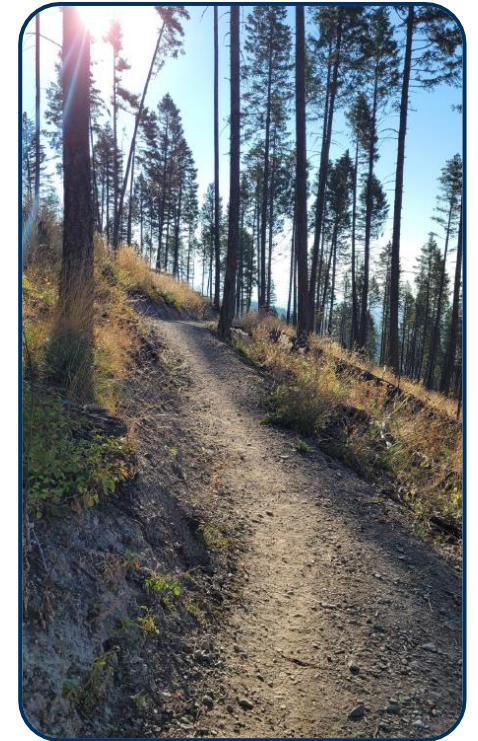
## Non-Public Lands (e.g., City, Private)

- Construction & Improvement = EA
- Maintenance & Repair = Cat Ex
- Snowmobile Grooming on Existing Routes = Cat Ex

**Cat Ex or EA should be reviewed and signed by the land manager**

When appropriate, a project's environmental review may be tiered from an environmental review; this requires uploading additional information to the application

[\\*Forms Available on the RTP Webpage & WebGrants Funding Opportunity Attachments](#)





Questions / Break

# How to Apply

WebGrants Application



# New Applicants: Sign Up for WebGrants

- Visit: [funding.mt.gov](https://funding.mt.gov)
- Complete the Registration page
- Contact RTP Manager, [stephanie.adamscllemen@mt.gov](mailto:stephanie.adamscllemen@mt.gov), for registration approval
- Your username and password will be emailed to you once approved

Montana Grants and Loans

System Compatibility

Log In

**Login**

User ID: \*

Password: \*

Login

Forgot Password?

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

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

**Announcements**

2022 HB 473/BaRSAA Funding Opportunity Open

Deadline: November 1, 2022

[Funding Opportunity: 11913 - 2022 HB473/BaRSAA](#)

Local governments are now able to request distribution of your new fuel tax allocation provided by the 2017 legislature thru the Bridge and Road Safety and Accountability Act (BaRSAA) Program (House Bill 473).

Montana Department of LABOR & INDUSTRY

Incumbent Worker Training (IWT)



# Funding Opportunity

- Login to WebGrants
- Navigate to “Funding Opportunities”
- Find: “FWP Recreational Trails Program Grant Cycle 2024”
- “Start New Application”



The screenshot shows the user interface of the Montana Grants and Loans web application. At the top, the title "Montana Grants and Loans" is displayed in a stylized font. Below the title, there is a navigation bar with links for "Menu", "Help", and "Log Out". To the right of the navigation bar, there are utility icons for "Back", "Print", "Add", "Delete", "Edit", and "Save".

The main content area is titled "Welcome" and contains a "Main Menu" section. Below the "Main Menu" heading, there is a sub-header: "Click Help above to view instructions. Go to 'My Profile' to reset password." The menu items are:

- Grantee Instructions
- My Profile
- Funding Opportunities** (highlighted with a red box)
- My Applications
- My Grants
- My Inventory

At the bottom of the page, there is a footer section with the text "MONTANA.GOV OFFICIAL STATE WEBSITE". Below this, there are links for "Contact Us", "Privacy and Security", and "Accessibility Policy". On the right side of the footer, there is copyright information: "Dulles Technology Partners Inc. © 2001-2017 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved."



# Complete Application

- Carefully read instructions and complete each section.
- Mark sections “Complete”
- SUBMIT application once all sections are completed
- The primary application contact will receive an email confirming the successful submission

The screenshot shows a web application interface for Montana.gov. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, and Edit. The main heading is "Application". Below this, the application details are displayed: "Application: 123833 - Test #2", "Program Area: FWP RTP Recreational Trails Program", "Funding Opportunities: 123515 - FWP Recreational Trails Program Grant Cycle 2023", and "Application Deadline: 01/31/2023".

Under the "Instructions" section, there is a note: "Applicants needing assistance with any aspect of the application process should contact the RTP Manager at (406) 444-3343. Please fill out all of the required application forms and remember to click on 'save' after filling out each form. Before submitting your final application, be sure to select 'Mark as Complete' on all forms."

The "Application Forms" section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	10/25/2022
Applicant Information		
Project Overview		
Project Details		
Project Budget (Current)		
Funding Strategy Narrative		
Environmental Documents		
Application Attachments		
Application Certification		

At the bottom of the page, there is a footer with the Montana.gov logo and text: "MONTANA.GOV OFFICIAL STATE WEBSITE", "Contact Us", "Privacy and Security", "Accessibility Policy", and "Dulles Technology © 2001-2017 Dulles Technology WebGrants 3.1 - All Rights Reserved".



# Building a Budget





# Budget Table

- **RTP Request**
- **Cash Match**
  - Organization funds / staff time (calculated at the actual cost)
  - Other grant/funding sources used for the project
- **In-Kind Match**
  - Volunteer labor (current rate at \$30/hr.)
  - Donations in the form of supplies, facilities, services, equipment, travel, etc.

**20% of the total project must be from match sources:**

TOTAL project = Request + Match OR RTP Request X 25% = Required Match

## **Budget Funding Narrative:**

Narrative for cost calculations, what it will be used for, and sources for match funds. Focus only on the budget that you supplied. (If project is larger than what your request and match illustrate, attachments may be provided to present the full scope of work being done)



# Eligible Expenses and Match

- Eligible grant activity
- Clearly tied to project scope
- Incurred after project start date
  - *with exception for project design and engineering cost – if incurred up to 18 months prior to award start date, these expenses are eligible as match only*
- Match is guaranteed at the time of application
- Detailed and justified

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



# Other Budget Considerations

- Salaries/Labor Costs
  - Only 20% of projects “salary/labor” costs may be used on project oversight. Majority of salary/labor should be for “on-the-ground” work.
  - Not for Administration work (ex. Grant management).
- Design & Engineering Costs
  - Total expenses cannot exceed 20% of your RTP request.
  - If requested for reimbursement, must be incurred after the RTP contract start date.
  - If being used as match, may be incurred up to 18month prior to RTP contract start date.



# Indirect Cost Rates

Indirect Cost Rate *(Facilities and administration classification)*

- Options for including in your budget:
  - **Federally Approved Cost Rate** - with proper verification
  - **Negotiated Indirect Cost Rate** – those with a pending application for a Federally Approved Indirect Cost Rate
  - **De Minimis Rate** – Any non-federal entity may elect to charge a 10% on the first \$25,000 of an RTP award (\$2,500 max).

These rates must be applied consistently on claims – No additional documentation is required once the cost rate has been confirmed.



# Set-Rate Expenses and Match

## Grooming Rates:

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

\*Rates cover fuel, oil, and general maintenance and repair (labor time running groomers is not covered under these rates. Labor should be calculated under “salaries and labor”)

## Meals:

- Morning = \$16.00
- Midday = \$19.00
- Evening = \$28.00
- A grantee may be reimbursed for groceries purchased for RTP-funded trail crew meals.

## Volunteer Hours:

- \$30 per hour
- Mileage: \$0.67 per mile

## Personal Property use (per day):

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



# Application Checklist & Review



# Application Checklist

- ✓ ***Review the Application Guidelines***
- ✓ Ensure SAM registration is ACTIVE or begin renewal process ASAP
- ✓ Appropriate Documentation of Project Approval / Commitments
- ✓ Appropriate Documentation of Landowner Permissions
- ✓ Appropriate Environmental Review Documents
- ✓ Documentation of Federally Approved Indirect Cost Rate, if Applicable
- ✓ Minimum one map showing project location
- ✓ Additional attachments pertinent to project review / letters of commitment
- ✓ Double check for spelling and grammar
- ✓ Complete Application Form – *reach out to Program Manager for feedback!*
- ✓ SUBMIT *before* the Deadline!



# Application Tips

- **Clearly vet your project** with all relevant leadership, partners, and landowners and ensure all the necessary paperwork is in order – *review Application Guidelines for required documents.*
- **Use bullet points when appropriate** to complete certain list-related questions such as timelines, project partners, and proposed project goals.
- **Draft responses** in a WORD document (Catch spelling errors, grammar, share responses with co-applicants for feedback, and serves as a backup incase of internet failures). Copy and paste final response into WebGrants form.
- **Clearly label** all attachments.
- **Use PDF** formatted attachments whenever possible.
- **Ask questions early** – RTP Manager is happy to help you! All requests for application review/feedback should be submitted at least 1 week prior to application deadline.





# Application Review Process

- **January / February:** Preliminary Review ([page 6 of Application Guidance](#))
  - Is it Eligible? Is it ready to proceed? Adequate landowner permissions? Is the application complete?
- **February:** Internal Panel Review – Scoring Criteria
  - Project Description (10 points)
  - Project Implementation (12 points)
  - Recreational Benefit (8 points)
  - Trail Sustainability (8 points)
  - Budget (8 points)
- **March:** State Technical Advisory Committee Recommendations
- **March:** Internal Panel Final Decisions meeting & Notice of Conditional Awards
- **April-May:** 15-day Public Comment Period
- **June:** FWP Decision Notice Published
- **July/August:** Contracts out for signature. Work may not begin until a signed contract is received



# Contact Information

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RTP Program Manager

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**Webpage:**

[fwp.mt.gov/aboutfwp/grant-programs/recreational-trails](http://fwp.mt.gov/aboutfwp/grant-programs/recreational-trails)

