2016 ARIZONA STATE PARKS GRANTS APPLICATION PACKET

Applicants often ask if we can provide examples of a well-written grant that received funding. This example provided below pertains to a non-motorized project. Names have been changed.

SECTION I. GRANT APPLICATION

DATE COMPLETED: 01/28/2016

PROJECT SPONSOR NAME: LL Rei			
PROJECT SPONSOR ADDRESS: 65 Main St.			
CITY: Phoenix	**ZIP**:99999	**WEBSITE: Trails.Maine.org**	
PROJECT COORDINATOR: Marcel Banks		**TITLE:**Recreation Ranger	
E-MAIL: mbanks@noname.org		**PHONE: 555-555-5555**	**CELL: 555-555-5555**
SECONDARY PROJECT COORDINATOR (REQUIRED): Emily Blue			
TITLE: assistant recreation ranger		**PHONE: 555-555-5555**	**CELL: 555-555-5555**
EMAIL: eblue@happy.org			
THIRD PARTY AGENCY (IF APPLICABLE):			
WEBSITE:			
CONTACT:		**EMAIL:g**	
TITLE:		**PHONE:**	**CELL:**

PROJECT TITLE: happy trail project

Click on the provided links to verify your Congressional and Arizona Legislative Districts

Provide nearest town/city to project location:	CONGRESSIONAL DISTRICT:	AZ LEGISLATIVE DISTRICT:	COUNTY:
PARKER	5	2	Yuma

1. Brief Description of Project (250 words or less)

(Summarize the project proposal including scope and nature of what is to be accomplished. What will be accomplished with the funds that you will receive):

LL will hire a trail crew to do work on a total of 16 miles of trail. They will brush the Brown Trail (.3 miles), resurface the Green Trail with gravel (3 miles), do routine maintenance on the Red Trail (13 miles) which will include restoring water diversion. Work on the Red Trail will be done by small mechanized equipment with ground disturbance on existing tread. The work on both the Brown Trail and Green Trail will be done with AmeriCorps teams using hand tools and equipment. Access to all of the trails will be at the existing trail heads and along existing trails. In addition to trail work, the project will replace all existing trail signs with new routed signs. The existing posts will remain in place for these new signs which are on the trail corridor. A new ADA restroom will be constructed at the trailhead as well as a new kiosk at the trail entrance. Finally, a new map will be developed for the trail including a web based interactive map.

TRAIL INFORMATION:

- Using the table below list all trails with approximate length to be included in the Project Area.
- Provide a 7.5 topographical map with each trail clearly identified and indicate where construction will occur. Please refer to additional map instructions provided in the Grant Manual, pages 36-39.

Trail Name	Trail #	Approx. Length		Trail Name	Trail #	Approx. Length
Brown Trail	103170	.3Miles				
Green Trail	051670	3Miles				
Red Trail	051415	13Miles				

3. List total miles of new trails to be constructed:0	Not Applicable ☒
4. List total number of miles to be maintained: 16.3	Not Applicable ☐

5. Will this project involve youth participation (volunteers): ☒ YES ☐ NO
If Yes, please provide details in your written criteria responses (Section II.)

USES ALLOWED ON TRAIL: Check all that apply.

☒ Hiker	☒ Equestrian	☐ Boating	☒ Mountain Bike	☐ Accessible Access
☐ Quad	☐ Off-road Truck	☐ Snowmobile	☐ Paddling	☐ Other
☐ Side-by-Side	☐ Dirt Bike	☐ Cross-Country Ski	☐ Pack Animals	

ELIGIBILITY CATEGORY. Check boxes that most clearly describe the type of project proposed.

☒ Maintenance of existing trails	☒ Develop of trailside/trailhead facilities	☒ Safety & Education
☐ Development of new trails	☐ Development of urban linkages	☐ Acquisition of easements
☐ Restoration of damaged trail head	☐ ADA trail development	
☐ Development of Water Trail	☐ Develop of new trail on Federal land	

PROJECT FUNDING AMOUNT		STATE PARKS USE ONLY APPROVED AMOUNT: $
GRANT REQUEST	**$ MATCH AMOUNT** (IF APPLICABLE) See Manual for Match Requirements	**TOTAL PROJECT COST**
$ 80,000	**$4,836.00**	**$84,836.00**

CERTIFCATION:

This form must be signed for the application to be considered complete.
I hereby certify that the information in this application is true and correct to the best of my knowledge.

Note: Forest Supervisor must sign if applicant is National Forest Service. District Supervisor must sign if applicant is the Bureau of Land Management.

Authorized Agent: Date: 1/20/2016

Must be signed by the individual authorized to act on behalf of the project sponsor conducting all official business related to the project (same person as in resolution)

Typed Name: Miller Brown Title: Executive Director

NON-MOTORIZED PRIORITIES

First Level Priority

1. **Renovation and Maintenance of Existing Trails**

The Red Trail is a 13 mile trail that is one of the heaviest used trails in our system. There has been soil erosion from this use and we plan to perform a lot of maintenance of this trail. Work would include having a trail crew with a small rubber tired excavator reestablish all grade dips and clean outs for water diversion. The brush has become overgrown along many parts of the trail and the trail crew will use brush saws and chain saws to reestablish the trail corridor for all uses. All of the work will be done on the existing trail and there will be no new trail or reroute of trails. This work should be completed in two weeks. Access will be along existing trail and trail heads.

2. **Mitigate and Restore Damage to Areas Surrounding Trails**

The Brown Trail and Red Trail also have been heavily used mainly by hikers and bikers There are some low areas that have been created by all of this use which create a hazard after rains. An AmeriCorps team will focus on these areas and establish water diversion methods include water bars and grade dips to alleviate this problem. The team will also close of the illegal trails that have been established that hiker/bikers have created to get around these areas. This will include blocking these areas using the natural flora and fauna and clearly marking the trails. They will use hand tools to do all of this work. The Green Trail will need some resurfacing and this will be done with the AmeriCorps team using a small Canycom wheelbarrow to take this fill to the areas in need and spread this material using shovels, mattock and a compactor. The fill will be certified from a surveyed pit and the mechanized equipment will be no wider than the existing tread. Access will be at the existing trail head and along the existing trails.

Second Level Priority

3. **Provide and Install Trail Signs**
   The old trail signs along the 16.5 miles of trail have been in place for over 20 years and some have fallen off while others have faded from exposure. The existing posts and trees that the signs are currently mounted to will be used for the new signs. The signs will be mounted at these areas using 3" lag bolts. The sign will be brown and the lettering will be painted white. The crew will do all of this work by hand and all from existing trails. We will be putting reflective markers on all of these signs and also purchasing trail marker decals.

4. **Develop Support Facilities**
   A new ADA vault toilet will be installed at the current trailhead. We will use a contractor to dig a hole for the vault, put the new building up and do all of the grading to ADA standards. Currently there is no restroom at this facility. We have had this area surveyed for cultural disturbances and there are none. We will submit for the necessary permits when this project is approved and will forward these permits to ASP prior to construction.

5. **Provide Maps and Trail Information**
   Staff will design a new map of the trail system. These maps will be available on our website and we will also be printing 10,000 copies for distribution to users of the trails.

Bonus Points

6. **Youth Corps Involvement**
   Phoenix Conservation Corps (referred to as AmeriCorps throughout the rest of the application) has agreed to provide 4 weeks of work on the project. They will be doing some trail maintenance and restore some sections of trails.

7. **American with Disabilities Access/Standards**
   Although the new toilet will be ADA, the trail itself will not meet these standards.

8. **First time applicant**
   LL REI has never applied for a grant.

9. **Diversity of Trail Use**
   The trail will be open hikers, bikers and equestrians.

Project Sponsor: ***LL REI*** **SCOPE SHEET**

Project Name: ***Happy Trail Project***

Scope Item #1 Renovate and Maintain

Cash/Match	**Grant**	**Total**		**Grant %**	**Match %**
$4,836.00	**$80,000.00**	**$84,836.00**		94.30%	5.70%

BREAKDOWN	**#**	**UNIT COST**	**TOTAL**	**MATCH/ IN-KIND**	**GRANT REQUEST**
Phoenix Conservation Corps	3	$5,500.00	$16,500.00		$16,500.00
Canycom Rental (for material)	10	$150.00	$1,500.00		$1,500.00
Material (yards 3/4 " Crush)	100	$20.00	$2,000.00		$2,000.00
Volunteers (10)	120	$18.00	$2,160.00	$2,160.00	
Camping for crew	3	$80.00	$240.00	$240.00	
		TOTAL	**$22,400.00**	**$2,400.00**	**$20,000.00**

SCOPE ITEM #3 Mitigate and Restore

BREAKDOWN	**#**	**UNIT COST**	**TOTAL**	**MATCH / IN-KIND**	**GRANT REQUEST**
Phoenix Conservation Corps	3	$5,500.00	$16,500.00		$16,500.00
Material (yards 2")	200	$10.00	$2,000.00		$2,000.00
Personal protective equipment (PPE) for volunteers (gloves/glasses)	1	$500.00	$500.00		$500.00
Trail Foreman (hours)	25	$40.00	$1,000.00		$1,000.00
Volunteers (hours)	120	$18.00	$2,160.00	$2,160.00	
		TOTAL	**$22,160.00**	**$2,160.00**	**$20,000.00**

SCOPE ITEM #6 Provide and Install Trail Signage

BREAKDOWN	**#**	**UNIT COST**	**TOTAL**	**MATCH / IN-KIND**	**GRANT REQUEST**
Reflective Markers (#)	700	0.5	$350.00		$350.00
Wooden Routed signs	200	$45.00	$9,000.00		$9,000.00
Directional Signs (prefab)	300	0.75	$225.00		$225.00
Lag Bolts (lbs)	425	$1.00	$425.00		$425.00
		TOTAL	**$10,000.00**		**$10,000.00**

Scope Item #7 Support Facilities

BREAKDOWN	**#**	**UNIT COST**	**TOTAL**	**MATCH / IN-KIND**	**GRANT REQUEST**
Prefabricated Vault toilet	1	$25,000.00	$25,000.00		$25,000.00
		TOTAL	**$25,000.00**		**$25,000.00**

SCOPE ITEM #9 Provide Maps and Trail Information

BREAKDOWN	**#**	**UNIT COST**	**TOTAL**	**MATCH / IN-KIND**	**GRANT REQUEST**
New maps (printing Cost)	10000	$0.40	$4,000.00		$4,000.00
Interactive map (downloadable) tech hours	50	$20.00	$1,000.00		$1,000.00
Staff oversight	8	$25.00	$200.00	$200.00	
Office supplies	1	$76.00	$76.00	$76.00	

			ESTIMATED PROJECT COST SHEET							
Project Title:		**Happy Trail Project**								
Project Sponsor		LL REI								
		ACQUISITION PROJECT COSTS								
Parcel #			Cash/in-kind	Value of	Requested		Total Parcel Cost		
			Match	Donation	Grant				
					Amount				
			$-	$-	$-		$-		
Total Match/Donations				$-					
			Total Grant Request:		$-				
				Total Cost of All acquisitions			$-		
		DEVELOPMENT/EQUIPMENT PROJECT COSTS							
			Cash/in-kind	**Value of**	**Requested**		**Total Item cost**		
Scope Item			**Match**	**Donation**	**Grant**				
					Amount				**Points**
Scope Item #1 Renovate and Maintain			$2,400		$20,000		$22,400		12
SCOPE ITEM #3 Mitigate and Restore			$2,160		$20,000		$22,160		12
SCOPE ITEM #6 Provide and Install Trail Signage			$-		$10,000		$10,000		10
Scope Item #7 Support Facilities			$-		$25,000		$25,000		10
SCOPE ITEM #9 Provide Maps and Trail Information			$276		$5,000		$5,276		6.219
		Sub-totals	$4,836						
Total Match & Donations				$4,836					
		Total Requested Grant Funds			$80,000				
			Total Development/Equipment costs				$84,836		
		Total Cost of Acquisition/project costs					$84,836	Total	50.219

Bonus	Youth Corps	2
	First time Applicant	2
	Diversity of Trail	2
	Total	56.219

TOTAL	**$5,276.00**	**$276.00**	**$5,000.00**

TIMELINE			
Project Approved	October	2016	
Contact AmeriCorps Crews	November	2016	
AmeriCorps Team Trail Work	December	2016-	Mar 2017
Cultural Survey for Vault toilet	March 2017-June 2017		
Purchase signs	August 2017		
Obtain Permit for Vault	August 2017		
Install Vault Toilet	October 2017-November 2017		
Put up new signs	November 2017-February 2018		
Complete interactive map	February 2018		
Print new map	March	2018	
Close out Project	March	2018	Close out Project

ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126

Project Sponsor Name: ***LL Rei***

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation.

It is understood that recipients of Arizona State Park motorized and non-motorized project funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.
This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.

1/20/2016

SIGNATURE OF AUTHORIZED AGENT DATE

Miller Brown, Executive Director

PRINT NAME OF AUTHORIZED AGENT

RESOLUTION

(For Non-Federal Entity Project Sponsors ONLY)

Resolution No. ***12016*** RESOLUTION OF THE (Project Sponsor Name): ***LL REI***
Project Sponsor's Governing Body (if different from Sponsor Name)
Project Title: ***Happy Trail Project***

APPROVING THE APPLICATION FOR A MOTORIZED PROGRAM GRANT

WHEREAS, the Congress of the United States has authorized the Recreational Trails Program (RTP) as a federal-aid assistance program to help states provide and maintain recreational trails for motorized and non-motorized recreational use, and the State of Arizona has established the Off-Highway Vehicle Recreation Fund to fund a variety of off-highway vehicle recreations projects, and these funds are available to eligible project sponsors for acquiring lands and developing facilities for public off-highway vehicle purposes; and

WHEREAS, Arizona State Parks Board (BOARD) is responsible for the administration of the Statewide OHV Program within the State, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by the BOARD require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with the BOARD prior to submission of said applications to the BOARD; and

NOW, THEREFORE, BE IT RESOLVED THAT THE PROJECT SPONSOR'S GOVERNING BODY hereby:

1. Approves the filing of an application for motorized assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of: for non-motorized trails facility development; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that Project Sponsor will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. If applicable, certifies that Project Sponsor has matching funds in the amount of $***4,836*** from the following sources ***Volunteer time and staff match***; and
6. Appoints the (Title can be more than one person) ***Marcel Banks*** as agent of (Project Sponsor's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned, ***Miller Brown*** being the duly appointed and qualified ***Executive Director*** of ***LL REI***, certify that the foregoing Resolution No. 1206 is a true, correct and accurate copy of Resolution No. 1206 Passed and adopted at a regular meeting of ***Board of Directors, LL REI***, held on ***12/6/15*** at which a quorum was present and voted in favor of said Resolution.

12/6/15

Signed by: Date

Miller Brown, Executive Director

12/6/15

Approved As To Form: Attorney: Date

Joseph White, Esq.

NONPROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY

I, Miller Brown, being duly sworn, depose, state and certify as follows:

1. I am the Executive Director of LL REI, a non profit corporation duly organized under the laws of the State of Arizona. ("Corporation");

2. The Corporation is a valid, existing nonprofit corporation in good standing under the laws of the State of Arizona;

3. The Corporation has the full authority to enter into the foregoing the Arizona State Parks Grant Application (the "Application");

4. The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;

5. The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code;

6. The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;

7. All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;

8. The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and

9. I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

STATE OF ARIZONA)
County of Maricopa)

THE FOREGOING CERTIFICATION was subscribed and sworn before me this 1 day of January 2016, by Miller Brown, the Executive Director of LL REI, a non profit corporation, on behalf of that corporation.

Frank Smith
Notary Public
My Commission Expires: 1/30/2017

ORGANIZATION AUTHORITY TO APPLY

(All non-entity third party project sponsors must complete.)

APPROVAL OF APPLICATION FOR: (Project Sponsor Organization): LL REI

WHEREAS, the Congress of the United States has authorized the Recreational Trails Program (RTP) as a federal-aid assistance program to help states provide and maintain recreational trails for motorized and non-motorized recreational use, and the State Of Arizona has established the Off-Highway Vehicle Recreation Fund to fund a variety of off-highway vehicle recreations projects, and these funds are available to eligible project sponsors for acquiring lands and developing facilities for public off-highway vehicle purposes; and

WHEREAS, Arizona State Parks is responsible for the administration of the Statewide OHV Program within the State, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by Arizona State Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with Arizona State Parks prior to submission of said applications to the Arizona State Parks; and

NOW, THEREFORE, BE IT RESOLVED THAT LL REI hereby:

1. Has conducted a properly noticed meeting of the general membership and voted to approve the filing of an application for funds from the Arizona State Parks; and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of LL REI for participation in the proposed project; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks as a part of the application process; and
4. Certifies that LL REI will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
6. Appoints the Marcel Banks as agent of LL REI to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned, Miller Brown , being the duly appointed and qualified as Executive Director of LL REI , certify that the authority to apply for this grant was approved by majority vote at a regular meeting of LL REI , held on (month) , (day) , (year) at which a quorum was present.

12/20/14

Signed by: Miller Brown Executive Director Date

Approved As To Form:

Attorney (if appropriate): Date

SECTION IV. CULTURAL RESOURCES: COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT, SECTION 106

CULTURAL CLEARANCE REVIEW FORM-2016

In Arizona, the Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the State Historic Preservation Office (SHPO) participate in a process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. To assist in this review, the applicant is required to submit the following information with each application for funding assistance.

SECTION I.

1. A completed copy of this form;
2. At least two (2) legible, detailed and labeled maps:
   a) A detail map showing all project activities and any other related project actions (e.g., staging areas, the location of riprap, new access roads, etc.)
   b) A legible 7.5' USGS map showing the project area;
3. A copy of the cultural resources survey report(s) if a survey of the property has been conducted;
4. A copy of any comments of the land managing agency/landowner and archaeologist (i.e., state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.
   NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act; a state agency must consult with SHPO pursuant to the State Historic Preservation Act; and,
5. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.
   If these documents are missing, your project cannot be reviewed, and your application and funding will be delayed.

Grant Program: Recreational Trails Program Project Title: Happy Trail Project

Applicant Name and Address: 65 Main Street, Phoenix AZ 999999

Current Land Owner/Manager(s): Phoenix Forest District

Project Location, including Township, Range and Section: Phoenix, T 5, R 11, Section 102

SECTION II.

Please answer the following:

1. Total project area in acres (or total miles if trail): 16.5 miles
2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?
   ☒ YES ☐ NO
3. Please provide a description (what, where, why, and how) of the proposed project, and specifically identify any surface and/or subsurface impacts that are expected. Provide measurements for anticipated surface (areal) and subsurface (depth) disturbances that will be part of the proposed project. Discuss both direct and indirect impact areas, such as staging areas and access routes, that will be used as part of the project.

LL will hire a trail crew to do work on a total of 16 miles of trail. They will brush the Brown Trail (.3 miles), resurface the Green Trail with gravel (3 miles), do routine maintenance on the Red Trail (13 miles) which will include restoring water diversion. Work on the Red Trail will be done by small mechanized equipment with ground disturbance on existing tread. The work on both the Brown Trail and Green Trail will be done with AmeriCorps teams using hand tools and equipment. Access to all of the trail will be at the existing trail head and along existing trails. In addition to trail work, the project will replace all existing trail signs with new routed signs. The existing posts will remain in place for these new signs

which are on the trail corridor. A new ADA restroom will be constructed at the trailhead as well as a new kiosk at the trail entrance.

4. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Attach extra sheets if more space is needed. Attach photos of project area to document condition, particularly of those areas that have experienced impacts.

As stated previously, the trail work will be done on existing trail tread. The 16.5 miles of trail is currently on ledge and mixed/bare soil. The average width of the tread is 4'. There are some areas that will reestablish drainage ditches to prevent further erosion. There will be no ground disturbance when replacing signs and there will be significant ground disturbance when putting in a new vault (1000 gallon) for our ADA restroom. This area will be surveyed prior to any disturbance and we will get the required permit for this work.

5. Are there any known prehistoric and/or historical archaeological sites in or adjacent to the project area?
☐ **YES** ☒ **NO** ☐ **UNKNOWN**

6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist?
☒ YES ☐ NO ☐ UNKNOWN

If yes, please submit a copy of the survey report. Please attach any comments on the survey report made by the land managing agency and/or SHPO. ***See attached report completed in 2012 with a reference to all three of these trails outlined in the report on pages XX, XX & XX.***

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to the project area? ☐ YES ☒ NO ☐ UNKNOWN

If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form, and submit it with your application. This form is available for downloading at http://www.azstateparks.com/SHPO/nationalregister.html.

8. Is your project area within or adjacent to a historic district? ☐ YES ☒ NO ☐ UNKNOWN

If YES, name of district _____

SECTION IV.

Will your project involve any of the following activities?

Bridge rehabilitation or replacement	☐ YES ☒ NO
Signs, kiosks, and markers replacement or installation	☒ YES ☐ NO
Upgrading the trail and or parking lot from dirt to stone or woodchips, or stone or woodchips to a paved (asphalt, concrete, or other paved surface) or boardwalk surface;	☐ YES ☒ NO
Fencing, guardrail, retaining wall, or berm replacement or installation	☐ YES ☒ NO
Drainage	☒ YES ☐ NO
Landscaping	☐ YES ☒ NO
Compliance under the Americans with Disabilities Act (ADA) including the following:	☒ YES ☐ NO
a. Ramps;	☐ YES ☒ NO
b. Railings;	☐ YES ☒ NO
c. Resurfacing (to pavement or boardwalk);	☐ YES ☒ NO
d. Parking and trail access;	☐ YES ☒ NO
e. Signage;	☐ YES ☒ NO
f. Port-a-potties	☒ YES ☐ NO

Permanent installation of ancillary facilities such as port-a-potties, bike racks, lighting, benches, trash receptacles, and trail course design features (jumps, water hazards, par course equipment, picnic benches).	☒ YES ☐ NO
Renovation and restoration of trails and trail access routes, in-kind within an established path or trail way	☒ YES ☐ NO
Regrading of trail and/or parking areas within established trail way	☐ YES ☒ NO
Striping and restriping	☐ YES ☒ NO
Debris removal	☐ YES ☒ NO
Educational materials	☐ YES ☒ NO
Connector trails within boundaries of existing property	☐ YES ☒ NO
Repair of existing signs, kiosks markers, bridges, fences, guardrails, retaining walls, and berms	☒ YES ☐ NO

If yes to any items from SECTION IV please provide a short description of the work to be done.

We will be replacing signs on existing posts and trees. There will be no ground disturbance with this project. We will be resurfacing existing trail tread on 3 miles of trail. We will be installing a new ADA outhouse in the trail head. We will be doing all of this work on existing trail corridor which has been established for many years.

Please sign on the lines below certifying all information provided for this application is accurate, to the best of your knowledge.

NOTE: THIS FORM MUST BE REVIEWED AND SIGNED BY THE ARCHAEOLOGIST FOR AGENCIES THAT HAVE A STAFF ARCHAEOLOGIST.
FACSIMILE OR ELECTRONIC SIGNATURES ARE NOT ACCEPTABLE.

Cheryl Snow /12/13/14 Cheryl Snow
Archaeologist Signature Date Archaeologist Printed Name

Agency: ___Phoenix Forest District_____

Phone Number _999-555-5555_____ Title_District Biologist _____

/ 12/13/14 Miller Brown
Applicant Signature Date Applicant Printed Name

Phone Number __999-555-5556_____ Title_Executive Director

Arizona Department of Transportation/Arizona State Parks
Recreational Trails Program
NEPA -Categorical Exclusion – CE Checklist
For Projects Prepared Under
23 CFR 771.117(c) & (d)

I. Project Identification:

Project Name: Happy Trails Project	**OFFICAL USE ONLY**
Project Sponsor: LL REI	**ADOT Project Number:**
Grant Amount: $ 80,000	**State Parks Project Number:**
Sponsor Match: $ 4,836	**Federal-Aid Number:**
Project Cost:84,836	**STIP/TIP ID Number:**

Project Category: ☐ **Motorized** ☒ **Non-motorized** ☐ **Diversified** ☐ **Educational/Safety** ☐ **Administration**

If "Administration" then all questions below should be "No"

II. Location and Limits:

[Reference the city/town and/or county name as applicable], Arizona. USGS quad and describe the location as needed.

Phoenix/Maricopa

III. Purpose and Description:

LL will hire a trail crew to do work on a total of 16 miles of trail. They will brush the Brown Trail (.3 miles), resurface the Green Trail with gravel (3 miles), do routine maintenance on the Red Trail (13 miles) which will include restoring water diversion. Work on the Red Trail will be done by small mechanized equipment with ground disturbance on existing tread. The work on both the Brown Trail and Green Trail will be done with AmeriCorps teams using hand tools and equipment. Access to all of the trail will be at the existing trail head and along existing trails. In addition to trail work, the project will replace all existing trail signs with new routed signs. The existing posts will remain in place for these new signs which are on the trail corridor. A new ADA outhouse will be constructed at the trailhead as well as a new kiosk at the trail entrance. Finally, a new map will be developed for the trail including a web based interactive map.

IV. CE Checklist:	Yes	No
1. Does the project involve the acquisition of right-of-way?	☐	☒
2. Does the project involve any residential or non-residential displacements?	☐	☒

IV. CE Checklist:	Yes	No
3. Are there National Register listed or eligible sites in the Project Area?	☐	☒
4. Will the project affect any National Register listed or eligible sites? If "yes" to either of the above questions, briefly summarize and attach the following: survey reports, determinations and concurrences from the State Historic Preservation Office or Tribal Historic Preservation Office, and any agreements for resolution of adverse impacts.	☐	☒
5. Does the project require the use of a resource protected under 23 U.S.C. 138 or 49 U.S.C. 303 (Section 4(f))? If there are 4(f) properties with ¼ mile then contact ADOT	☐	☒
6. Does the project require a U.S. Army Corps of Engineers 404 permit?	☐	☒
7. Are there threatened or endangered species or critical habitat designated or proposed under the Endangered Species Act present?	☐	☒
8. If "yes" does the project have a determination of "may affect, likely to adversely affect"? Describe impacts and attach documentation of consultation with U.S. Fish & Wildlife Service or Tribal Wildlife Service.	☐	☒
9. Does the project involve construction in, across or adjacent to a river component designated or proposed for inclusion in the National System of Wild and Scenic Rivers?	☐	☒
10. Will the project result in 1 or more acres of ground disturbance? If "yes" describe the impacts, list permits, and attach documentation of consultations. **The project will resurface the Green Trail with gravel (3 miles X 4' wide). Fill for this work will come from a certified pit. A new ADA outhouse will be constructed at the trailhead as well as a new kiosk at the trail entrance. This area has been surveyed with no affect and permits will be obtained once project is approved.**	☒	☐
11. Does the project involve a floodplain encroachment for other than functionally dependent uses (*e.g.* bridges, wetlands) or actions that facilitate open space use (e.g. recreational trails, bicycle and pedestrian paths)?	☐	☒
12. Does the project involve any other impacts? If "yes" explain below:	☐	☒

*If the answer to all of the above questions is **NO,** the proposed action qualifies for processing as a C-list Categorical Exclusion. If the answer to any of the above question is **YES,** contact the Recreational Trail Program Coordinator to confirm the level of environmental documentation.*

V. Applicant Certification:

I certify that the information provided on this form and any supplemental documents are accurate and complete to the best of my knowledge.

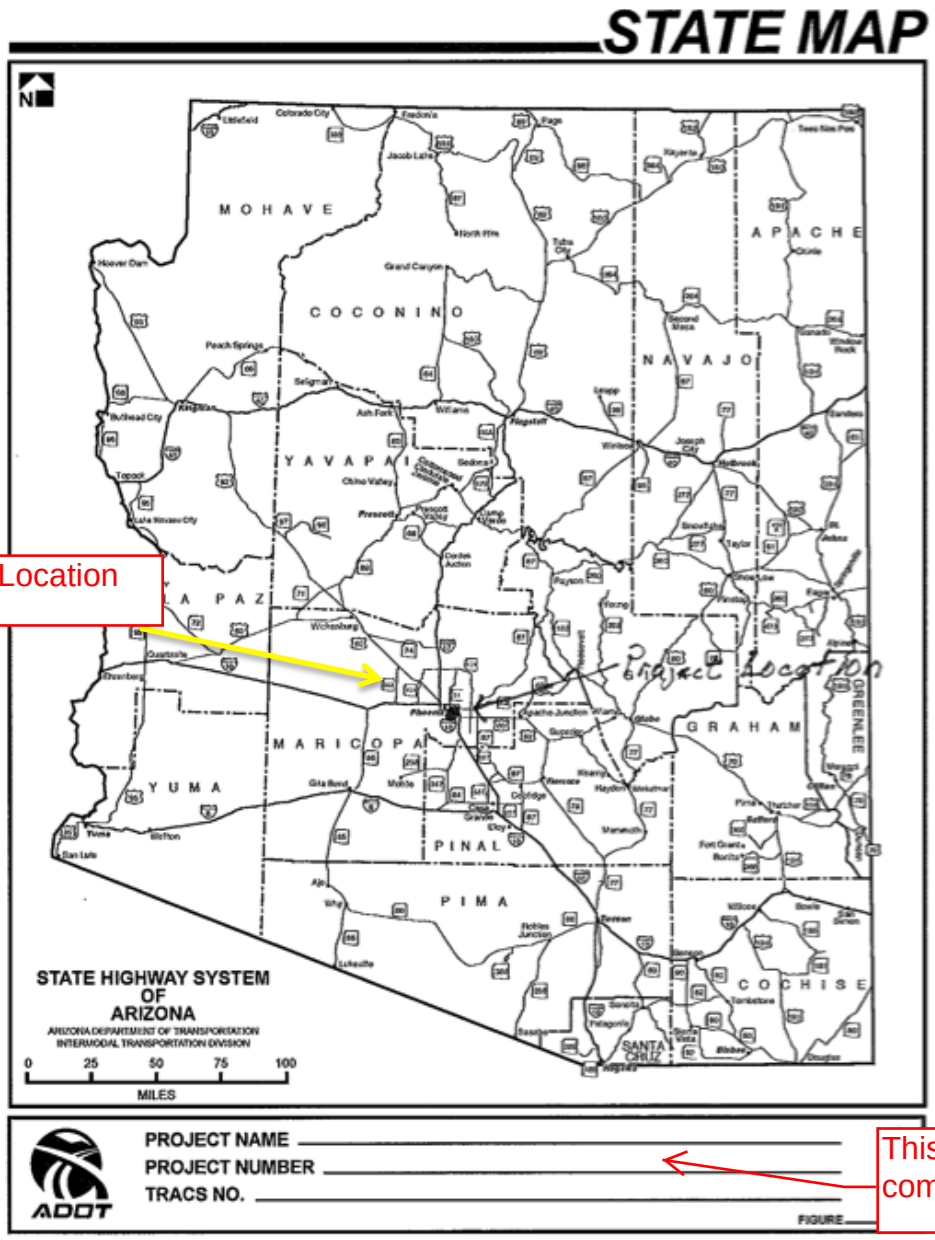
Signature: _____ Date: 1/20/16

Name: **Miller Brown**

Title: Executive Director Contact Information: **999-555-5556**

Project Maps

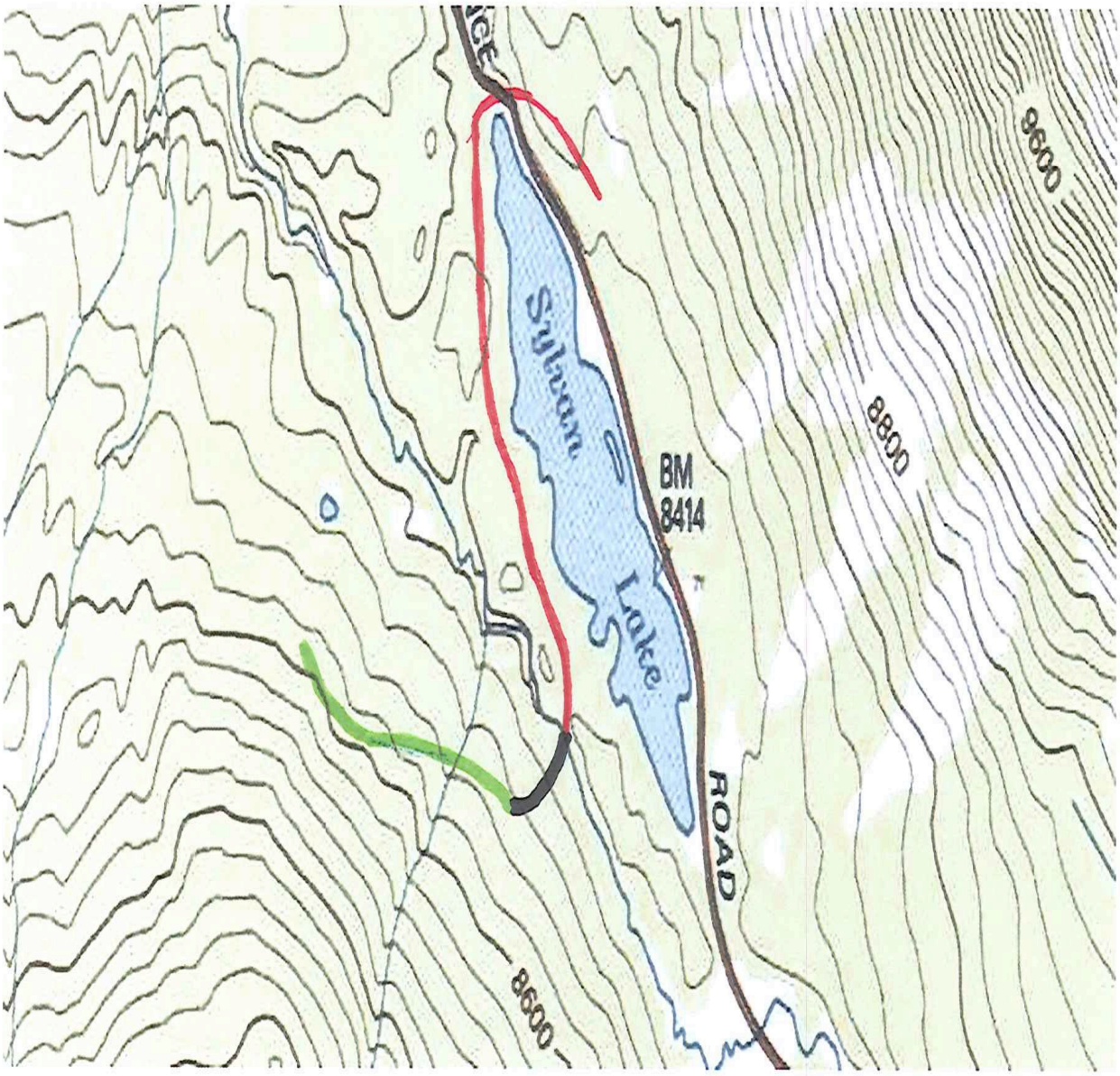
Per request from ADOT -When submitting project maps please use this map –State Map- as a cover sheet. **Using this "cover map" please highlight the project location. Place all project maps after this page.**



Project Location

This section to be completed by Parks

Happy Trail Project



Red Trail 13 miles
Green Trail 3 miles
Brown Trail .3 mile

N ⇧

Project Pictures

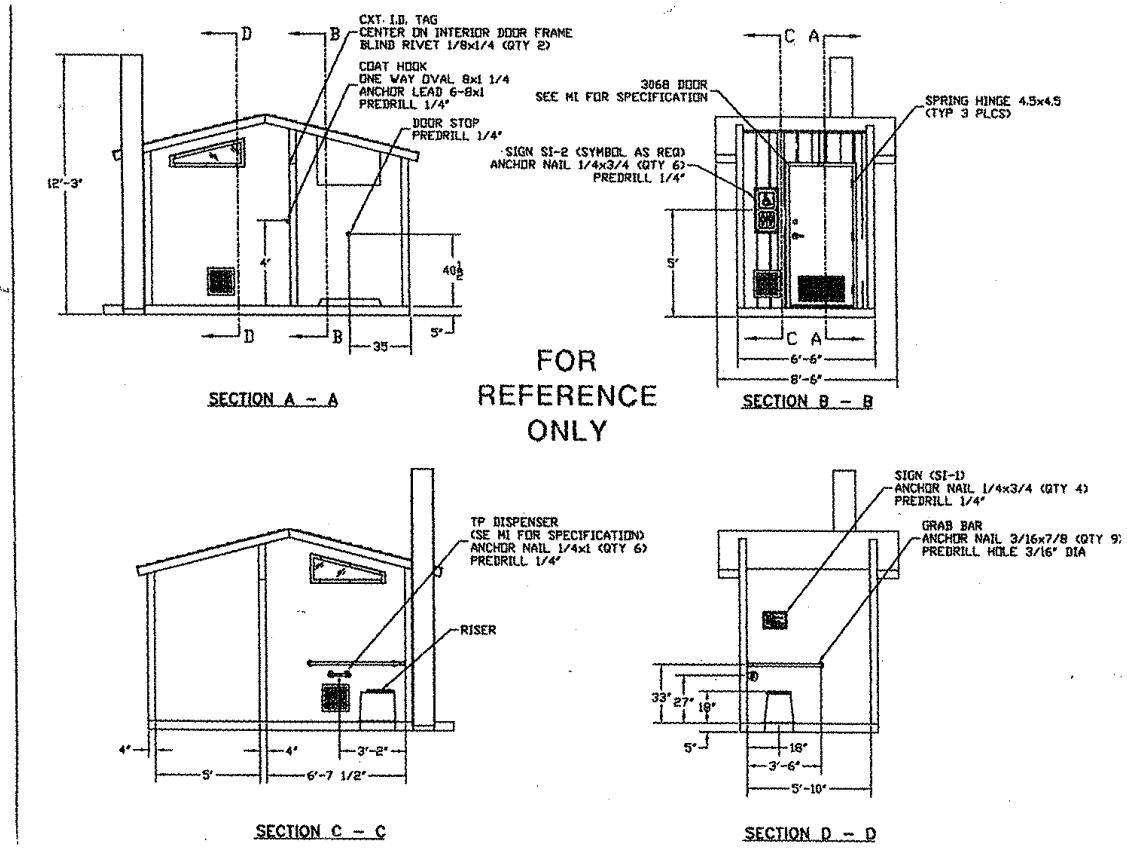
Example of proposed new signs

Reestablish Drainage along the Green Trail

Examples of Markers we will be replacing along the trail

Examples of area that will be brushed to reestablish trail width.

Areas to be cleared to reestablish trail.



VAULT TOILET SPECIFICATIONS

Proposed Design of ADA Vault Toilet

Letter of Support:

Phoenix Conservation Corps
28 Ruling Drive
Phoenix, AZ 85555
555-555-5518

February 20, 2016

Mick Rogers, Grant Program Leader
Arizona State Parks
23751 N 23rd Ave, #190
Phoenix, AZ 85085

Dear Mr. Rogers,

Over the past several years, there has been an increased amount of public use on several trails owned by LL REI, a non-profit that conserves open spaces for the public to enjoy. We have worked with this non-profit in the past and have a working relationship to have several training exercises on these trails. This damage has made the trails unsafe for many users.

The proposed trail work will greatly enhance the experience of the user and will not only open up great vistas but will make these trails sustainable for future generations. We will continue to support these trails with our corps and training exercises but will commit 6 weeks of team work for this project if it is approved.

We wholeheartedly support this worthwhile project.

Sincerely,

Nerd Furfill

Nerd Furfill, Executive Director
Phoenix Conservation Corps