

REQUIRED RTP INFORMATION FY2018 APPLICATIONS

For equipment purchases, provide information on who would own/purchase the equipment, how will inventory be managed (how will it be stored in off season or when not in use), and commitments on maintenance, expected life, and disposal described. State procurement policies must be followed ([Idaho Code 67-2803](#) and [67-2806](#)). The following information will be required when equipment is awarded in RTP:

Equipment Management

Property Records

Description of Equipment:

Serial/ID #:

Title Holder (*Submit copy of registration if applicable):

Date of Acquisition:

Cost of Equipment:

Percentage of Federal Funding:

Location of Equipment Storage:

For equipment valued at \$5,000 or **less**, the undersigned agrees to submit yearly reports to the Idaho Department of Parks & Recreation (IDPR) reconciling the property inventory for five (5) years after the acquisition. The undersigned also agrees to submit a report describing the disposal of any equipment purchased through the Recreational Trails Program (RTP) to ensure proper disposition.

For equipment valued at \$5,000 or **more**, the undersigned agrees to submit yearly reports to the Idaho Department of Parks & Recreation (IDPR) reconciling the property inventory for ten (10) years after the acquisition. The undersigned also agrees to submit a report describing the disposal of any equipment purchased through the Recreational Trails Program (RTP) to ensure proper disposition.

In witness thereof:

Signature-Applicant's Authorized Representative

Date

PROJECT DETAILS

For projects involving construction, describe the physical details of the project, including construction activities required to build it: explain what will be built and how (what equipment and methods will be used). Describe the extent of all ground clearing and earthwork (excavation, placement of fill, or preparation of existing ground surface).

The level of detail of the information needs to be proportionate to the scope of the project, i.e., a project that includes building a bridge over a river will require more detailed explanation of what, where, and how than a trail reconstruction project. Projects that consist solely of trail maintenance type activities may require little additional documentation.

Include a location map and site plan. These need to clearly show boundaries of the site, locations of proposed facilities and the nature and extent of ground disturbing activities. Include an explanation of the graphics used on site plans and other maps and diagrams. (You may do this by either creating a legend or otherwise identifying markings that clearly explain what shading, dotted lines and/or symbols mean.)

Information on the site should include photos of the site and discussion of:

- Existing site conditions,
- Any water bodies, wetlands, or stream channels on or nearby the site,
- Any sites or structures over 50 years old on or nearby the site,
- Land ownership.

CHECKLIST

- Need plan showing location and limits of work. Include location of nearby drainages or water bodies.
- Will there be any work in water or over water (this may apply to boat ramps, trail bridges, etc.)?
- Describe earthwork to be done. This includes any ground clearing, excavation, grading, and/or placement of fill soils or gravel.

IF YOU DO NOT PROVIDE ENOUGH DETAIL TO DESCRIBE THE ACTUAL WORK INVOLVED, APPROVAL OF YOUR PROJECT WILL BE DELAYED UNTIL THAT INFORMATION IS RECEIVED AND REVIEWED.

ARMY CORPS OF ENGINEERS PERMITS/ STORM WATER POLLUTION PROTECTION PLANS (SWPPP)

If drainages or water bodies are involved, or if any material is to be placed in stream channels (even if dry), erosion and sedimentation control will have to be handled appropriately, and Section 404 permits may be required from the Corps of Engineers.

For any ground disturbing activities, explain how erosion and sediment control will be controlled. Describe sediment management practices, and what and how corrective measures will be undertaken. State the name, position, and contact information for the engineer in direct responsible charge of the project – the responsible person to be contacted in regard to any construction issues. A NPDES permit from EPA is required for projects which disturb one acre or more of ground – this includes preparation of a Storm Water Pollution Prevention Plan (SWPPP).

CHECKLIST

- Will there be more than one acre of ground disturbance **YES/NO?**
- If more than one acre will be disturbed, an SWPPP permit will be needed unless a low erosivity waiver can be obtained or other special conditions apply and are approved.

APPROVAL AND PAYMENTS MAY BE DELAYED UNTIL A SWPPP OR LOW EROSIVITY WAIVER IS OBTAINED.

STATE HISTORIC PRESERVATION OFFICE (SHPO)/ENDANGERED SPECIES CLEARANCE

Ground disturbing activities should be assumed to require studies of cultural resource impacts. (State Historic Preservation Office – SHPO will need to be consulted.) Other issues that may require additional work to address or mitigate impacts includes Threatened and Endangered Species, hazardous materials, wetlands and waters of the U.S.

CHECKLIST

- Old buildings or other features more than 50 years old (irrigation headgates, watering troughs, railroad tracks or embankments, or other items) may require review by the State Historic Preservation Office – are any of these present on the site or effected by the project?

THE SPONSOR IS RESPONSIBLE FOR KNOWING IF CULTURAL, ENVIRONMENTAL, AND/OR ENDANGERED SPECIES CLEARANCE IS NEEDED. FAILURE TO DISCLOSE THIS INFORMATION COULD RESULT IN LEGAL ACTIONS THAT RESULT IN DELAYS OR DISQUALIFIATION OF THE PROJECT.

NON-PROFITS WORKING ON FEDERAL LAND

If a Federal Land Management agency (such as Forest Service or BLM) will be managing or involved with the project, identify the name of the agency contact who will be responsible for assuring federal requirements are met, along with their position title and phone number. If no federal agency is involved, more in-depth detail of the project is generally needed along with an explanation of how additional studies will be handled or a specific explanation of why they are not applicable or needed.

BUY AMERICA

The Buy America Act (23 USC 313 and 23 CFR 635.410) requires that iron and steel products permanently incorporated into projects funded by USDOT must be domestically produced. Please see separate handout for more detail on the Buy America program.

CHECKLIST

- Are purchasing mechanized equipment? (Mechanized equipment includes such items as vehicles, any OHV, trailers, and/or trail building equipment) If so, payment of your equipment will not be approved until the “Buy America” waiver has been approved by FHWA in Washington D.C.
- Any products made of iron or steel with a value greater than \$2,500 will require a certificate verifying they meet the “Buy America” requirements.

ANY PROJECT THAT FALLS UNDER THE BUY AMERICA PROVISIONS WILL NOT HAVE FINAL APPROVAL OR PAYMENT UNTIL ALL FEDERAL REQUIREMENTS ARE COMPLETE.