



FY2025-2026 RECREATIONAL TRAILS PROGRAM (RTP) APPLICATION WEBINAR

Division of State Lands / Land and Recreation Grants Section
Florida Department of Environmental Protection



RECREATIONAL TRAILS PROGRAM

PRE-RECORDED APPLICATION WEBINAR

Webinar Sections

- RTP Overview and Purpose
- FY25-26 Application Cycle Overview
- Eligibility Requirements
- Preparing the Application Form
- Supporting Documentation
- Additional Resources





Recreational Trails Program Overview & Purpose

FY25-26 RTP Application
Cycle Webinar



RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

Recreational Trails Program

The **Recreational Trails Program (RTP)** is a **federally funded, competitive grant program** established pursuant to 23 U.S. Code § 206. The Florida Department of Environmental Protection (DEP), in coordination with the Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT), is designated as the State agency responsible for administering apportionments made to the State under this section. The RTP **provides financial assistance for the development and maintenance of recreational trails, trailheads and trailside facilities.**

- **Motorized and Nonmotorized Trails**
- **Single-Use and Diverse-Use Trails**

[Rule Chapter 62S-2, F.A.C.](#) outlines all of the rules that govern the RTP. It is a great resource of programmatic information, including application requirements and scoring criteria.

The screenshot shows the Florida Department of State website for the Florida Administrative Code & Florida Administrative Register. The page displays the following information:

- Header:** Florida Department of State, Florida Administrative Code & Florida Administrative Register. Navigation links include Home, Advanced Search, MyFLRules, Rules Open for Comments, About Us, Contact Us, Help, and Agency Login.
- Rule Chapter:** 62S-2
- Chapter Title:** RECREATIONAL TRAILS PROGRAM
- View Chapter:** A link with a document icon and the text "62S-2".
- View Individual Rules:** A section with a blue header and a note: "Click on the word icon to view the latest rule version. Or click on the rule number to see the detail of the rule."
- Table of Rules:** A table with columns for Latest Version, Rule No., Rule Title, and Effective Date.

Latest Version	Rule No.	Rule Title	Effective Date
	62S-2.070	Definitions	5/1/2001
	62S-2.071	General Requirements	5/1/2001
	62S-2.072	Application Requirements and Processing	5/1/2001
	62S-2.073	Evaluation Criteria	5/1/2001
	62S-2.074	Federal Approval	5/1/2001
	62S-2.075	Grant Administration	5/1/2001
	62S-2.076	Compliance Responsibilities	5/1/2001



RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

Program Funding

Funding is provided by the Federal Highway Administration and represents federal gas tax paid by Off-Highway Vehicle (OHV) and snowmobile users. Those funds are made available to all states, totaling \$84-million nationally.

The infographic was created by the Coalition for Recreational Trails, or CRT, which is a national coalition that lobbies for the program. Established in the 1990s by a variety of trail interest groups, the RTP was developed to fund all types of trail projects.





RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

The RTP seeks to foster outdoor recreational trails and trailside facilities throughout the State. There are three eligible RTP development categories:

Motorized Trails



Nonmotorized Trails



Trail Amenities





RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

Single Use Trails for Motorized Users:

A project primarily intended to **benefit only one mode of motorized recreational use**, such as an ATV trail. **A project may be classified in this category if the project also *indirectly* benefits some nonmotorized uses (it is not necessary to exclude nonmotorized uses), but the **primary intent** must be for the benefit of a **single motorized use**.**





RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE



Diverse Use Trails for Motorized Users:

A project primarily intended to **benefit more than one mode of motorized recreational use**, such as motorcycle and ATV use. A project may be classified in this category if the **primary intent** includes the benefit of **multiple motorized uses**, such as vehicle riding, motorcycling, use of off-road light trucks, or other off-road motorized vehicles.



RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE



Mixed-Use Trails for Motorized and Nonmotorized Users:

A project primarily intended to **benefit more than one mode of motorized and nonmotorized recreational use**, such as hiking and ATV use. A project may be classified in this category if the scope of work **directly benefits both use types.**



RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

Single Use Trails for Nonmotorized Users:

A project primarily intended to **benefit only one mode of nonmotorized recreational use**, such as a mountain bike trail. Water trail projects, by federal directive, are automatically single use nonmotorized projects.





RECREATIONAL TRAILS PROGRAM

OVERVIEW AND PURPOSE

Diverse Use Trails for Nonmotorized Users:

A project primarily intended to **benefit more than one mode of nonmotorized recreational use**, such as pedestrians, bikers, and skaters; or equestrian use in summer and fall and pedestrian uses in winter and spring.





Recreational Trails Program Application Cycle Overview

FY25-26 RTP Application
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RECREATIONAL TRAILS PROGRAM

APPLICATION CYCLE OVERVIEW

FY2025-2026 RTP Application Cycle: April 13, 2026 - May 28, 2026

The FY2025-2026 RTP Application Webinar presentation will be available on the [RTP program website](#) for reference.

Applicants are strongly encouraged to submit applications electronically through [DEP's Grantee Portal](#), which will be available from 7:00 a.m. EDT on April 13, 2026, through 11:59 p.m. EDT on May 28, 2026. For this application cycle, paper submissions will be accepted and must be postmarked no later than May 28, 2026. If submitting an application through mail, please address to DEP's Division of State Lands at:

**Department of Environmental Protection
Division of State Lands/Recreational Trails Program
3800 Commonwealth Boulevard, MS# 585
Tallahassee, Florida 32399-3000**

Submit paper applications in a SOFT COVER three prong binder along with a USB drive with complete package.

Paper applications must be postmarked no later than May 28, 2026.



RECREATIONAL TRAILS PROGRAM

APPLICATION CYCLE OVERVIEW

FY2025-2026 RTP Application Cycle Funding Basics

- Funding is **competitive**.
- Grant payments are provided as **cost reimbursements** upon project completion.
- Grant Term (project period): **two (2) years**, with two one-year extensions available.
- **Grantees with two incomplete RTP projects** by the closing date of the application submission period **are not eligible to apply**.
- RTP funds **cannot be applied to duplicate or incomplete projects**, including phased projects at the same site.



RECREATIONAL TRAILS PROGRAM

APPLICATION CYCLE OVERVIEW

FY2025-2026 RTP Application Cycle Funding Basics

- **Maximum funding requests** are based on the **trail category** (motorized or nonmotorized) and **use** (single, diverse or mixed).
 - Nonmotorized, Single-Use Projects = \$350,000
 - Nonmotorized, Diverse-Use Projects = \$450,000
 - Mixed-Use Projects = \$450,000
 - Motorized Projects: \$2,000,000
- **Match funding** is required, at a **50:50, 60:40, or 80:20** ratio of the **total project cost**.



RECREATIONAL TRAILS PROGRAM

APPLICATION CYCLE OVERVIEW

How does the RTP define “recreational trail”?

Referencing [62S-2, F.A.C.](#), a recreational trail is defined as “a thoroughfare or track across land or water, used for **recreational purposes** such as bicycling, day hiking, equestrian activities, jogging or similar fitness activities, trail biking, overnight and long-distance backpacking, roller skating, in-line skating, running, aquatic or water activity and vehicular travel by motorcycle, four-wheel drive, all terrain off-road vehicles or dune buggies.

Are there any projects or elements that would not meet that definition?

Yes, any facilities that would not develop or enhance **recreational trails**, including:

- Sidewalks
- Stormwater Ponds or Retention Facilities
- Playgrounds
- General Infrastructure Improvements, such as roads, recreation park restrooms, fencing, etc.
- Scopes of work limited to planning activities



RECREATIONAL TRAILS PROGRAM

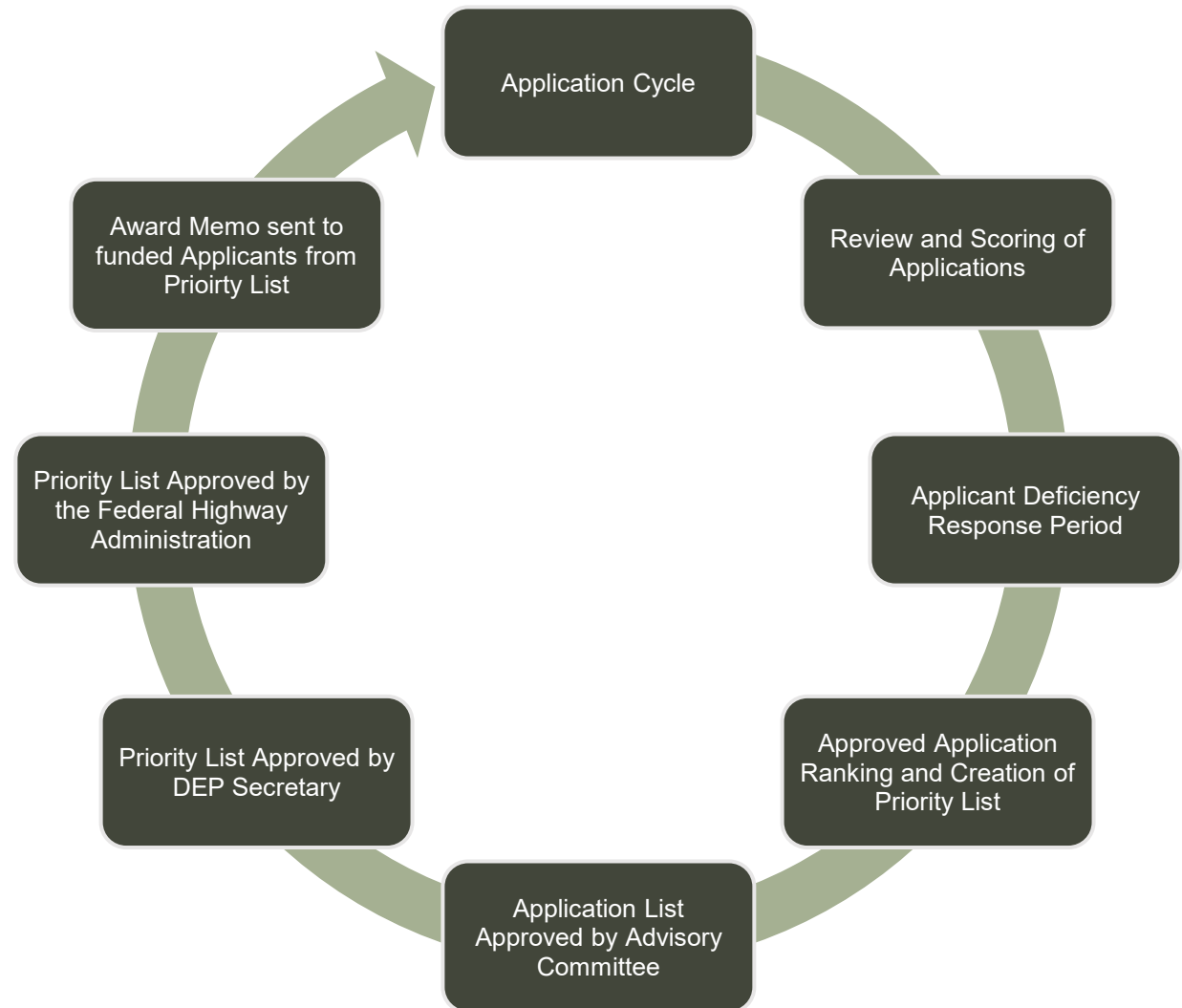
APPLICATION CYCLE OVERVIEW

RTP Grant Application Cycle

Eligible applicants are invited to submit project proposals during the advertised annual application cycle. All project locations must have **adequate site control** and meet programmatic requirements prior to application submission.

At the close of the application cycle, submitted proposals are reviewed and scored by DEP staff. Eligible applications are presented to the Trails Advisory Committee for comment, and a Recommended RTP Priority List is drafted.

Project funding becomes available following FHWA's approval of the finalized Priority List.





Recreational Trails Program Eligibility Requirements

FY25-26 RTP Application
Cycle Webinar



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

RTP Application Eligibility Requirements

Eligible applicants for RTP funds include municipal, county, state, or federal governmental agencies, recognized state and federal Indian tribal governments, and organizations registered as active Florida nonprofit corporations, which have an agreement with a governmental agency to develop public lands.

Grant thresholds are established annually, and dependent upon funding allocation by the FHWA. Project sponsors are required to meet match ratios listed in [62S-2, F.A.C.](#) (80:20, 60:40, or 50:50).

Applicants must have, and demonstrate, adequate site control of the project site and are able to construct, operate, and maintain the area for the term required by RTP and the grant agreement.

Permissible uses of funds include development, renovation, maintenance or construction of trails, trailside facilities, and trail linkages, as well as the purchase of trail construction or trail maintenance equipment.



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Application Limit per Submission Cycle

The maximum number of applications an applicant may submit will be as follows:

- Local governments may submit **one (1)** per district
- Consolidated city-county governments may submit two **(2)** per district
- Nonprofit corporations may submit **one (1)** per district
- State and federal agencies may submit **one (1)** per district





RECREATIONAL TRAILS PROGRAM

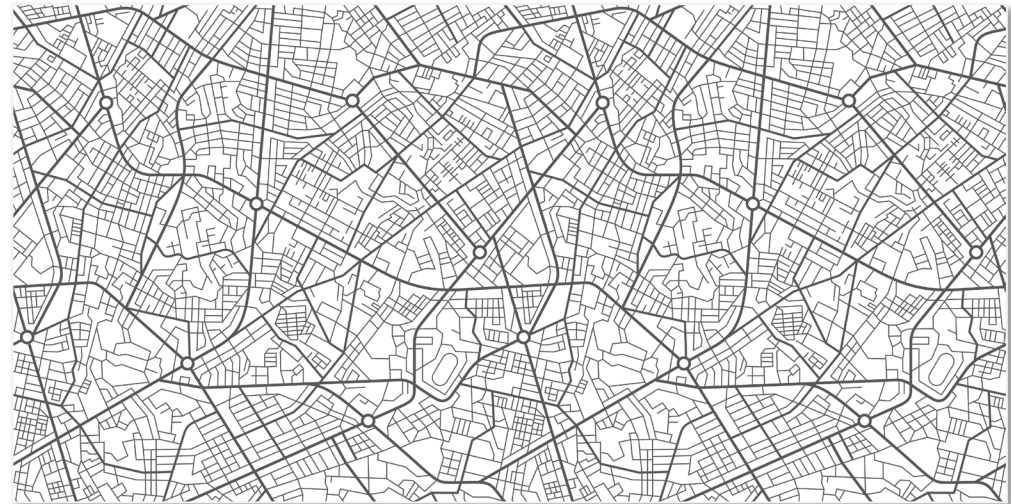
ELIGIBILITY REQUIREMENTS

Site Eligibility

Applicants must have and demonstrate adequate site control of project sites and are able to construct, operate, and maintain the area for the term required by RTP and the grant agreement. For RTP projects on land owned by the applicant, that term is 99 years; for sites owned by someone other than the applicant, that term is at least 25 years past the project completion date.

Proper Site Control Documentation

- Warranty Deed
- Quit-Claim Deed
- Special Warranty Deed
- Lease Agreement
- Title Commitment or Title Policy



**Property Appraiser report cards, surveys, and maps are not sufficient evidence of site control.
Use agreements are also insufficient.**



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Proper Site Control Documentation

Warranty Deed

Older deeds may not specify which type they are, and applicants will need to read the deed to see if it contains language guaranteeing that the person transferring the title has good title to the property. If this language is included, the deed is a warranty deed.

Quit-Claim Deed

Means that the person transferring the property didn't guarantee that they had good title to the property. In these cases, the department requires that you submit a thirty-year title search, with copies of all title-related documents, AND an attorney's opinion that the title search establishes good title in the applicant and that none of the encumbrances on the property will interfere with the proposed uses for the property.

Special Warranty Deed

If there are **exceptions** listed in the deed, or if the deed is titled a **special warranty deed** it means there are encumbrances on the property. These may be easements, covenants and restrictions, or other recorded documents that affect title to the property. This means that other people have enforceable property rights that could interfere with your proposed use of the property. If this is the case, you need an attorney's opinion that the exceptions listed in the deed won't interfere with the uses planned for the park. Applicants will also need to include copies of those recorded documents in your site control documentation.



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Proper Site Control Documentation (cont'd)

If the project site is leased, applicants will need to provide the **lease agreement**.

The lease must:

- Extend for thirty years from the date of application;
- Must not be revocable at will by the grantee;
- Must not prohibit the proposed uses of the site; and
- Must grant the applicant the authority to dedicate the property for a minimum of twenty-five years after the project is complete.

Ensure that the lease includes the legal description of the property and that the legal description matches the boundary survey, site plan and other documentation.



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Proper Site Control Documentation (cont'd)

Title Commitment or Title Policy

A title policy and or title commitment is useful mainly if copies of all exceptions and a title opinion stating that none of the exceptions will preclude the trail is included.

Right of Way

Where a project uses a city or county right-of-way, the property may have been conveyed to the city or county by the state, may have been dedicated by plat, or may have been dedicated under Florida Statute. Applicants may need to consult with legal counsel to determine the source of title.



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Permissible Use of Funds

- Development or renovation of trailside or trailhead facilities or trail linkages
- Maintenance or renovation of existing trails
- Purchase of trail construction or trail maintenance equipment
- Construction of new trails on local and state lands
- Construction of new trails on federal lands (restrictions may apply; refer to [62S-2.072\(2\)\(e\), F.A.C.](#))



Trailhead and Trailside Amenities

- Parking and Staging Areas
- Electric Vehicle Charging Stations
- Campsites
- Restrooms (must directly connect to or support trail)
- Benches
- Trash Receptacles
- Shade Shelters
- Informational Kiosks
- Trail/Directional/Wayfinding/Educational Signage and Location Markers
- Boat Launches
- Design, engineering, survey, and/or permitting





RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements, as outlined in [62S-2, F.A.C.](#)

Planning Expenses

- Limited to 15% of the total project cost
- Includes design, surveying, engineering, land use or building permits, environmental or cultural resource review

Pre-Agreement Expenses

- Limited to planning costs incurred between the execution of the FY Priority List by FHWA and the DEP project grant agreement
 - Ex: Final engineering, archaeological surveys, permit costs
- Pre-approval required, with information included in the submitted application budget

Staff Salaries and Benefits

- Limitations to eligible staff positions and duties, must be responsible for construction of projects
- Hours must be tracked and documented, with official documentation submitted



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Conditional Project Elements (cont'd)

Waiver effective August 16, 2023: Buy America and the Build America, Buy America Act requirements have been waived for projects with federal funding totaling less than \$500,000. Refer to [DOT's Waiver of Buy America Requirements for De Minimis Costs and Small Grants](#) for additional information.

Projects must comply with the following requirements if the total amount of federal funding is \$500,000 or more:

- FHWA Buy America Law: if the total steel or iron incorporated into a project exceeds \$2,500 – melting and all manufacturing processes must take place in the U.S.
- 2021 Build America, Buy America Act: expands Buy America requirements to most construction materials and certain manufactured products.
- If Buy America applies, research product availability and cost as you build your budget and scope.



RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Conditional Project Elements (cont'd)

Equipment for Trail Building and Maintenance

- Purchasing equipment dedicated to trail building and/or trail maintenance is eligible
- **Waived for projects with federal funding totaling less than \$500,000:** All steel and iron parts must be certified as U.S. sourced and final assembly must take place in the U.S.
 - Leasing and renting may be an option if the equipment purchase is \$500,000 or more



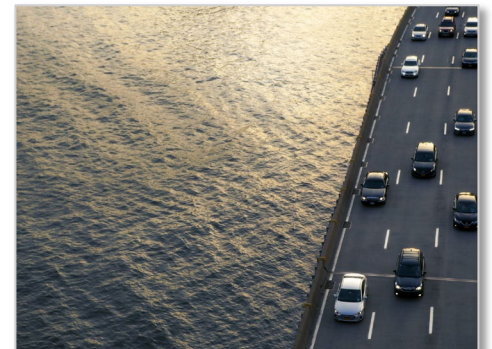


RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Examples of **Ineligible** Project Elements

- Sidewalks
- Stormwater Ponds or Retention Facilities
- Playgrounds
- General Infrastructure Improvements, such as roads, park restrooms, fencing, etc.
- Scopes of work limited to planning activities
- Food
- Gifts
- Landscaping (beautification ineligible, mitigation planting eligible)
- Legal fees
- Time spent completing the RTP grant application, progress reports, and reimbursement requests





RECREATIONAL TRAILS PROGRAM

ELIGIBILITY REQUIREMENTS

Prohibited Uses of RTP Funds

- Condemnation of real property
- Construction of recreational trails for motorized use on U.S. Forest Service land unless the land is designated for motorized use and such construction is consistent with the approved U.S. Forest Service land resource management plan
- Facilitating motorized trails on otherwise nonmotorized trail areas
- Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by nonmotorized trail users



Recreational Trails Program

Preparing the Application Form

FY25-26 RTP Application
Cycle Webinar



RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part I – Applicant Information
of the FY2025-2026 RTP
Motorized Application requests
information on the project
sponsor, also called the
applicant.


**All segments of this portion
must be completed.**

Federal Identification Number
XX-XXXXXXXXXX-XXX

Unique Entity Identifier
ABCDEFG1235

**For completion of Part 1, be
sure to sign and date Page 5.**

Part I – Applicant Information



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECREATIONAL TRAILS PROGRAM

DEP USE ONLY
RECEIVED: _____
POSTMARKED: _____
APPLICATION #: _____

PART I – APPLICANT INFORMATION

1. Name of Applicant or Organization: City of Pine Trails

2. Federal Identification Number: 00-0000000
Unique Entity Identifier (UEI): ABCDEFG1235

3. Contact Person: Lauren Cruz Title: RTP Coordinator
(The contact person is someone who will be in direct contact with DEP)

Street Address/P.O. Box: 123 Pine Trails

City/State: Pine Trails, FL Zipcode: 00000

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Telephone: (850) 245-2681 Fax: ()

E-Mail: Lauren.Cruz@floridadep.gov

4. Type of Applicant (Select One):
 City or County Government
 State Agency, Department: _____, District: _____
 Federal Agency, Department: _____, District: _____
 Recognized Indian Tribal Government (*projects must be on lands in Florida*)
 Organization * (*must be State recognized nonprofit*)

***Organization as applicant must provide letter of support from land managing agency. Tab as "Exhibit A."**

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Lauren Cruz Digitally signed by Lauren Cruz Date: 2024.06.11 15:47:16 -04'00' 06/11/2024
Signature of Authorized Representative Date

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RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part II – Project Information

Part II – Project Information
of the FY2025-2026 RTP
Application requests
information regarding the
proposed project, including the
location, scope of work, and
any other descriptive
information that will assist staff
during the proposal review.

PART II – PROJECT INFORMATION

1. Name of Project: Longleaf Trail Motorized Extension and Loblolly Trailhead

2. Project Location: Pine Forest, Pine Trails, FL
(Show on DOT county road maps or USGS 7 1/2 minute quadrangle sheets):
Tab as "Exhibit B"
Street Address: 456 Pine Trail Road
City: Pine Trails County: Pine
Beginning point: 00°00'00.0"N 0°00'00.0"E
Ending point: 00°00'00.0"S 0°00'00.0"W

3. Ownership (If more than one owner, attach a list of owners and their agents along with a map clearly showing the location of each ownership).
Site control issues must be resolved by the close of the submission period (May 28, 2026).
Include a boundary map of the project site. **Tab as "Exhibit C"**
Include a copy of site control documents (e.g. deed, lease agreement, etc.)
Tab as "Exhibit D"
Owner: City of Pine Trails Owner's Agent: _____
Address: 123 Pine Trail Address: _____
Pine Trails, FL 00000
Phone: (850) 245-2681 Phone: () _____

4. U.S. CONGRESSIONAL DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:
These should be the district in which the project site is located. If you are not sure of the district, contact your local office of the Supervisor of Elections.
U.S. Representative's Name: Magnolia Palmetto
U.S. House District Number: 0

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5. STATE LEGISLATIVE DISTRICTS IN WHICH THE PROJECT IS LOCATED:
These should be the district in which the project site is located. If you are not sure of the district, contact your local office of the Supervisor of Elections.
State Senator's Name: Holly Sycamore
State Senate District Number: 0
State Representative's Name: Cypress Dogwood
State House District Number: 0

6. PROJECT DESCRIPTION
Briefly describe the proposed project. *Include physical characteristics of the site, such as land resources, vegetation, fish and wildlife, historical, archaeological resources, previous land usage and transportation access as well as a description of proposed project activities. If the project is an equipment purchase, describe the equipment, how it will be used to benefit recreational trails (include where it will be stored, who will maintain it, proposed projects for its use and the land managing agency on whose property equipment will be used).*

The Pine Trail is a 50-mile motorized trail that is located in Pine County, Florida, which stretches across 250 acre. The trail system was originally constructed in 2020, and includes timed trails, hill climbs and rocky terrain, plus free riding areas. The trail allows for the use of all-terrain vehicles (ATV), utility task vehicles (UTV), off-road motorcycles and dirt bikes. The Pine Trail is located in Pine Forest and borders the reconstructed Pine Cabin, a Historic Structure recognized within the Florida Department of State's Master Site File. It is heavily used by tourists and residents alike.

The City of Pine Trail is requesting \$2,000,000 in RTP funds to expand the Pine Trail, with a proposed match of \$2,000,000 in local funds. The scope of work for this project includes the design, engineering, permitting, site preparation and construction of a known as the Longleaf Trail extension and Loblolly Trail. The Longleaf Pine Trail extension will include 25-miles of marked riding trails. The Loblolly Trailhead will include thirty-five (35) campsites with electric and potable water, two different bathhouses with restrooms and showers, picnic facilities, a kid's beginning, and intermediate riding/training area, and an all-terrain vehicle (ATV)/dirt bike wash station.

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RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Total Project Cost	RTP Grant Request	Proposed Local Match	Match Ratio	Point Value
\$500,000.00	\$250,000.00	\$250,000.00	50:50	5
\$500,000.00	\$300,000.00	\$200,000.00	60:40	3
\$500,000.00	\$400,000.00	\$100,000.00	80:20	1

Calculating Match - EXAMPLE

Total Project Cost: \$500,000.00

RTP Funds: \$250,000

Match Ratio: 50:50 → $\$500,000 \times .50\% = \$250,000$

Match: \$250,000

Calculating Planning Expenses – EXAMPLE

Cannot exceed 15% of the total project cost.

Total Project Cost: \$500,000

$\$500,000 \times 0.15 = \$75,000$

Planning Expenses: \$75,000

Financial Assurance/ Proof of Match

Provide an excerpt from the current fiscal year budget (Exhibit H) and a letter from the Chief Financial Officer (Exhibit U) that match funding has been allocated for the project and is currently available to be expended.

Part III – Financial Information

PART III – FINANCIAL INFORMATION

- RTP Funds Requested: Line A \$ 2,000,000
 - Local Funds Available:
 - 1) Cash: Line B \$ 2,000,000
 - 2) In-Kind: Line C \$
 - Total Local Funds Available: Line D \$ 2,000,000

Sum of lines B and C
 - Total Cost of Proposed Project: Line E \$ 4,000,000
- Sum of Lines A and D*

The Total Project Cost (Line E) must equal the grant request (Line A) plus the total local funds available (Line D). Proposed match (Line D) should not total more than \$2,000,000. This figure (Line A) should not total more than \$2,000,000 for the purpose of this application.

- PROJECT COST ESTIMATE:** For each element, please indicate if it is a new facility, renovation or maintenance of an existing facility, accessibility improvements, equipment purchase, or trail user education components. Costs of planning, permitting and site preparation should be included within the cost of each element (not to exceed 15% of total project cost).

Element Type	Quantity	Description	Estimated Cost
New	1	25-Mile Marked Riding Trail	\$1,200,000.00
	35	Campsites	\$1,400,000.00
	2	Bathhouse with Restrooms and Showers	\$700,000.00
	4	Picnic Facilities	\$150,000.00
	1	Riding/Training Area	\$450,000.00
	1	Wash Station	\$100,000.00
Renovations			
Maintenance			
Accessibility			
Equipment			
Trail User Ed.			



RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part IV – General Evaluation
Criteria of the FY2025-2026
RTP Application requests
project specific information,
which should be substantiated
by adequate supporting
documentation.

Part IV – General Evaluation Criteria

PART IV – GENERAL EVALUATION CRITERIA

1. PROJECT TYPE

Provide Conceptual Site Plan. Tab as "Exhibit E"

Provide Photographs of the Project Area. Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Tab as "Exhibit F"

Provide Location Map and Directions. Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. Tab as "Exhibit G"

Construction of new trails on federal, state, county or municipal lands where recreational needs for such construction is shown

Development and rehabilitation of trailside and trailhead facilities and trail linkages

Maintenance and restoration of existing trails

Purchase of trail construction or maintenance equipment

2. CAPITAL IMPROVEMENT PLAN

A. The project implements the applicant's adopted local comprehensive plan (city or county); or the land management or recreation or trail plan of a state or federal agency and; is included in their Capital Improvement Plan (CIP) or similar plan during the current year or one of the next three (3) fiscal years: *(Include copies of any necessary documents/plans/resolutions which clearly indicate the proposed project. Please highlight project name, amount and year.) Tab as "Exhibit H"*

Yes No

---OR---

B. Is the proposed project included as part of the plan through a resolution or agency commitment committing the applicant to amend their CIP or similar plan to include the project should the applicant receive program funds: *(Include copies of any necessary documents/plans/resolutions which clearly indicate the proposed project. Please highlight project name, amount and year.) Tab as "Exhibit H"*

Yes No

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3. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. *Use the Outdoor Recreation in Florida – 2023 (SCORP). Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary. Tab as "Exhibit I"*

Goal 1-1: "Increase the promotion of active and healthy lifestyles in the outdoors."
This project will allow for the continued enjoyment of outdoor spaces by providing a safe and navigable trail for a wide variety of uses. Pine City places an emphasis on being a natural destination, and actively promotes trail use and eco-tourism.

Goal 2-2: "Improve universal accessibility on all public lands."
Pine Trail has been constructed in coordination with the USDA's Accessibility Guidebook for Outdoor Recreation and Trails. This extension will follow the same plan to enhance accessibility of the trail for all users.

4. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the State's Greenways and Trails Plan. *Use the Florida's Greenways and Trails System Plan – 2024-2028. Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary. Tab as "Exhibit J"*

5. ACCESSIBILITY

Describe how the project facilitates and improves the access and use of trails by persons with disabilities.

Pine Trail has been constructed in coordination with the USDA's Accessibility Guidebook for Outdoor Recreation and Trails. This extension will follow the same plan to enhance accessibility of the trail for all users. ADA compliant restrooms will have appropriate signage, grab bars, toilet design, and clear floor space with a sink that is at least 34 inches above the floor. Showers will include grab bars and/or seating as appropriate.

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RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part IV – General Evaluation Criteria (cont'd)

6. YOUTH CONSERVATION OR SERVICE CORPS

The project is supported through a written letter of commitment between the applicant and a recognized youth conservation or service corps in which the corps agrees to supply a stated amount of labor.

Yes No

If "Yes", submit a copy of the written letter of commitment between the applicant and the service corps. Written letter must be executed by the end of the submission period and quantify the amount of labor in monetary units. **Tab as "Exhibit K"**

7. CONNECTIVITY AND LINKAGES

Describe how the proposed project provides access to or between any of the following:

(A) Public parks or other recreational lands or facilities;

Pine Trail is located within Pine Forest, which are recreational, public lands owned by the City of Pine Trails.

(B) Features or areas of historic, cultural, biological or archaeological significance; Provide copy of letter from Florida Department of State (**Tab as "Exhibit L"**) and/or Florida Natural Areas Inventory (**Tab as "Exhibit M"**).

N/A

(C) Existing intermodal transportation corridors or trail systems; and/or

Pine Trail has been designated by the Office of Greenways and Trails as a "Greenway Trail". It is connected to the Tree Trail which is the largest trail within the state.

(D) Residential populated areas.

N/A

8. PUBLIC PARTICIPATION

Please indicate which of the following apply (**select all that apply**):

A. An advertised public meeting was held solely for the purpose of discussing the proposed project. Attach a copy of proof of publication for the advertisement. Meeting must be for the **SOLE PURPOSE** of discussing **the project proposed in the application**. The advertisement should indicate that the purpose of the meeting is to discuss a RTP grant for this project site. **Tab as "Exhibit N-1"**

B. The project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. Provide a copy of the agenda and/or minutes of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Discussion must take place at a regularly scheduled meeting. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.** **Tab as "Exhibit N-2"**

C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (agenda, minutes or thank-you letter) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a copy of the survey instrument and a summary of the results and explain how the **results relate to the proposed project.** **Tab as "Exhibit N-3"**

9. NATIONAL SCENIC TRAIL OR NATIONAL RECREATION TRAIL

A. The project is located on or connects with the Florida National Scenic Trail:

Yes No

If yes, provide map and documentation (letter from U.S. Forest Service) indicating connectivity with a **certified portion** of the Florida National Scenic Trail. **Tab as "Exhibit O"**

B. The project is located on or connects with a National Recreation Trail:

Yes No

If "Yes", provide a map and documentation (letter from the National Park Service) indicating connectivity with a **designated** National Recreation Trail. **Tab as "Exhibit O"**



RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part IV – General Evaluation Criteria (cont'd)

10. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail.

Yes No

*If "Yes", provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity. **Designation Agreements must be fully executed by end of submission period. Tab as "Exhibit P"***

11. MATCHING RATIO

RTP is a matching grant program. Maximum grant award can account for 80% of total project costs (federal grant amount; grantee's cash and/or in-kind services). Select which matching ratio applies to this project:

- A. 50:50
 B. 60:40
 C. 80:20

*** Federal Agencies: only 95% of total project costs may be federal dollars. Please explain the source of funds for remaining 5%.**

Source of non-Federal dollars when applicant is Federal Agency: _____

PART V – SPECIFIC CRITERIA

1. MOTORIZED PROJECTS Only:

A. The proposed project will: **(select only one)**

1. Develop new motorized recreational trails.
 2. Repair or restore designated motorized trails impacted by normal use.
 3. Develop motorized trail facilities on existing motorized recreational trail corridors.

B. The project will support compatible recreational trail use for the greatest number of the following: **(select ALL that apply)**

1. Off-Road Motorcycles
 2. All-Terrain Vehicles
 3. Off-Highway Vehicles (high clearance vehicles)
 4. Other Motorized Recreational Trail Use. List all: Utility Task Vehicles (UTV)



RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part V – Specific Criteria

Motorized Projects Only



PART V – SPECIFIC CRITERIA

1. MOTORIZED PROJECTS Only:

A. The proposed project will: **(select only one)**

- 1. Develop new motorized recreational trails.
- 2. Repair or restore designated motorized trails impacted by normal use.
- 3. Develop motorized trail facilities on existing motorized recreational trail corridors.

OGT-10

Page 13 of 17

B. The project will support compatible recreational trail use for the greatest number of the following: **(select ALL that apply)**

- 1. Off-Road Motorcycles
- 2. All-Terrain Vehicles
- 3. Off-Highway Vehicles (high clearance vehicles)
- 4. Other Motorized Recreational Trail Use. List all: Utility Task Vehicles (UTV)

OGT-10

Page 14 of 17



RECREATIONAL TRAILS PROGRAM

PREPARING THE APPLICATION FORM

Part VI – Supporting Documentation

ATTENTION!



Before you submit an application package, ensure that all necessary support documents have been prepared and attached.

Use the list on pages 15-17 of the application to make sure that all applicable documentation is included.

Please remember that submissions should include the original, completed, and signed application—along with all supporting documentation and must be postmarked no later than **May 28, 2026**, or submitted electronically no later than **11:59 p.m. EDT on May 28, 2026**.



Recreational Trails Program Supporting Documentation

FY25-26 RTP Application
Cycle Webinar



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



220 N. Tubb Street • Post Office Box 98 • Oakland, FL 34760-0098 • 407.656.1117 (voice) • 407.656.2940 (fax)

January 4, 2019

Lauren E. Cruz
Recreational Trails Program
Department of Environmental Protection
3800 Commonwealth Boulevard, Mail Station 585
Tallahassee, FL 32399-3000

Re: Recreational Trails Program

Dear Ms. Cruz,

This letter is to express the support of the Oakland Nature Preserve (ONP) in its effort to seek a Recreational Trails Program grant to help replace the planking and upper portion of the elevated boardwalk to Lake Apopka.

ONP's iconic boardwalk has provided a tourist attraction and a location for environmental education, and recreation for almost twenty years. Constructed in 2002, the 3,100-foot-long elevated boardwalk to Lake Apopka allows visitors to see three ecosystems: uplands, wetlands, and a transition ecotone in between, ending with a spectacular lake view. An alligator has nested alongside the boardwalk, giving visitors an up-close view, bird nests and overhead flight can be seen, a variety of trees and wetland plants provide knowledge of Florida's diversity and beauty.

ONP's boardwalk was built over a vegetated wetland area. To accomplish its construction, workers persevered through the dense undergrowth, water, and deep mud; removing only one single large tree to construct the winding pathway. Interpretative signage identifies features along its length, and future planned enhancements include adding a kayak launch.

As expected, Florida's climate over the years has compromised the integrity of the boardwalk planking. Several hundred hours a year are required to remove and replace broken, badly worn, or splintery boards, which pose a hazard to users. Occasionally large sections of the boardwalk need to be restricted to the public while repairs are made because of damage from storms and hurricanes.



220 N. Tubb Street • Post Office Box 98 • Oakland, FL 34760-0098 • 407.656.1117 (voice) • 407.656.2940 (fax)

A more effective method would be to install composite boardwalk decking along the entire length of the boardwalk. Composite boardwalk decking is highly weather resilient, slip resistant, and easy to keep in excellent condition. These planned boardwalk renovations would allow the structure to continue to serve as a comprehensive recreational and educational amenity for many years to come, without the constant repair required for boards.

As the land managing agency, the Town of Oakland applauds the efforts of ONP to replace this amazing boardwalk with highly stable material that will hold up better moving into the future. An enhanced boardwalk will allow ONP to continue to provide its recreational and educational offerings without as many breaks in service that occur when the current wood used on the boardwalk is damaged from storms or needs replaced due to deterioration. The Town of Oakland accepts the post completion compliance requirements as outlined in Chapter 62S-2 F.A.C.

Sincerely,

Kathy Stark
Mayor, Town of Oakland



A

Non-Profit Organizations

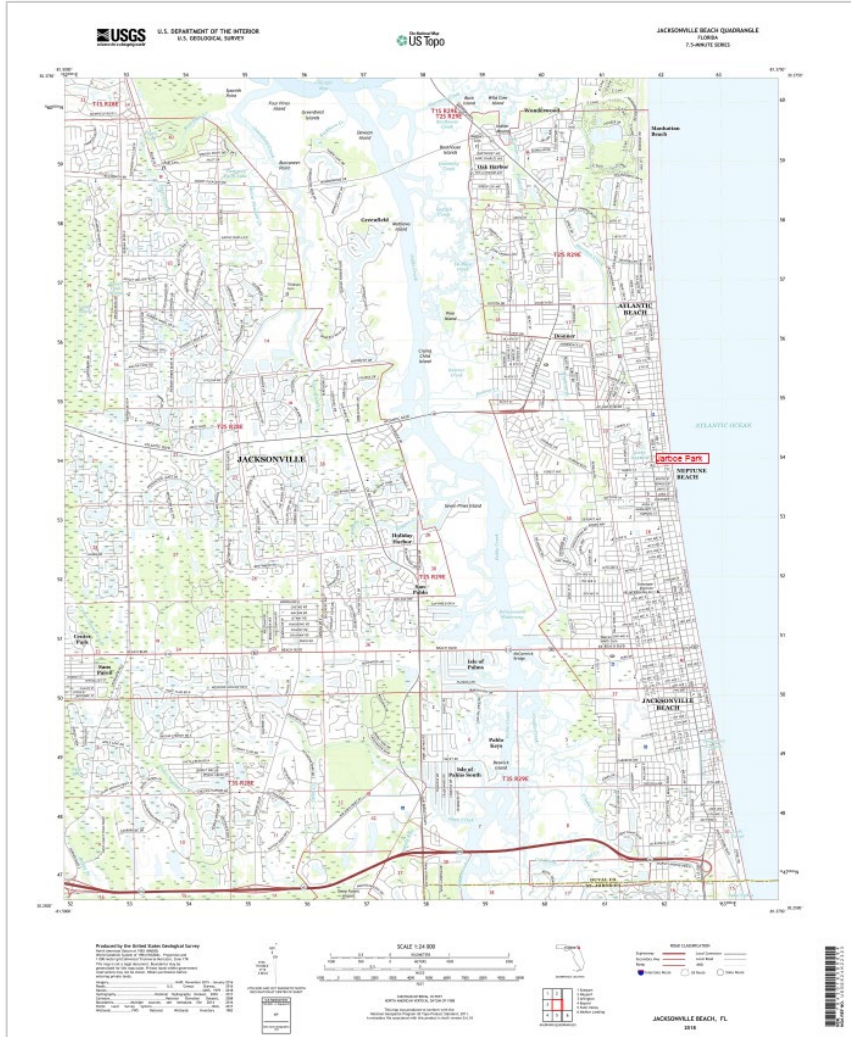
REQUIRED

Letter of Support & Agreement
Organizations must provide a copy of the agreement and a letter from the land managing agency or landowner stating that it supports the project and abides by the compliance requirements as outlined in Chapter 62S-2, F.A.C.



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



B

REQUIRED

Map of Project Location
Show project location on [FDOT](#)
County Road Maps or [USGS](#) 7.5
Minute Quadrangle Sheets. Include
beginning and ending points.

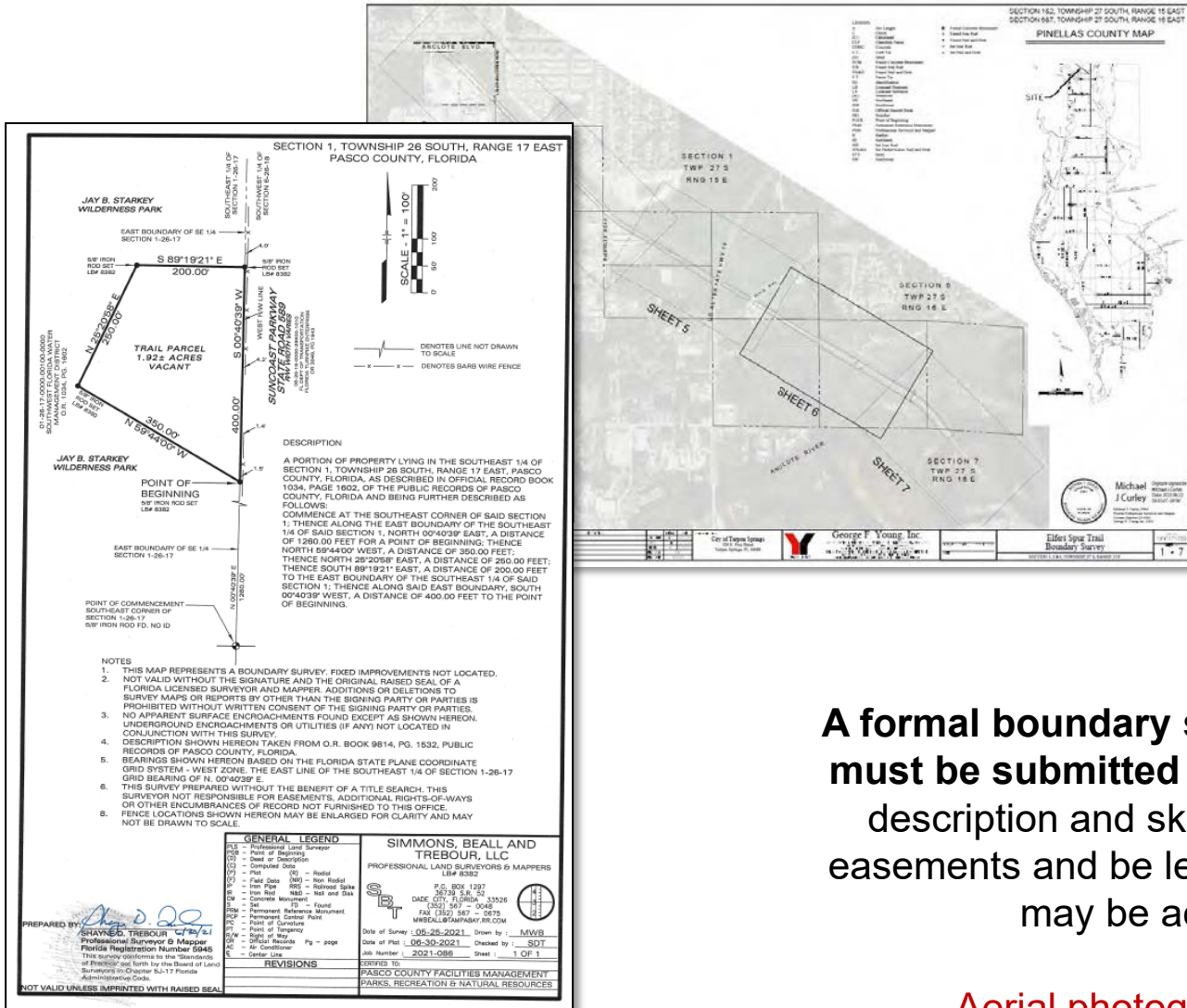


RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)

C

REQUIRED



Boundary Survey

A formal boundary survey, completed by a Florida licenses surveyor, must be submitted with the application. The map must provide a legal description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified.

Aerial photographs are not accepted as boundary surveys.



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)

REQUIRED

D

Site Control
Submit a copy of the site control documentation (deed, lease, etc.) for the project site. If submerged lands are included in the development area, provide a legal document (permit, management agreement, lease, etc.) which indicates permission to use and develop the submerged lands. Site control must be effective by the close of the submission period.

Please Return to:
Fla. Department of Transportation
R/W Records Mgmt, MS 4-851
7109 Woodland Blvd
DoLand, FL 32720-8834
Attn: M. Jones

03-BSD05-06/01
October 19, 2004
This instrument prepared by
KATIE GIBSON
Under the direction of
GEORGE S. LOVETT, ATTORNEY
Department of Transportation
719 South Woodland Boulevard
DoLand, Florida 32720-8834

PARCEL NO. 107.1R
SECTION 11200
F.P. NO. 238424 1
STATE ROAD 25
COUNTY LAKE

CITY DEED

THIS DEED, made this 10 day of November, 2004 by the CITY OF MINNEOLA, a municipality of the State of Florida, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, grantee: (Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and their legal representatives and assigns of individuals, and the successors, and assigns of organizations).

WITNESSETH: That the grantor, for and in consideration of the sum of \$1.00 and other valuable considerations, receipt and sufficiency being hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Lake County, Florida, viz:

PARCEL 107 SECTION 11200
F.P.NO. 238424 1

That part of:
That certain Atlantic Coast Railroad Right of Way described and recorded in Official Records Book 1241, Page 666, Public Records of Lake County, Florida (abandoned under A.F.E. 10.397, dated 6/84); Section 18, Township 22 South, Range 26 East.

Being described as follows:
COMMENCE at the 4" X 4" concrete monument marking the Southeast corner of Section 18, Township 22 South, Range 26 East, Lake County, Florida, thence North 88°43'33" West, along the South line of said Section 18, a distance of 1400.25 feet to the intersection of said South line with the centerline of survey of State Road 25, as shown on Florida Department of Transportation Right of Way Map, Section 11200, F.P. No. 238424 1; said point being on a curve concave Southwesterly, having a radius of 6749.65 feet and a chord bearing of North 13°25'01" West; thence Northwesterly along said centerline of survey and the arc of said curve through a central angle of 26°14'34", a distance of 2653.47 feet to the point of tangency; thence continue along said centerline of survey North 28°32'18" West, a distance of 414.85 feet; thence departing said centerline North 89°23'16" West, a distance of 112.38 feet to a point on the Westerly existing right of way line of said State Road 25; thence North 26°32'18" West along said Westerly existing right of way line a distance of 165.02 feet to a point on the Southerly right of way line of Atlantic Coast Railroad (abandoned) and the POINT OF BEGINNING; said point being on a curve concave Southerly, having a radius of 905.37 feet and a chord bearing of North 79°22'10" West; thence Westerly along said Southerly right of way line and the arc of said curve through a central angle of 00°58'44", a distance of 15.47 feet; thence departing said South right of way line of Atlantic Coast Railroad (abandoned) and curve, North 26°32'18" West a distance of 121.42 feet to a point on the Northerly right of way line of Atlantic Coast Railroad (abandoned); said point being on a curve concave Southerly, having a radius of 1005.37 feet and a chord bearing of South 78°23'53" East; thence Easterly along said Northerly right of way line and the arc of said curve through a central angle of 11°11'45", a distance of 196.46 feet; thence continue along said North right of way line South 00°28'37" West a distance of 20.90 feet to a point on a curve concave Southerly, having a radius of 985.37 feet and a chord bearing of South 05°31'10" East; thence Easterly along said Northerly right of way line and the arc of said curve through a central angle of 13°51'42", a

Book2697/Page81 CFN#2004151604 Page 1 of 5 D - 2

PARCEL NO. 107.1R
SECTION 11200
F.P. NO. 238424 1
PAGE 2

distance of 238.39 feet to the point of Tangency; Thence departing said North right of way line of Atlantic Coast Railroad (abandoned) and said curve, South 31°24'41" West a distance of 60.00 feet to a point on the Southerly right of way Atlantic Coast Railroad (abandoned) and the point of curvature, said curve being concave Southerly, having a radius of 925.37 feet and a chord bearing of North 64°56'50" West; thence Westerly along said South right of way line and the arc of said curve through a central angle of 12°43'02", a distance of 205.39 feet; thence continue along said North right of way line South 00°28'37" West a distance of 21.08 feet to a point on a curve said point being on a curve concave Southerly, having a radius of 905.37 feet and a chord bearing of North 74°53'03" West; thence Westerly along said Southerly right of way line and the arc of said curve through a central angle of 07°59'28", a distance of 126.26 feet to the POINT OF BEGINNING.

Containing 0.694 acres more or less.

This instrument prepared under the direction of:
Kimberly A. Buchheit, P.S.M. No. 4638
Buchheit Associates, Inc. Surveyors & Mappers
427 CenterPointe Circle, Suite 1811
Altamonte Springs, FL 32701
(407) 331-0505
December 12, 2003

RESERVING unto the Grantor a perpetual easement for access and public use of the portion known as the Minneola Trail. In addition, the Grantor shall be responsible for any and all maintenance of the Minneola Trail associated with Grantor's use described above.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by its Mayor, and its seal to be hereto affixed, attested by its City Clerk, the date first above written.

Signed, sealed and delivered in the presence of: Two witnesses required by the Statute.

CITY OF MINNEOLA, FLORIDA

Dr. Randall J. Mays Jr.
Randall J. Mays Jr.
Its Mayor

ATTEST: Janet McDaniel
Janet McDaniel
Its City Clerk

ADDRESS OF GRANTOR:
800 N. US Hwy 27
Minneola, FL 34715

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 10th day of November, 2004, by Randall J. Mays Jr., Mayor, who is personally known to me or who has produced _____ as identification.

PRINITYPE NAME _____
Notary Public in and for the County and State last aforesaid.
My Commission Expires: _____
Serial No., if any: _____

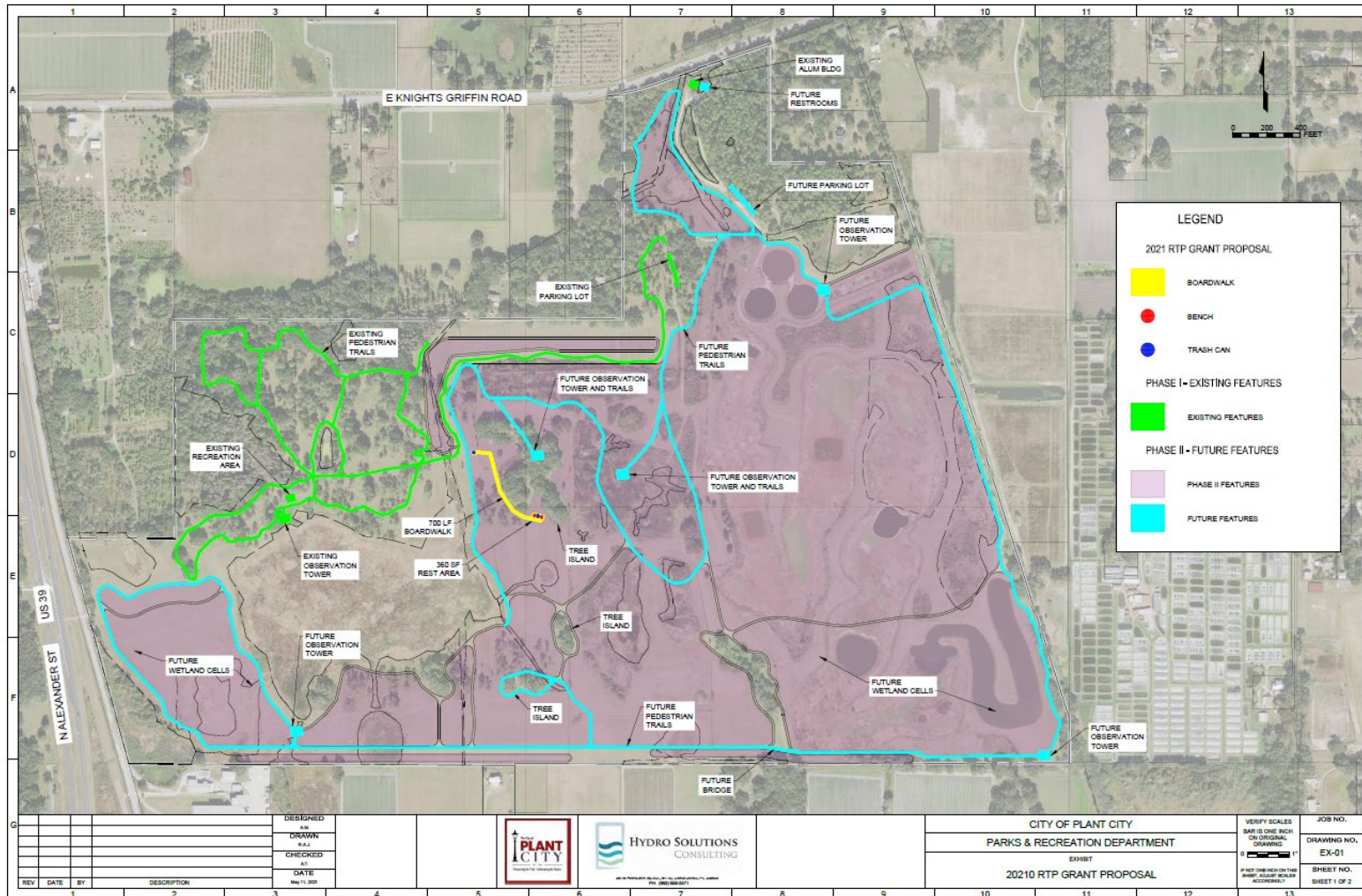
REGISTRAR OF PUBLIC RECORDS
FLORIDA DEPARTMENT OF TRANSPORTATION
PUSHMOUNT SEC. 27, ST. 27 F.S.

Book2697/Page82 CFN#2004151604 Page 2 of 5



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



E

REQUIRED

Conceptual Site Plan

Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application.

The site plan must correlate with the project boundary area identified in the project boundary map and cost estimate. The site plan must **CLEARLY DELINEATE & COLOR CODED** between facilities and opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development (not in this project).



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



F

REQUIRED

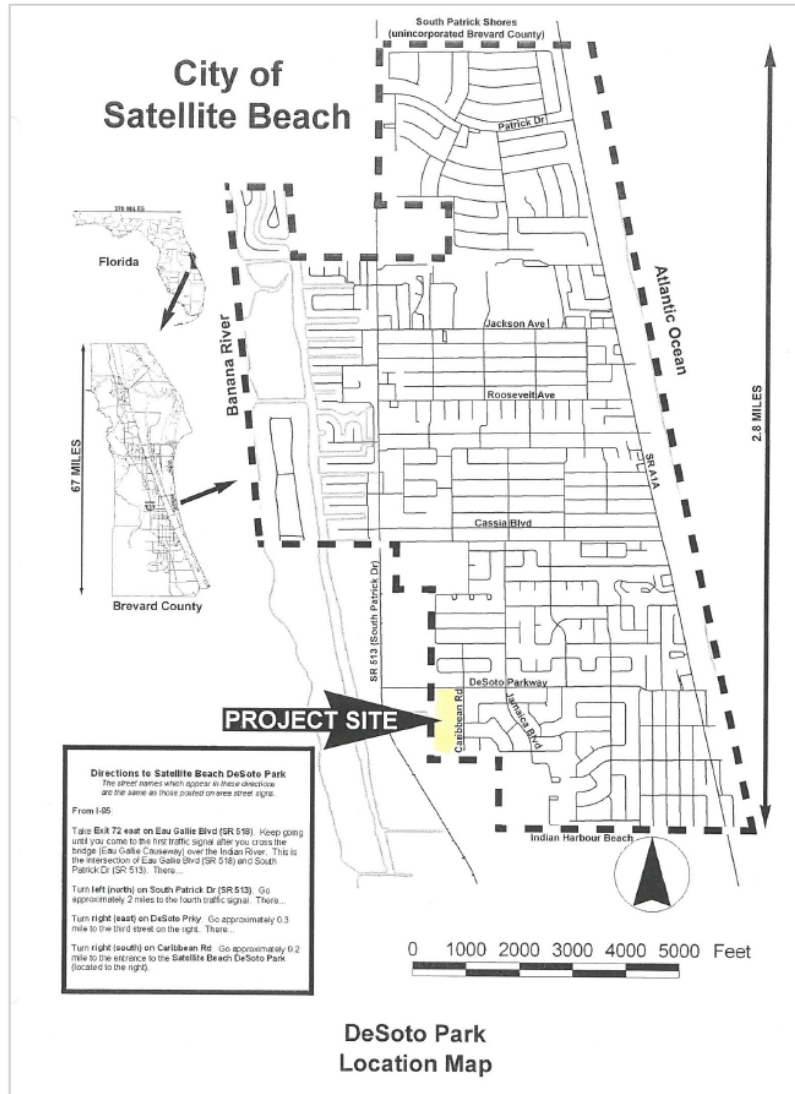
Photographs

Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Aerial photographs are requested but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo (note: this is not the boundary survey).



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



G

REQUIRED

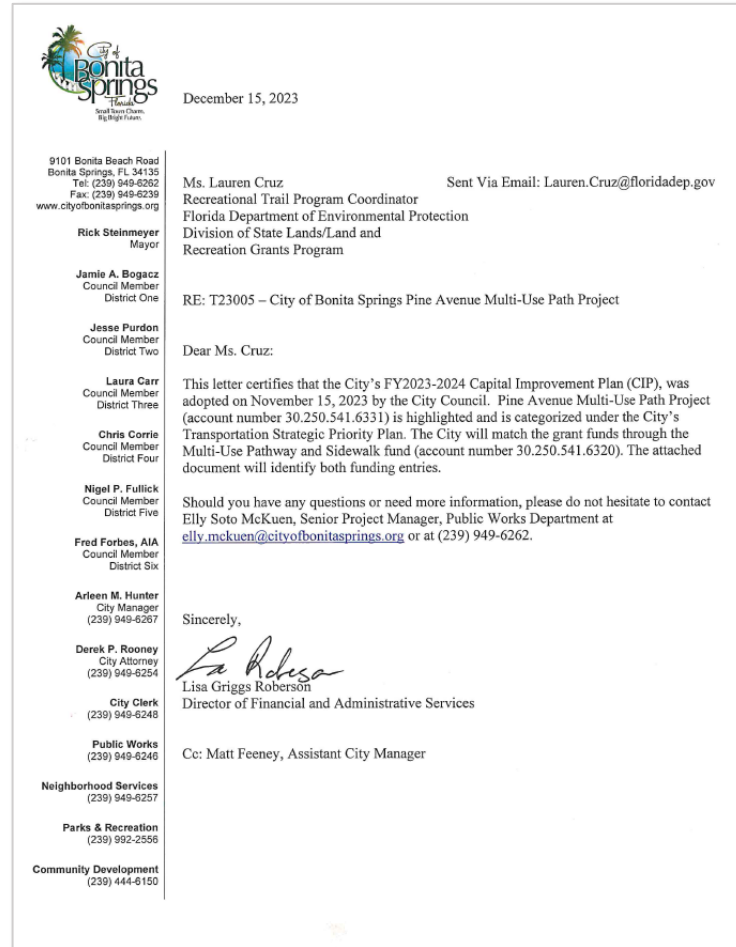
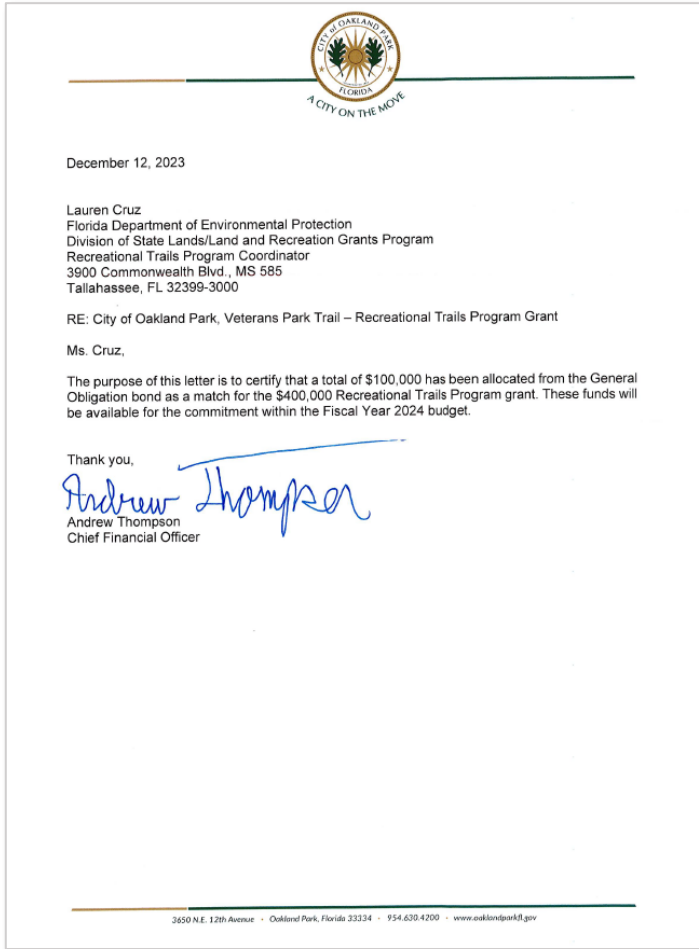
Location Map and Directions

Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. NOTE: Confirm that street names listed in the written directions are the same as those posted on street signs in the area.



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Required)



P

REQUIRED

Proof of Match
Provide a letter from your Chief Financial Officer that match funding has been allocated for the project and is currently available to be expended.



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Optional)

Optional Exhibits – Supporting Documentation

Exhibit H: Capital Improvement Plan or Resolution

Submit a copy of the capital improvement plan. State or federal agencies provide a copy of their land management or recreation or trail plan. For a CIP, be sure to highlight the project name, amount and year. If your CIP does not list the project by name, then you will not be awarded the 10-point score. However, you may submit a resolution amending the existing schedule to include the proposed project to receive 5 points.

Exhibit I: SCORP

Submit a written response to Part IV, Item 3, Page 9 of this application. Include a narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the [2023 SCORP](#). There are no format requirements for this exhibit, only that a narrative is provided for at least one of the SCORP goals and objectives. Be sure to specifically identify one or more of the goals or objectives listed in the plan.

Exhibit J: State Greenways and Trails Plan

Submit a written response to Part IV, Item 4, Page 9 of this application. Include a narrative explaining how the project implements one or more of the goals and objectives as indicated in the [2024-2028 State Greenways and Trails System Plan](#). There are no format requirements, only that a narrative is provided for at least one of the goals and objectives. Be sure to specifically identify one or more of the goals or objectives listed in the plan.

Exhibit K: Service Corps

Submit a copy of letter of commitment between the applicant and recognized youth conservation or service corps, in which the corps agrees to supply stated amount of labor. **Scout troops and similar groups do NOT qualify. AmeriCorps is a recognized service corps.** Refer to [42 U.S.C. 12572](#) and [42 U.S.C. 12656](#) for definitions.



RECREATIONAL TRAILS PROGRAM

SUPPORTING DOCUMENTATION (Optional)

Optional Exhibits – Supporting Documentation (continued)

Exhibit L: Department of State Letter

Submit a letter from the Department of State to verify that a project is for archaeological, historical, or cultural preservation purposes. You can contact the Division of Historical Resources, [Compliance and Review Section](#) to obtain a full review on the project site.

Exhibit M: Florida Natural Areas Inventory (FNAI) Letter

Submit a letter from [Florida Natural Areas Inventory](#) to verify resources protected by the project.

Exhibit N-1: Public Participation

Submit a copy of the public meeting advertisement for the **SOLE PURPOSE** of discussing the project.

Exhibit N-2: Public Participation

Submit a copy of the agenda and/or minutes of a **REGULARLY SCHEDULED** advisory board meeting.

Exhibit N-3: Public Participation

Submit documentation of community outreach, such as presentation materials to community groups (agendas, thank-you letters, etc.) or a copy of the survey instrument along with a summary of results demonstrating how the feedback relates to the proposed project.

Exhibit O: Letter from U.S. Forest Service or U.S. Department of Interior

Submit a letter from the [U.S. Forest Service](#) documenting that the project supports and is connected to a **certified portion of the Florida National Scenic Trail**. Or you can submit a letter from the [U.S. Department of Interior](#) documenting that project supports and is connected to a **designated National Recreation Trail**.



Recreational Trails Program

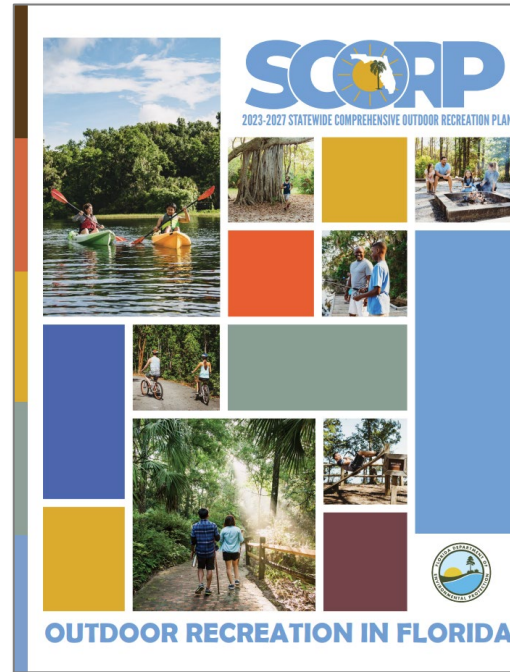
Additional Resources

FY25-26 RTP Application
Cycle Webinar



RECREATIONAL TRAILS PROGRAM

ADDITIONAL RESOURCES



SUPPORTING DOCUMENTATION	WEBSITE	CONTACT INFORMATION
RTP Program Information and Assistance	https://floridadep.gov/Grants	850-245-2501
Florida Statewide Greenways and Trails Plan	https://floridadep.gov/ogt	850-245-2052
Outdoor Recreation in Florida – (2023-2027 SCORP)	https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida	850-245-3069



RECREATIONAL TRAILS PROGRAM

ADDITIONAL RESOURCES

Additional Contact Information

PROGRAM/AGENCY	PHONE	WEBSITE
Florida Department of Environmental Protection	850-245-2118	https://floridadep.gov/
Recreational Trails Program (RTP)	850-245-2681	https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program-grant-assistance
Florida Office of Greenways & Trails (OGT)	850-245-2052	https://floridadep.gov/ogt
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	850-245-2078	https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida
Florida Fish and Wildlife Conservation Commission (FWC)	850-488-4676	https://myfwc.com/wildlifehabitats/
U.S. Fish & Wildlife Service	1-800-344-9453	https://www.fws.gov/
Northwest Florida Water Management District	850-539-5999	http://www.nfwwater.com/
Suwannee River Water Management District	386-362-1001	http://www.mysuwanneeriver.com/
St. Johns River Water Management District	386-329-4500	http://www.sjrwmd.com/
Southwest Florida Water Management District	352-796-7211	http://www.swfwmd.state.fl.us/
South Florida Water Management District	561-686-8800	https://www.sfwmd.gov/
Florida Department of State	850-245-6500	https://dos.myflorida.com/
Florida Natural Areas Inventory (FNAI)	850-224-8207	https://www.fnai.org/
U.S. Forest Service (National Scenic Trail)	850-523-8500	https://www.fs.usda.gov/trails/florida-nst
U.S. Department of the Interior (National Recreation Trails)	850-523-8586	https://www.nps.gov/subjects/nationaltrailssystem/national-recreation-trails.htm



RECREATIONAL TRAILS PROGRAM

ADDITIONAL RESOURCES

The [Application and Required Attachment Instructions for the FY2025-2026 Recreational Trails Program Application Cycle](#) provides a summary of this presentation.

- Facts about the RTP
- General Application Information
- Application Checklist
- Helpful Contact Information

Florida Department of Environmental Protection
Application and Required Attachment Instructions for the
FY2025-2026 Recreational Trails Program Application Cycle

FACTS ABOUT RTP

WHAT IS THE RECREATIONAL TRAILS PROGRAM?
The Recreational Trails Program (RTP) a competitive grant program that provides federal funding for the development and maintenance of recreational trails, trailheads, and trailside facilities. RTP is a reimbursement grant program.

HOW IS RTP ADMINISTERED?
The program is administered by the Florida Department of Environmental Protection (DEP) on behalf of the Federal Highway Administration (FHWA). The Program is governed according to Florida Administrative Rule (F.A.R.), Florida Administrative Code (F.A.C.), U.S. Code of Federal Regulations (C.F.R.), and the FHWA RTP Guidance. Program funds are contingent upon an annual appropriation to each state by FHWA.

HOW DO I APPLY?
Applicants must submit a completed RTP grant application during the application cycle. Applicants may submit only one application during the submission period for more than one project site.

WHAT IS THE MAXIMUM GRANT AMOUNT?
The maximum grant request is dependent upon the trail use and project type.

- **Motorized Projects:** \$2,000,000

WHAT IS THE RTP MATCHING RATIO?
There are three permissible matching ratios. RTP assistance is provided on a 1:1 (program/grantee) matching basis, with the exception of federal agencies may match grant funds with federal funds up to 50%. All matching funds must be covered by non-Federal funding sources. The limitation on matching funds applies to the total project from State, local, or private co-sponsors.

WHAT CAN I USE TO MATCH A RTP GRANT?
A grantee may utilize cash, or in-kind service costs as allowed in the RTP Guidance. Value of real property or inmate labor are ineligible match sources.

WHAT MAY RTP FUNDS BE USED FOR?
For the FY2025-2026 RTP Application Cycle funds may be used for the development or renovation of trailside or trailhead construction or maintenance equipment, and the construction or maintenance of recreational trails, trailheads, and trailside facilities.

Florida Department of Environmental Protection
Application and Required Attachment Instructions for the
FY2025-2026 Recreational Trails Program Application Cycle

APPLICATION CHECKLIST

Before you finish your application package, make sure you have all necessary support documents prepared. To obtain points, applicants must answer the questions on OGT-10 and must provide appropriate back up documentation. Use this list to make sure that all applicable and required documentation is included. **To facilitate review and scoring, tab all supporting documents at the end of the application.**

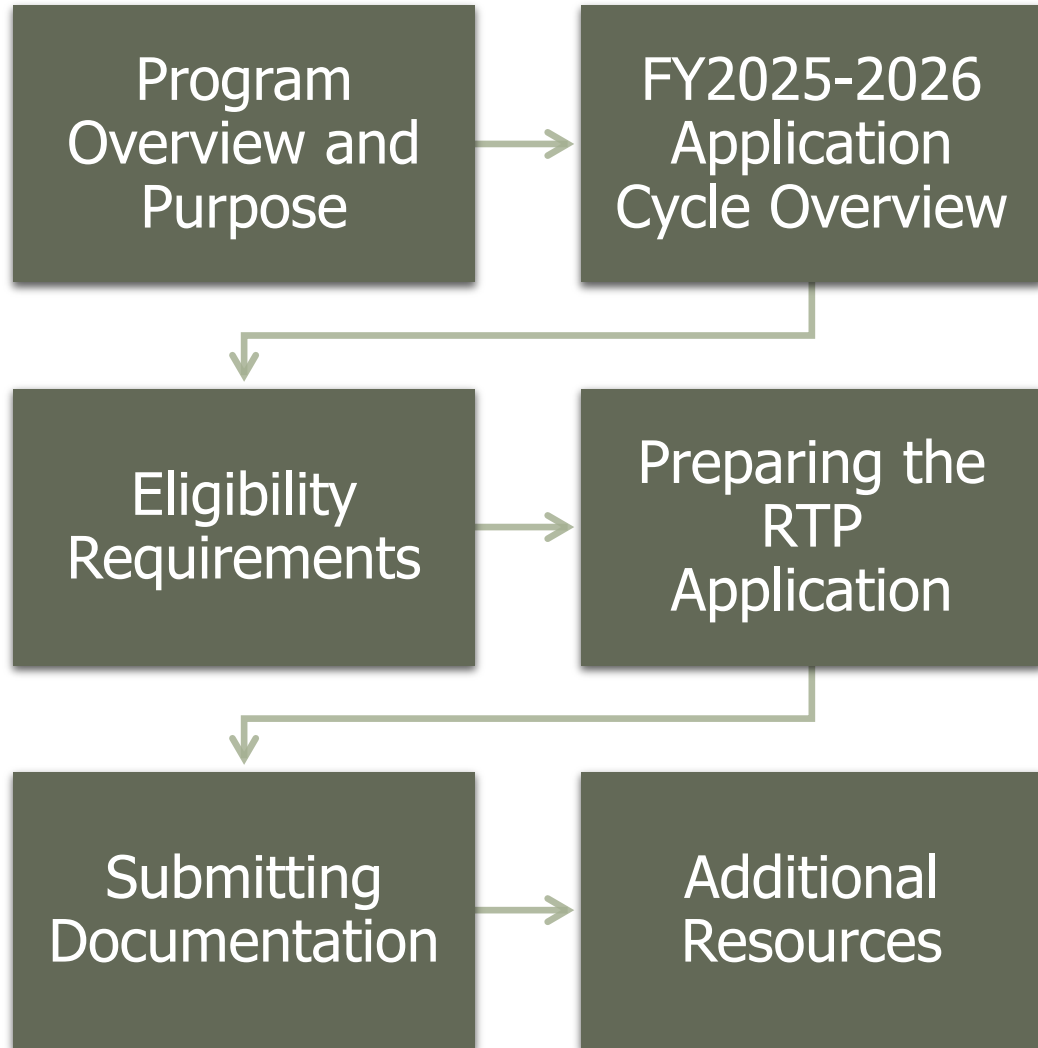
Attach supporting documents as follows:

APPLICATION ITEM – As Applicable	TAB AS EXHIBIT	REQUIREMENTS AND TIPS
A. Organizations provide a Letter of Support from land managing agency. Agency must state that it accepts the post completion requirements as outlined in Chapter 62S-2 F.A.C.	A	Organizations must be registered as an active nonprofit corporation in the Department of State's Sunbiz database. They must have an agreement with the owning government entity that permits development and/or maintenance of trails and trailside facilities, and satisfies the site control requirements pursuant to subsection 62S-2.076(1), F.A.C. The Letter of Support must acknowledge the arrangement between the agency and the organization and state that the agency accepts compliance requirements as outlined 62S-2.076, F.A.C. and FHWA RTP Guidance.
B. Show project location on DOT County Road Maps or USGS 7 ½ Minute Quadrangle Sheets. Include beginning and ending points.	B	FDOT County General Highway Maps or USGS 7 ½ Minute Quadrangle Sheets may be used to demonstrate the site location. Applicants should include the project site, as well as the trail in its entirety.
C. Boundary Map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. Aerial photographs are not accepted as boundary maps.	C	Applicants should submit a dated project boundary map which clearly delineates the project area. The project boundary map and/or attachments must identify the following: <ol style="list-style-type: none"> 1. The title of the project and project elements. 2. The date of map preparation. 3. The area(s) under lease and term remaining on the lease(s). 4. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included. 5. The project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded protection under the RTP. The following methods of identification are acceptable:



RECREATIONAL TRAILS PROGRAM

ADDITIONAL RESOURCES





Thank You!

Recreational Trails Program

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