

Recreational Trails Program – Trail Grants
2014 Grant Round Application Directions
Four copies of all materials *DUE* (Postmarked by) February 1, 2014

Application Checklist

Non-Financial Documents to include:

- ☐ Part I Cover Sheet
- ☐ Part II Narrative (2-3 pages max.)
- ☐ Part III Standard Budget Form
- ☐ Part IV Specifications
- ☐ Part V Supporting Materials
- ☐ Part VI Financial Documents
- ☐ Pictures, Drawings, or specifications of any structures to be built, if necessary
- ☐ USGS topographic map(s) with **CLEARLY IDENTIFIED EXACT PROJECT LOCATION**
- ☐ ***Optional:*** GIS data in the form of shapefile or geodatabase of proposed/existing trail location
- ☐ Assurance of “continuing public access” from landowner, or proof of easement, if necessary
- ☐ Copies of ANY permitting already obtained for project (NHESP, Wetlands, Construction, etc.)
- ☐ Appraisal of land to be acquired, if necessary
- ☐ Letter(s) of commitment

**** Note: A clear summary of the specific tasks to be accomplished, as well as a USGS Topo locus map with the exact location of the project area **MUST** be included in the grant application package in order for the project to be considered for funding!***

Financial Documents to include:

- ☐ “Request for Verification of Taxation Reporting Information” (W-9 Form),
- ☐ “Commonwealth Terms & Conditions,”
- ☐ “Standard Contract”
- ☐ “Signature Verification”
- ☐ “Electronic Funds Transfer Form” with voided check
- ☐ “A-133 Audit” Form

Mail four (4) UNBOUND copies of the complete package (and one copy of required financial forms with ORIGINAL signatures) to:

**Amanda Lewis
Department of Conservation and Recreation
136 Damon Road
Northampton, MA 01060**

No faxed applications please.

**Please don't hesitate to call or e-mail with questions: (413) 586-8706 ext 19
amanda.lewis@state.ma.us**

Project No. _____

**Recreational Trails Program
2014 Application**

Part I: Cover Sheet Please complete this sheet using only the space provided.

Project Name: Williamsburg Connection to Regional Trail Network

Organization: Town of Williamsburg

Brief organizational overview (municipalities, state agencies N/A):

N/A - Municipality

Contact Person and title:

Address: Charlene Nardi, Williamsburg Town Administrator

Telephone: 413-268-8418

Fax: 413-268-8409

E-Mail: townadmin@burgy.org

Project Location (town): Williamsburg

Amount Requested: \$ 48,000

Match: \$ 72,000

Total Project Value: \$ 120,000

Will the proposed trail project actively facilitate use by:

Motorized users ____ Non-Motorized users X Combination of Users ____

Please specify which user groups are permitted on and will *directly* benefit from this trail project:

Bicyclists, pedestrians, dog walkers, horses, possibly snowmobiles

Have you previously applied for Recreational Trails funding?

If so when? 2012 (joint application with Northampton)

Years Funded: none

Topographic Quadrangle Name/Number (used on locus map for project): Easthampton

Please list the following government districts where the project will take place (if trail runs through multiple districts, please list ALL district names)

US House Voting District(s): First District

State Senate District(s): Berkshire Hampshire Franklin and Hampden

State Representative District(s): First Franklin

Please provide a three-sentence description of your proposed project:

The project includes construction drawings, grading/drainage, and trail resurfacing on the existing Leeds-to-Haydenville unimproved trail from the town line, up to and including the newly-acquired easement that brings the trail out to the foot of South Main Street in Haydenville. A bike lane will be added from South Main Street to

Route 9. These improvements will connect Williamsburg and Haydenville to Northampton and the regional trail network, creating a new link and additional opportunities for long-distance trail connections.

**Recreational Trails Program
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PART II: Narrative

1. Clear summary of the specific tasks to be accomplished during the course of the project

Funds will be used to extend the MassCentral Trail (Norwottuck section) from its current terminus in Leeds, north into Williamsburg, providing a connection to the regional trail network. The segment of the Trail from Grove Avenue to Florence Street was improved in 2006 with funding from MassDOT/FHWA, including a spur connection to Grove Avenue. Engineering design was completed, and local permits were secured for the full improvement of the trail segment to the Williamsburg line. However, funding did not come through and the improvements were not made, and the trail currently dead-ends .65 miles short of the Williamsburg town line.

The Northampton Office of Planning and Sustainability has applied for Federal Land and Water Conservation Grant funds, matched with local Community Preservation Act funds, to complete 0.35 miles of trail in the Leeds section of Northampton on property owned by the City. At this point, the City has a dedicated easement for trail use, and work becomes ineligible for LWCF funding. This project will extend the trail north to the Town line; creating a new 0.3 miles of trail in Northampton, and then connect an additional 0.2 miles in Williamsburg to connect to South Main Street.

Existing plans detail all the activities proposed in this application. Matching funds will be used to move designs for the trail extension in Northampton forward from design to final construction drawings, and include a ramp down to South Main Street. The project will include rough grading, vegetation control, guardrail installation, and necessary drainage improvements to make it accessible for pedestrians, and mountain and hybrid bicycles. The final surface for this portion of the trail (TRG or pavement) will be identified during the development of final construction drawings, with the input of neighbors and other stakeholders. Work in Northampton will be completed with \$50,000 in local Community Preservation Act funds, which are being proposed as a match for RTP funds. The Williamsburg work will be completed with RTP funds, and an additional \$22,000 in fundraised match. This work will begin at the Town line, and extend north 0.2 miles along the historic railroad bed and to South Main Street and will result in a trail that is useable for pedestrians and hybrid and mountain bicycles. Bicycle roadway signage will then be installed along 0.4 miles of South Main Street – from the new trail junction to the Haydenville Library on Route 9. All work will be done in cooperation and conjunction with the City of Northampton Office of Planning and Sustainability.

Task	Responsibility	Timeline from awarding of RTP funds

Update plans to include Williamsburg section, expand from design to full construction drawings	Northampton Planning and Sustainability, engineering consultant	5 months
Secure Williamsburg wetlands permits (already in-hand for Northampton)	Northampton Planning and Sustainability, engineering consultant	5 months
Obtain bids for trail improvement work	Williamsburg Town Administrator	6 months
Roadway striping, install bike signs	Williamsburg DPW	6 months
Trail improvement work	Construction Subcontractor	11 months
Work complete		12 months

2. *How your project fulfills a recognized recreational or social need.*

It has been a longstanding goal of both Northampton and Williamsburg to extend the trail north into Haydenville and points beyond. The project will not only meet those local needs, but will also connect one more community to the regional long-distance trail network. Addition of just three-quarters of a mile of trail to Haydenville will immediately connect to Northampton, Southampton, Easthampton, Northampton, Hadley, Amherst, and Belchertown. It also represents a significant milestone and opportunity for the statewide Mass Central Trail, eventually connecting Boston and the Berkshires. The Leeds Trail is currently the northern terminus of a trail system that is increasingly used not only as a recreational opportunity, but for commuting. Connection to Haydenville increases the Trail's viability as an alternate mode of transportation for Williamsburg and the hilltowns.

The work proposed will meet the needs documented in plans created by both communities. One of Northampton's long-standing goals to make 75% of the City easily accessible to trail systems. Extending the trail north through Leeds will help further this goal. Multi-use trails are a significant component of the *2011-2018 Northampton Open Space, Recreation, and Multi-Use Trail Plan*, so much so that the name of the plan was changed to reflect the City's trail focus. The Plan, approved in late 2010 with extensive public input, created goals and objectives for open space and recreation for the next seven years, based on local and regional needs. Identified goals included expansion of the trail network through creation of local trail spurs and regional connections, providing additional recreation opportunities and improve safety along existing trails, all of which this project will help further. The improved trail will also provide access to permanently protected open space adjacent to the path where access is currently very limited, which also meets the objectives of the Plan.

The 2013 'Mill River Greenway Feasibility Report' created by the Williamsburg Mill River Greenway Committee established additional needs for a trail extension into that community. Williamsburg's long-term goal is a greenway connecting Haydenville with Williamsburg center, 2.5 miles north. The RTP proposal and related work are the extremely important first step to making that greenway a reality. The Report noted that the Greenway trail and the regional connection it would provide, would create a safe, walkable route between schools, libraries and municipal facilities, would have beneficial economic impacts to local businesses, and would improve access and stewardship to the Mill River.

3. *The range of trail uses/users the project will actively facilitate, and how it connects to or enhances a greater trail system, or how it solves an existing problem or issue.*

The Leeds trail has not been significantly improved since it was acquired. Hanging and fallen trees, exposed roots and railroad ties, loose stones, erosion, washouts, and seasonal mud limit use to only very sure-footed walkers. Improvement of the trail will allow use by pedestrians, bicyclists, dog walkers, skiers, horses, and, depending on local regulations, snowmobiles. . Currently, Williamsburg and much of Leeds have no access to trails. Improvement of this ¾ mile section of trail will begin to solve that problem, and will provide access to the larger regional trail network. This project will constitute an expansion to the Norwottuck/Mass Central Trail, one of the regions first, and one of the most widely used.

4. *Description of any support your project has from the community and any partnerships that will be formed among trail users, organizations, agencies, and others.*

Initial discussions about trail connections in Williamsburg were controversial; garnering only 61% of the vote at past town meetings. However, this new hybrid route, including access to South Main Street via a right-of-way that was just recently acquired, has garnered overwhelming public support, including two near unanimous votes on the rail trail leg of this route. A future phase of the trail, following the Mill River to Williamsburg village (Haydenville Library to Williamsburg Library), has also received a great deal of support and publicity. The Mill River Greenway Feasibility Report includes a full appendix of positive comments received about the trail plans, including many from nearby residents who were not in support of past plans. The project will be an important partnership between Northampton and Williamsburg, building upon efforts made by both communities to secure rights of way and develop trails to-date. Northampton is very much in-support of the project, and pledge the CPA funds necessary to bring the trail to the Town Line.

5. *Any additional information, not listed above, as to how your project meets the program criteria listed in the guidelines*

The project furthers many of the goals and strategies in the statewide *Commonwealth Connections* plan:

Protect critical river corridors and their tributaries statewide.

“Identify and protect key public access sites to rivers and support the creation of new access points and riverwalks where appropriate.”

The Mill River is essential ecological resource and tributary of the Connecticut River.

The Mill River, Northampton's natural backbone, drains upland areas, nurtures native species and provides vital habitat to countless species. By preserving this resource as the Mill River Greenway, and connecting it through trail improvements we will ensure that all residents, present and future, will have access to the recreational & educational opportunities of the critical river corridor.

- *Strategically link important natural and human communities*

"Make critical greenway corridors identified in this plan a priority for land acquisition, landowner outreach, and funding."

This project presents a unique opportunity to preserve a substantial tributary feeding the Connecticut River Greenway, even as we connect the communities of Williamsburg, Leeds and Northampton through improvements to the Mass Central Trail. Improved access to this area also increases positive visibility to local landowners, potentially increasing future land acquisition opportunities and favorable ownership transfers.

'Trail bank' unused rail corridors and work to gain public access to utility corridors.

"The existing network of rail and utility corridors represents a significant opportunity for greenway and trail protection in Massachusetts. In light of increasing development pressure, declining availability of open space, the difficulty of assembling continuous linear tracts, and the ever-increasing costs of acquiring new lands, it is absolutely critical to prevent fragmentation and protect key rail and utility corridors as part of the state's greenway network."

The former New York, New Haven and Hartford Rail bed underlying this site presents a fleeting opportunity for "greenway and trail protection." Future growth of regional and statewide multi-use trail networks, depend not only on the acquisition of new areas but on efforts to "prevent fragmentation." In a sense, failure to improve this section for use, hinders further acquisition efforts and preservation of the railway for future use.

Increase funding for greenways and trails.

"Dedicate funds to complete all trail construction projects currently in progress by 2005."

Although we have already passed the 2005 target date, it is not too late to fund trail improvements for this section of the trail and complete access to and beyond the Williamsburg town line. Indeed it should be a priority to fund projects where the land has been already been acquired and improvement represents a milestone in regional bikeway improvement.

Support the creation of a regional rail-trail network as part of the cross-state trail.

"The popular Norwottuck Rail Trail, owned and managed by DEM, is a rail-trail focal point for the region. A number of other nearby and connecting rail-trails — including the Northampton Bikepath, the Manhan Rail Trail, the Amherst Bikeway, and trail segments being considered in Ware, Hardwick and Williamsburg — are in varying stages of design and development. These efforts require additional support and funding to ensure their success. When complete, this network of rail-trails will expand recreational opportunities, create valuable commuter links within and between surrounding communities, and help to advance the larger vision of a cross-state trail."

The *Commonwealth Connections* plan specifically highlights the Norwottuck and Mass Central Rail Trail and this segment (Williamsburg) in particular as requiring additional "support and funding." The benefits outlined in this vision statement, align strongly with the established goals of both communities, and Massachusetts as a whole.

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Part III: Standard Budget Form

1. Total Project Value: \$ 120,000

This total does not include the additional federal and local funds that will be spent to develop the trail up to the starting point of the RTP-funded work.

2. Grant Amount Requested: \$ 48,000

Should reflect calculations from the tables in A and B below.

3. Proposed Match Amount: \$ 72,000

This includes \$50,000 in Northampton CPA Funds, and \$22,000 in fundraising.

Must be at least 20% of the total project value. (Calculate funding request amount by 0.25 and you will come up with required match). Should reflect calculations from tables in A and B below.

A. Cost of Personnel Time: \$

For employee or consultant time counting toward the grant award, the hourly rate is the rate at which they will be paid.

For employee time counting toward the match, use his/her hourly wage. If volunteer, use the hourly rate that the person(s) would normally receive if they were being paid by your organization (not their "billing rate"). Or use the latest Massachusetts estimate for the value of non-skilled adult volunteer time - found at http://www.independentsector.org/programs/research/volunteer_time.html

Staff time required to oversee the project is being donated by the Northampton Office of Planning and Sustainability and the Town of Williamsburg, and is not included as a match.

B. Cost of Materials: \$

Could be equipment, tools, and services. Should be based off of reasonable estimates or price quotes from vendors and contractors, or from donors if being applied to the match. This can also include equipment rentals, where "unit" is one of time (hours, days).

Material	Unit	Number of Units	Price per Unit	Total \$ amount applied to <u>grant</u>	Total \$ amount applied to <u>match</u>
Final Construction Documents and construction oversight	1	1	\$15,088	\$15,088	\$
Shared roadway connection on South Main Street	Foot	2,112	\$1	\$	\$2,112

Northampton Trail Construction (leveraged by additional funds and following existing path)	Foot	1,848	\$27	\$0	\$50,000
Williamsburg Trail Construction (ramp required)	Foot	1,056	\$50	\$32,912	\$19,888
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(Extend table as necessary)

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PART IV: Specifications

These questions will be important in the environmental approval process. Answer every question listed on this page and be thorough with your answers. This information will be filed directly with the various regulatory agencies.

- 1. Provide a project summary, including specific tasks to be accomplished (this can be taken directly from question #1 in the narrative, but do not include the entire narrative):**

Historic/Cultural Resources: Any projects that receive funding from federal agencies must be reviewed in compliance with Section 106 of the National Historic Preservation Act of 1966. This legislation requires projects to take into account the effects of their undertakings on historic properties, and afford the Massachusetts Historical Commission (MHC) the opportunity to review and comment on the effects of the project.

2. To the best of your knowledge, is your project near any historic or archaeological resources? **Yes** **No**
If so, describe the resources and how you will attempt to minimize and/or mitigate any effects that project tasks could have on those resources. Note, please continue to next question, regardless of your answer here.
The trail will be located on a former railbed. MassHistoric has not had concerns with construction of the southern portions of the trail.
3. Will your project involve any (even minimal) excavation or soil disturbance? **Yes** **No**
If so, describe the extent of excavation (depth, width, length), the exact location of the work (***enclose a map with these locations identified clearly**) and the machinery or tools that will be used.
Soil disturbance will include drainage work and grading along the entire trail construction portion of the project, within the former railbed.

Wetland Resources: Any projects located within or adjacent to wetlands must be reviewed by the area Conservation Commission which will also trigger NHESP review. If you are unsure if your project is located within a wetland or resource area, contact the area Conservation Commission directly for guidance.

4. Will the project occur within 100ft of a wetland or 200ft of a stream? **Yes** **No**
If so, describe the activity occurring within this wetland resource area. Has the project been reviewed by the Conservation Commission yet? How will you attempt to minimize and/or mitigate impacts to the wetland? Will there be any permanent impacts? Include any official communication with the Conservation Commission.

The trail is located within the riverfront area to the Mill River, and within buffer zone to bordering vegetated wetlands. It will take place almost entirely within previously disturbed areas, as the area is a former railbed. The Northampton Conservation Commission issued an Order of Conditions for work on the project in 2006. This Order was subsequently extended, and is still valid. The Order permits work beyond that which is now proposed, and reducing the scope of the project is not anticipated to present any issues. A filing will need to be made with the Williamsburg Conservation Commission for work in that community. Since work will take place in a former railbed, demonstrating compliance with wetlands laws should be straightforward.

Natural Heritage and Endangered Species Program: If the project is located within priority habitat for endangered species, it will need to be reviewed by NHESP and a separate filing may be required before grant work begins.

5. To the best of your knowledge, will the project occur within Estimated Habitats of Rare Wildlife and/or Priority Habitats of Rare Species, according to MA Division of Fisheries and Wildlife's Natural Heritage Atlas? (available at http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm or by hard copy from the Conservation Commission or Planning Board of each town) **Yes** **No**

NHESP review was conducted during the permitting process in 2006. NHESP will need to be notified of the reduction in scale of the project and the extension into Williamsburg. Since all work will be conducted within previously disturbed areas, it is very unlikely that the project will result in any potential impacts to habitat areas.

Other:

6. Will your project involve any bridge construction, rehabilitation, or replacement? **Yes** **No**
If so, describe the activity and provide construction specifications, including the depth and width of soil excavation, width and length of the bridge, type of tools and equipment to be used, etc.
7. Will the project occur within a Massachusetts Area of Critical Environmental Concern (ACEC)? **Yes** **No**
If so, please identify which ACEC and any impacts the project will have on the designated area.
8. Will your project occur near or adjacent to an existing Superfund site? **Yes** **No**
If so, please identify and describe the site and any impacts (positive or negative) the project will have on it.

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PART V: Supporting Materials

1. Provide pictures of the project location– please include as many as are necessary in order for the reviewers to have the ability to assess the project conditions as a part of the review process. Also include any pictures, drawings, or specifications of any structures to be built (bridges, sheds, culverts, etc.)

Photographs of the trail and South Main Street are included as attachments.

Also provided are sample plansheets to demonstrate that engineering work on the trail improvements has been completed.

2. If proposing an equipment purchase, provide a picture of the equipment and three quotes from separate regional vendors. If the equipment is used and available through only one specific vendor, provide two other estimates based on a newer piece of equipment being sold. Also, if the work proposed is limited to the project scope, provide a cost comparison of equipment rental versus the purchase of the equipment. This comparison

should be based on the anticipated number of hours that the equipment will be used directly towards the project and within the next five years or longer for a similar purpose.

2. Provide clearly labeled USGS topographic map(s) showing the specific locations of all work. You may also include additional visual items (i.e. photographs, diagrams, or plans) if they help to illustrate the proposal.

Attached

4. Provide a realistic time-line for completion of the project, including both grant- and match-funded activities.

Provided in Part II

5. If you are proposing a project that will take place on land that is not owned or managed by your organization/ agency, you must include a signed statement from the appropriate landowner or manager authorizing the project and ensuring "continuing public access." If the project will take place on private land, you must provide proof that an easement for public access is in place prior to the award, or comparable landowner permission documentation.

Deed references for rights of way are provided below, with the documents included as attachments.

Right-of-way on railroad bed in Leeds Book 8314, Page 46 and Book 9806 page 180 and 183.

Right-of-way on railroad bed in Williamsburg Book 10329, page 57 and 62

Right-of-way from railroad bed to S. Main Street, Haydenville, Book 11574, page 20

6. If you are proposing a project involving land acquisition, you must submit an appraisal of the land to be acquired, and a review of the appraisal by an independent review appraiser. The review appraiser must certify that the appraisal meets the standards of the Uniform Appraisal Standards for Federal Land Acquisitions, found at <http://www.usdoj.gov/enrd/land-ack/>. Projects involving land acquisition must also conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq., as amended, found at <http://www.fhwa.dot.gov/realestate/ua/index.htm>. These regulations apply to evaluating the acquisition of real property and any potential displacement activities. If you need clarification for these requirements, please call or e-mail: (413)586-8706 ext 19, or amanda.lewis@state.ma.us

6. Please provide any applicable letters of support or commitments of match.

Attached

8. Provide copies of any permitting that has already been obtained directly related to the proposed project. Permitting is not a requirement at the time of submitting the project application. However, permitting for wetlands, endangered species and historical/prehistoric resources will be required before any project work is authorized and before any reimbursement will be issued.

The Order of Conditions for the Northampton portion of the trail is attached.

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Part VI: Financial Forms

Please complete and include one copy each of the:

- "Request for Verification of Taxation Reporting Information" (W-9 Form),
- "Commonwealth Terms & Conditions,"
- "Standard Contract",
- "Signature Verification",
- "Electronic Funds Transfer" and
- "A-133 Audit" forms.

These forms are available at <http://www.mass.gov/dcr/stewardship/greenway/regionalGrants.htm>, or by calling 413-586-8706 ext 19. For guidance in filling out the forms, refer to the "Guidelines for Filling out Fiscal Paperwork" link which is available on the same website below the "Application Form". Fill out only the lines and areas indicated in the guidelines document and have the authorized official of your organization sign the forms. **Original signatures required - no photocopies.** Non-profit organizations must also include a copy of your "Tax Status Determination Letter" from the IRS. If instructions written directly on the forms contradict any instructions on the Fiscal Paperwork Guidelines, always follow the instructions specified in the guidelines, not those directly on the form (RTP has specific contract guidelines which must be followed).

NOTES – Please pay close attention HERE!

- **Municipalities must include all forms.**
- **Signature Verification Form must be signed and notarized for all projects – a copy of a license in place of the notarization is no longer accepted.**
- **The signature on the Standard Contract Form must match that on the Signature Verification Form and the Commonwealth Terms and Conditions.**
- **The address on all forms must be consistent and should also match the address assigned to the applicant's state vendor code, if one has previously been assigned.**
- **All applicants must fill out a new EFT Form, whether or not they were previously set up on the state system for automatic deposits.**
- **All applicants must fill out the A-133 form and sign somewhere on the form. If the applicant clearly does not fall within the requirements for the A-133 Audit (is not a non-profit or does not receive more than \$500,000 in federal grant awards per year), simply state that clearly on the form and sign.**

Recreational Trails Program Project Selection Criteria

To evaluate and select proposals, DCR and the Recreational Trails Advisory Board will use the following criteria to assess whether the proposal:

- Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
- Furthers one of the goals or strategies identified in *Commonwealth Connections* (www.mass.gov/dcr/stewardship/greenway/connections.htm), or an adopted regional or local plan.
- Describes a realistic, tangible trails project that can be accomplished in the time given. Has a realistic and appropriate budget.
- Creates, expands or enhances a trail system or trail linkage, with real and lasting public benefits.
- Thoroughly considers relevant environmental, social and cultural issues, and minimizes or mitigates impacts to natural and cultural resources, addressing all applicable permitting issues.
- Creates partnerships among trail users, organizations, or agencies.
- Demonstrates community support for the project.
- Actively facilitates a variety of compatible trail uses.