Commonwealth of Kentucky
Department for Local Government

Recreational Trails Program
2026 Grant Application

A Federal Highway Administration (FHWA)
Federal Aid Program

Submit the completed application and attachments to DLG.OFG@ky.gov no later than **October 30, 2026**.

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PROJECT NAME/TITLE:
PROJECT ADDRESS/LOCATION:

CLASSIFICATION OF PROJECT APPLICANT (Check one)

Federal ☐ State ☐ City ☐ County ☐

APPLICANT/PROJECT SPONSOR (City, County, State Agency, or Federal Agency)

Name	Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CONTACT PERSON/LPA ADMINISTRATOR

Individual to be contacted should questions arise regarding the project and/or application.

Name	Firm/Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CITY/COUNTY TO BE SERVED

Proposed Project Period **Start Date:** **End Date:**

Congressional District	Area Development District

Does the applicant have an open/active RTP project?

Yes ☐ No ☐

If yes, list the project numbers below (XXX-XX or 000XXXX):

Does the applicant own the property where the project will be located?

Yes ☐ No ☐

If yes, provide a copy of the deed with the application.

If no, you must be able to obtain a permanent trail easement. Please provide a letter of support from the landowner demonstrating their commitment to the project and agreement to the permanent trail easement.

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PROJECT TYPE (Check all that apply)

- ☐ Construction of New Trails
- ☐ Development of Trailside and Trailhead Facilities
- ☐ Maintenance/Restoration of Existing Trails
- ☐ Development of Features that Facilitate Access and Use of Trails by Persons with Disabilities
- ☐ Restoration of Areas Damaged by Trail Usage and Back Country Terrain
- ☐ Development of Urban Trail Linkages Near Home and/or Work
- ☐ Acquisition of Easement or Property

INTENDED USE (Check One)

- ☐ Non-Motorized Single Use
- ☐ Combination of Non-Motorized
- ☐ Combination Non-Motorized and Motorized
- ☐ Motorized Single Use
- ☐ Combination of Motorized

TYPE OF USE (Check all that apply)

- ☐ Walking/Jogging/Hiking
- ☐ Overnight and Long Distance Backpacking
- ☐ Bicycling and/or Mountain Biking
- ☐ In-Line Skating/Skate Boarding
- ☐ Equestrian Activities
- ☐ Water Trail (see guidance document for requirements)
- ☐ Motorcycling
- ☐ Four Wheel Drive or All Terrain Off-Road Vehicles

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TRAIL INFORMATION

1. Mark all that apply:
   - ☐ New Construction
   - ☐ Existing Trail
   - ☐ Trailhead facilities

2. Length of Trail:

3. Width of Trail:

4. Composition of Trail Surface:

5. Availability of Similar Trails within the Applicant's Jurisdiction. List total mileage of available trails:

6. Does the trail link to other trails, greenways, scenic corridors, or natural/cultural/historical/recreational areas? If yes, name the other areas below.
   Yes ☐ No ☐

7. Is your community a Trail Town? If not, have you applied to be a Trail Town?

   Already a Trail Town ☐

   Applied to be a Trail Town ☐

   Not a Trail Town or applied to be a Trail Town ☐

TRAIL TERMINI (Beginning and ending points of the proposed trail)

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PROJECT DESCRIPTION

Provide a description of the project activities and what will be accomplished with the grant. If necessary, you can attach additional pages.

OPERATION AND MAINTENANCE

Who will be performing long term operation and maintenance of the proposed project after completion?

EDUCATION AND SAFETY

Provide information on how the applicant will address education and/or safety issues with the proposed project.

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PROJECT JUSTIFICATION

Provide detailed answers to the questions below as they relate to the project selection criteria. If necessary, you can attach additional pages.

1. Describe the degree to which the project provides and/or improves recreational trail length to accommodate motorized and/or non-motorized uses.

2. Describe the degree to which project provides and/or improves trail opportunity by persons with disabilities, older citizens, economically disadvantaged and other special populations or groups.

3. Describe the degree to which project meets a goal and/or implements a strategy of a local or regional plan.

4. Will the trail include signage, printed materials, or an online site with information on trail rules, courtesy to other trail users, and/or the protection and interpretation of the natural and cultural resources within the trail corridor? Please include details on what materials are already available or will be created as a part of this project.

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ENVIRONMENTAL INFORMATION

Provide detailed answers to the questions below. If necessary, you can attach additional pages. Attach a copy of a completed Preliminary Environmental Assessment (EA) with the application.

1. Does the proposed project require the removal (cutting/clearing) of any trees, living and/or dead, larger than sapling size? If yes, provide the total number of trees being removed and the time of year when habitat would be removed.

2. Are there any caves, sinkholes, mine portals, and/or rock shelters within the project limits or adjacent to the proposed project area? If yes, does the project require disturbance of such habitat? Explain.

3. Does the proposed project require any perennial stream crossings such as a footbridge, culvert, or in-stream mat/rock material? If yes, discuss construction plan and sediment/erosion control measures.

4. What type of habitats (forested, recreational areas, open grassed urban areas, etc.) currently exist within or adjacent to the proposed project area. Please describe any disturbances associated with the project construction and/or maintenance which may potentially impact vegetation on site (e.g. excavation, fill material for building sites, conversion of natural areas to parking areas, herbicide use, heavy equipment staging areas, etc.).

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PROPOSED FUNDING

For the RTP grant, the minimum request an applicant can apply for is $25,000. The maximum request is $250,000. The applicant must match the RTP grant to fund 20% of the **total** project cost. For example, RTP Request: $80,000.00, Applicant Match: $20,000.00, Total Project Cost: $100,000.00.

RTP Request: $
Applicant Match: $
Total Project Cost: $

Below summarize how the applicant proposes to match RTP funding. Please complete all appropriate columns and specify whether funds are Approved, Pending, or currently under Negotiation. **Attach a detailed budget with the application. Engineering costs must be included to be in compliance with the KYTC LPA Process.** A template can be found here.

Please note volunteer labor is valued at $15.00 an hour. Skilled/Certified volunteer labor is what they normally would charge to perform the skilled/certified labor

If your application consists of both motorized & non-motorized trail uses, please submit separate budgets for each.

Source	Applicant	Status of Funds
General Fund		
Force Account Labor		
Force Account Equipment		
Force Account Materials		
Donations		
Donated Land		
Donated Labor		
Donated Equipment		
Donated Materials		
Other Funds:		
TOTAL		

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THE TRAIL AND/OR TRAILHEAD/TRAILSIDE FACILITIES ACQUIRED OR DEVELOPED WITH RTP ASSISTANCE MUST BE OPEN TO THE PUBLIC AND MAINTAINED FOR PERPETUITY.

I _____ certify that all R/W is available, or R/W will be
Authorized Representative Signature
made available before construction, and the R/W easement will be recorded prior to any payment. No Utility or Railroad Involvement.

NAME AND SIGNATURE OF THE AGENCY PARK MANAGER (If applicable)

_____ _____
Signature Title

_____ _____
Name Typed Date

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

_____ _____
Signature Title

_____ _____
Name Typed Date

NAME AND SIGNATURE OF THE APPLICANTS LPA GRANT ADMINISTRATOR

_____ _____
Signature Title

_____ _____
Name Typed Date

_____ _____
Email Phone

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ATTACHMENTS CHECKLIST

Please submit the application with the following attachments. Have each attachment clearly marked and in the order listed below. (Note: The files may not download correctly if you are using Microsoft Edge. In that case, they are all linked directly on the DLG RTP page on the right side under "Downloads.")

☐ **ATTACHMENT A – COVER LETTER**

Provide a signed cover letter on official letterhead by the agency head or designee (Federal, State, or Local Agencies) supporting the submission of the proposed project.
If the proposed project is located on public land, a signed statement supporting the submission of the proposed project from the public land manager is also required.

☐ **ATTACHMENT B – MAPS**

Location Map – Location Map provides a snapshot of the project's location, including street names, nearby cities, landmarks, etc.
Site Map – Site Map depicts the location of trailhead facilities or the full length of the trail.

☐ **ATTACHMENT C – DETAILED BUDGET**

Provide a detailed breakdown using this template. Include copies of quotes, invoices, written statements, appraisals, etc. as supplemental documentation. If your application consists of both motorized & non-motorized trail usages, please submit separate budgets for each.

☐ **ATTACHMENT D – PROOF OF PROPERTY OWNERSHIP**

Deed – If awarded, a deed restriction will be placed on the property.
Lease – Attach a copy of the lease. In order to be eligible for RTP, the lease must have a minimum of 25 years remaining.
Easement – Provide a copy of the easement. Also, submit consent by the landowner via a written agreement to the placement of a restrictive easement for perpetual maintenance and public access to the property.

☐ **ATTACHMENT E – PHOTOS OF THE PROPOSED PROJECT LOCATION**

☐ **ATTACHMENT F – PRELIMINARY ENVIRONMENTAL REVIEW** The template can be found here.

☐ **ATTACHMENT G – U.S. FISH & WILDLIFE SERVICE REVIEW**

Applicant must provide confirmation that endangered species will not be negatively impacted by the project. One way to do this is through a regulatory review via IPaC (https://ipac.ecosphere.fws.gov/). DLG will need the species list and Determination Keys for the species listed as Endangered and Threatened. There are detailed instructions on the process here: https://www.fws.gov/office/kentucky-ecological-services/kentucky-field-office-project-review-guidance. If you receive a May Affect determination for any species, you will need to follow Step 5 in the guidance and submit the project for informal consultation and provide their response with the application.

☐ **ATTACHMENT H – SHPO 106 REVIEW**

Applicant must submit the proposed project to the State Historic Preservation Offices for a Section 106 review. Click here for more information on the process and policies. Please note that a "preliminary site check" does not satisfy the SHPO requirement. The letter from SHPO with a determination of whether the project will adversely impact a historic property must be attached to the application.

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☐ **ATTACHMENT I – KENTUCKY STATE CLEARINGHOUSE REVIEW**
Applicant must complete the Kentucky State Clearinghouse Review. Click here to submit your project for review. Please note, Clearinghouse comments remain valid for one year. The Clearinghouse letter and comments must be included with the application.

☐ **ATTACHMENT J – RESOLUTION** A template can be found here.

☐ **ATTACHMENT K – ASSURANCES**
If applicant already has the following assurances in place (i.e. employee handbook), submit a copy of the policy. If not, forms have been provided for each to meet the requirement.

- ☐ Title VI of the Civil Rights Act – Applicant must have "assurances" in place to assure nondiscrimination in all of its programs and activities.
- ☐ Section 504 – Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against people with disabilities in federally funded programs.
- ☐ Drug-Free Workplace
- ☐ SF-424D Construction Assurances

☐ **ATTACHMENT L – NO IMPACT LETTERS FROM LOCAL UTILITY COMPANIES**

☐ **ATTACHMENT M – PUBLIC MEETING & CONCURRENCES**
Include a copy of the public meeting's advertisements, sign-in sheet, and minutes. Also, attach all written comments and completed concurrences forms (included). Public meetings must be properly advertised (at least a week's notice and posted in largely viewed mediums) to ensure public participation. Detailed guidance can be found here.

☐ **ATTACHMENT N – IF APPLICABLE TO YOUR PROJECT:**
If applicable to the proposed project, please submit the following:
Motorized Trails – If grant funds are to be used to accommodate motorized use on trails, submit a signed statement by the application verifying the trails have not been predominately used by non-motorized trails users prior to May 1, 1991.
Metropolitan Planning Organization (MPO) – If the applicant is incorporated in a MPO, the application must include a letter from the MPO approving the proposed trail. Click here for a map of MPO boundaries.

Please sign below confirming that all attachments as listed above are included in your application package.

Signature Date