



April 2, 2024

To Political Subdivisions and Trail Non-Profits within Delaware County:

Preservation Parks of Delaware County Park Board of Commissioners has made \$100,000 available in our Community Trail Improvement Grant Program (CTIG). CTIG is intended to assist in the acquisition, development, and maintenance of multi-use paved and gravel trails in Delaware County that enhances quality of life through greater community connectivity, additional recreation opportunities, increased transportation alternatives, and economic benefits through community improvements.

Included with this letter is the project application and criteria established for participation in the CTIG program. If you wish to apply for grant funding, please review and submit the required documents by October 1st, 2024. If you have any questions regarding this program, please contact me at (740) 524.8600 x102.

Sincerely,

A handwritten signature in black ink that reads "Matt B. Simpson". The signature is written in a cursive, flowing style.

Matt Simpson  
Sr. Park Planner  
Preservation Parks of Delaware County



# PRESERVATION PARKS DELAWARE COUNTY

## PRESERVATION PARKS OF DELAWARE COUNTY COMMUNITY TRAIL IMPROVEMENT GRANT PROGRAM PROJECT APPLICATION

Completed **applications must be received** in the Preservation Parks office at 2656 Hogback Road, Sunbury, Ohio 43074, **by no later than October 1, 2024, 3:00 P.M.** Applications received after this deadline will not be considered. Attached is the CTIG General Information Form with required submittals noted. For further information, call or email Matt Simpson (740) 524-8600, ext. 102. [msimpson@preservationpark.com](mailto:msimpson@preservationpark.com)

Project Name \_\_\_\_\_

Date \_\_\_\_\_

Project Jurisdiction(s) \_\_\_\_\_

Applicant \_\_\_\_\_

Contact Person \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_ email \_\_\_\_\_

Project Location \_\_\_\_\_

Brief Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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CTIG Funds Requested \_\_\_\_\_

\* See CTIG General Information for program details and submittal requirements.



PRESERVATION PARKS OF DELAWARE COUNTY (PPDC)  
COMMUNITY TRAIL IMPROVEMENT GRANT PROGRAM (CTIG)  
GENERAL INFORMATION

*Program Goals*

- To assist in the acquisition, development and maintenance of trails in Delaware County that enhances quality of life through: greater community connectivity to parks and other destinations, additional opportunities for recreation and healthy lifestyles, increased transportation alternatives, and economic benefits through increased tourism and community improvement.

*Applicants Eligible to Apply for CTIG Funding*

- Cities, villages, townships, park districts, and non-profit organizations whose project boundaries are completely within the geographical bounds of Delaware County, Ohio.

*Applicant Requirements/Responsibilities*

- Passage of a resolution by the applicant's governing body agreeing to participate and abide by the terms of the grant program.
- Ownership and/or management of the land upon which the project is to be performed; may have lease in place, for no less than 15 years after completion of the project; and/or, be contracted to a non-profit organization for care of the facility.
- Ability to finance the complete project until reimbursement with grant funds can be approved.
- Compliance with Federal, State and Local laws regarding non-discrimination, prevailing wage legislation, public bidding requirements, building and health regulations, conflict of interest rules, and other similar matters, assured before obligating funds.
- Installation and maintenance of a sign at the CTIG funded improvements, identifying the area(s) as having benefited from the Preservation Parks' program (PPDC will provide).
- Ensure that the facilities remain open and accessible to the public.
- If a project is awarded and the grantee cannot complete their project in the required timeframe, subsequent CTIG applications from the organization will not be considered until the project is completed.

*Eligible Projects*

The following types of projects are eligible:

- Acquisition of property and easements for off-road trails.
- Maintenance of existing regional trails (crack sealing, striping, resurfacing, etc).
- Design and engineering for the construction of linear and loop trails.
- Construction of multi-use asphalt and gravel trails.
- The proposed trail shall be at least 10' wide multi-use asphalt or 6' wide gravel (for internal park trails only) and meet current ADA guidelines. If a variance is needed for all or part of the trail, the applicant shall include justification and receive prior written approval from PPDC.
- The proposed trail shall be part of a long-range plan by the jurisdiction the project falls within (City, Village Township, County or Statewide plan).

### *Funding Submittals and Selection Criteria*

The applicant shall submit the following items and responses to the questions below. These will be used to establish project priorities and recommendation for funding.

- Does the project solve a problem/describe the justification of need/what benefits are provided?
- Is the project part of a trail of regional significance?
- Does it link to a Central Ohio Greenway (COG) trail or regional trail?
- Does it link population centers with public outdoor recreation areas?
- Does the project provide trails in an area currently underserved by a public trail system?
- Does it support commuter access, and have economic benefit to the community?
- How suitable is the site for a trail? Are there any constructability or environmental concerns?
- Document public support for the project (public comments, news articles, letters of support, etc).
- Demonstrate operation and maintenance capability once the trail is complete.
- Provide engineer's or qualified contractor's construction cost estimate with project total and CTIG funding requested. In addition, submit the proposed trail pavement detail with material composition.
- Is CTIG funding being used as a local match for other grants? If so, identify additional funding source.
- Submit project mapping showing trail corridor, property ownership and trail concept plan.
- Submit project area photographs.
- Submit project timeline. Include anticipated dates for acquisition, design & engineering, bidding, construction, and CTIG reimbursement.
- For acquisition projects, submit Appraisal (completed by an ODNR/ODOT approved appraiser), Purchase Agreement or Letter of Intent, and Waiver of Just Compensation (if applicable). All acquisitions must conform to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- Has your agency or organization received past funding through CTIG? If so, list projects and amounts funded.

### *Costs/Projects Not Eligible for Funding*

- Trailside and trailhead facilities (parking lots, restrooms, shelters, drinking fountains, etc).
- Purchase of maintenance equipment.
- Trail master planning.
- Project administrative costs and general operating expenses.

### *Program Information*

- An amount up to \$100,000 may be available for the Community Trail Improvement Grant Program for 2024.
- Grant requests may be only partially funded.
- Projects are not guaranteed funding; however, if the request is denied one year, the application may be resubmitted in another year.
- Projects may not begin until final grant approval is given by PPDC; if begun prior to approval, the project may risk grant cancellation.
- All expenses and payments are subject to state audits.

- Grant funds must be utilized for the project; no alterations may be made to the project for which funding was awarded, unless approved in writing by PPDC.
- Grant funds as allocated by Preservation Parks are final; any additional costs are the responsibility of the applicant.
- Failure to comply with these criteria will be taken into consideration for any future requests and could jeopardize an award.
- The applicant is responsible for paying the contractor/supplier for services and/or materials provided.
- Grantee will be reimbursed by PPDC after proof of payment is submitted. One lump sum reimbursement will be made.

*Important Dates to Remember*

- PDF and one hard copy of the completed application must be received by Preservation Parks at 2656 Hogback Road, Sunbury, by no later than 3:00 p.m., October 1st, 2024.
- Notification of approved requests will be no later than December 1st, 2024.
- All CTIG grant monies are to be expended and reimbursement forms submitted in 2025, unless intended as matching funds for another grant in the following year and approved by Preservation Parks.

CTIG Applications shall be no more than 26 single sided pages or 13 double sided pages and may be emailed or delivered to:

Matt Simpson  
Preservation Parks of Delaware County  
2656 Hogback Road  
Sunbury, OH 43074  
[msimpson@preservationparks.com](mailto:msimpson@preservationparks.com)  
Ph:740.524.8600 x 102