



Recreational Trails Program Grant Application

Grants and Community Recreation Program
124 State House Station
Augusta, Maine 04333
(207) 287-4962

Please read the application guidance document prior to filling out this application.

Part 1 – Applicant Information

Organization

| | | | |
|---|----------------|---|-----------------------|
| ORGANIZATION NAME Town of Cape Elizabeth, Maine | | CONTACT NAME Maureen O'Meara, Town Planner | |
| ADDRESS (MAILING) 320 Ocean House Rd, P.O. Box 6260 Cape Elizabeth, Maine 04107 | | E-MAIL maureen.omeara@capeelizabeth.org | |
| CITY Cape Elizabeth | STATE Maine | ZIP 04107 | PHONE 207-799-0115 |
| FEDERAL TAX ID NUMBER 016000100 | | | |

Applicant Type

| | | | |
|---|---------------------------------|---------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Municipal | <input type="checkbox"/> State | <input type="checkbox"/> County | <input type="checkbox"/> Federal |
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> School | <input type="checkbox"/> Other: _____ | |

Past RTP Grant Awards (most recent)

| | |
|---|---|
| <input type="checkbox"/> New applicant (have never received an RTP Grant) | <input checked="" type="checkbox"/> 6 or more years ago |
| <input type="checkbox"/> 3-5 years ago | <input type="checkbox"/> 1-2 years ago |
| <input type="checkbox"/> Current Grantee (conditional eligibility-see guidance) | |

If applicant had a previous project it was completed in:

| | | | |
|---------------------------------|---|--|--|
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> Longer than 2 years | <input type="checkbox"/> Not Completed |
|---------------------------------|---|--|--|

THIS SECTION TO BE COMPLETED BY GRANTS & COMMUNITY RECREATION STAFF

Budget Summary

| | |
|-------------------------------|---------------------------------|
| RTP Funds Requested _____ | Applicant Matching Funds _____ |
| Applicant in-kind value _____ | TOTAL PROJECT COST _____ |

| FUNDING CATEGORY | Category 1 Single Non-Motor <input type="checkbox"/> | Category 2 Combined Non-Motor <input type="checkbox"/> | Category 3 Combined Motor/ Non-Motor <input type="checkbox"/> | Category 4 Single Motor <input type="checkbox"/> | Category 5 Combined Motor <input type="checkbox"/> |
|------------------|--|--|---|--|--|
|------------------|--|--|---|--|--|

Part 2 – Applicant Eligibility / Project Viability

1. Authorization to Apply

- Municipal /School Union resolution – *must provide documentation*
- Agency Director Authorization
- Board of Directors Vote – must provide documentation
- Other: _____

2. Ownership

Select the option that best characterizes the conditions under which the land is held where the proposed project will take place. If the project is an acquisition indicate here the nature of the ownership after acquisition.

- Owned - Public
- Owned - Private
- Leased
- Use permit (ex., snowmobile trails)
- Other: _____

3. Control

Do you have the right(s) to develop this property and will the general public have access to and use of the project site for at least a five (5) year period?

- Yes
- No/Other – describe below:
 - conditions other than outright control, and how control will be attained and maintained before the project begins.
 - conditions for which control is less than the stated minimum.
 - projects gaining control via leases and / or user permits
 - Describe the terms and conditions of the lease(s) and or permit(s) in place. Provide documentation, i.e., copies of leases and permits.
- For permitted use projects, (where the trail corridor is not owned but instead access is permitted) when project requests are in excess of \$50,000 of RTP funds, will public access to and use of the project for at least a ten (10) year period be enabled?
 - Yes
 - No – if not explain why this investment is prudent for fewer than 10 years

4. If Acquisition – How will interest in project land be acquired? (check all that apply)

- Fee Simple
- Easement / Less than Fee Simple – explain below
- Not an Acquisition Project

Provide details for any/all selections other than public ownership. Identify land owners and all other parties engaged to enable this project.

This project IS publicly owned. It connects to town owned land on one side of the brook (south side) to privately owned land upon which the town holds a conservation and public access easement.

5. What permits are required for the project?

Provide a copy of a communication (email or letter) from your local code enforcement officer indicating her/his assessment of need for project permitting.

If needed, what is the status of these permits at time of application?

The town has conducted a feasibility study and determined that a Permit by Rule will be needed from the state and a Resource Protection Permit will be needed from the Town. (Attach CEO determination)

?Permitting the access to install the bridge?

6. Project Environmental / Historic Clearance

All applicants must receive clearance letters from the agencies listed below for their proposed projects. Request clearance letters at least 40 days before application due date.

| Agency | Received & Included |
|--|-------------------------------------|
| Maine Historic Preservation Commission | <input checked="" type="checkbox"/> |
| Maine Inland Fisheries & Wildlife | <input checked="" type="checkbox"/> |
| Maine Natural Areas Program | <input checked="" type="checkbox"/> |

7. Environmental Impacts

This section will help determine how the applicant has addressed compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and Executive Orders, and whether a more robust environmental assessment is required before any proposed work is to begin.

Describe the effect your project will have on the project site in relation to natural and cultural resources. See application guidance for more details.

Any potential impacts must be addressed here and will be considered in addition to clearance letters in final assessment of the project. (Identify your sources)

The project will replace an existing bridge. The bridge will have no impacts on existing wetlands, Pollack Brook, sensitive areas, and flora/fauna populations. During installation, a temporary gravel access will be installed in a lightly wooded area. Minimal tree removal will be needed to install the access. Once the bridge is in place, the gravel will be removed and the area will be restored.

The entire project is within 250' of a high value, salt water marsh. The bridge design has been selected to avoid any support structure within the stream bed and minimal disruption of the stream banks during installation.

The bridge will replace a former bridge which connected two existing public access trails. These trails provide public access to view the Spurwink Marsh without creating a human footprint on the marsh. This area provides an excellent outdoor classroom for school children studying the natural environment. Restoring the bridge also reconnects a "long-reach" trail opportunity that benefits public health through providing safe and attractive pedestrian facilities. Responsible access to marsh areas for both adults and children raises awareness and builds support for strict regulatory protection of wetland areas, which currently are in place in Cape Elizabeth.

The Maine Historic Preservation Commission has recommended that a historical survey of the area be conducted, which will be included as part of the project. Because the bridge is in the shoreland area, and in proximity (greater than 25') from a cemetery, the historic survey is recommended.

Part 3 – Project Information

Project Location

| | |
|---|------------------------------------|
| CITY/TOWN(S) Town of Cape Elizabeth, Maine | |
| COUNTY(IES) Cumberland | CONGRESSIONAL DISTRICT(S) First |

GPS Coordinates

Please list coordinates for the project trailhead(s), main project area, or other significant location key to this grant application

| TRAIL FEATURE TO BE ADDED | LATITUDE | LONGITUDE |
|------------------------------|----------|-----------|
| TRAIL FEATURE | LATITUDE | LONGITUDE |
| TRAIL FEATURE | LATITUDE | LONGITUDE |
| TRAIL FEATURE | LATITUDE | LONGITUDE |

1. Project Maps

Include maps of the project for each type below:

- a) **Vicinity Map:** Submit map identifying the location of the project within a region of the State
- b) **Site Location Map:** Submit a map indicating the specific site location, existing or proposed trail, or trail facility. This map must clearly depict the project location in relation to roads, trails, rivers/stream, and any other geographic features that will aid in identification of the project's precise location. This map should clearly indicate the trail corridor being developed or rehabilitated and identify what work is proposed for each section of trail identified.
- c) **Linkages Map:** Submit map showing direct links to other trail systems, greenways, conservation lands, etc.
- d) **GIS/GPS Data:** Tracks and/or waypoints are **highly encouraged** to be submitted.
 - o Please make sure your GPS is set to WGS 1984 as the datum.
 - o Latitude and Longitude Coordinates are preferred in Decimal Degrees.
 - o Shape files are preferred, but GPX or KML files are acceptable as well.

2. Project Category - check all that apply:

- Maintenance and Restoration of Existing Trails
- Development and Rehabilitation of Trailside and Trailhead Facilities
- Construction of New Recreational Trails
- Acquisition of Easements and Fee Simple Title to Property

3. Grant Amount Requested:

| | |
|----------|---|
| \$30,000 | Maximum: \$120,000 for projects of significance Maximum: \$50,000 for all other projects |
|----------|---|

4. Project Descriptive Narrative Summary

Be informative and concise. Include current conditions and your vision for the completed project.

Project measurement: 160' Feet Miles Acres

The project will be replacement of a 51' long wooden bridge with a 60' long aluminum bridge across Pollack Brook approximately 200' west of Spurwink Ave in Cape Elizabeth.

5. What is the scale of the project?

What is the geographic context of the primary trail system? Does/will your trail lie within a single municipality, two or three municipalities, traverse the entire state or a significant portion of the state, cross over state and or national borders but remain within the region or is it a multi-state system?

- Local (single municipality)
- Multi Municipality
- Statewide
- Regional - neighbor states / Canada
- National

6. Does this project link to parts of any other trail(s) making a larger interconnected system for compatible use?

Be specific about linkages and compatible uses.

Yes, this bridge restores a link to existing trails on both sides of Pollack Brook. Those trails, in turn, connect to the existing Greenbelt Trail system (24 miles) in Cape Elizabeth. Further, the bridge connects to a restored trail that will extend west to the Scarborough town line at the Spurwink Marsh. Across the Spurwink River channel is the Scarborough overlook, so this is a connection to Scarborough as well.

7. User Fees

Will a trail/access/membership/user fee will be charged to access the property and/or use the trail system?

- No
- Yes – (Include a fee schedule)

8. What uses is this trail designed and managed for?

Be sure to select only uses you will manage for. See guidance for more information.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Hiking / walking | <input type="checkbox"/> Dog Sledding |
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Nordic / XC Skiing |
| <input type="checkbox"/> Skateboard / Rollerblade | <input type="checkbox"/> Snowshoeing |
| <input checked="" type="checkbox"/> Bicycling | <input type="checkbox"/> Horseback Riding |
| <input type="checkbox"/> ATVing | <input type="checkbox"/> Canoeing / Kayaking |
| <input type="checkbox"/> UTVing | <input type="checkbox"/> Motorboating / Sailing |
| <input type="checkbox"/> Snowmobiling | <input type="checkbox"/> Other: _____ |

9. What features make this trail suitable for these uses?

Specifically, how will this trail be designed and managed to accommodate each of these uses? - What features will make this suitable for all intended users including parking, access, design, location, compatibility, etc.? If winter use, will winter parking/access be maintained?

This bridge restores a link in the existing Cape Elizabeth Greenbelt and connects to rustic natural trails that are primarily used by walkers and bikers. Parking is available to the south at the Riverside Memorial Cemetery and to the north on the Town Farm (a 150+ acre town owned open space). The Town adopted a Management of Open Space and Greenbelt in 2012. The plan includes management policies, a use chart, and responsible parties. Motorized vehicles and horses will NOT be accommodated on the bridge.

10. Why is this project needed?

Who are you building / rehabilitating the trail for and how does it benefit them? Does this project create or enhance experiences that otherwise do not exist in the area?

The former bridge slipped the banks and moved onto the floor of Pollack Brook. Trail users continued to access the bridge rather than walk on Spurwink Ave, which has no pedestrian facilities. In the winter, the bridge was encrusted with ice. Water flow in Pollack Brook eventually shifted the bridge so that it cannot be accessed from the banks and the remains of the bridge have been removed. General greenbelt trail users will use the new bridge as a connector between the trail ends.

11. What process did you follow to identify this project as a priority?

Is it part of a plan? Was there community input / demand? Provide evidence.

The Cape Elizabeth Conservation Commission requested increased funding in FY 2016 to address major trail infrastructure projects, including replacement of the Pollack Brook bridge. They received \$25,000 and undertook a priority setting process. After identifying all significant projects to implement the 2013 Greenbelt plan, the bridge replacement was ranked as a high priority project, and the commission authorized \$4,000 for a feasibility study. Working with state agencies, the study conclusions are that the bridge can be replaced in its original location.

12. How close is this project to potential users?

The closer people are to a trail the more likely they are to use that trail. Given this, how many people are proximate to this site? Count residences, businesses and/or schools within a one mile radius of your trail head. Be specific, cite data sources. What is your vision for the level of use this trail will get? – be optimistically realistic.

Use GIS to identify residents within 1 mile

13. What will compel people to visit/use your trail?

If your trail is not within close proximity to where people live, work or learn, what will compel them to visit your trail location? What about your trail makes it a destination that someone will want to travel to?

Cape Elizabeth has an extensive and growing greenbelt trail network (24 miles and growing) which is used by residents and guests. This bridge would reconnect a portion of that network. The bridge will also offer a scenic overlook from Pollack Brook onto the Spurwink Marsh. Our experience is that trails with water views are more heavily used. Finally, both ends of the trail have parking available, making this trail more of a townwide rather than just neighborhood trail.

14. Who designed or will design your project?

Describe qualifications and experience.

The project has been scoped out in a feasibility study, which is attached. The feasibility study was conducted by the town's engineer, Sebago Technics Inc. with significant input from the Conservation Commission and the town planner.

15. Will the trail be accessible (ADA Compliant) or follow universal design principles?

Not all trails can be accessible, but when they can be, they should be. What design elements do you propose to increase accessibility?

The bridge selected is typically used as a ramp between the mainland and docks or boats. Each end will include a ramp plate. In order to minimize costs, a 4' wide bridge is proposed. This bridge will make the trail much more accessible than it is now with no way to cross Pollack Brook.

?4' wide v. 5' wide

16. How is the trail designed to ensure longevity and sustainability?

The selection of an aluminum bridge designed to be used in coastal areas should be more durable than the previous wooden bridge.

17. Who will manage the construction process?

What is the relationship between your agency/organization and the project manager? What are the project manager's qualifications?

The project will have oversight by the Conservation Commission and management by the Town Engineer and Town Planner. The Town Planner managed the last RTP grant to install a floating boardwalk at Gull Crest. The Town Engineer and Planner also managed the construction of a boardwalk and bridge system over the Spurwink Marsh.

18. Which best management practices will be followed during the construction process?

Please refer to the application guidance document for best management practice resources.

Erosion and Sedimentation control best management practices will be followed during installation.

19. Who will build the trail? (staff, volunteers, conservation corps, contractors, etc.)

Identify qualifications for the work and the reasons for selection. List any conservation crews/youth service corps who will do any of the trail work proposed in this application.

The bridge will be purchased as a manufactured piece. Installation will be done over a temporary gravel access constructed by the Town of Cape Elizabeth Public Works Department. Actual installation of the bridge and placement of footings will probably be contracted to the bridge manufacturer. The trail to the south west will be rehabbed by town volunteers.

20. Describe how this trail will be managed and promoted after completion.

Include information about who will provide oversight, perform maintenance, existence of dedicated maintenance funding, materials & equipment, and how use of the trail will be promoted. See guidance for more information.

The bridge and connecting trails will be part of the town Greenbelt. The greenbelt is managed by the Conservation Commission. FY2017 will be the fourth year the town has funded 20 hours/week seasonal trail maintenance to maintain the 24 miles of town greenbelt trails. This trail will be managed as part of the greenbelt, and will be included in local greenbelt trail maps, as well as promotional materials developed for local newspapers and the town website, www.capeelizabeth.com.

21. How will you define success?

Installation of the bridge and rehab of the southern trail.

22. Project Budget

Recreational Trails Program Grant Application

- RTP grant limited to maximum of 80% of overall project out of pocket costs
- Total Applicant cash and in-kind (donated) costs must be at least 20% of total project cost
- Design/Engineering limited to maximum of 10% grant amount*

| Item Description | Total Item Cost | Grant Recipient Cash | Grant Recipient In-Kind | Federally Funded Portion |
|---|-----------------|--|-------------------------|--------------------------|
| Design / Engineering Services | | | | |
| Town Engineer | 4000 | 4000 | | |
| Purchase of Services | | | | |
| Installation of bridge | 7500 | 7500 | | |
| Construction Contracts | | | | |
| Purchase of bridge | 25,000 | | | 25000 |
| Equipment Rental | | | | |
| Public Works equipment to install access | 1000 | | 1000 | |
| Supplies/Materials | | | | |
| Gravel for access road installation | 2000 | 2000 | | |
| Labor | | | | |
| Public Works gravel access construction and removal | 2000 | | 2000 | |
| Administration | | | | |
| Town Planner, PWD Director, | 1000 | | 1000 | |
| Acquisition | | | | |
| | 0 | | | |
| Purchase Property Rights | | | | |
| | 0 | | | |
| | 42,500 | 13500 | 4000 | 25000 |
| | 17500% | Combined Match (must be at least 20%) | | |
| | 25000% | Grant Request (can't exceed 80%) | | |

MATCH FUNDING STATUS WORKSHEET

| SOURCE | WHO IS PROVIDING MATCH? | AMOUNT | COMMITTED | PENDING | NO CONTACT |
|--------------------------------|-------------------------|--------|--------------------------|--------------------------|--------------------------|
| Municipal tax appropriation | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cash from applicant's funds | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cash donations from others | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-cash donations (materials) | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Donated labor | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | | \$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

23. Application Certification

By signing below I certify that;

- I have full authority on behalf of _____ to submit this application for Federal Funding through the Recreational Trails Program.
- The _____ has the ability and intent to finance its share of the proposed project costs, including management and maintenance after project completion for a minimum of 5 years for trail projects and 10 years for motorized trail bridge projects.
- That either our organization has the personnel and equipment to perform the management and maintenance obligations or we have the capacity to engage others who do.
- That project development will not start until the sponsor and the Bureau of Parks and Lands have signed a project agreement.
- That the project, if approved, will begin promptly and will be completed by the date indicated on the project agreement.
- That the project, if approved, will submit expenditure documentation that reflects only those items listed in the project budget.
- That any changes must be approved by a project agreement amendment, and
- That our agency understands that this is a reimbursement grant and must incur all costs before submitting for reimbursement and that a minimum of 20% of the project costs or in-kind value of work must be borne by our agency.

PRINTED NAME

TITLE

SIGNATURE