

RTP Application “Nuggets”

Over the last three years, OGALS compiled the most common application errors. As a result, the items below are to be used as a checklist to assist the applicant in avoiding the same pitfalls.

- **General**
 - Maintenance projects are not eligible for non-motorized RTP applications.
 - Are the forms that require Authorized Representative signature all signed by the appropriate person as stated in the Resolution?
 - Is the Grant Scope consistent throughout the entire application? Make sure the Grant Scope on the Application Page, CEQA, Site Plan, Topographic Map, Trail Log, and Cost Estimate all include the same elements.
 - Did you address each application checklist item (#1 - #17) even if the item is not applicable? If the checklist item is Not Applicable, you must indicate “N/A” **and** provide a brief explanation as to why.

- **Application form (page 23)**
 - If you own the land to be developed, did you remember to include the Recordation numbers?
 - Does the Grant Scope description only include the work to be completed with grant funds and required Match? (Example: Construct a trail of approximately 1.9 mi. and a day-use trailhead area, at Lake Scenic Overview in Howard County). Make sure this section does not include Project merits.

- **Project proposal criteria (pages 25 – 33)**
 - Are your criteria responses (#1 - #14) **double-spaced**?
 - Is your proposal within the 15-page double-spaced limit?
 - Did you address sub-bullets under each pertinent criteria question?
 - If any portion of a criteria question is not applicable to your project, did you indicate “N/A” **and** provide a brief explanation as to why?

- **Site Plan (page 20)**
 - Does your site plan include all of the elements of your Grant Scope description?
 - Does your site plan show all access points to the project site?

- **Topographic Map (page 20)**
 - Did you make sure the elements of your Grant Scope are displayed on the topographic map?

NOTE: An APPLICANT may combine the site plan and topographic map into one document, as long as all the elements mentioned in both the site plan and topographic map instructions are present on the document.

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- **Cost Estimate (page 37)**
 - Did you check your math?
 - Did you fill in the “DPR Non-RTP Funding Sources (Required Match)” column (do not fill in costs for the cross-hatched area)? Only complete the “Subtotal” and “Total” rows regarding Match.
 - Do not include a line item or percentage for contingency. Line items contingencies are not allowed under RTP.
- **Resolution (page 35)**
 - Did you include the required template language from the Procedural Guide? Your resolution *must* include the six provisions on page 35.
- **Trail Log (see sample Trail Log in Tool Kit)**
 - Did you walk the trail alignment? The trail log cannot consist of conceptual ideas.
 - Did you include all data and control points?
 - Did you establish beginning and end points?
 - Did you provide enough detail, for example stream/drainage crossing, areas needing realignment, retaining walls, bridge points, causeways, etc.?
 - The Trail Log is intended to help you create your cost estimate.
- **Land Tenure when applicants that do not own the land to be developed (page 11-12)**
 - Do you have adequate site control of the property to be developed? Site control includes more than just constructing the project. Refer to the site control definition on page 11 in the Procedural Guide.
 - If the agreement includes a termination clause, does the language specify that the agreement is revocable by mutual consent, or revocable for breach of the agreement/for cause? A termination clause that allows the land owner to revoke the agreement without cause (at will) will not be approved.
 - Is the agreement valid for the minimum length of time required based on the grant amount request?
 - *Note: The term of the land tenure agreement begins on the Application due date, or when the final agreement is executed, whichever is more recent.*