**Trail Grant Project**

**Required Documentation Checklist**

*Sample*

Project:

Project Title:

Project Grantee:

Prior to beginning any construction or accruing any costs that are expected for reimbursement as part of this grant, the following documentation marked **“Yes”** must be provided to the DNR Grant Coordinator. Once all documentation is received and approved, the DNR will begin the process of entering into a contractual agreement with the grant recipient. Once this contract is fully executed with all final signatures, the DNR will provide notice that you may begin your project. **Any costs accrued prior to the date of the fully executed contract will not be reimbursable as part of the grant.**

Please send all the Grant Program and Environmental Documentation requirements (the applications or approval letters as noted in the instructions below) marked **“Yes”** on the following pages by the deadline specified in the Grant Award Letter to:

**Daniel Golner, Grant Coordinator**

**DNR Parks and Trails**

**500 Lafayette Road, Box 39**

**St. Paul, MN 55155**

**Phone: (651) 259-5599**

**E-mail: Daniel.golner@state.mn.us**

All required documents must be submitted to the DNR for review and approval. The application forms noted in the checklist below can be found on the Trail Grant Project Administration webpage at <http://www.dnr.state.mn.us/grants/recreation/grantee.html> where corresponding applications and forms can be downloaded. The Grant Coordinator listed above will obtain the final concurrence signature noted on page 4 of the EAS document. Do NOT send the EAS to the Area Supervisor. All required documents (except DBE) must be submitted before the EAS can be reviewed and signed by the Grant Coordinator first. If you are planning on doing a Project Memorandum contact the Grant Coordinator listed above ***before*** you start on any of the Environmental Requirements. Once the final EAS signature is obtained, the Grant Coordinator will have the approval to write a grant contract with the grantee.

**As per the award letter, do NOT spend any money on this project that you expect reimbursement until you have a fully signed contract with the State of Minnesota in front of you**.

**Grant Program Requirements**

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| **Required Documentation to be completed** | **Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.** |
|  | **A resolution and/or legal certification from your governing authority: (Sample available on the Project Administration webpage noted on page 1)****A resolution must include the following:** 1. **Accepts the grant** in the amount of the award as partial funding for this trail project and recognizes the matching requirement; 2. **Names the fiscal agent** from your local unit of government for this project. **(You MUST include the name of the person, their title, and the correct mailing address.)**  3. **Assures facility, trail, or equipment will be maintained for no less than 20 years**. |
|  | **Disadvantaged Business Enterprise (DBE)**: **(Form available on the Project Administration webpage noted on page 1)**Per Federal Regulations your grant is subject to DBE special provisions as defined in Title 49 C.F.R. Part 26, which seek to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts financed in whole or in part with federal funds. The DNR administers the Federal Recreational Trail Grant Program, which utilizes federal funds. The Contractor (DNR Grantee), sub-recipient or subcontractor should make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers, and suppliers on this project. DNR Parks and Trails grant recipients who receive federal grant funds are subject to the DBE reporting process. MnDOT Office of Civil Rights (OCR) will review your project plans and reporting paperwork to ensure compliance with this requirement. A determination will be made by OCR as a Race/Gender Neutral DBE goal or it will be assigned a numerical goal and you must either meet the established goal or demonstrate good faith efforts to obtain DBE participation on your project. You must follow the process below to fulfill the DBE requirements for your grant. 1. **When Funding is Determined**

Once you have **received notice that you are a grant recipient** under the Federal Recreational Trail Grant Program, you need to submit the following to OCRFormSubmissions.DOT@state.mn.us with “Goal Request” in the subject line to review for goal setting:* **Project Information** (total cost, funding source, contract number, estimated start/end dates, date goal needed by, contact information for project)
* **Engineer’s estimate/design estimate** (breakdown of the costs/work areas required to complete the project)

Once you provide this information, OCR will review the documentation and set a goal for DBE participation. Typically, allow for at least five business days for this process. OCR will provide you with the goal information by the due date specified in your project information. If you have questions about this process, please call 651-366-3073. |
| *Please note this requirement is* ***not*** *due with the other Grant Requirement and Environmental Documentation needed to obtain a grant contract.*  |

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|  | **Disadvantaged Business Enterprise (DBE)**: **CONTINUED** 1. **Prior to Starting Work**

[The DBE Special Provisions](http://www.dot.state.mn.us/civilrights/pdf/dbe/dbespecialprovisions.pdf) apply to your project. These provisions should be included in any agreements or subcontracts related to the project. To download the DBE Special Provisions, or to locate any of the forms listed, please visit <http://www.dot.state.mn.us/civilrights/forms.html>. If the DBE goal is Race/Gender Neutral, **prior to starting work**, the contractor will need to submit:* [**Bidders list**](http://www.dot.state.mn.us/civilrights/pdf/dbe/gfe-exhibit-b-part-e.pdf)

If the DBE goal is numerical (listed as a percentage), **prior to starting work**, the contractor will need to submit: * [**Good Faith Efforts Consolidated Form**](http://www.dot.state.mn.us/civilrights/pdf/dbe/gfe-consolidated.pdf)

Minnesota’s directory of certified DBEs is located at <https://mnucp.metc.state.mn.us/Default.aspx>1. **While Project is ongoing**

**After work begins**, You are also subject to prompt payment requirements under Title 49 C.F.R. Part 26 and Minnesota Statutes §16A.1245, which requires that the prime contractor pay each subcontractor within ten (10) days of the prime contractor’s receipt of payment from the state for undisputed services provided by the subcontractor. While the project is ongoing, the contractor is required to submit:* [**Contractor payment form**](http://www.dot.state.mn.us/civilrights/pdf/dbe/paymentform.pdf) each month reflecting payments made to subcontractors.
1. **When work is completed**

When the project is completed, the contractor will need to submit:* [**DBE Total Payment Affidavit**](http://www.dot.state.mn.us/civilrights/pdf/dbe/totalpaymentaffidavit.pdf).

These forms, along with the current DBE Special Provisions, can be located at <http://www.dot.state.mn.us/civilrights/forms.html>. These documents need to be submitted to:(Please include the project number in the subject)Attn: DBE Specialist Minnesota Department of TransportationOffice of Civil RightsMail Stop 170395 John Ireland BoulevardSt. Paul, MN 55155-1899Phone: 651-366-3073Fax: 651-366-3129Email: OCRFormSubmissions.DOT@state.mn.us**The DBE forms must be submitted to MnDOT directly and do not require DNR approval.** Please contact the Office of Civil Rights to make sure you follow their procedures accurately prior to starting any work and before bidding out your project. If you have questions about the DBE process, please contact MnDOT Office of Civil Rights at 651-366-3073. **It is the Grantee’s responsibility to meet these requirements with MnDOT.** |

**Environmental Documentation Requirements**

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| **Required Documentation to be completed** | **Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.** |
|  | **Required Certification Form** **(Form available on the Project Administration webpage noted on page 1):** An approval of concurrence from **ALL** administrators of public lands crossed/utilized by the proposed trail is required.The Certification Form must be signed by all administrator(s) of public lands that are crossed or utilized by your project and which were identified by the grant proposal application. The individual who signs this form must be a representative of the local unit of government/grantee who is an official representative of the public lands being crossed or utilized. The representative has to have the authority to provide permission to use the public lands identified in the grant proposal. For highway rights-of-way see instructions on the form. If more than two signatures are required print additional forms as necessary. Submit this signed form to the DNR Grant Coordinator listed on page one. |
|  | **MINNESOTA NATURAL HERITAGE INFORMATION SYSTEM DATA REQUEST FORM (Application Form available on the Project Administration webpage noted on page 1):**Review of your project by the DNR's Endangered Species Environmental Review Coordinator is required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. You will need to provide the information requested on the form to the Natural Heritage and Non-game Research Program.Please direct your correspondence and send the application form to:**Lisa Joyal, Endangered Species Environmental Review Coordinator****Natural Heritage and Non Game Research Programs****Minnesota Department of Natural Resources****500 Lafayette Road, Box 7****Saint Paul, MN 55155****Phone: (651) 259-5109****Fax: (651) 296-1811***Requests generally take 4 weeks from date of receipt to process. Please note that this review only addresses rare features, not general wildlife concerns.*Submit the approval letter received from the Natural Heritage and Non-Game Research Program to the DNR Grant Coordinator listed on page one. |
|  | **Evidence of compliance with water and wetland regulations**: **(Application form available on the Project Administration webpage noted on page 1)**You will need to provide evidence of compliance with water and wetland regulations from one of the following: -The Department of Natural Resources for protected waters, -The county Soil and Water Conservation District (SWCD)  or local unit of government for Wetland Conservation Law (see note below), -The U.S. Corps of Engineers.The SWCD will direct you as to the appropriate steps to attain compliance. This can be done be filling out a joint form that has been developed by these three interests. The "**Minnesota Local/State/Federal Application Forms for Water/Wetland Projects**" must be completed and sent to your county Soil and Water Conservation District or local unit of government. **Please note: if the local waters authority feel there are no water issues involved, ask them to state that in a letter with how they came to this official determination, and attach it to your EAS Checklist with verification from one of the three authorized entities listed above.**Submit the approval letter received to the DNR Grant Coordinator listed on page one. |
|  | **EVIDENCE OF COMPLIANCE WITH MINNESOTA ENVIRONMENTAL REVIEW RULES (no application form – see directions below)**The Grant Applicant needs to forward documentation of trail project environmental review compliance. This can be accomplished by furnishing a memorandum of staff or contractor analysis, a board resolution or meeting minutes, an Environmental Assessment Worksheet Record of Decision, or an Environmental Impact Statement Adequacy Determination.In short, you will need to provide a letter from the local RGU (which is the local unit of government) officially making the determination that your project can proceed and is in compliance with all EQB rules. In this letter please identify which exemption(s) and how your project qualifies for this exemption and how this determination was made. The letter should be addressed to the Grant Coordinator listed on page one of this checklist. Projects need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600. In addition, environmental review is warranted when a project is not exempt under part [4410.4600](http://www.revisor.leg.state.mn.us/arule/4410/4600.html), and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise. MN Rules 4410.1000, Subp. 3A.Submit the letter to the DNR Grant Coordinator listed on page one. |
|  | **EVIDENCE OF COMPLIANCE FROM THE Minnesota Department of Transportation’s Cultural Resources Unit (on behalf of the fhwa) FOR Section 106 of the National Historic Preservation Act of 1966, as amended (Application form available on the Project Administration webpage noted on page 1):** Because your project is receiving funds from the FHWA through the Federal Recreational Trail Grant Program, a review under Section 106 is required. To start the review process, please the completed application form with the following information to the MN-DNR. The MN-DNR will communicate directly with MnDOT’s Cultural Resources Office regarding your project. Do not send this form directly to MnDOT for it can slow down the review process. 1. **A Request for Review form**. Be certain to note that your project is receiving money through the Federal Recreational Trail Program with your project number listed on page 1 of this checklist and is also contained in your award letter. There is a special line to put in the Federal Recreational Trail Grant Project Number on this form. DNR is not assigning you an SP/SAP number. If you have been given an SP/SAP number for matching funds to this project then put that number on this form or put in not applicable. If you are a project partner completing the form please indicate on the form who the Local Unit of Government is that the DNR will being doing the contract.2. **A USGS 7.5-minute quadrangle map** showing the precise location and extent of your project. Get a color version to attach to the application.3. **Photographs of all structures in the project area, especially those over 50 years in age within ¼ mile of the project. Photographs of current land conditions are also helpful.**4. **A project description** that fully explains the current pre-construction conditions and the proposed post-construction conditions (e.g., width of proposed trail, any modification/dismantling of structures, the extent of earth grading anticipated, changes in access to properties, etc.). Please enclose plans (even preliminary ones), if available.Please submit your fully completed application, along with all required attachments as listed on the application to:**Daniel Golner, Grant Coordinator****DNR Parks and Trails****500 Lafayette Road, Box 39****St. Paul, MN 55155****Phone: (651) 259-5599****E-mail: daniel.golner@state.mn.us** **Once the Grant Coordinator has pre-reviewed the application, the Grant Coordinator will forward on to MnDOT per a DNR agreement with MnDOT. Do not send this form directly to MnDOT. It must be pre-reviewed by the Grant Coordinator prior to submittal to MnDOT.*****\*\*Be advised that the Section 106 process can take up to 120 days from the time MnDOT receives the application. This time is needed to meet mandatory consultation time periods. Also, if the Mn/DOT Cultural Resources Unit determines that survey work is needed, the process can be extended by several months or longer.***  |
|  | **Pre-approval of your project from the Minnesota STate Historical Preservation Office (SHPO) (no application form – see directions below):** Complete and send these four items directly to the State Historical Preservation Office:1. **A cover letter** that advises SHPO that your project is a grant recommended through the Local Trail Connections Program. The Department of Natural Resources, Trails and Waterways Division in St. Paul should be copied on all correspondence with SHPO.2. **A USGS 7.5-minute quadrangle map** showing the precise location of your project.3. **Photographs of all structures older than 1950.**4. **A project description** that specifies any modification/dismantling of such structures, and the extent of earth grading anticipated as part of this project.Please direct your correspondence to:**Sarah Beimers****Manager of Government Programs and Compliance****State Historic Preservation Office****Minnesota Historical Society****345 West Kellogg Boulevard****St. Paul, MN 55102****Phone (651) 259-3456*****\*\*Be advised that this process can take up to 45 days for their office to complete.***Submit the approval letter received from the State Historical Preservation Office to the DNR Grant Coordinator listed on page one. |

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|  | **ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST FORM** (Form available on the Project Administration webpage noted on page 1): Completion of an **Environmental Assessment Statement (EAS)** is required. All other Environmental Documents required must be attached to the EAS. Submit the completed EAS form with only the first two signatures completed on the signature page to the DNR Grant Coordinator listed on page one.**Signature Page*** The “Prepared” signature line is for the representative who completed the EAS.
* The “Concurrence” signature line is for all administrators of public lands that will be utilized for this project. The individual who signs this form must be a representative of the local unit of government/grantee who is an official representative of the public lands being crossed or utilized and agrees with the environmental review.
* The “Concurrence by the DNR” signature line is for DNR local Parks and Trails Area Supervisor. The DNR Grant Coordinator listed on page one will obtain this final DNR concurrence signature on this form once all other Environmental Documentation and Grant Requirements have been submitted. This form must not be signed prior to receipt and review by the Grant Coordinator, and must include all of the above approvals noted on this checklist. Do NOT send this form directly to the Area Supervisor for signature. This will delay your final approval and contract.

*Review of this document by Area DNR personnel could take up to four weeks. Once the final Concurrence by DNR signature is obtained the Grant Coordinator will have permission to write a grant contract.* |