

ITP APPLICATION CHECKLIST

This checklist is the outline for organizing your application. See the Program Guidelines for additional information. Please indicate “Y” for yes, “N” for no, or “N/A” for not applicable on each blank. Each “no” response must be justified via a written explanation in the application packet. Original signatures are required on all documents requiring signatures unless otherwise noted.

An electronic copy of the application packet, including this Checklist, is required. The application packet should follow the order of the Application Checklist and should provide page numbers for reference.

PART A—ALL PROJECTS

- ☐ **1.** Application Form (SF 55049). One Application Form signed by an authorized representative of the applicant (*see Attachment 1*). Complete all pertinent sections per the form instructions.
- ☐ **2.** Cost Breakdown. One detailed cost breakdown for the project showing the estimated cost of all acquisition and/or development (*see Attachment 2*). Identify any previously incurred costs or donations related to the project that may be eligible as match. Costs should add up to the total project (including match).
- ☐ **3.** Match Documentation. Provide documentation for each source of match, including any match that exceeds the minimum 20% requirement. See the Program Guidelines for more detail.
- ☐ **4.** Project Narrative. The project narrative should include:
 - ☐ **a.** Detailed description of the project. Include acreages for existing property and any acquisition. Mention all appropriate trail features/amenities the grant will cover and include the trail-surface type (concrete or asphalt pavement, ADA compliant crushed stone with dusty fines, or natural surface for hiking/mountain bike/equestrian use), trail uses, length and width. If a trail upgrade project (e.g., renovating natural or stone surface to asphalt or concrete) provide the pertinent details, including width. Describe how the project will comply with the Americans with Disabilities Act of 2010 and the best available guidance to promote access for users with disabilities (where applicable).
 - ☐ **b.** Timeline for the project. Provide a timeline for the complete project from start to finish, including the month and year of expected completion. Note that ITP projects are expected to be completed within 4 years of the effective date of the grant contract with DNR. Indicate when any previously completed work (acquisition, environmental/archaeological clearance, and/or design) was completed and provide pertinent documentation.
 - ☐ **c.** Does the project provide connections to existing local trails or community amenities? Describe connections per the program objectives and indicate these on the site/conceptual map (below).
 - ☐ **d.** Describe any financial partnerships in the project. Provide commitment letters that describe the financial value of the contribution by the partner(s) (e.g., monetary contributions, donations of time/service or equipment/materials, land, etc.).
 - ☐ **e.** Potential environmental and cultural resource impacts. Identify any significant natural areas and cultural resources at or near the project site. Describe the potential resource impacts and any clearances or permits anticipated or required. If already completed, please provide documentation. Provide the DNR Early Coordination/Environmental Review letter.
- ☐ **5.** Site/Conceptual Map. One overall site map showing project boundaries within the local area/municipality, significant natural areas, existing and proposed facilities, property lines, streets, etc., and drawn to scale. Be sure to include all project details such as trail location, location of other amenities, connections to other trails, labeled environmental resources, etc. (see Program Guidelines for more information).
- ☐ **6.** Photographs. (see Program Guidelines)

- ☐ **7.** Design and Engineering Plans (if completed). Provide detailed plans for review to ensure safety, accessibility, and sustainability.
- ☐ **8.** Regional/Comprehensive Plan (see Program Guidelines).
- ☐ **9.** Summary Management and Maintenance Plan. Provide a description and list any funds planned for the management and maintenance of the trail and amenities (no more than 1 page).
- ☐ **10.** Jurisdictional Approval Letter, and additional letters of support (if applicable). (see Program Guidelines).
- ☐ **11.** Project Contact List (see Program Guidelines).
- ☐ **12.** Current easement(s). One copy each of existing easements that cross the property to be developed, such as utility lines, roads, access drives, etc.
- ☐ **13.** Current deed(s). Include one copy of the deed for each property to be developed.

PART B—LAND VALUE AND ACQUISITION

- ☐ **14.** Parcel Map/Table (*see Attachment 3*). Include all easements/rights-of-way/covenants and ownership as well as any land acquisition (including acreages and/or linear footage and width).
- ☐ **15.** Evidence of Value for each acquisition (or full appraisal, if available).
- ☐ **16.** Letters of Intent.

PART C—OTHER ITEMS (ALL APPLICANTS)

- ☐ **17.** Submit W-9 (2024 version) with application.
- ☐ **18.** Submitted Direct Deposit Form (2024 version) with application.
- ☐ **19.** Documentation showing applicant is in State Bidder Registration system.
- ☐ **20.** If applicant is 501 (c)(3) organization, must provide verification of nonprofit status.
- ☐ **21.** Review and sign Assurance of Compliance of Civil Rights Act of 1964, Title VI Rehabilitation Act of 1973. Age Discrimination Act of 1975.
- ☐ **22.** Review and sign Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- ☐ **23.** DNR Early Coordination Report and Recommendations Certification of Compliance
- ☐ **24.** DNR Subrecipient Information Sheet