



Dane County PARC & Ride Bike Trail Grant Program

The PARC & Ride Bicycle Grant Program is a new grant program—built on the success of the Partners for Conservation and Recreation (PARC) grant program—that provides matching funds for expanding bike trail connectivity throughout Dane County. The 2015 Dane County Budget includes up to \$750,000 for eligible projects.



Who may apply?

The applicant must be a Dane County municipality with the capacity to plan, implement, and maintain the project.

The municipality must be authorized to submit a grant application and approve the project by resolution that allows Dane County to exercise its municipal park powers.

What projects are eligible?

Grants will be awarded for capital projects that expand bike trail interconnectivity, create destination-oriented regional bike trails, and improve bike safety. Proposed bike trail projects must be identified in either of the plans below:

- Dane County Parks and Open Space Plan
https://www.countyofdane.com/lwrp/parks/planning.aspx#open_space_plans
- Bike Dane Initiative
http://pdf.countyofdane.com/lwrp/parks/BikeDane_ExecutiveSummary.pdf

Eligible projects include the development of off-road bicycle/pedestrian trails with associated amenities and support facilities, such as trailheads/parking areas, signage, and safety facilities. Bicycle trail amenities or support facilities as stand alone projects without a trail component are not eligible. Trail projects must adhere to the Dane County Parks regional multi-use trail standards for limestone and paved trails. Projects must also incorporate way-finding signage that follows the guidelines in the Dane County Bicycle Way-Finding Plan that is expected to be completed later this year.

Bike trail projects must be on public lands, easements, or leased property that guarantee public access. All land holdings necessary for public trail purposes must be secured prior to applying for grant funding. Trail easements, if necessary, must be a minimum of 20 feet wide to accommodate future trail upgrades or increased recreational use and to minimize conflicts with adjacent non-recreational land uses. A trail corridor width of 50 feet or greater is desirable.

What projects are not eligible?

Grants will not be awarded for the following projects:

- Brochures or printed materials*
- Projects on private lands (unless an easement or lease exists that guarantees public access)
- Purchase of equipment or hand tools*
- Single plans or studies

- Are for private use or benefit
- Acquisition of land or easements**
- Maintain, repair or minimally upgrade an existing bike trail facility*

Please note that other projects may be deemed ineligible.

How much funding is available?

The 2015 Dane County Budget includes up to \$750,000 for eligible projects. The standard grant amount will be up to 50% of the project costs, not to exceed \$250,000. Grants may be awarded for less than the amount requested by the applicant. All grants must be matched with cash contributions.

Eligible Expenses and Match

Eligible expenses for projects include design, engineering, and construction costs. Grants may not be used for project staff salaries and labor.

Acceptable match includes sponsor financial contributions, state or federal grants, private donations, or other cash contributions. In-kind services will not be accepted as match, such as donated labor (i.e. salary and fringe benefits), materials or supplies.

Application Deadline

A brief preliminary grant proposal is due by **Friday, July 31st, 2015**. The proposal should be a maximum of two pages long describing the project scope, location, timeline and estimated budget. A concept site plan for the project should be submitted with the proposal. Applicants with qualifying projects will be invited to submit full grant applications by **September 30th, 2015**. It's anticipated that grant awards will be approved by the end of the year.

Evaluation Criteria

Applications will be evaluated with special consideration given to the factors below:

- Anticipated bicycle use
- Provides a new linkage to a Dane County Parks property, other bikeway routes or paths, or to a neighborhood or community
- Identified in multiple plans—in addition to the Dane County POSP or Bike Dane Initiative—such as a local comprehensive plan and the Madison Metropolitan Area and Dane County Bicycle Transportation Plan
- Located along a river or lakeshore
- Complements area development activities
- Budget and secured financial resources
- Clarity of project
- Completeness of application request

Grant Payments and Requirements

Grants will be paid on a reimbursement basis. Grant payments for design and engineering expenses may be dispersed for up to 80% of the County's share with the remaining 20% dispersed after the project is fully constructed and completed as proposed.

Grants will expire in 4 years and may not be extended or adjusted if the project timeline or budget changes. Grant recipients must submit project plans and specifications to Dane County for review and approval prior to project commencement. Grant recipients must give recognition to Dane County's contribution to the project on any signage, press coverage or by other means as appropriate. At a minimum, a sign must be posted at the project site that includes the Dane County Parks logo and the following text: "Funded in part by the Dane County PARC & Ride Bicycle Grant

Program.” These requirements and others as appropriate will be outlined in a grant contract between the grant recipient and the County.

Project Delivery

Grant applicants must provide a project delivery plan that outlines who will be performing project management activities such as construction management and oversight duties. Grant applicants who do not have a project manager or in-house design/engineering staff must retain a professional consultant with a minimum of 5 years applicable experience to perform project management services. Dane County Parks staff will not provide these services.

Project Maintenance

Projects funded through the program must be open to and maintained for public use. Grant applicants must provide a maintenance plan that outlines how the project will be maintained, who will maintain it, and what financial resources are available for maintaining the project. Grant recipients will be responsible for operating and maintaining the trail, unless a separate agreement such as a Memorandum of Understanding assigns those responsibilities to another party.

Application Instructions

Email a cover letter, preliminary grant proposal and concept site plan to Sara Kwitek at Kwitek@countyofdane.com. Following preliminary submissions, grant applicants will likely be invited to meet with Dane County Parks staff to discuss their projects.

Questions?

Contact Sara Kwitek, Acquisition and Planning Specialist, at 224-3611 or Kwitek@countyofdane.com.
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