



OPEN SPACES
CAPE MAY COUNTY

OPEN SPACES PROGRAM PRIORITY GRANT - RECREATIONAL TRAILS

PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL SHEETS AS NEEDED FOR REPOSE TO THE PROJECT NARRATIVE

Applicant / Project Developer Information:

Name of Applicant/Contact Person _____ / _____

Mailing Address: _____

Telephone # : _____ Cell Phone #: _____

Fax #: _____ E-Mail: _____

Project Information:

Project Name: _____

Project is a: _____ Regional Trail Segment _____ Regional Trail Spur
_____ New Paved Trail _____ Unpaved Hiking Trail
_____ Trail Head _____ Wayfinding Signage
_____ Other (describe) _____

Intended Users: _____ Bicyclists _____ Pedestrians _____ Other

Project Location: _____

Municipality: _____ Block/Lot (if applicable): _____

Route / Right of Way Description: _____

Property Owner(s) / Jurisdiction(s): _____

Are there any restrictions or easements on the property/properties? _____
If "yes", provide additional information and documentation as an attachment

Do you, as Project Developer, have legal control of the site (i.e. ownership, easement, developer's agreement, interlocal agreement, etc.)? _____ Provide documentation of site control as an attachment to this application.

Creative Placemaking Family to be Used for Amenities:

_____ Coastal _____ Woodland _____ Marshland
_____ Farmland _____ Urban/Historic

Brief Project Description: *(Provide additional details in the Project Narrative)*

Is this a “Phased Project”**? ___ No ___ Yes: Phase ___ of ___

**Phased projects (projects that are built in segments over time towards reaching an overall planned objective) are acceptable for this funding category. The maximum grant award is “per phase”. Each phase of the total project must have independent utility.*

Total Project Cost:

_____ Capital Cost
_____ Engineering & Design
_____ Other
_____ TOTAL

Grant Request:

_____ Capital Cost (90% of eligible Capital Costs*)
_____ Engineering & Design (50% of E&D costs)
_____ Other
_____ TOTAL (\$2.5 million maximum)

**Eligible project components consist of those amenities and facilities that provide NEW opportunities for public recreation. Redevelopment of existing amenities that have fallen unusable due to “deferred maintenance” are not eligible for Open Spaces funding. Please refer to the 2021 Program Guide for additional details.*

Permissions and Signatures:

Do you give the County Open Spaces Board and/or its consultants permission to physically inspect the property? _____

Signatures: Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application.

Property Owner’s Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____

Project Developer’s Signature: _____ Date: _____

Project Developer’s Signature _____ Date: _____

Project Narrative:

Please type responses to the issues presented below and attach to this application.

A.) Describe the land use and development patterns in the area to be served by the proposed project. Indicate how the implementation of the project would enhance the area, and its intermodal connectivity to community assets (i.e. public facilities, neighborhoods, business districts, historic/cultural assets, etc.). Include a description of the anticipated use of the facility (commuting to/from work or school, recreation trips, etc.), as well as projected usership numbers (if available). If it is a standalone facility not connected to the regional network, describe why the site was chosen and what will draw users to the site.

B.) Describe the process that the community undertook to select the proposed route or site, including any public meetings, planning charrettes, or other community dialogue. Provide specific reference to design guidelines used (if applicable), as well as details on the considerations used to maximize public safety for users of the proposed facility, including ADA considerations.

C.) Explain how the project would meet local recreational trail needs and would complement local planning initiatives including Complete Streets Policy, Master Plan, Open Space/Recreation Plans, and/or other regional related planning documents.

D.) Provide information on the Applicant's success with past projects of a similar nature, including those projects where Open Space Trust Funds were awarded.

Required Attachments:

1. Project Area Map and Photos:

Provide a project map that shows project limits, street names, and relevant community features (i.e. recreation facilities, schools, libraries, and other sites that would potentially contribute to the use of the proposed facility). Include photos of the current condition of the site.

2. Conceptual Plan:

Provide a site plan or visual project rendering that gives detailed information on the proposed project, including the following:

- Project Location / Boundaries
- Location of existing and proposed amenities, and accompanying table identifying amenity type/number. Please refer to Open Spaces website for an example/template.
- A complete signage package must be included that identifies the location, type, and language for all signs to be included on the site, including the site dedication plaque. All signage must be consistent with the Cape May County Creative Placemaking Plan in style, design, materials, color, font, etc. (see Chapter 4). Renderings must be included as part of this application.

3. Project Permitting or other Approvals:

Provide a list any permits or approvals required, and their status.

Please note that pre-application conferences with permitting agencies are required for any projects requiring environmental permits *prior* to the submission of this application to the Open Spaces Program. If the project is listed on the Green Acres Recreation and Open Space Inventory, the Green Acres Program must also be consulted and must consent to the project concept (in writing) prior to the

submission of this application. Provide copies of any correspondence or documentation related to these issues as part of your application package.

4. Cost Estimate:

Include a detailed Engineer's cost estimate for the proposed project. Estimate must be current (within 6 months) and must include line item costs for all elements of the proposed project. Separate line items must be included for all capital, Engineering & Design costs, permitting costs. A line for contingencies must also be included to provide flexibility should unforeseen costs arise during project implementation.

The applicant must also provide a spreadsheet containing each of the capital line items from the Engineer's cost estimate and their proposed funding source. Please refer to Open Spaces website for an example/template.

5. Project Schedule:

Provide a proposed anticipated project timeline beginning at grant award and ending with grant close-out. Include elements such as design, permitting, RFP/Bid process, construction, and project completion, as well as any other important and/or relevant project milestones. If construction will be phased based on seasonal use of the site, describe the sequencing process and when project elements will be open for public use.

6. Maintenance Schedule and Maintenance Budget:

Include a detailed maintenance schedule for the site and the amenities identified in the application. Include a projected useful life for each of the project components. Indicate if any of the amenities have warranties which require specific maintenance activities. Indicate the anticipated life cycle of each of the project elements. Quantify the expense to the applicant of these ongoing long-term maintenance activities and provide written documentation of acceptance of the responsibility and costs for the same. Please note that the terms of this commitment will be further detailed within the Shared Services agreement between the County of Cape May and the applicant, should the project be selected for funding.

7. Proof of Maintenance Activities for Projects Previously Funded by the Open Spaces Program:

For each of your projects that have received Open Spaces funding in the past, provide documentation that a thorough maintenance program (consistent with the maintenance schedule submitted with the application, if applicable) has been undertaken. Provide proof of maintenance activities that include service logs, work orders, vendor inspections, photos, contracts, or documentation of expenditures for maintenance activities. Include any inspection reports or supplementary information.

8. Documentation of Matching Funds

Indicate the amount and source of matching funds to be provided by the applicant. If grant funds from a third party are intended to be a match, indicate the status of that grant application and include an award or commitment letter, if applicable.

SUBMIT 2 PRINTED COPIES OF THE APPLICATION PACKAGE
AND

1 DIGITAL COPY TO:

Cape May County Planning Department
4 Moore Road – DN 309

Cape May Court House, N.J. 08210

Attention: Scott Mullen, Senior Planning Aide

Scott.mullen@co.cape-may.nj.us