



# Dane County PARC & Ride Grant Program

The PARC & Ride Grant Program provides matching funds for expanding trail connectivity throughout Dane County. The purpose of the program is to provide matching dollars to communities for designing and constructing new shared-use trails. The 2018 Dane County Budget includes up to \$500,000 for eligible projects.

## Who may apply?

To apply to the PARC & Ride Program, an organization should be one of the following:

- Towns, villages, or cities in Dane County.
- Other governmental units in Dane County (school districts, universities, MPOs, tribal governments)

The organization must be authorized to submit a grant application by resolution. The project must also be approved through a resolution by the municipality that it falls within 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.

Projects must be far along in the planning process and meet the following minimum eligibility requirements to be considered for funding:

- Project provides a regional shared-use trail connection as identified in the 2018-2023 Dane County Parks and Open Space Plan.
- Project entails the development of a shared-use trail, which may include 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 trail construction are not eligible.
- Project is located on public lands, easements, or leased property that guarantee public access.
- All land holdings necessary for trail construction are secured. Projects that still have land acquisition needs are not eligible. Trail easements on private land should provide a public trail corridor width of 20 to 50 feet or greater. This will allow for maximum flexibility for future maintenance or improvements while also minimizing conflicts with adjacent land uses.



- Preliminary trail plans are complete and demonstrate the following:
  - ✓ Trail alignment and scope of project is feasible from a permitting, engineering and budget standpoint.
  - ✓ Trail development will meet the Dane County Parks regional trail standards for limestone and paved trails.
  - ✓ Project has a public start and end point and has taken into consideration necessary developments for public access/parking areas and safety facilities along the trail or for accessing or exiting the trail.

Applicants must contact Sara Rigelman **BEFORE** submitting a grant application to determine if projects are eligible.

### **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\*
- Other projects may be deemed ineligible upon review.

### **How much funding is available?**

The 2018 Dane County Budget includes up to \$500,000 for eligible projects. The standard grant amount will be up to 50% of the project costs. Grants may be awarded for less than the amount requested by the applicant. All grants must be matched with financial contributions.

### **Eligible Expenses and Match**

Eligible expenses for projects include construction materials and contracted services for design, engineering and construction. 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**

Grant applications are due **October 1st, 2018**. Staff will review and select projects for funding to be considered for approval by the Dane County Parks Commission and Dane County Board of Supervisors.

### **Evaluation Criteria**

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

- Provides a new linkage to a Dane County Parks property, other bikeway routes or paths, or to a neighborhood or community
- Located along a river or lakeshore
- Anticipated bicycle use
- Connects low income neighborhood or housing to a larger trail system or green space.

- Provides additional amenities such as benches, observation decks, accessible fishing pier, bike repair station, kiosk, shade structure, etc.
- Complements development activities in the surrounding area
- Identified in multiple plans such as a local comprehensive plan and Dane County Bicycle Transportation Plan
- Involves and fosters multiple partnerships
- Budget and secured financial resources
- Clarity of project
- Completeness of application

### **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 50% of the County's share with the remaining 50% 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 final project plans and specifications to Dane County for review and approval prior to project commencement. Dane County's contribution to the project must be recognized 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." All projects funded by the program will be required to incorporate bicycle way-finding signage that follows the guidelines in the [Dane County Bicycle Wayfinding Manual](#). 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 design/engineering/project management services. Dane County Parks staff will not provide these services.

### **Project Maintenance**

Projects funded through the program must be open to the public and maintained for public use in perpetuity. 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**

1. Contact Sara Rigelman at Dane County Parks to schedule a meeting to discuss your project and determine its eligibility.
2. If it's determined that your project is eligible, submit the following by **October 1st, 2018**:
  - PARC & Ride Grant Application Form
  - PARC & Ride Grant Narrative Form
  - PARC & Ride Grant Budget Form

- Context map that shows the project location and its connection to the regional trail system as shown in the Dane County Parks and Open Space Plan.
- Site plan or design & engineering plans and specifications
- Authorizing resolutions

Submissions by email are preferred. If attachments exceed 10 MB, please contact Sara for other submittal options.

### **Questions?**

Contact Sara Rigelman, Park Property Planner

Phone: (608) 224-3611

Email: [Rigelman@countyofdane.com](mailto:Rigelman@countyofdane.com).

Dane County Parks Division

Land & Water Resources Department

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