



2025 TRUCKEE DIRT TRAIL GRANT PROGRAM GUIDELINES

ADOPTED JANUARY 28, 2025

RESOLUTION 2025-13

CONTENTS

| | |
|---|---|
| Introduction and Purpose | 3 |
| Program Schedule | 3 |
| Funding | 3 |
| Eligibility | 3 |
| Eligible Applicants..... | 4 |
| Eligible Projects | 4 |
| Review and Award Process | 5 |
| Project Proposal..... | 5 |
| Reporting and Reimbursement Requirements..... | 7 |

INTRODUCTION AND PURPOSE

Measure U, which was approved by voters in the June 2022 election, imposes a sales tax of 0.5% to be used for the exclusive purpose of planning, construction, operation, and maintenance of paved and dirt trails, multi-use paths, and bike lanes, as described in the most recently adopted Town of Truckee Trails and Bikeways Master Plan, or as identified through other public process deemed appropriate by the Truckee Town Council.

Dedicated funding for trails has allowed the Town to construct projects like the Truckee River Legacy Trail, as well as maintain and repair existing paved trails, so they are kept in good condition all year, including providing routine snow removal to ensure winter access. The funding also allows the Town to continue protecting open space along trails, constructing new paved and dirt trails, and providing safer routes to schools.

The Town has created the Truckee Dirt Trail Grant Program (TDTGP), which will allocate funding received through Measure U to eligible organizations for the development and construction of dirt trails as described in the Town of Truckee Trails and Bikeways Master Plan (2015). The maximum total amount of funding available for the 2025 TDTGP is \$750,000.

The Trails & Bikeways Master Plan (TBMP) aims to provide a consistent and connected network throughout Truckee, promoting positive experiences for all users. Any dirt trail projects funded with this program are required to demonstrate consistency with the goals of the TBMP.

PROGRAM SCHEDULE

The following schedule lists the major milestones for administration of the 2025 Truckee Dirt Trail Grant Program:

| Milestone | Date |
|--|-------------------|
| Adoption of Guidelines | January 28, 2025 |
| Guidelines Posted/Call for Projects | February 3, 2025 |
| Application Questions Due | February 19, 2025 |
| Project Nominations Due (Application Deadline) | March 14, 2025 |
| Committee Recommendations to Council | April 22, 2025* |

**Subject to change*

FUNDING

The 2025 Truckee Dirt Trail Grant Program has a total of \$750,000 available for funding new dirt trail projects within Truckee. **There is no match requirement, however the ability of an applicant to leverage other funds to complete the project is desirable and will be considered in the evaluation and scoring of the application.**

ELIGIBILITY

ELIGIBLE APPLICANTS

An eligible applicant under the Truckee Dirt Trail Grant Program is a non-profit organization, homeowners association, or government entity in the Truckee region. Eligible Applicants should be able to demonstrate relevant experience planning, designing, building and maintaining trails in the Truckee/Tahoe region, as applicable. Awarded applicants will be responsible for obtaining all necessary permits and licenses, such as right-of-way easements, grading permits, environmental permits, etc. For construction projects, applicants must be either a licensed Class A contractor or hire a licensed Class A contractor to conduct the work. Awarded applicants will also be responsible for complying with prevailing wage requirements for public works projects, as determined by the Director of the Department of Industrial Relations.

Applicants submitting project nominations through a partnership must explain how the implementing organization meets the eligibility requirements.

ELIGIBLE PROJECTS

Eligible projects for the Truckee Dirt Trail Grant Program will include development and construction of dirt trails and associated trailheads, and trail amenities. Project nominations should be for EITHER planning and development projects or shovel-ready construction projects. Applicants may apply for both types of funding, however separate project nominations are required for each project.

Proposed trails must be specifically identified in the TBMP (see Figure 2 and 3, and Appendix D) and align with the Goals and Policies in the TBMP. One exception will be made for a soft surface trail parallel to the Legacy Trail, which is a priority for the community. A few of the key aspects of the TBMP include ensuring public safety; providing quality, consistent design using TBMP design guidelines; and accessibility for multiple user groups. As defined in the TBMP, dirt trails are facilities for use exclusively by non-motorized users such as bicyclists, pedestrians, equestrians, and other non-motorized users, with minimal cross-flow by motor vehicles. With the emergence and widespread availability of e-bikes in the past few years since the TBMP was last updated, this Program makes an exception to 'non-motorized users', and e-bikes shall be allowed on proposed dirt trails, but no other motorized users. The trails must be publicly accessible, free-to-use trails. Trailhead improvements and trail amenities such as benches, maintenance stations, trash and recycle cans, regulatory and wayfinding signage, and water bottle re-fill stations are also eligible costs under the TDTGP, as long as they are directly associated with the proposed trail.

Additional Requirements

- All improvements must be contained in a public access easement, right of way, or similar public access dedication (as approved by Town). Regardless of the form of the access rights, all applicants must demonstrate approval from the relevant land manager(s) and/or owner(s) prior to proceeding with a project.
- The Town encourages projects that also align with the Town's 2040 General Plan goals and objectives.

- For a Planning and Development Project, funds are available for planning, design, right-of-way acquisition or easement, environmental review, permitting, and other ancillary tasks and items as necessary to make the project shovel-ready.
- For a Shovel-Ready Construction Project, funds are available for construction hard costs as well as construction management.
- Funds may be used to fund trail construction outside the Town of Truckee so long as the trail provides a direct and significant benefit to the Town of Truckee community and either terminates or originates in the Town limits.
- Trails included in the TBMP and built within the Town limits will be given the highest priority.

REVIEW AND AWARD PROCESS

All project nominations received by the deadline of 5:00 PM on March 14, 2025 will be reviewed by the TDTGP Committee (Committee) for review. The Committee will consist of Town staff, such as representatives from the Engineering, Transportation, Community Development, and/or Facilities divisions. The Committee will review applications and compile any clarifying questions for the applicants by March 28, 2025. Applicants will have seven (7) business days to respond to the questions. The Committee may at its sole discretion request an interview with or presentation from the applicant. The Committee will then score the applications using the scoring criteria, below. Final recommendations for award are expected to be made to the Truckee Town Council on April 22, 2025, although this date is subject to change. Submission of an application does not guarantee funding, and the Town Council is not obligated to provide awards to any applicants.

Scoring Criteria

1. Project meets eligibility requirements and aligns with goals and policies in the TBMP. (20 points)
2. Priority of project as identified in the TBMP. (20 points)
3. Nominating organization has operational capacity and relevant experience to complete project scope as described, within appropriate timeframe. (20 points)
4. Project budget is clear, realistic, and fully funded. (20 points)
5. Additional points for beneficial project components, such as aligning with the 2040 General Plan, providing match, or leveraging outside funds. (15 points)
6. **For Construction Projects Only:** Adequate permitting and land tenure is demonstrated, and project is shovel-ready. (20 points)

The frequency of future funding cycles will be determined by Town Council based on the experiences of this first year of the program. Organizations are encouraged to reach out to trailsgrantprogram@townoftruckee.gov for questions about entity eligibility, project eligibility, or application submissions.

PROJECT PROPOSAL

INSTRUCTIONS

- Applicant must respond to the following criteria in the outlined order in which they appear.
- Applicant must provide a written response to each criteria as it pertains to the Project. If a particular question or statement does not apply, please indicate "Not Applicable".
- Limit the Project Proposal to no more than 10 pages. Attachments do not count as part of the 10 pages.

A. GENERAL INFORMATION

1. Name of Organization
2. Title of Project
3. Type of Project—Planning and Development OR Shovel-Ready Construction
4. Total Project Cost and Grant Amount Requested (if funds from other entities are available for the project, please identify amount and source).
5. Describe your organization's experience related to the project identified in the application (i.e. planning, design, right-of-way acquisition, environmental review, permitting, and/or construction of dirt trails, amenities, or trailheads). Include specific trails/projects.
6. Describe your organization's experience obtaining necessary permits and licenses, such as right-of-way easements, grading permits, environmental permits, etc., as applicable to the project.
7. Briefly explain if your organization is registered with the Department of Industrial Relations and if you have experience with prevailing wage requirements.
8. Name the person(s) who will be responsible and accountable for the planning, execution and operation of your project. Provide all contact information including names, phone numbers and email addresses.

B. PROJECT DESCRIPTION, GOALS & BENEFITS

1. Provide a description of the trail project, including scope of work, location and connections to existing infrastructure.
 - a) Provide a site plan and topographic map that identify project elements and depict the project in relation to surrounding resources, such as creeks, wetlands, and/or existing trails.
 - b) Describe why the Project is needed and how the Project will address a missing connection by providing new trail opportunities to significantly increase use, improve access and/or protect resources
 - c) Describe the Project's linkages to population centers, recreation area, or other gathering areas.
 - d) Describe how the Project will use sustainable design to minimize impacts to natural resources of the Project area.
2. Explain how the project aligns with the both the Trails and Bikeways Master Plan, as well as the Town of Truckee's 2040 General Plan, including how it provides for multiple uses and improves connections in the Active Transportation Network.
3. Describe any additional project benefits, including alignment with other regional plans if applicable

4. Describe any permitting that is required, including how CEQA will be addressed.
5. Describe the maintenance plan for the proposed trail.

C. PROJECT BUDGET

1. Provide a detailed project cost estimate.
2. Detail your funding plan by phase, identifying all sources of funds, other grants, committed donors, and any in-kind donations, including volunteer labor. Identify whether your project can proceed if only partial or no funding is provided by the Measure U Grant Program.
3. Please provide a five-year projected operating/maintenance budget for the project, including an explanation of how the expenses will be funded and identify the proposed responsible entity/organization.

D. PROJECT SCHEDULE

1. Outline the schedule of this project from beginning to completion with projected milestone dates.

E. REFERENCES

1. Provide at least two letters of recommendation from clients who can attest to the applicant's work. Letters should attest to the applicant's knowledge, quality of work, timeliness, and overall expertise.

REPORTING AND REIMBURSEMENT REQUIREMENTS

Awarded applicants will be required to enter into a funding agreement with the Town of Truckee, outlining the project scope and conditions of award, as well as prevailing wage requirements. Any proposed changes to scope must be requested in writing by awardee, approved by Town, and reflected in an amendment to the agreement.

As a condition of the TDTGP, awarded applicants must submit to the Town quarterly reimbursement requests (as applicable), along with progress reports on the activities and progress made toward completion of the project. Each report shall identify the work that was completed in the previous 3 months, the work anticipated to occur in the next 3 months, reporting on status of overall project schedule, and identification of milestones that have been completed. Upon completion of the project, applicants will also be required to submit a final delivery report, identifying how the project achieved the goals of the program and the TBMP within the scope identified in the project proposal, as well as the final project accounting (costs and funding sources). The Final Delivery Report must be submitted to the Town within 6 months of project completion. Photos of the completed project should be included either in the Final Delivery Report or as high-resolution images that can be posted on the website.

Reimbursement requests shall include a list of itemized charges to be claimed for reimbursement, proof of payment to contractor/payroll report, as well as a reimbursement summary with amount invoiced to date, current invoice amount, and amount remaining in grant



award. Staff time hourly rates shall include actual wages and overhead, the calculation for which shall be approved by the Town of Truckee.

Reimbursement requests will be reviewed by Town staff and processed for payment to awardee within 30 days of approval.