

Kentucky Recreational Trails Program

Program Requirements

1. All RTP Recipients must comply with the [LPA Guide](#) to receive reimbursement.
2. Acquisition and/or development must be ready to begin soon after project approval is received. Reimbursements need to be submitted at least twice a year, preferably quarterly, and progress reports need to be submitted quarterly.
3. Potential changes to the project's scope must be submitted by a written request, and amended into the Memorandum of Agreement. The written request must provide justification for the change.
4. Plans and Specs must be approved by the KYTC District LPA Coordinator, if applicable. Changes in the site plans must be approved by the state project officer.
5. All new electric lines under 15KV and telephone lines must be installed underground.
6. All site development must be trail or trail related. No enclosed facilities will be allowed except restrooms.
7. A restrictive permanent easement must be filed and approved by DLG prior to receiving reimbursement.
8. If Stock Pile Materials are used – Verification that it conforms to Plans and Specs is required.
9. Prepare and provide a Construction Inspection Plan. Example [Daily Inspection Report](#).
10. Erosion Sediment Measures – List how the project will be monitored and erosion control measures maintained.
11. Provide a copy of the project's Request for Bids/Proposals for review before bidding takes place. Include in detail how the bid proposals are to be reviewed and include a copy of the engineer estimate.

Kentucky Recreational Trails Program Reimbursement Requirements

1. PAYMENT FOR CONSTRUCTION WORK OR MATERIALS IN EXCESS OF \$20,000.00, to any individual during the entire project period, must be bid.

1. \$20,000.00 – Satisfies the State Law Requirements.
2. \$20,000.00 – Satisfies the Federal Law Requirements.
3. City Model Procurement Code

For reimbursement the following must be completed:

1. Copy of the bid advertisement as it appeared in a newspaper.
 2. Plans and specifications.
 3. Summary of the bids received.
 4. Copy of signed contract.
 - a. If only one bid was received, then approval from the Department for Local Government must occur for the sponsor to sign a contract with the one bidder, if that is the bid the sponsor wishes to accept. If the sponsor wishes to reject the bid, then the project should be rebid again.
 - b. If more than one bid is received, the sponsor must select the lowest bid. If the sponsor decides to accept other than the lowest bid, then written justification must be submitted to the Department for Local Government for review and approval before a contract can be signed.
 - c. If more than one bid is received and all bids received exceed the total projects cost then (1) all bids may be rejected and the project rebid or (2) each bidder be given the opportunity to negotiate their bid with the sponsor to decrease the total costs. In any case, all bidders must be given the opportunity to negotiate with the sponsor. This also must be approved by the Department for Local Government.
2. DONATED LABOR, time sheets signed by the project coordinator should be submitted. Only laborer's wages (normal minimum wage) should be charged unless the type of work completed is performed by someone whose occupational specialty is the same e.g. bricklayer laying bricks.
 3. DONATED EQUIPMENT, if a private operator donates equipment, he may charge his normal rate. This rate should also include the operator's hourly wage rate.

4. DONATED MATERIALS, the market value or the actual cost, should be submitted. The documentation should be an invoice or other supportive statements.
5. FORCE ACCOUNT LABOR, (labor supplied by the local Sponsor's employees), evidence of the worker's employment with the sponsor is required. Time sheets signed by their supervisor should also be submitted.
6. FORCE ACCOUNT EQUIPMENT, (equipment owned by the Sponsor), a fully documented equipment use rate has to be established and submitted to our office for approval. In lieu of an established rate, Kentucky Highway Equipment Rates or FEMA rates can be used.
7. LAND (TRAIL) PURCHASE, a copy of the deed, certification of title, statement of just compensation, a written offer to purchase at the appraised value, detailed appraisal and Notice of Limitation of Use recorded, and trail easement are required.
8. LAND (TRAIL) DONATION, a copy of the deed, certification of title, and a Waiver of Just Compensation, detailed appraisal and easement is required.
9. IN ALL CASES, a copy of canceled checks, front and back, is required for reimbursement of land, labor, materials and services that are purchased or contracted. Also, invoices must be itemized and relate to the budget as identified in the Memorandum of Agreement.
10. REIMBURSEMENT normally takes 2 weeks.