

INTRODUCED: November 8, 2021

AN ORDINANCE No. 2021-305

To authorize the Chief Administrative Officer to accept \$206,211.03 from the Virginia Department of Conservation and Recreation, to amend the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the ADA Access Trail at Pump House Park Special Fund, and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities' ADA Access Trail at Pump House Park Special Fund by \$206,211.03 for the purpose of funding improvements to the trail from Pump House Drive to the bridge spanning the lock and canal at Pump House Park.

Patron – Mayor Stoney,
Ms. Lynch and Ms. Jordan

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 13 2021 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$206,211.03 from the Virginia Department of Conservation and Recreation for the purpose of funding improvements to the trail from Pump House Drive to the bridge spanning the lock and canal at Pump House Park.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 13 2021 REJECTED: _____ STRICKEN: _____

§ 2. That Ordinance No. 2021-041, adopted May 24, 2021, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the ADA Access Trail at Pump House Park Special Fund for the purpose of funding improvements to the trail from Pump House Drive to the bridge spanning the lock and canal at Pump House Park.

§ 3. That the funds received from the Virginia Department of Conservation and Recreation are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$206,211.03, increasing the amount appropriated for expenditures by \$206,211.03, and allotting to the Department of Parks, Recreation and Community Facilities' ADA Access Trail at Pump House Park Special Fund the sum of \$206,211.03 for the purpose of funding improvements to the trail from Pump House Drive to the bridge spanning the lock and canal at Pump House Park.

§ 4. This ordinance shall be in force and effect upon adoption.

A TRUE COPY:
TESTE:
Carlin D. Rind
City Clerk



Parks, Recreation and Community Facilities

O&R REQUEST

DATE: October 29, 2021

EDITION 2

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: Lincoln Saunders, Chief Administrative Officer

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Reginald E. Gordon, Deputy Chief Administrative Officer-Human Services

FROM: Christopher E. Frelke, Director of Parks, Recreation & Community Facilities

RE: Virginia Department of Conservation Grant for ADA access trail at Pump House Park.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept a grant in the amount of \$206,211.03 from the Federal Highway Administration as part of the Recreation Trails Program Grant administered by the Virginia Department of Conservation and Recreation, and to appropriate the funds received to the Fiscal Year 2021-22 Special Fund Budget by increasing estimated revenues and the amount appropriated to the new Department of Parks, Recreation and Community Facilities ADA Access Trail at Pump House Park special fund line item by \$206,211.03.

REASON: This grant will provide funding to make improvements to an existing trail from Pump House Drive to the existing bridge that spans the 3 mile Lock and Canal at Pump House Park. Funding will be reimbursable as agreed upon through an MOU to be entered between the City of Richmond and DCR.

RECOMMENDATION: Approval is recommended by the City Administration.

BACKGROUND: PRCF continues to identify ways to enhance equitable accessibility and recreation experience for all Richmond residents by creating walking and cycling paths and trails through the park system. This funding will help expand ADA trail access from Pump House Drive to connect to the greater Pump House Park and Byrd Park Pump House building. Currently, there is no ADA compliant way for people with limited mobility to access the Canal System and walking trail. Presently, there is a steep asphalt path that connects the roadway from

Pump House Drive to the existing arched bridge. This is also the only way to access the building. The ADA trail will lay the foundation for greater access to the Byrd Park Pump House building for Richmond Public School students and the general public for future educational programs and special events as outlined in the Byrd Park Pump House Master Plan.

FISCAL IMPACT / COST: The project and ADA trail improvements will be reimbursed through the MOU between the City Of Richmond and DCR up to, but not to exceed \$206,211.03.

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: Yes

REVENUE TO CITY: \$206,211.03

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: November 8, 2021

CITY COUNCIL PUBLIC HEARING DATE: December 13, 2021

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Land Use, Housing and Transportation

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Department of Parks, Recreation and Community Facilities, Department of Budget and Strategic Planning, Department of Finance

RELATIONSHIP TO EXISTING ORD. OR RES.: Ord. #2021-041

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Letter of Grant Award, Project Narrative

STAFF: Christopher Frelke – Director of Parks, Recreation & Community Facilities 646-1128
Bryce Wilk – Maintenance and Operations Superintendent, Senior, Parks, Recreation & Community Facilities 347-0066

Run Date: 09/23/2021
Run Time: 10:06:29

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL-AID PROJECT AGREEMENT

Report: FMISD05A
Page 1 of 1

RECIPIENT: 51-Virginia

FEDERAL PROJECT NO: 340N210

RECIPIENT PROJ. NO(S):

1. The State through its department of transportation, or other recipient, has complied, or hereby agrees to comply, with the applicable terms and conditions set forth in (a) Title 23, U.S. Code, highways; (b) The regulations issued pursuant thereto, and the policies and procedures promulgated by the Federal Highway Administration; and (c) All other applicable federal laws and regulations. 2. The State, or other recipient, stipulates that as a condition to payment of the Federal funds obligated, it accepts and will comply with the provisions set forth in 23 CFR 630.112. These provisions incorporate by reference all other federal laws and regulations pertaining to the project or the activity for which the funds are obligated. Solely for the purposes of emphasis, such applicable provisions include, but are not limited to, the requirements of Appendix A to 2 CFR Part 170—Award terms for Reporting subaward and executive compensation information, and 2 CFR 200, including for those funds for which such amount will be subawarded to a subrecipient, 2 CFR 200.331.3. Relative to the above designated project, the FHWA has authorized certain work to proceed as evidenced by the date entered opposite the specific item of work. For such authorized work, the federal funds obligated or advance-construction authorized, are not to exceed the amount shown herein. The balance of the estimated total project cost is an obligation of the State or other direct recipient. 4. Such authorization of Federal funds extends only to project costs incurred by the State, or other recipient, following Federal Highway Administration's authorization to proceed with the project.

PROJECT TITLE: City of Richmond Parks, Recreation, and Community Facilities - Pump House ADA Trail Access and Amenities
PROJECT DESCRIPTION: Provide ADA-compliant parking on Pump House Drive and an ADA accessible path to access existing pedestrian bridge and trail.
DUNS#: 809875263
PROJECT END DATE: 08/31/2024

CLASSIFICATION OF PHASE OF WORK TO BE PUT UNDER AGREEMENT	EFFECTIVE DATE OF AUTHORIZATION
HIGHWAY PLANNING & RESEARCH	
PRELIMINARY ENGINEERING	
RIGHT-OF-WAY	
CONSTRUCTION	
OTHER	09/20/2021

PROGRAM CODE	FAIN	URBAN/ WITH	TOTAL COST	FEDERAL SHARE	FEDERAL FUNDS UNDER AGREEMENT	ADVANCED CONST. FUNDS
M940	693JJ22130000M940VA340N210		\$14,887.05	80.00%	\$11,909.64	\$0.00
M94E	693JJ22130000M94EVA340N210		\$28,800.00	80.00%	\$23,040.00	\$0.00
Z940	693JJ22130000Z940VA340N210		\$122,118.36	80.00%	\$97,694.69	\$0.00
Z94E	693JJ22130000Z94EVA340N210		\$91,958.38	80.00%	\$73,566.70	\$0.00
TOTAL			\$257,763.79		\$206,211.03	\$0.00

ESTIMATED TOTAL COST: \$257,763.79
TOTAL AUTHORIZED FOR PROJECT: \$206,211.03

TRANSPORTATION, VIRGINIA DEPARTMENT OF

AVAILABLE FUNDS CERTIFIED BY:	STATE SIGNATURE ON FILE	DATE:
APPROVED AND REQUESTED BY:	STATE SIGNATURE ON FILE	DATE:
AGRMT/MODIFY REQUESTED BY:	STATE SIGNATURE ON FILE	DATE:

FEDERAL HIGHWAY ADMINISTRATION

PROJECT INFORMATION REVIEWED BY:	James Mullins	DATE:	09/17/2021
APPROVAL RECOMMENDED BY:	James Mullins	DATE:	09/17/2021
APPROVED AND AUTHORIZED BY:	Braye Jombo	DATE:	09/20/2021

RECIPIENT REMARKS:

DIVISION REMARKS: Non-motorized category funding of \$73,566.70 Z94E FY21, \$97,694.69 Z940, \$23,020.00 M94E, and \$11,909.64 M940 apportionments.

2021 Virginia Recreational Trails Program Application

Please read the 2021 Recreational Trails Program Manual before completing this application. Guidance on completing this application can be found in Appendix B: Application Resources.

Section A – Applicant Information	
1. Organization Name	City of Richmond, Parks, Recreation and Community Facilities
2. Contact Name & Title	Bryce Wilk, Senior Superintendent
3. Organization Street Address	1209 Admiral Street, Richmond, VA
4. Mailing Address (if different from street address)	Same
5. Telephone Number	804-347-0066
6. Contact E-mail Address	Bryce.Wilk@richmondgov.com
7. Applicant Type (select one) <input type="checkbox"/> State, <input checked="" type="checkbox"/> Local, <input type="checkbox"/> Tribe, <input type="checkbox"/> Federal, or <input type="checkbox"/> Non-Profit (if non-profit, please also list government partner) <div></div>	8. US Congressional District Number VA003 9. Virginia State Senate District Number 10 10. Virginia House District Number 69 11. FIPS code 76015

Section B – Project Details	
12. Project Title	
Byrd Park Pump House ADA Access Improvements	
13. Total Project Cost (100%)	14. Award Request Amount (up to 80% of total cost but not more than category maximum request)
\$ 498,192.95	\$ 398,554.36

15. Project Classification (select one or multiple) <div style="margin-top: 5px;"> <input type="checkbox"/> New Trail Construction <input checked="" type="checkbox"/> Trail Rehabilitation <input type="checkbox"/> New Trailhead <input type="checkbox"/> Trailhead Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> Other </div>	16. Project Category (select one) <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Non-motorized single use, <input type="checkbox"/> Motorized, or <input type="checkbox"/> Diversified </div>
17a. Trail Uses (check all that apply) <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Pedestrian (walking, hiking, jogging, running, etc.) <input type="checkbox"/> Skating <input type="checkbox"/> Cycling <input type="checkbox"/> Mountain Biking <input type="checkbox"/> E-biking </div> <div style="width: 50%;"> <input type="checkbox"/> Equestrian <input type="checkbox"/> All-Terrain Vehicle <input type="checkbox"/> Off-Highway Vehicle <input type="checkbox"/> Dirt Biking <input checked="" type="checkbox"/> Other (please specify) <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> </div> </div>	17b. Surface Types (select one or multiple) <div style="margin-top: 5px;"> <input type="checkbox"/> Native Soil <input checked="" type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Crushed Rock <input type="checkbox"/> Boardwalk <input type="checkbox"/> Other (please specify) <div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> </div>
18. Project Summary (provide a statement of the project goals and expected outcomes, max. 100 words)	
<p>Pump House Park hosts approximately 5,600 people per month according to trail counters. As part of the overall James River Park System Master Plan and the Pump House Master Plan, increasing ADA compliance is a necessity in order to provide access for all park guests no matter their ability. Currently the path is not ADA compliant, severely limiting the number of people able to access the Historic Pump House building and the pathways the line the Kanawha Canal system that George Washington helped design. With an ADA compliant path, visitors will experience the beauty and history of Richmond.</p>	
19. Project Scope (Quantitatively indicate in miles, linear feet, square feet, acres, numbers, or other applicable unit/s what the project will accomplish).	
<p><i>Example: Grade and install 3600 square foot gravel parking lot, construct two ADA accessible asphalt paved parking spaces, install 64 square foot single user ADA accessible vault toilet, construct 200 linear feet of 5 foot wide crushed stone pathway, install one vertical trail information sign.</i></p>	
<p>The revised project design proposes the addition of two ADA-compliant parking spaces on Pump House Drive. An approximate 800 sq. ft. portion of the roadway will need to be milled, graded and repaved to provide compliant grades at the parking spaces. Approximately 9 feet of curb and gutter will need to be replaced to tie into a new stormwater grate that will provide for positive drainage along Pump House Drive as well as provide access to a 160 sq. ft. concrete landing adjacent to the parking spaces. The ADA-compliant concrete ramp with handrails will be 384 feet long (2,007 sq. ft. of concrete) and will tie into a regraded portion of the existing asphalt drive that provides access to the existing pedestrian bridge across the canal. The limits of asphalt regrading and reconstruction on the access driveway are 205 sq. ft. The existing asphalt ramp will be removed and restored with native vegetation and groundcover. The riparian planting plan will revegetate the area with a mix of native trees and shrubs combined with shade seed mix (10,980 sq. ft.) and turf grass seed mix near the pedestrian bridge (360 sq. ft.).</p>	
20. Physical location of property address	1500 Pump House Drive, Richmond, VA 23221
21. Latitude and Longitude (beginning and end points of trail or center point of parcel)	Latitude: 37.53748677, Longitude: -77.48628385
22. Attach location maps showing the project location 1. within Virginia, 2. within the locality, and if applicable, 3. within the park.	
<input checked="" type="checkbox"/>	

Section C – Project Need

23. Indicate how the project meets a need identified in the most recent Virginia Outdoors Plan found at <https://www.dcr.virginia.gov/recreational-planning/vop>.

Is the project listed as a regional feature project? Include the page numbers for all VOP references.

The James River Heritage Trail is a braided trail network that follows the James River from the foothills of the Allegheny Mountains to the Chesapeake Bay. Trail segments follow the old Kanawha Canal towpath, park trails, scenic riverside roadways and urban riverfront trails deep into the commonwealth. Page 190 of the Virginia Outdoors Plan lists "Develop the James River Heritage Trail" as featured project for the Richmond Region. The Pump House ADA Trail Improvements increase the access to the canals and parks featured along the Heritage Trail. In addition the VOP exhibits the importance of outdoor recreation access is on the rise with an increase by 15 percent on page 23 from the most current survey compared to past surveys.

<https://www.dcr.virginia.gov/recreational-planning/vop>

24. Indicate the project need based on DCR's terrestrial (for land based projects) or aquatic (for water trail projects) Recreation Access Model.

See application resources document for information on accessing the Recreation Access Model online.

- ☐ Very High
☐ High
☒ Moderate
☐ Low
☐ Very Low

25. Is the project located in a priority area for conservation as identified in by ConserveVirginia?

See application resources document for information on accessing ConserveVirginia map online.

- ☒ 50- 100% of project intersects
- ☐ 1-49% of project area intersects
- ☐ Project not within

26. Indicate how the project addresses needs identified in local and/or regional plans. Indicate if this need was also demonstrated through a local survey. Attach the relevant pages from these documents.

<https://www.scribd.com/document/420202020/10-IRPS-Master-Plan-2019-10-16-final.pdf>

27. How is the project unique within the Locality, County, and Virginia Outdoor Plan Region? Describe the economic impact the project will have, if any, when complete.

The program of the proposed Punta Prieta Park will be a small-scale project in an urban area comprising the protection of a riparian area, a landscaped terrace and a water tower, where all the urban functions will be integrated, such as recreation and gathering, eating, drinking, etc. The program will be a small-scale project in an urban area comprising the protection of a riparian area, a landscaped terrace and a water tower, where all the urban functions will be integrated, such as recreation and gathering, eating, drinking, etc. The program will be a small-scale project in an urban area comprising the protection of a riparian area, a landscaped terrace and a water tower, where all the urban functions will be integrated, such as recreation and gathering, eating, drinking, etc.

28. Does the project complete a critical gap in an existing trail system or lengthen an existing trail?
If yes, please describe.

This ADA-accessible path would provide several important connections to the very popular system of trails that are in this part of the James River Park System. With help from a RTP grant, a new ADA-accessible paved trail was completed in June of 2021 through the Pump House Drive parking lot, which is less than half a mile from this location. This new path provides universal access from Pump House Drive to the north side of the Boulevard bridge. In addition this path would provide access from Pump House Drive down to the historic Pump House as well as the canal paths that currently exist just upstream from it. There is a wooden ramp currently at the Pump House that accommodates wheelchairs. This new path would provide the critical connection needed for all users to be able to access the Pump House and trails along the canal, which are at a flat grade and are currently suitable for wheelchairs. In addition, this is a key connection needed to provide ADA-accessibility to the proposed Pump House Greenway which has been identified in the James River Park Master Plan.

Section D – Population Served

29. Will the project create a new opportunity for a community that does not currently have access to public trails within a 10 minute (1/2 mile) walk? Or within a 10 mile drive?

If yes, please describe the communities within these distances that will benefit from the trail project.

If neither condition above is met, but you believe the area is still underserved by public trail opportunities, please describe and justify. Also describe the other trail opportunities within these areas.

The completion of the ADA Trail Path and Handicap Parking at Pump House Park provides limited mobility patrons the ability and opportunity to explore one of Richmond's most historical buildings and canal systems, therefore increasing the 10 minute accessibility for the handicap and limited mobility community. Currently there is no ADA path to the building and folks who use wheelchairs or walkers are only able to gaze upon the park and building from the street. Safe ADA access to the building and surrounding canals is listed as one of the highest priorities of both the Pump House Park Master Plan and the James River Park System Master Plan.

30. Describe how the project will provide equitable experiences for people with disabilities. Do not simply state "will follow ADA" or "will meet all requirements." See manual appendix for accessibility resources.

Currently a steep trail leads down a hillside to the base of the only bridge that spans the Kanawha Canal which provides the only public access to the Pump House Building, trails and canals that compose the Pump House Park. The entire purpose of this trail is to allow all non-motorized, diversified trail users to access a currently inaccessible park. In 2020, the Pump House Park saw nearly 50,000 users cross that bridge, but zero were people who use wheelchairs. The trend of more park users is only increasing in 2021 and preventing an entire population of people from visiting an entire park is a travesty. Following our guiding Master Plan documents, this path will serve as the centerpiece of the plans to provide access to the second floor ballroom of the Pump House for events, meetings, serve as a classroom and a public space for the citizens of Richmond.

31. Is the project located in a community where greater than 50% of the population is considered low income? If no, greater than 30%? Cite source data; see application resources for recommended data sources.

The poverty rate of the City of Richmond according to 2019 American Community Survey is 18.9%.

32. Will the project, when complete, require an entrance or membership fee? If yes, please describe.

No.

33. Is the project located in a community where rates of obesity, diabetes, cancer, and/or heart disease are greater than the state-wide average rates? Cite source data; see application resources for recommended data sources.

According to the Richmond City Health District the City of Richmond has higher rates of obesity, diabetes and heart disease than the state-wide averages.

<https://www.vdh.virginia.gov/content/uploads/sites/119/2018/02/Richmond-City-Revised.pdf>

34. Describe the projects public involvement including, if applicable:

- Consultation to date with representatives from historically underrepresented groups.
- Progress to date and future plans for public participation in the planning process, including methods of outreach.
- Presentations to the public through a Board of Supervisors, City or Town Council, or other similar public meeting. Please describe and **attach** abbreviated meeting minutes if applicable.
- Describe any plans for future consultation and public input.

The James River Park System Master Plan serves as the guiding document for the James River Park System in the City of Richmond, which also includes the Pump House Park. The Master Plan went through extensive community input via neighborhood meetings, general public meetings at every district within the City of Richmond, an online survey, pop-up meetings, and social media outreach. Surveys were presented in both English and Spanish and produced over 2,300 responses. In addition to the meetings, a Steering Committee made of members of the community and a Technical Committee consisting of members of other city departments also advised. Considering complexity of the Pump House Building and Park facility, an effort to create its own Master Plan was also completed around the same time as the James River Park System Master Plan. The plan focused on protecting the existing building and providing increased access, as the current building is not ADA compliant. Timmons Group and the architectural firm, 3North, engaged the public and worked with other stakeholders to provide a comprehensive guide to renovating the Pump House. This 100+ page document goes into detail and 30% design of improvements to the interior and exterior of the building including the ADA entrance. Please see attached public meeting invite and comments from Friends of Pump House.

Section E – Project Readiness

35. What is the Right of Way status?



Fee Simple Rights to project site,



Easement Rights to project site,



Do not currently have control of ROW for project site
(explain in 36. below),



Other (explain in 36. below)

36. Describe the ownership, legal control, and access rights to the project property.

Attach documentation showing applicant control of right of way (deed, easement, license agreement, willingness to sell letter, etc).



The 2.545 acre property is owned completely by the City of Richmond and managed by the Department of Parks, Recreation and Community Facilities as part of the James River Park System.

37. Describe the life expectancy of the proposed project.

On average, concrete remains intact for 25-50 years. With regular maintenance and repairs, we estimate the life expectancy of the project to be at least 50 years.

38. Describe the public access period for the project and property. Indicate if the project site is permanently protected for public outdoor recreation and indicate the time period of any easement or lease.

This project falls within the James River Park System, an open, free park system in the heart of the City of Richmond. The specific portion of the ADA path leads is not under a conservation easement, but leads to the protected area. The area on the southside of the bridge is under a conservation easement with Capital Region Land Conservancy and stakeholders of Enrichmond Foundation and Department of Conservation and Recreation, leaving it protected and open to the public in perpetuity.

39. Please attach a project schedule and schedule narrative that includes projected timelines for both the preliminary engineering and construction phases of the project.



Note that RTP project agreements are typically for three years from date of authorization.

40. Please describe the status and level of completeness of any construction drawings for the project. Indicate if any feasibility or preliminary plans have been created.

Timmons Group provided 100% design documents for this project, in addition, Messer Contracting provided a bid in order to best estimate the total cost of the project. Please see attached design documents.

41. Describe any environmental analysis that has already been conducted for the proposed RTP project. Include the agencies contacted and the status of each correspondence.

Indicate if you are seeking funds to cover the cost of environmental analysis for this project. Include estimates of this cost in the budget attachment.

A soil analysis has been conducted at the site and a wetland delineation and confirmation was completed in 2018, but NEPA compliance would be sought through the Department of Environmental Quality if the RTP project is awarded. We are seeking \$20,000 of funding to cover the cost of these analyses.

42. What permits are required for the project? What is the status of these permits at the time of application?

- 1) Studies needed for National Environmental Policy Act (NEPA) compliance.
- 2) Project approved by the City's Urban Design Committee (UDC) and being heard by City Planning Commission (CPC) in July.
- 3) Submission of applications and design drawings to the City's Department of Public Utilities and for permitting pertaining to land disturbance, stormwater management and protection of the Chesapeake Bay watershed.

Section F – Management, Maintenance, and Operations

43. If awarded, who will be responsible for grant administration? How much time or funding is available for these duties? *Responsibilities include: coordinating environmental review process, fiscal tracking, reviewing documents, collecting signatures, and submitting reimbursement requests.*

Indicate if you are seeking reimbursement funds for grant administration costs for this project. Include estimates of this cost in the budget attachment.

A team of three full-time, salaried, Parks, Recreation and Community Facilities staff members will oversee different elements of grant administration - coordinated by the Economic Development Business Services Manager who oversees grant administration for the department. The Southside Superintendent will oversee onsite environmental review and coordinate submissions. The Economic Development Business Services manager will work directly with the assigned finance team member to oversee fiscal tracking, and reimbursement submittals. We are not seeking reimbursement funds for grant administration costs for this project.

44. Who will be responsible for the long-term maintenance of the trail facility? What is the experience of this entity in performing this type of work?

Please consider attaching a letter of commitment from this entity indicating their commitment to the long-term maintenance of the trail facility.

The City of Richmond's Parks and Recreation Department will be responsible for the maintenance of this ADA-accessible trail. This path will be made of concrete, which requires very little maintenance and has an expected lifespan of 50 years or more. There are numerous other concrete structures in the Park such as ramps, staircases, boat launches, etc. that Park staff maintains as part of their routine operations.

45. What maintenance will occur and how often will it occur? How will the entity fund long-term maintenance and operations costs?

Is there a long-term maintenance plan for the trail? If yes, please attach.

Routine inspection will occur weekly and maintenance will include blowing/sweeping of the surface and management of vegetation to prevent it from growing on or over the structure. No additional funding will be required to maintain this facility as Park staff already maintains the area on a regular schedule and this ramp will not provide any additional maintenance burdens.

In addition, the City has the ability to use on-contract engineers to inspect the structure as needed on an annual basis or at any interval that is suggested.

Section G – Budget and Grant Match

46. Attach a detailed, itemized budget showing the total project cost and broken down by phase.



Preliminary Engineering includes architectural and engineering work, environmental analysis, permitting, administration;

Construction includes bidding, materials, site work, construction costs, contractor fees, administration, etc.

Include a budget narrative that outlines how the budget was estimated.

The total of the two budgets should match the "total project cost" on the first page of this application. Please be as detailed as possible in both the Preliminary Engineering budget and the Construction budget.

47. Identify all funding sources and their amounts for the project.

This should include all cash, force account labor, volunteer and in-kind labor, donated and in-kind materials and equipment, donated land, and other grants awards, if using. If other grants are involved with the proposed RTP project, a copy of the authorized agreement and contact information for the awarding agency must be attached with the RTP grant application.

Clearly identify any funding gaps, if present.

City of Richmond Department of Parks, Recreation and Community Facilities Capital Projects has already funded \$22,413.15 of the project including Preliminary Engineering and 100% Design Documents. A gap of \$77,225.44 exists between the RTP request and total project cost. Three options exist to fill this gap in funding: 1) Approval of use of \$100,000 Accessibility funding awarded to the James River Park System carried over from previous fiscal year via DCR on caboose bill 29 chpt 1283, item 363 2 S, 2) Major Parks maintenance dollars from the Capital Budget for FY22, 3) Private donations from a parks benefactor who has made multiple investments in this area, donations from the Friends of James River Park System, and donations from the Friends of Pump House Park. We're confident that among these three options we will fill the gap.

48. Describe how the project will be financed (all project invoices and expenses paid upfront) while seeking periodic reimbursements.

Attach proof of the applicant's ability to finance the project.



The City of Richmond Department of Parks, Recreation and Community Facilities Capital Budget for FY 22-26 has a total appropriation of \$25,050,000.00 with \$4,300,000.00 dedicated for FY 2022. Invoices for the completion of this project will be paid out of our Capital Budget for reimbursement by DCR. Capital Budget pages attached.

Section H –List of Attachments

Note your project may not require all attachments. Required attachments for all applicants are in **Bold**.



Question 22: Location maps

Up to 3 location maps showing the project location within Virginia, within the locality, and if applicable, within the park. Can be a simple GoogleMaps or other mapping software screen capture with project location identified.



Question 26 If applicable: Supporting pages from local and/or regional plans and surveys

Attach supporting pages to verify project meets needs identified through these documents. Please include a website address for the document if available online.



Question 33 If applicable: Health disparities supporting documentation

If the project is located in an area where rates of obesity, diabetes, cancer, and/or heart disease are greater than the state-wide average rates, attach supporting documentation if online source is not provided in application. Please include a website address for the documents/sources if possible.



Question 34 If applicable: Public meeting minutes

If a the project has been presented to the public in a public meeting or forum, please attach meeting minutes that summarize the presentation and public comments on the proposal.



Question 36: Document showing applicant has control of the right-of-way

Deed, easement, license agreement, willingness to sell letter, etc.



Question 39: Project schedule

Detailed project schedule to include both the preliminary engineering and construction phases.



Question 44 If applicable: Letter of commitment for long-term maintenance and/or maintenance plan

Letter from entity responsible for long-term maintenance indicating their commitment to operating and maintaining the project in the long-term. If there is a long-term maintenance plan for the trail, please also attach.



Question 46: Itemized budget and budget narrative

Detailed, itemized project budget broken down by item and phase and a budget narrative that outlines how the budget was estimated.



Question 47 If applicable: Other grant agreements

If other grant awards are being used to fund or finance the project, please attach the authorized agreement and awarding agency contact information.



Question 48: Proof of ability to finance the project

Attach supporting documentation to prove the entity can finance the project upfront while requesting periodic reimbursements. Documentation could include but is not limited to:

- Board of Supervisors or other governing body resolution, letter, or official meeting minutes authorizing the financing for the project;*
- Similar documentation from County, City, or Town administrator;*
- Bank statement showing cash on hand;*
- Approved entity budget showing funds dedicated to project;*
- Bank documentation for credit line financing.*



Optional: Letters of Support (No more than 5)

Please keep your attachments to less than 40 pages.

Section I – Certification

By submitting this application for consideration for funding through the Recreational Trails Program, I hereby certify the information contained in this application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect or inaccurate data or an incomplete application can result in this application becoming ineligible for funding.

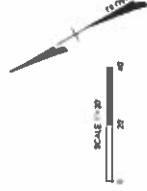
I hereby certify that the applicant will comply with all Federal, Commonwealth of Virginia and local laws and regulations.

I hereby certify that the applicant understands the Recreational Trails Program is an 80-20 matching reimbursement program requiring verification of expenditures in order to receive reimbursement, either partial or in full. Further, in signing and submitting this application, I hereby certify that the applicant has funding committed to the project and is capable of financing the project while seeking periodic reimbursement

Name of Official with Signatory Rights	Christopher Frelke
Title	Director, Department of Parks, Recreation and Community Facilities
Signature	
Date	6/30/21

The application must be submitted as one complete PDF via email to
recreationgrants@dcr.virginia.gov
by 4:00 pm on June 30th, 2021.

If your document file size is larger than 25MB please contact Recreation Grants staff
at 804-786-1119 for instructions on how to submit.

[illegible][illegible]

ISSUED FOR PERMITTING

The screenshot shows the Microsoft Word ribbon with the 'Layout' tab selected. The 'Page Setup' group is expanded, displaying options for Margins, Orientation, Columns, and Breaks. The 'Page Setup' task pane is visible on the right side of the window.

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Item Description	Department	Organization	Agency
WPC-26A	ACB PM CANCELLED	WEST VIRGINIA	
THIS DOCUMENT IS THE			
SUBSTITUTE FOR			
B11 5-400 Street Road 203 - Concord, N.C. 27024			
PWS 000-272,100-1 PLS. PLS. 121 PLS. 000-272,100-1			
30490 0135			

LAYOUT PLAN -
ALTERNATIVES EXHIBIT

DEPARTMENT OF PARKS AND RECREATION
CITY OF RICHMOND, VIRGINIA