

Grant Workshop Recreational Trails– Frequently Asked Questions

General questions

- What/who is a project sponsor?
A project sponsor is the applicant and/or the awardee.
- If the award amount is not enough to complete the project will MDOT SHA provide the additional funds?
An MOU amendment request can be submitted for consideration by MDOT SHA.
- Is this state funding?
No – this is federal funding which requires sponsors to follow requirements for using federal dollars
- How quickly can we receive the funds?
This is a reimbursement-based award and therefore you will receive reimbursement once you submit an invoice for your expenses and it is approved.

Application and Application Process:

- When is the application deadline?
Applications are due by 5 pm on May 15, 2019.
- What if I submit my application and then need to change or fix something?
Let Cheryl Ladota, program manager, know and she will be able to assist you.
- What if I have more than one project that is eligible for funding?
Submit an application for each and the committee will consider each on its own merits.
- What if I make a mistake but don't realize it until after the due date?
Let Cheryl know and she will discuss the situation with you.
- What if I need help?
Contact Cheryl, she is happy to help anyone with their questions.
- Should I apply if I'm not ready to start my project?
No, it is always a good idea to coordinate with Cheryl to determine if you can make quick use of the funds after receiving an award. Remember, there's always next year!

Award:

- Is there a minimum/maximum amount of dollars that can be requested?
The minimum is \$20,000 and the maximum is \$80,000. Larger awards will be considered but contact Cheryl before submitting your application.
- Can I change the details of the project scope once the grant is awarded?
In some cases, a project scope change will be considered. Contact Cheryl immediately for guidance.
- What if I need to change a budget line item or match item?
You will need to submit an MOU amendment request for consideration by MDOT SHA.
- What happens if I am awarded less than I requested?
The specific award details will be included in the award letter.
- What do I do if only certain items were awarded?
If you have questions after receiving your award letter, contact Cheryl.

- Can I schedule a debrief call if my request is denied?
Of course, contact Cheryl to schedule a call.
- What if I don't agree with the award or no longer need/want the funds?
Submit a formal letter declining or returning the award.
- What if I want to reduce my award?
Contact Cheryl to discuss the situation.
- How long do I have to complete the project?
The project must be underway within one year of award and completed within three years of award.

Projects:

- When can I start my project?
Once you receive the award letter, you may begin the MOU and NEPA environmental certification process, but no other work may commence.
- What is right-of-way verification and certification?
MDOT SHA must receive a formal letter from the landowner affirming permission to complete the project and identifying who will be responsible for ongoing maintenance.
- What if I need to modify my project scope?
An MOU amendment request must be submitted for MDOT SHA consideration. In some cases, if the scope change is significant, a sponsor may be asked to re-apply for a new grant.
- What if I need to make budget line item or match item changes?
An MOU amendment request must be submitted for MDOT SHA consideration.
- What if I need more time to complete my project?
An MOU extension request must be submitted for MDOT SHA consideration.
- What if I finish my project scope under budget?
In most cases, the remaining funds will be redistributed to the program.
- Do you come out to visit and check on progress and completion?
Project inspections are completed throughout the project, including prior to final reimbursement.

Match:

- Does MDOT SHA provide the required match using state funding since the programs provide federal funding?
All matching funds are the responsibility of the sponsor. The match can be in-kind or cash.
- Can design or land purchase be used as match for projects?
The design/development work or acquisition must have been completed with 18 months prior to MOU execution date.