



# Dane County PARC & Ride Grant Program

The PARC & Ride Grant Program provides matching funds to develop new regional bicycle playgrounds or regional bicycle/pedestrian trails that are identified in the Dane County Parks and Open Space Plan or Bike Dane Initiative. The 2023 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
- 501(3)(c) non-profit organization
- 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 the project falls within that allows Dane County to exercise its municipal park powers.

## What projects are eligible?

Grants will be awarded for eligible capital projects that include the following:

- Development of regional bicycle playgrounds that provide a unique experience and serve multiple population centers. A bicycle playground is designed with features to offer a variety of fun obstacles that safely build cycling confidence for kids.
- Development of trail linkages identified in the current adopted Dane County Parks & Open Space Plan or Bike Dane Initiative.
- Development of supporting facilities that are part of a new trail or bicycle playground construction project (i.e. parking areas, kiosk, and wayfinding signage).

Eligible projects must be far along in the planning process evidenced by the following requirements to be considered for funding:

- Project is located on public lands, easements, or leased property that guarantee public access.
- All land holdings necessary for construction and public access 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 50 feet or greater. This will allow for maximum flexibility for future maintenance or improvements while also minimizing conflicts with adjacent land uses. Exceptions may be made to the trail easement width under special circumstances.

- Preliminary plans are complete and demonstrate the following:
  - ✓ Scope of project is feasible from a permitting, engineering and budget standpoint.
  - ✓ Bicycle wayfinding signage will be implemented as part of trail project and follows the guidelines outlined in the Dane County Bicycle Wayfinding Manual.
  - ✓ Trail development will meet the Dane County Parks regional trail standards for crushed limestone trails, paved trails, boardwalk, and bridges.
  - ✓ Trail 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.

### **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 2023 Dane County Budget includes up to \$500,000 for eligible projects. The standard grant amount may 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 **August 4th, 2023**. Staff will review and recommend 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
- Located near a low income neighborhood or housing area
- 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
- In the event that the grant program is oversubscribed, recipients of PARC & Ride Grants from the 2021-2022 grant cycle will be ranked lower than applicants who have not recently received funding.

## **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 trail 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 project, unless a

separate agreement such as a Memorandum of Understanding assigns those responsibilities to another party.

## **Application Instructions**

1. Contact Jeff Prey 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 **August 4th, 2023**:
  - PARC & Ride Grant Application Form
  - PARC & Ride Grant Narrative Form
  - PARC & Ride Grant Budget Form
  - Context map that shows the project location. If a trail project, the map should also show its connection to the regional trail system as shown in the Dane County Parks and Open Space Plan.
  - Site plan. Design & engineering plans and specifications should also be submitted if they are complete.
  - Authorizing resolutions

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

## **Questions?**

Contact Jeff Prey, Park Property Planner

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