



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.10.

7/23/2024

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### Subject:

Approval, Re: Florida Department of Environmental Protection TRAIL-GO Grant Application Submission and Execution of Grant Agreement (District 1)

### Fiscal Impact:

Maximum grant revenue not to exceed \$200,000. Local match up to \$50,000 to be met in the Parks and Recreation FY 24-25 budget.

### Dept/Office:

Parks and Recreation

### Requested Action:

It is requested that the Board:

- 1) Approve and authorize the Chair to sign the attached letter that authorizes the Parks and Recreation Director to submit the grant submission and that the Board approves this project;
- 2) Authorize the County Manager to approve and execute the grant agreement upon Risk Management and County Attorney approval;
- 3) Authorize the Parks and Recreation Director to sign future agreements, amendments, and modifications upon Risk Management and County Attorney approval; and
- 4) Authorize the County Manager to execute necessary budget change requests.

### Summary Explanation and Background:

The Florida Department of Environmental Protection created TRAIL-GO, a local Trail Management Grant Program. TRAIL-GO provides grants to local government entities to operate and maintain trails located within the Florida Greenways and Trails System. The Florida Greenways and Trail System is made up of existing and conceptual non-motorized trails that form a connected, integrated statewide trail network. Brevard County operates and maintains the portion of the trail from the Volusia / Brevard County line south to Titusville. The local match is from budgeted funds within the Parks and Recreation budget that will be expended on existing maintenance of the trail in Brevard County. The announced application period is August 1-31, and one of the measurements for grant award is the time and date the application is received. Therefore, staff is targeted August 1<sup>st</sup> for the submission of the application.

The grant funds may be used for:

- Purchase of equipment and capital assets.
- Funding of necessary repairs to ensure the safety of trail users.
- Other necessary maintenance, such as pressure washing, bush pruning, clearing debris mowing grass,

pruning vegetation along the trail, and managing invasive plants.

- Purchase and install benches, bike racks, picnic tables water fountains, and waste receptacles.

**Clerk to the Board Instructions:**

Please provide a copy of the Clerk to the Board memorandum and letter to Mary Ellen Donner, Parks and Recreation Director, [Maryellen.donner@brevardfl.gov](mailto:Maryellen.donner@brevardfl.gov) <<mailto:Maryellen.donner@brevardfl.gov>>; (321)633-2046.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

July 24, 2024

**M E M O R A N D U M**

**TO:** Mary Ellen Donner, Parks and Recreation Director

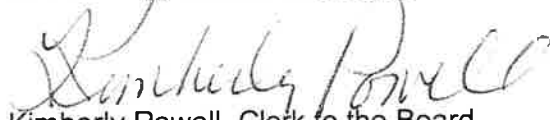
**RE:** Item F.10., Approval of Florida Department of Environmental Protection (FDOT) TRAIL-GO Grant Application Submission and Execution of Grant Agreement

The Board of County Commissioners, in regular session on July 23, 2024, approved and authorized the Chair to sign the Letter that authorizes you to submit the grant submission and that the Board approves the project; authorized the County Manager to approve and execute the Grant Agreement upon Risk Management and County Attorney approval; authorized you to sign future agreements, amendments, and modifications upon Risk Management and County Attorney approval; and authorized the County Manager to execute necessary Budget Change Requests (BCR). Enclosed is the Letter.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/tr

Encl. (1)

cc: County Manager  
County Attorney  
Finance  
Budget



## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

Rita Pritchett  
District 1

Tom Goodson  
District 2

John Tobia  
District 3

Rob Feltner  
District 4

Jason Steele, Chair  
District 5

July 23, 2024

Florida Department of Environmental Protection  
3900 Commonwealth Boulevard  
Tallahassee FL 32399-3000

RE: Brevard County Board of County Commissioners approval of Brevard County Parks and Recreation  
Application for Florida Department of Environmental Protection TRAIL-GO Grant

To the Office of Greenways and Trails,

Please be apprised that the Brevard County Board of County Commissioners approves and authorizes the  
Brevard County Parks and Recreation Department Director, Mary Ellen Donner, to submit the grant  
application and apply for funding for the Florida Department of Environmental Protection TRAIL-GO grant  
on behalf of Brevard County.

Respectfully,

Jason Steele, Chair  
Brevard County Board of County Commissioners



**Florida Department of Environmental Protection**  
**TRAIL-GO**  
**The Local Trail Management Grant**  
**Frequently Asked Questions**

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## Frequently Asked Questions

### WHAT IS TRAIL-GO AND HOW IS IT ADMINISTERED?

TRAIL-GO the Local Trail Management Grant is a competitive program which provides grants to local governmental entities for the operation and maintenance of **trails located within the Florida Greenways and Trails System (FGTS)**. A map of the FGTS is located [here](#). The Florida Department of Environmental Protection (DEP), Office of Greenways and Trails (OGT) administers TRAIL-GO.

### WHO MAY APPLY FOR TRAIL-GO FUNDS?

Local governments in the State of Florida

### WHO IS PRIORITY GIVEN TO?

DEP will evaluate the applications and will give **priority** to each of the following:

- A local government that provides cost share for the costs associated with the operation and maintenance of the trails (except for trails within fiscally constrained counties or rural areas of opportunity);
- Trails within fiscally constrained counties or rural areas of opportunity, and
- Trails within the Florida Wildlife Corridor.

### HOW DO I APPLY?

Applicants must submit a completed TRAIL-GO Grant Application during the announced submission period, **AUGUST 1 – 31, 2024**. The Department will announce the application submission period in the Florida Administrative Register prior to each cycle. Application period will be open for thirty (30) days or by the deadline in the announcement.

**TRAIL-GO Grant Applications must be submitted through DEP's Grantee Portal (Portal) at <https://fdep.force.com/grants/s/>.** The Portal will not accept any applications submitted after 5:00 p.m. EDT on August 31, 2024. Incomplete applications will not be considered. Applicant **must** upload proof from the local government that the person submitting the application has the authority to apply for funds on behalf of the county and a letter indicating that the local government approves of the project. For assistance using DEP's Grantee Portal, contact OGT staff via email or phone 850-245-2052.

Trail project **MUST** be located within the FGTS to be eligible. Failure by an applicant to submit an application by August 31, 2024, will result in the application being declared ineligible for funding consideration during the current funding cycle. **Applications will be awarded on a first come, first served basis, with priority being given to the above referenced categories.**

### WHAT IS THE FLORIDA GREENWAYS AND TRAILS SYSTEM? [Section 260.014, F.S.](#)

Florida Greenways and Trails System (FGTS) is the vision of a statewide system of connected greenways and trails. A map is located [here](#).

**WHAT IS THE FLORIDA WILDLIFE CORRIDOR? [Section 259.1055, F.S.](#)**

The Florida Wildlife Corridor means the conserved lands and opportunity areas defined as priority one, two, and three categories of the Florida Ecological Greenways Network. A map is located [here](#).

**WHAT IS THE RURAL AREA OF OPPORTUNITY? [Section 288.0656, F.S.](#)**

Rural Area of Opportunity (RAO), also known as Rural Economic Development Initiative (REDI), means a rural community, or a region composed of rural communities, designated by the Governor, which has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact. A map is located [here](#).

**WHAT IS THE MAXIMUM GRANT AMOUNT?**

The TRAIL-GO program receives \$4 million annually contingent upon legislative appropriation. Individual applications are limited to one project request in the request amount of \$200,000. Applicants may submit more than one project application during the submission period.

**WHAT CAN I USE TO MATCH A TRAIL-GO GRANT?**

Cash and In-kind Services.

**HOW ARE TRAIL-GO GRANTS AWARDED?**

OGT evaluates each eligible application and determines if they meet the requirements for priority level. Those given **priority** will be sorted by date and time of receipt and recommended for funding in that order. Those not meeting the **priority** requirements will be sorted by date and time of receipt and recommended for funding in that order, after the priority projects have been funded. Based on this evaluation, OGT will prepare and submit a recommendation to the Director of the Division of Recreation and Parks for funding consideration. An estimated timeframe for funding projects is located [here](#).

**DEP's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature. Should the project receive funding, the grantee will have until July 1, the start of the state's fiscal year, to complete the project.**

**WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR THE TRAIL-GO PROGRAM?**

A local government may only use grant funds for the operation and maintenance of trails, including, but not limited to, the purchase of equipment and capital assets; the funding of necessary repairs to ensure the safety of trail users; and other necessary maintenance, such as pressure washing, bush pruning, and clearing debris. **A local government may not use grant funds for the planning, design, or construction of trails.** A list of examples of eligible TRAIL-GO projects can be found [here](#). This list is not exhaustive and is offered only to provide examples.

If questions arise while preparing the application, contact the Office of Greenways and Trails staff via email: [Zachariah.Robinson@floridadep.gov](mailto:Zachariah.Robinson@floridadep.gov) or [Britney.Mulholland@FloridaDEP.gov](mailto:Britney.Mulholland@FloridaDEP.gov)

### **APPLICATION CHECKLIST**

Use this list to make sure that all applicable and all required documentation is included. The Portal will prompt you where to upload the documents.

<b>Application Item - If Applicable</b>	<b>Label as Exhibit</b>
Location map - Submit a detailed street, road or highway map precisely locating the trail site. This map will be used to verify inclusion in the Florida Greenways and Trails System and will be used to verify inclusion in the Florida Wildlife Corridor or Rural Area of Opportunity if noted in the application.	<b>A</b>
Photographs of the Trail - Submit full color photographs of the trail for all elements listed in your application that will be impacted by this funding. These baseline photos will be used to determine progress during the funding cycle and upon project completion.	<b>B</b>
Upload proof from the local government that the person submitting the application has the authority to apply for funds on behalf of the county and a letter indicating that the local government approves of the project.	<b>C</b>