Indiana Trail Planning and Implementation Workshop

Oppley
Institute for Parks and Public Lands
INDIANA UNIVERSITY

CENTER FOR
RURAL ENGAGEMENT

Indiana Trail Planning and Implementation Workshop

October 11, 2019
9:00 AM to 3:00 PM

Purpose

To convene community stakeholders for a practical workshop focused on navigating the trail development process, building coalitions of partners, and addressing the key aspects of planning and funding trail opportunities.

Outcomes

Following completion of the workshop, attendees will be able to:

- Describe the steps involved in the trail planning process
- Understand how and why coalitions for trail planning, development, and operations work best
- Identify the key requirements in trail planning, trail development, and required trail operations
- Recognize opportunities for funding, partnerships, and collaboration
- Use knowledge of local and regional trails benefits to overcome challenges in the trail development process

Agenda

TIME	CONTENT
9:00 am	**Welcome & Introductions**
9:20 am	**Benefits of Trails**
9:30 am	**Overview of Trail Planning, Development, and Operations Process**
9:40 am	**Step 1: Developing a Plan** Important considerations Tackling planning in your community
10:30 am	**Restroom Break and Walk**
10:50 am	**Step 2: Gaining Support** Building coalitions and identifying stakeholders Addressing common challenges
11:40 am	**Lunch**
12:10 pm	**Presentation: Success in Developing a Long-Distance Trail**
12:40 pm	**Step 3: Funding your Plan** • Strategies for funding • Opportunities for partnerships • Grant writing basics • Next Level Trails Grant overview
1:50 pm	**Restroom Break and Walk**
2:10 pm	**Regional Trail Planning**
2:35 pm	**Question & Answer with Trails Experts**
2:55 pm	**Wrap-up**

Workshop Presenters

Mitch Barloga is the Transportation Planning Manager/Active Transportation Planner for the Northwest Indiana Regional Planning Commission and has 23 years of public sector experience, including 17 years with two Metropolitan Planning Organizations. His primary focus in active transportation project programming and management. He is the author of five award-winning regional planning documents, leading to over $70 million of municipal quality of life investments.

Todd Blevins holds a Master of Public Administration (MPA) from Ball State University. He currently works for the Indiana Department of Natural Resources as a Grants Coordinator, helping manage over 50 outdoor recreation projects from the point of application to completion. Prior to this, he was the Assistant Town Manager for the Town of Yorktown, where he was involved in the development and expansion of the town's trail system.

Angie Pool has been with the Cardinal Greenway organization since 2008. She has served as CEO of the organization since 2014. Angie serves on two state boards: the Greenways Foundation of Indiana and the Department of Natural Resources Indiana Trails Advisory Board. She was recently awarded the Outstanding Trail Leader for Indiana at the 2019 International Trails Symposium held in Syracuse NY. During her leadership the Cardinal Greenway was designated a national Hall of Fame Trail in 2018 and most recently Indiana's Stakeholder Trail for the Great American Rail-Trail.

Steve Wolter serves as Executive Director of the Eppley Institute for Parks and Public Lands and National Center on Accessibility at Indiana University. Steve has led a number of trail planning, construction, and maintenance efforts in his career, and is known for his leading role in the Indiana Trails Studies in 2001 and 2017. These influential studies have provided Indiana state and local decision makers with valuable information on trail use preferences, health outcomes, and trail management issues that have led to expanded trail access, trail construction, and better understanding the economic impacts of trails in Indiana. Widely cited for his expertise around the public lands management, including the non-profit sector, Mr. Wolter also serves Indiana University as an Assistant Professor in the School of Public Health.

Gina Depper has a doctorate in Parks, Recreation, and Tourism Management and specializes in research and planning. She has worked on planning projects for several municipal agencies and understands the important facets of planning for people and resources. She also specializes in stakeholder engagement and developing participatory processes to ensure that the many viewpoints of a community are considered during the different stages of projects.

Layne Elliott is a Project Manager for the Eppley Institute for Parks and Public Lands at Indiana University. He has a Master of Science in Park and Public Land Management from the Indiana University School of Public Health. He was the Project Manager for the 2017 Indiana Trails Study, is the Assistant Director for the Great Lakes Park Training institute and has led numerous park master plan and park and recreation industry training courses, workshops, and programs.

BENEFITS OF TRAILS

From the 2017 Indiana Trails Study, we know the following benefits of trails:

1) Health

- More exercise
- Better sleep
- Better mood
- Less stress

2) Economic

- Spending- $3,564 per trail user per year
- Reduced health care spending
- Less spending on environment

3) Environmental

- Vehicle emissions reduction
- Wildlife habitat
- Flooding mitigation

Notes

TRAIL PLANNING, DEVELOPMENT AND OPERATIONS PROCESS

Steps in the Process:

1. Developing a Plan
2. Gaining Support
3. Funding Your Plan

Notes

Small Group Activity:

Choose a recorder, a timekeeper, and a spokesperson from the members of your group.

For 3 minutes, brainstorm the essential requirements for trail planning, development, and operations. The recorder will write your ideas on the flip charts. Your group's spokesperson will report back to the class.

Notes

STEP 1: DEVELOPING A PLAN

There are many important considerations when planning to build a trail.

- Type of trail (i.e., paved, gravel)
- Topography
- Policies
- Resources needed
- Stakeholders to include in the process

Notes

STEP 1: DEVELOPING A PLAN

Small Group Activity

Choose a recorder, a timekeeper, and a spokesperson from the members of your group.

For 5 minutes, brainstorm tasks in the planning, development, and operations processes, and any anticipated challenges. Also discuss ways to overcome challenges. The recorder will write your answers on the flipchart.

Your group spokesperson will report to the class.

Notes

Developing a Plan: Lessons from the Experts

Notes

STEP 2: GAINING SUPPORT

Benefits of Building Coalitions:

A coalition is a group formed to work together to achieve a common goal.

- Makes sure all stakeholder groups are represented, even those whose day-to-day goals are not aligned.
- Helps protect community identity. A diverse group can ensure the elements that make a place special for residents are preserved while also creating a rewarding experience for trial users.
- Ensures that resources are developed appropriately so as to not be overused, abused, or spoiled.

Best practice: Effective coalitions are vertical as well as horizontal. Don't just focus on organizational leaders. People at all levels of responsibility have perspectives and something to offer.

All of this ensures that trails continue to be vital public facilities.

Notes

STEP 2: GAINING SUPPORT

Identifying Key Stakeholders

- Trail users
- Residents
- Park boards
- Parks and recreation agency leadership and staff
- Governmental leaders and officials
- NGOs and non-profits
- Business leaders
- School officials
- Park and community foundation representatives
- Park partners and service groups (volunteers, friends groups, special interest groups, service clubs, etc.)

Who else in your community is a key stakeholder?

Notes

STEP 2: GAINING SUPPORT

Getting Stakeholders Involved

- **Interviews** are the deepest level of information gathering. They can be done individually or in charrette-style groups

- **Advisory Groups** provide a mechanism to allow local citizens to lead the planning process under the direction of park staff or outside consultants.

- **Public Meetings** provide the broadest level of access but must be scheduled at convenient times and in convenient places to maximize participation

- **Websites and interactive elements**: You can post your plans, maps, and work schedules on a website, public kiosk, or other places where they can be freely viewed and commented on.

Notes

STEP 2: GAINING SUPPORT

Likely challenges

- NIMBY (Not-in-My-Back-Yard)
- Safety and crime perceptions
- Cost
- Property values

Overcoming challenges

- Engagement and involvement in the process
- Safety and property value statistics: Crime is almost always lower than perceived, and property values almost always increase with the presence of a trail
- Economic data: trails more than pay for themselves

Notes

STEP 2: GAINING SUPPORT

Small Group Activity

Choose a recorder, a timekeeper, and a spokesperson from the members of your group.

For 5 minutes, brainstorm who key stakeholders in the trail planning process might be and any anticipated challenges to gaining their support. The recorder will write your answers on the flipchart.

Discuss ways to overcome challenges to gaining support. Your group spokesperson will report to the class.

Notes

Gaining Support: Lessons from the Experts

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STEP 3: FUNDING YOUR PLAN

Strategies for Funding

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STEP 3: FUNDING YOUR PLAN

Partnerships and Collaborations

By teaming up, parks agencies and for-profit or nonprofit organizations can help communities do a better job of meeting citizens' demands for more and better trails, parks, and parks programming.

- How to work with a partner
- MOUs and other agreements

Notes

STEP 3: FUNDING YOUR PLAN

Grant Writing Basics

- Organization/agency description and mission
  - Purpose and vision of your organization
  - Mission and vision alignment with grant
  - Examples of past work similar to the proposed project
  - Organization's capability to successfully complete grant
- Project summary/description
  - Provide specifics on the scope of the project
  - Describe the context for initiating the project
  - Describe the site in which the project will take place
  - Unique aspects of the project
- Project goals
  - Identify 3-5 SMART (Specific, Measurable, Achievable, Realistic, Time-specific) goals
- Project benefits
  - Positive benefits of this project for the community

Notes

STEP 3: FUNDING YOUR PLAN

Small Group Activity

Choose a recorder, a timekeeper, and a spokesperson from the members of your group.

Your group will be assigned a section of a grant application to review. What is done well in your section and what could use improvement? Is there anything missing? The recorder will write down your group's feedback. Your spokesperson will report back to the class.

Notes

STEP 3: FUNDING YOUR PLAN

What is the NLT program?

- $90 Million, two paths
- Grant rounds
    - First Round was awarded in May
    - Second Round opened October 1 and will close November 1.
    - Third Round will be in 2020

Notes

Eligibility

- Applicants
- Projects and Costs

Notes

Second Round Details and Changes

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NextLevel TRAILS

NLT APPLICATION CHECKLIST

This checklist is the outline for organizing your application. See the Program Guidelines for additional information. Please indicate "Y" for yes, "N" for no, or "N/A" for not applicable on each blank. Each "no" response must be justified via a written explanation in the application packet. Original signatures are required on all documents requiring signatures unless otherwise noted.

An electronic copy of the application packet, including this Checklist, is required. The application packet should follow the order of the Application Checklist and should provide page numbers for reference.

PART A–ALL PROJECTS

☐ **1.** Application Form. One Application Form signed by an authorized representative of the applicant (*see Attachment 1*). Complete all pertinent sections per the form instructions. Costs should add up to the total project (including match).

☐ **2.** Cost Breakdown. One detailed cost breakdown for the project showing the estimated cost of all acquisition and/or development (*see Attachment 2*). Identify any previously incurred costs or donations related to the project that may be eligible as match.

☐ **3.** Match Documentation. Provide documentation for each source of match, including any match that exceeds the minimum 20% requirement. See the Program Guidelines for more detail.

☐ **4.** Project Narrative. The project narrative should include:

- ☐ **a.** Detailed description of the project. Include acreages for existing property and any acquisition. Mention all appropriate trail features/amenities the grant will cover and include the trail-surface type (concrete or asphalt pavement, ADA compliant crushed stone with dusty fines, or natural surface for hiking/mountain bike/equestrian use), trail uses, length and width. If a trail upgrade project (e.g., renovating natural or stone surface to asphalt or concrete) provide the pertinent details, including width. Describe how the project will comply with the Americans with Disabilities Act of 1990 and the best available guidance to promote access for users with disabilities (where applicable).
- ☐ **b.** Timeline for the project. Provide a timeline for the complete project from start to finish, including the month and year of expected completion. Note that NLT projects are expected to be completed within 4 years of the effective date of the grant contract with DNR. Indicate when any previously completed work (acquisition, environmental/archaeological clearance, and/or design) was completed and provide pertinent documentation.
- ☐ **c.** Does the project provide connections to existing local trails or between other jurisdictions and/or is it on or part of the State Visionary System? Describe connections per the program objectives and indicate these on the site/conceptual map (below).
- ☐ **d.** Describe any financial partnerships in the project. Provide commitment letters that describe the financial value of the contribution by the partner(s) (e.g., monetary contributions, donations of time/service or equipment/materials, land, etc.).
- ☐ **e.** Environmental, Historical, Archaeological and Architectural clearance and permits. Identify any significant natural areas at or near the project site. Describe the potential resource impacts and any clearances or permits anticipated or required. If already completed, please provide documentation. Provide the DNR Early Coordination letter.

☐ **5.** Site/Conceptual Map. One overall site map showing project boundaries within the local area/municipality, significant natural areas, existing and proposed facilities, property lines, streets, etc., and drawn to scale. Be sure to include all project details such as trail location, location of other amenities, connections to other trails, labeled environmental resources, etc. (see Program Guidelines for more information).

☐ **6.** Photographs. (see Program Guidelines)

☐ **7.** Design and Engineering Plans (if completed). Provide detailed plans for review to ensure safety, accessibility, and sustainability.

☐ **8.** Regional/Comprehensive Plan (see Program Guidelines).

☐ **9.** Summary Management and Maintenance Plan. Provide a description and list any funds planned for the management and maintenance of the trail and amenities (no more than 1 page).

☐ **10.** Jurisdictional Approval Letter, and additional letters of support (if applicable). (see Program Guidelines).

☐ **11.** Project Contact List (see Program Guidelines).

☐ **12.** Current easement(s). One copy each of existing easements that cross the property to be developed, such as utility lines, roads, access drives, etc.

☐ **13.** Current deed(s). Include one copy of the deed for each property to be developed.

PART B–LAND VALUE AND ACQUISITION

☐ **14.** Parcel Map/Table (*see Attachment 3*). Include all easements/rights-of-way/covenants and ownership as well as any land acquisition (including acreages and/or linear footage and width).

☐ **15.** Evidence of Value for each acquisition (or full appraisal, if available).

☐ **16.** Letters of Intent.

PART C–OTHER ITEMS (ALL APPLICANTS)

☐ **17.** Submitted W-9 to *DNRVendorForms@dnr.IN.gov.*

☐ **18.** Submitted Direct Deposit Form to *DNRVendorForms@dnr.IN.gov.*

☐ **19.** Documentation showing applicant is in State Bidder Registration system.

☐ **20.** If applicant is 501 (c)(3) organization, must provide verification of non-profit status.

How to Apply or Re-Apply

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Projects with Land Acquisition

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Other Required Items

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Evaluation Criteria

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Resources

Notes

Funding Your Plan: Lessons from the Experts

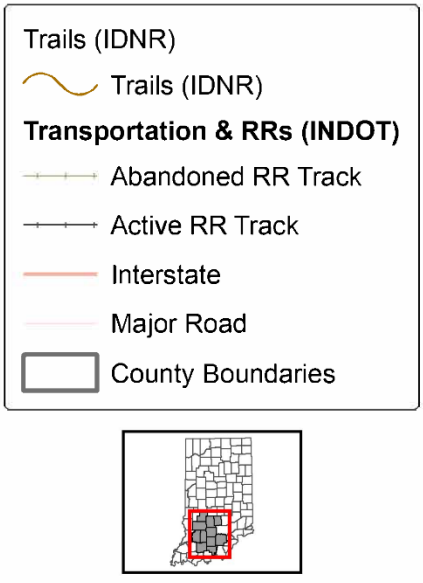
Notes

REGIONAL TRAIL PLANNING

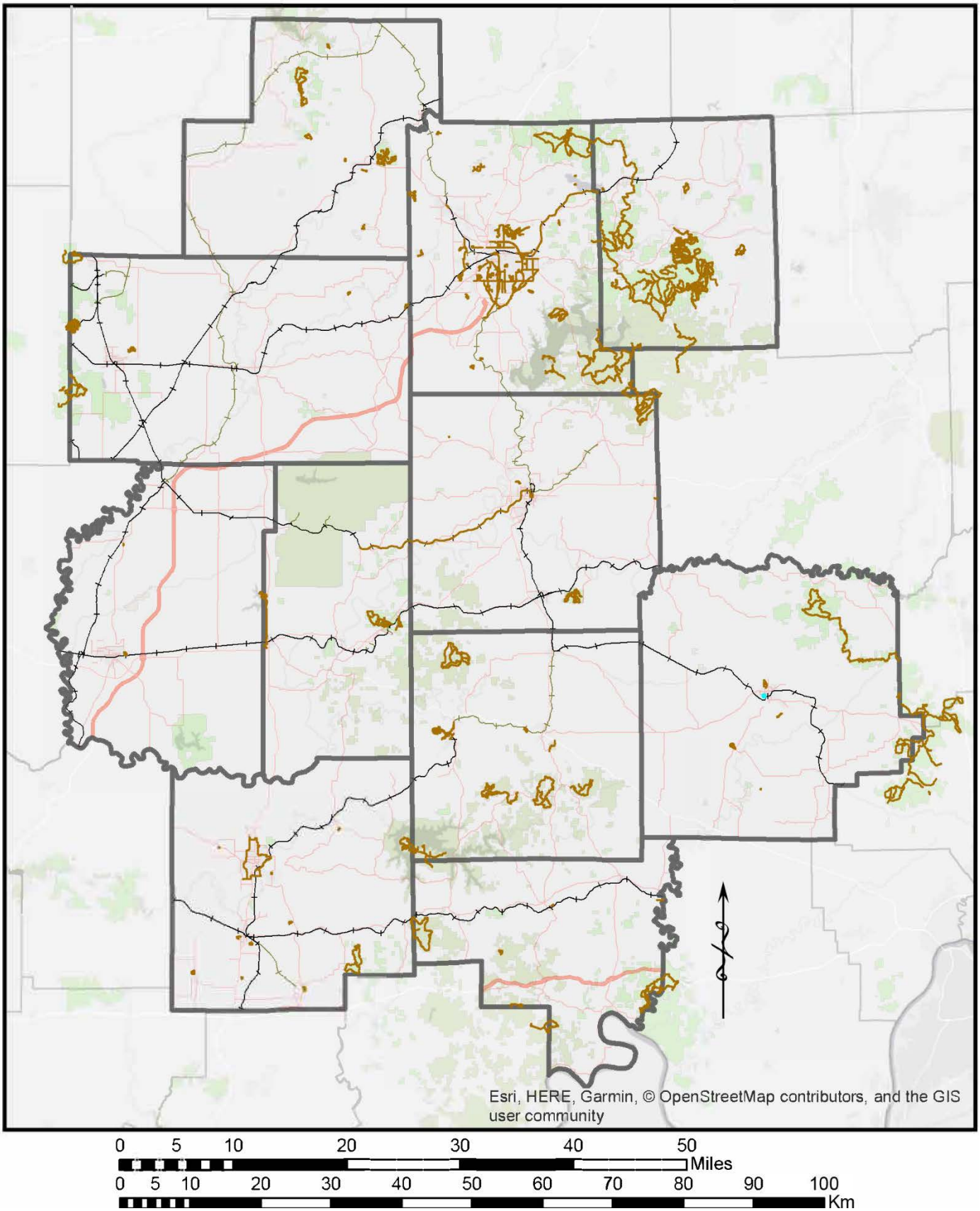
Activity

Mark sections on the map where you have trails projects. Discuss opportunities for regional development.

Trails and Railroads of Eleven Counties



The data layers displayed in this map were downloaded from https://maps.indiana.edu/layerGallery.html; reselected and clipped to the 11 counties of interest.
Map created on March 18, 2019 on behalf of the Center for Rural Engagement by B. de Leon of Indiana University, Bloomington.
For more information about these data or this map, contact spatial@indiana.edu.


Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community
0 5 10 20 30 40 50
Miles
0 5 10 20 30 40 50 60 70 80 90 100
Km

REGIONAL TRAILS PLANNING

Advantages of regional trails planning:

- Coordinate longer distance trails projects and networks
- Share information and resources
  - Funding
  - Trail Management
  - Promotions
- Pool resources and expertise for long-range planning efforts

How does it work? How do we get started?

Notes

TRAIL EXPERTS PANEL

Notes

USEFUL RESOURCES

Share any useful resources that you know of with the group. Use the Notes area to jot down any other resources that you can use.

Next Level Trails: https://www.in.gov/dnr/outdoor/9800.htm

Land and Water Conservation Fund: https://www.in.gov/dnr/outdoor/4071.htm

Recreational Trails Program: https://www.in.gov/dnr/outdoor/4101.htm

Rails-to-Trails: https://www.railstotrails.org/

Greenways Foundation: https://www.greenwaysfoundation.org/

Northwest Indiana Regional Planning Commission: https://www.nirpc.org

Cardinal Greenways: https://cardinalgreenways.org/

Notes