

North Carolina Division of Parks and Recreation

# NC Trails Program

## Introduction to the Grant Management System (GMS) & Application Instructions



NC DEPARTMENT  
OF NATURAL AND  
CULTURAL RESOURCES

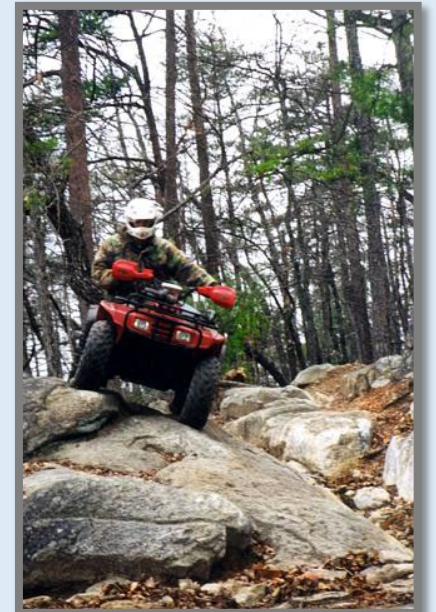


U.S. Department of Transportation  
**Federal Highway Administration**



# What's included in this guide

- Introduction to GMS (Grant Management System)
- How to register and gain access
- GMS and Grant Cycle Timeline
- Submitting your application



# What is GMS?

- Online Grants Management System – Takes you from application to final payment
- Fourth year for NC RTP Program
- Created by DOT – In use by many agencies
- Auditable – All entries and changes are logged
- Integrated with the State's payment system



# Access to the GMS:

Note: Before getting access to the GMS, your agency must be registered in the NC Accounting System (NCAS). Please submit your GMS access form.

All forms located at this link:

<https://trails.nc.gov/trail-grants/apply-grant>

## Required Information for GMS Access Authorization Form

Billing Address

Federal Tax ID #

8-digit code you will remember

## If you need to be Added to NCAS

W-9 Form

Electronic Funds Transfer Form (optional but recommended)

**Be sure to record and store your 8-digit code. You will need this for resetting a locked account or password**

Registered GMS users remain in our system. Please notify our Grants Manager of any staff changes so we can keep our system up to date and ensure your organization will retain access through the life of your grant.

**GMS ACCESS AUTHORIZATION FORM**

Please complete the User ID Information section below. Each organization is allowed up to 3 authorized users. A separate form is required for each. Once you have completed the form, please return it to the RTP Grants Administrator at [talivia.brodie@ncparks.gov](mailto:talivia.brodie@ncparks.gov). Once the authorization is processed, you will receive an e-mail from NCDOT IT SAP Support Services containing your User ID and temporary password.

**User ID Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

8-digit number code: \_\_\_\_\_

The 8-digit number code is a "unique yet easy for you to remember" sequence of random numbers you generate. It will be used as part of the temporary password for the online GMS. You will also need to provide this code if you require assistance from the NC DOT Support Services Help Desk.

I certify the information above is accurate and that the Agency named above has appointed me as an authorized user.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**This section to be completed by RTP Staff.**

Partner ID: \_\_\_\_\_ Vendor #: \_\_\_\_\_ Group #: \_\_\_\_\_

Level of Access and Approval: *Administrator Reviewer Approver Applicant*

RTP Grants Administrator: Talivia Brodie, RTP Grants Manager Date: \_\_\_\_\_  
[talivia.brodie@ncparks.gov](mailto:talivia.brodie@ncparks.gov)  
919-707-9320

GMS Authorization Form  
Rev 1\_March 22, 2017





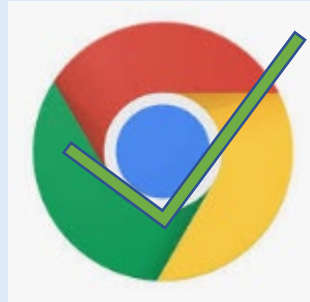
# Critical Information on using GMS!

- The only programs that can be used with the GMS are **Microsoft Edge** and **Google Chrome**! **This is vital.**
- Using another program may result in errors, incomplete applications being submitted and other possible complications.

Chrome

MS Edge

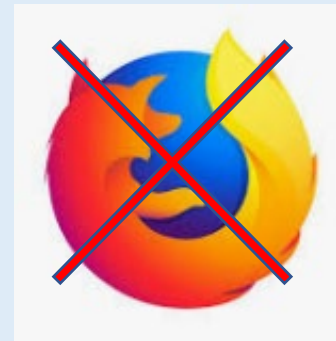
Use **ONLY**  
Chrome or Edge



**Not** Internet Explorer

**Not** Safari or Mac Product

**Not** Firefox



# What is the Application Process?

- In 2020 we changed our application process. Previously the application was split into a pre-app and final-app, consisting of different components of the application.
- Our process now opens the full application for applicants to submit in its entirety. An early review submission (date varies year to year) allows applicants to submit the full application for Trails Program review. This is strongly recommended so we can provide feedback on your project, helping you strengthen your final application.
- The final application should include all required information and attachments, incorporating edits and changes as recommended by our program staff in the early review.

The screenshot shows a web browser window titled "Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge". The URL is "https://pcr.ebs.nc.gov/grants(bD1IbZjPTYwMCZkPW1pbG==)/default.htm". The page header includes the North Carolina State Parks logo, the text "North Carolina Trails Program", and a welcome message "Welcome Ben Rippe". Below the header, there is a "Grants Home" section with a "Recent Items" list. The main content area is titled "North Carolina Division of Parks & Recreation" and "Recreational Trails Program Grant Application". A red box highlights the "Applicant Info" tab, which is currently selected. Below the tabs, there is a "Basic Information" section with various input fields. At the bottom, there are buttons for "Check", "Save", and "Continue Application".

North Carolina Trails Program

Welcome Ben Rippe

Save Searches Go Advanced

Edit Application - 1000015503 Back

Grants Home

Recent Items

- 1000009382 Hangi...
- 1000009896 Morro...
- 1000009424 DNCR...
- 1000009387 Overm...
- 1000009252 DNCR...

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info Trail Project Environmental Project Details Funding Checklist

Scoring

Basic Information

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type	
First Name *		Last Name *	
Mailing Address *	4605 MSC Raleigh, NC 27699	Contact Title	
Phone Number *		E-mail Address *	
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID
			56-6062189

Check Save Continue Application →



# RTP Grant Cycle

Specific application dates vary from year to year. The current years dates can be found at the bottom of our “apply for grants” page [here](#)



*Example of dates for the 2023 cycle. Refer to our website for the most current dates.*





# Safety & Education Grant Cycle

Safety and Education Applications should be submitted by email using an Adobe pdf form. Please email the S&E Application to the email address listed on the application.

Follow this link to access the S&E Application:

[Safety & Education Grant Application](#)

RTP Safety and Education grant applications are reviewed twice a year. Grant applications are due 2 weeks prior to the spring and fall NCTC meetings.

The current years dates can be found at the bottom of our “apply for grants” page [here](#)





# Consult with your Regional Trails Specialist

## We are here to help!

**Amanda Smithson**  
Mountain Region Trails Specialist

9872 Hwy 105 South Suite #6  
Banner Elk, NC 28604  
Phone: 828-713-5487 (cell)

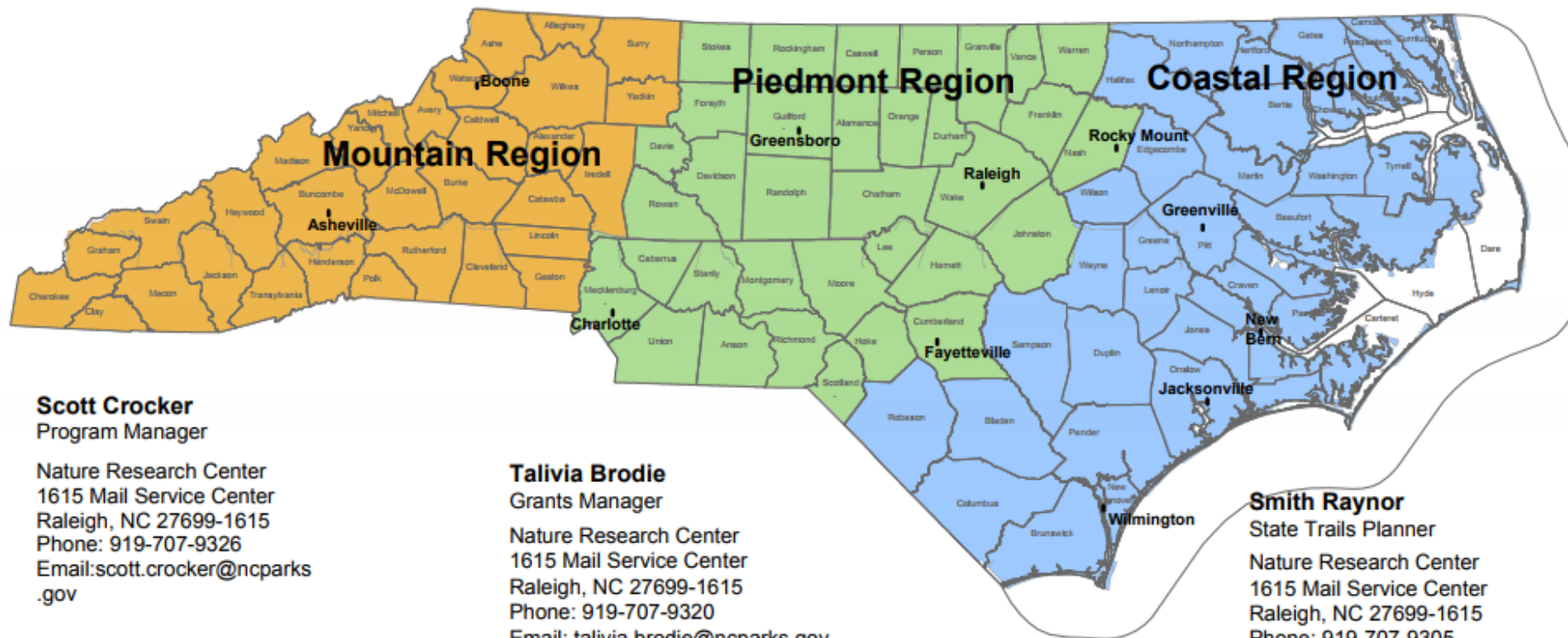
Email: [amanda.smithson@ncparks.gov](mailto:amanda.smithson@ncparks.gov)

**Ben Rippe**  
Piedmont Region Trails Specialist

Nature Research Center  
Raleigh NC 27699-1615  
Phone: 919-707-9367  
Email: [ben.rippe@ncparks.gov](mailto:ben.rippe@ncparks.gov)

**Bob Taber**  
Coastal Region Trails Specialist

240 Park Entrance Rd.  
Seven Springs, NC 28578-8968  
Phone: 919-600-0094  
E-mail: [robert.taber@ncparks.gov](mailto:robert.taber@ncparks.gov)



**Scott Crocker**  
Program Manager

Nature Research Center  
1615 Mail Service Center  
Raleigh, NC 27699-1615  
Phone: 919-707-9326  
Email: [scott.crocker@ncparks.gov](mailto:scott.crocker@ncparks.gov)

**Talivia Brodie**  
Grants Manager  
Nature Research Center  
1615 Mail Service Center  
Raleigh, NC 27699-1615  
Phone: 919-707-9320  
Email: [talivia.brodie@ncparks.gov](mailto:talivia.brodie@ncparks.gov)

**Smith Raynor**  
State Trails Planner  
Nature Research Center  
1615 Mail Service Center  
Raleigh, NC 27699-1615  
Phone: 919-707-9305  
E-mail: [smith.raynor@ncparks.gov](mailto:smith.raynor@ncparks.gov)



Log-in using your User and Password from the GMS Authorization Form.



User \*  
  
Password \*  
  
Passwords are case sensitive

Select DNCR Grants Tile

#### Partner Applications

DNCR Grants



#### Help

Portal FAQ



Portal Tutorials



My Profile



A new window will open and you will have access to the GMS

https://qcr.ebs.nc.gov/ - Home - [SAP] - Internet Explorer

**North Carolina Trails Program** Welcome 2RWILSON1

Saved Searches  Go Advanced

Home

**Grants Home**

**Recent Items**

- 1000005755 David...
- 1000005756 TOW...
- 1000005747 New...
- TOWN OF LAURE...
- 1000005738 New...

**Grant Processes**

- Create New Application
- Edit Existing Application
- View Application & Attachments
- View Contracts
- New Reimbursement Req.
- Review Reimbursement Req.
- Edit Reimbursement Req.
- Submit Change Request
- Edit Change Request

**Forms & Information**

- NC Parks Website
- Recreational Trails Program
- Help Document

105%



The following slides will take you through navigating the GMS.

Recent Items are listed on the left.

Grant Process options

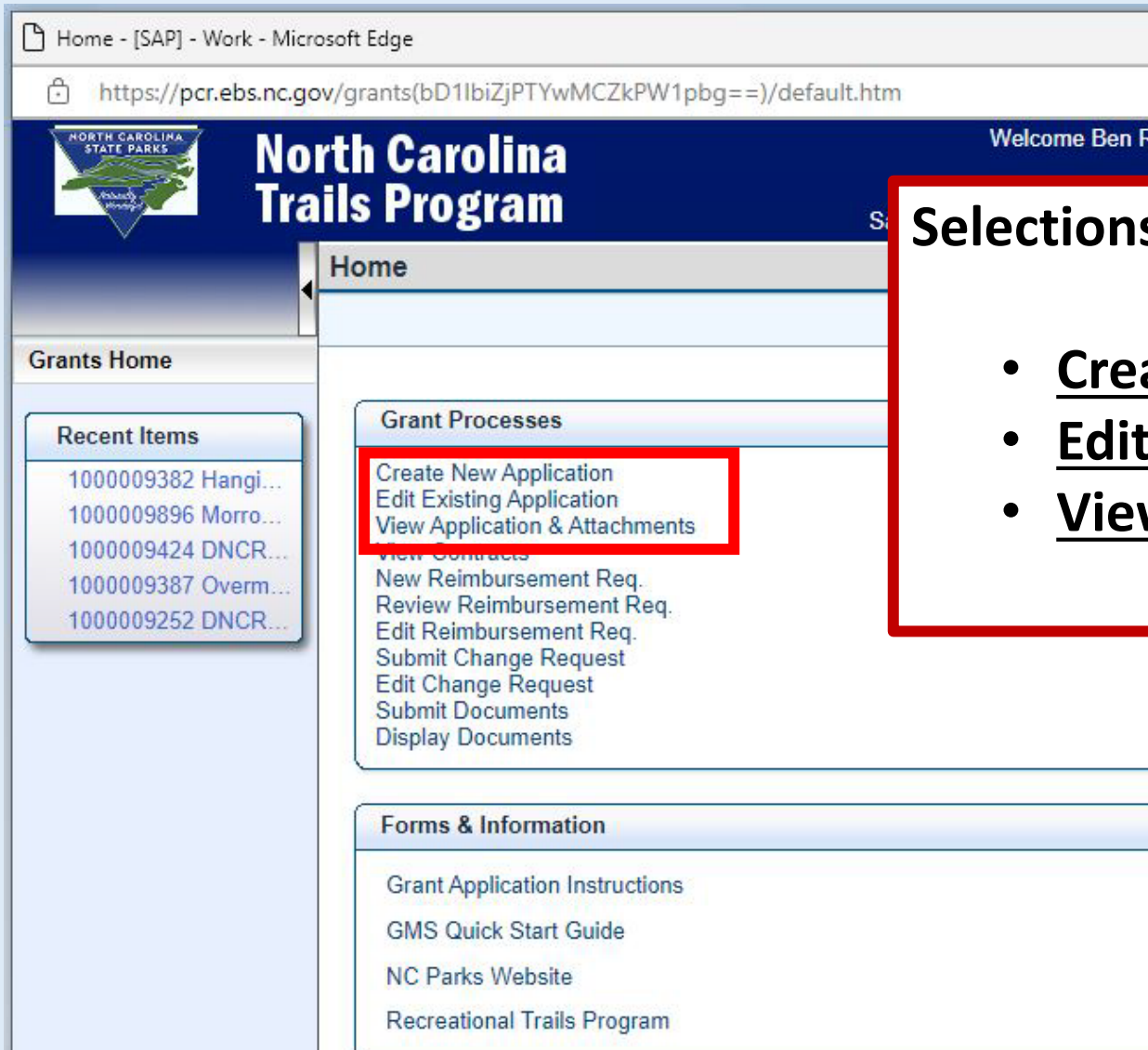
- First three options are all you will use during the application phase

Forms and Information Links

The screenshot shows a web browser window with the address bar displaying "https://qcr.ebs.nc.gov/ - Home - [SAP] - Internet Explorer". The page title is "North Carolina Trails Program". The user is logged in as "2RWILSON1". The interface includes a "Grants Home" sidebar with a "Recent Items" list containing five entries: "1000005755 David...", "1000005756 TOW...", "1000005747 New...", "TOWN OF LAURE...", and "1000005738 New...". The main content area has a "Home" tab and two panels: "Grant Processes" and "Forms & Information". The "Grant Processes" panel lists: "Create New Application", "Edit Existing Application", "View Application & Attachments", "View Contracts", "New Reimbursement Req.", "Review Reimbursement Req.", "Edit Reimbursement Req.", "Submit Change Request", and "Edit Change Request". The "Forms & Information" panel lists: "NC Parks Website", "Recreational Trails Program", and "Help Document". The bottom right corner shows a zoom level of 105%.



# Creating and Submitting your application



## Selections for New Applications:


- Create New Application
- Edit Existing Application
- View Application & Attachments









Home - [SAP] - Work - Microsoft Edge


https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe


Saved Searches ▾  Go Advanced  

Home  

Grants Home

**Grant Processes** 

- Create New Application**
- Edit Existing Application
- View Application & Attachments
- View Contracts
- New Reimbursement Req.
- Review Reimbursement Req.
- Edit Reimbursement Req.
- Submit Change Request
- Edit Change Request
- Submit Documents
- Display Documents

**Forms & Information** 


- Grant Application Instructions
- GMS Quick Start Guide
- NC Parks Website
- Recreational Trails Program



Select "Create New Application" to begin the process







Search: Grantor Applications - [SAP] - Work - Microsoft Edge



https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm



 **North Carolina Trails Program** Welcome Ben Rippe

Saved Searches  Go Advanced  


Search: Grantor Applications  Back 

Project Number  is   

Application ID  is   

Program ID  is   

Maximum Number of Results: 100

Filter:  

Pre-Agreement Request ID	Description	Program ID	Status
No result found			

Click "Search" to pull up all application options



Search





Select the "2023\_RTP"  
application.



https://qcr.ebs.nc.gov/ - Search: Application Form - [SAP] - Internet Explorer

**North Carolina Trails Program** Welcome 2RWILSON1

Saved Searches  Go Advanced  

Search: Application Form  Back 




**Search Criteria** [Hide Search Fields](#)

Program ID  is   

Maximum Number of Results: 9,999

Save Search As:  ☐ Include View

**Result List**


Filter:    



Application Form	Program ID
DNCR - RTP Parks Application	2023_RTP





Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe


Saved Searches  Go Advanced  

Edit Application - 1000015503  Back 


Grants Home

**Recent Items**

- 1000009382 Hangi...
- 1000009896 Morro...
- 1000009424 DNCR...
- 1000009387 Overm...
- 1000009252 DNCR...

 **North Carolina Division of Parks & Recreation**  
Recreational Trails Program  
Grant Application

[www.ncparks.gov](http://www.ncparks.gov)

**Applicant Info** Trail Project Environmental Project Details Funding Checklist Scoring 

**Basic Information**

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>		
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
E-mail Address *		<input type="text"/>	
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID
			56-6062189


The blank application will open and should have some of your organization information already filled out.









Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe


Saved Searches  Go Advanced  

Edit Application - 1000015503  Back 


Home

Recent Items

- 0009382 Hangi...
- 0009896 Morro...
- 0009424 DNCR...
- 0009387 Overm...
- 0009252 DNCR...

 **North Carolina Division of Parks & Recreation**  
Recreational Trails Program  
Grant Application

**Applicant Info** Trail Project Environmental Project Details Funding Checklist

Scoring 

**Basic Information**

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>		
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
E-mail Address *		<input type="text"/>	
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID
			56-6062189

Fill out the application with all required information (\*) using the proper formatting.

Select "Continue Application" to move to the next step.







Additionally, you can click on each tab to navigate between sections of the application.

Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome Ben Rippe


Saved Searches  Go Advanced  

Edit Application - 1000015503  Back 


Grants Home

Recent Items

- 1000009382 Hangi...
- 1000009896 Morro...
- 1000009424 DNCR...
- 1000009387 Overm...
- 1000009252 DNCR...

  
www.ncparks.gov

North Carolina Division of Parks & Recreation  
Recreational Trails Program  
Grant Application

**Applicant Info** Trail Project Environmental Project Details Funding Checklist Scoring 

**Basic Information**

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>		
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
E-mail Address *		<input type="text"/>	
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID
			56-6062189





# North Carolina Trails Program

Welcome Ben Rippe

Saved Searches ▾

Go

Advanced



Edit Application - 1000015503

Back ▾



## Grants Home

### Recent Items

1000009382 Hangi...  
1000009896 Morro...  
1000009424 DPCR...  
1000009387 Overm...  
1000009252 DPCR...

[www.ncparks.gov](http://www.ncparks.gov)

## North Carolina Division of Parks & Recreation

### Recreational Trails Program

### Grant Application

**Applicant Info** Trail Project Environmental Project Details Funding Checklist

Scoring



#### Basic Information

Sponsoring Agency/Organization Name	DPCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>	Contact Title	<input type="text"/>
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
		E-mail Address *	<input type="text"/>
Has the agency/organization received an RTP Grant in the past?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID	56-6062189

Check

Save

Continue Application ⇒⇒





# North Carolina Trails Program

Welcome Ben Rippe

Saved Searches ▾

Go

Advanced



Back ▾

## Grants Home

## Recent Items

1000009382 Hangi...  
1000009896 Morro...  
1000009424 DNCR...  
1000009387 Overm...  
1000009252 DNCR...

Edit Application - 1000015503



## North Carolina Division of Parks & Recreation

### Recreational Trails Program

### Grant Application

Applicant Info **Trail Project** Environmental Project Details Funding Checklist Scoring

#### Acknowledgement

I have read the GMS Quick Start Guide and the Grant Application Instructions located in the Forms & Information section in GMS. I understand that these documents contain important information about navigating GMS and specific instructions on how to upload attachments, submit an Application, etc. I also understand that failure to follow the instructions provided will negatively impact the score of my project. \*

☐

I have consulted with my Regional Trails Specialist and we have discussed my project prior to submission of this application.

☐

#### TRAIL PROJECT INFORMATION

The Division of Parks and Recreation, the NC Trails Program, & the North Carolina Trails Committee value trail projects that are legal, safe, and managed, which provide connectivity, legal public access and parking. Please contact our Trails Program Staff, if you have any questions.

1. Name of Trail Project \*

DPR Example Project GMS 2023 Cycle

2. Briefly describe the project that will be constructed at the completion of this grant \*

(please limit description to 1-2 short sentences of 150 characters or less)

(example: 8 miles of single track, natural surface, bike/hike trail and a 20 space parking lot/trailhead)

3. Project Classification \*

(Applies to project deliverable(s) that will be paid for with RTP funding only.)

New Trail/Greenway Construction ▾

4. Recreational Trails Program category is

(User categories are applicable for Informational Trail Head/Directional Markers & Purchase of Tools/Equipment.)\*

Diverse-use: Natural Surface Or Paddle Trail ▾







# North Carolina Trails Program

Welcome Ben Rippe

Saved Searches ▾

Go

Advanced



Back ▾

## Grants Home

### Recent Items

1000009382 Hangi...  
1000009896 Morro...  
1000009424 DNCR...  
1000009387 Overm...  
1000009252 DNCR...

Edit Application - 1000015503



www.ncparks.gov

## North Carolina Division of Parks & Recreation

### Recreational Trails Program

#### Grant Application

Applicant Info Trail Project **Environmental** Project Details Funding Checklist Scoring

### Environmental Review

#### Environmental Assessment:

1. Does the project have the potential for significant adverse effects on wetlands; surface waters: rivers, streams, or estuaries; State Park lands; Game Lands; prime agricultural or forest lands; or areas of Local, State, or Federally recognized scenic, recreational, archaeological, ecological, scientific research, or historical value, including secondary impacts; or would threaten a species identified on the Department of Interior's or the State's threatened and endangered species list? \* [Info](#)

The development of an environmental assessment and submittal to the "North Carolina State Clearinghouse" may be required if the following conditions are true: \*

2. Does the project exceed \$10 million of State Funds? \*

3. Does the project result in the disturbance or change of 10 or more acres? \*

#### Cultural Resource Review:

All projects must be submitted to Cultural Resources for review if funded.

4. Does the project impact any mapped cultural resources? \*

\* If unknown, please use the Data Explorer to see if there are impacts to cultural resources for review if funded.

#### CAMA Review:

5. Is the project located in one of the 20 CAMA Counties of North Carolina? \*

6. Does the project potentially affect an Area of Environmental Concern? \* (Example: Coastal Wetlands, Coastal Shoreline, Inlet, or Marsh.)

#### USACE (404) & DWR (401) Review:

7. Does the project impact surface waters (streams, rivers, ponds, lakes, etc.) or wetlands? \* (Example: Coastal Wetlands, Coastal Shoreline, Inlet, or Marsh.)

8. Is the project located in one of DWRs "Buffer Basins/Watersheds"? \* (Catawba, Goose Creek, Jordan Lake, Neuse, Randleman, Tar-Pamlico)



Navigating within the sections of the application is done using the window sliders on the right of the window.

In some cases, if you maximize the window size you may eliminate the double slider.

New Application Form - [SA] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Ben Rippe

North Carolina Trails Program

Saved Searches [ ] Go Advanced [ ] [ ]

New Application Form [ ] Back [ ]

Grants Home

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

www.ncparks.gov

Applicant Info **Trail Project** Environmental Project Details Funding Checklist Scoring [ ]

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I have consulted with my Regional Trails Specialist and we have discussed my project prior to submission of this application.

**TRAIL PROJECT INFORMATION**

The Division of Parks and Recreation, the NC Trails Program, & the North Carolina Trails Committee value trail projects that are legal, safe, and managed, which provide connectivity, legal public access and parking. Please contact our [Trails Program Staff](#), if you have any questions.

1. Name of Trail Project \*

2. Briefly describe the project that will be constructed at the completion of this grant\* (please limit description to 1-2 short sentences of 150 characters or less)

3. Project Classification \*

(example: 8 miles of single track, natural surface, bike/hike trail and a 20 space parking lot/trailhead)





# North Carolina Trails Program

Welcome Ben Rippe

Saved Searches ▾

Go

Advanced



Edit Application - 1000015503

Back ▾

Make sure to upload all required documents(\*) following the instructions for attachments in this guide.

## North Carolina Division of Parks & Recreation

### Recreational Trails Program

### Grant Application

[Project](#) [Environmental](#) [Project Details](#) [Funding](#) **Checklist** [Scoring](#)

#### Document Checklist

Please indicate which documents were submitted with your application, by checking the appropriate box.

\* reference RTP Guidelines Booklet for document details.

Overview Map:*	<input type="checkbox"/>
Project Specific Map:*	<input type="checkbox"/>
Environmental Topography Map: (USGS topographical maps):*	<input type="checkbox"/>
Project Timeline:*	<input type="checkbox"/>
Land Use documents:*	<input type="checkbox"/>
Governing Body's Letter of Commitment:*	<input type="checkbox"/>
Public Comment documentation:*	<input type="checkbox"/>
Environmental Review Package:*	<input type="checkbox"/>

#### Acknowledgement

I have read the GMS Quick Start Guide and the Grant Application Instructions located in the Forms & Information section in GMS. I understand that these documents contain important information about navigating GMS and specific instructions on how to upload attachments, submit an Application, etc. I also understand that failure to follow the instructions provided will negatively impact the score of my project.

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I have consulted with my Regional Trails Specialist and we have discussed my project prior to submission of this application.

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Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Ben Rippe

North Carolina Trails Program

Saved Searches  Go Advanced

Edit Application - 1000015503 Back

North Carolina State Parks  
www.ncparks.gov

North Carolina Division of Parks & Recreation  
Recreational Trails Program  
Grant Application

Applicant Info Trail Project Environmental Project Details Funding Checklist **Scoring**

**PROJECT SCORING**

If classification is a "Combination", breakdown percent (%), based on RTP funding.  
(example: New Trail Construction 75%; Approved Trail/Greenway Facilities 15%; Informational Trail Head/Directional Markers 05% = Combination of 100%)

New Trail/Greenway - Unpaved	74.88	Informational Trail Head/Directional Markers	0
New Trail/Greenway - Paved	0	Purchase of Tools/Equipment	-5
Trail/Greenway Renovation	0	Land Acquisition for Trail Purposes	0
Approved Trail/Greenway Facilities	25.12	Design, Engineering, & Permitting	-10
		<b>Total</b>	<b>85</b>

Objective Score	
Score Item	Score
Project Classification -> New Trail/Greenway Construction	20
Recreational Trails Program Categories -> Diverse-use: Natural Surface Or Paddle Trail	

Application Score is automatically calculated.

You can **check** your application for errors, **save** your work to continue later or **submit** the application at this point.

Please submit only once you have fully reviewed the application!


Make sure you have reviewed the application thoroughly and are confident no changes are necessary.









Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe


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 **North Carolina Division of Parks & Recreation**  
Recreational Trails Program  
Grant Application

[www.ncparks.gov](#)

**Applicant Info** Trail Project Environmental Project Details Funding Checklist  
Scoring 

**Basic Information**

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>		
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
E-mail Address *	<input type="text"/>		
Has the agency/organization received an RTP Grant in the past?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID	56-6062189

**Check** **Save** **Continue Application =>**






Select "Check" to check for errors



- Errors will be shown in the Form Validation Errors box.
- Correct the errors and save the application.
- Submit only when you have completed all sections of the application.
- Errors, if they are present, will also be shown when you submit the application.

Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe


Saved Searches  Go Advanced  


Edit Application - 1000015503  Back 

**Form Validation Errors**

**Validation errors - Applicant Info Page**

- Please enter proper value in - E-Mail Address
- Please enter proper value in - Phone Number (10-Digits Only)
- Please enter proper value in - Last Name
- Please enter proper value in - First Name
- Please select proper value for - Sponsoring Agency / Organization Type

 **North Carolina Division of Parks & Recreation**  
Recreational Trails Program  
Grant Application

**Applicant Info** Trail Project Environmental Project Details Funding Checklist Scoring 

**Basic Information**

Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>







Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbG==)/default.htm

Welcome Ben Rippe

North Carolina Trails Program

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Edit Application - 1000015503  Back 

Grants Home


Recent Items

- 1000009382 Hangi...
- 1000009896 Morro...
- 1000009424 DNCR...
- 1000009387 Overm...
- 1000009252 DNCR...

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

**Applicant Info** Trail Project Environmental Project Details Funding Checklist Scoring 

**Basic Information**


Sponsoring Agency/Organization Name	DNCR Parks (Piedmont)	Sponsoring Agency / Organization Type *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>		
Phone Number *	<input type="text"/>	Ext.	<input type="text"/>
E-mail Address *		<input type="text"/>	
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID
			56-6062189



Select "Save" to save your application without submitting.





Home - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

 **North Carolina Trails Program** Welcome Ben Rippe

Saved Searches  Go Advanced  

Home  Back 

Grants Home

### Grant Processes

- Create New Application
- Edit Existing Application
- View Application & Attachments**
- View Contracts
- New Reimbursement Req.
- Review Reimbursement Req.
- Edit Reimbursement Req.
- Submit Change Request
- Edit Change Request
- Submit Documents
- Display Documents

### Forms & Information

- Grant Application Instructions
- GMS Quick Start Guide
- NC Parks Website
- Recreational Trails Program


To Edit or View  
saved applications  
and attachments  
use these options









Search: Grantor Applications - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm







 **North Carolina Trails Program** Welcome Ben Rippe

Saved Searches  Go Advanced  

Search: Grantor Applications  Back 


Grants Home

1000009090 Mono...  
1000009424 DNCR...  
1000009387 Overm...  
1000009252 DNCR...

Project Number  is     
Application ID  is     
Program ID  is   

Maximum Number of Results: 100

Search

Filter:  

Pre-Agreement Request ID	Description	Program ID	Status
No result found			

Click "Search"



Select the Application ID you want to resume editing.

Note: Status will show where your application is in the process. All pre-apps will show “In Process” until you submit the application.

Search: Grantor Applications [Back](#)

Project Number	▼	is	▼	<input type="text"/>	⊕	⊖
Application ID	▼	is	▼	<input type="text"/>	⊕	⊖
Program ID	▼	is	▼	<input type="text"/>	⊕	⊖

Maximum Number of Results:

Filter:

Application ID	Description	Program ID	Status
1000005829	TOWN OF LAUREL PARK		In Process by Applicant

◀ Back 1 2 3 Forward ▶



Most edits in the GMS can be made simply by replacing text.



Editing the cells in the funding tab is difficult. It's best to have your budget details worked out previous to filling in these fields.

If you need assistance with editing your application please contact your Trail Specialist.

Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge  
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Ben Rippe


Saved Searches  Go Advanced  

1000015503  Back 

### North Carolina Division of Parks & Recreation






#### Recreational Trails Program

#### Grant Application

Trail Project Environmental Project Details **Funding** Checklist Scoring 

#### PROJECT EXPENSES

For what; hours or quantity; and what is to be accomplished  
RTP Grant; this information is used to generate information for the State Contract.



Item Type	Description	Accom. By	Unit	of Meas.	Rate	RTP Funds	Match Funds	Total Amt	
Trail/Greenway	12,480 linear ft of 4 ft wide natural surface	Contract	12480	feet	6	74880		74880	
Trail Parking	parking lot with 20 spaces	Contract	1		25120	25120		25120	
Design/Planning	design and layout of trail	Contract			10000	0	10000	0	
P004 Materials	Bridges, kiosks, signage and gate	Purchase			5000	0	5000	0	
P004 Materials	Pit toilets	Purchase	0		10000	0	0	0	
Total						100000	15000	100000	





https://qcr.ebs.nc.gov/ - Edit Application - 1000005829 - [SAP] - Internet Explorer

Welcome 2RWILSON1

North Carolina Trails Program

Saved Searches  Go Advanced  


Edit Application - 1000005829  Back 

North Carolina Division of Parks & Recreation  
Recreational Trails Program  
Grant Application

Trail Project Environmental Checklist **Scoring**

**PROJECT SCORING**

Objective Score	
Score Item	Score
ing Type Score :	<input type="text" value="0"/>
tal Score	<input type="text" value="0"/>



Click Submit **only** when you have finished **all edits**. The completed application will be sent for NC Trails Committee review at this point.

Note: You should verify your application was submitted by selecting "View Documents" and status should read "Submitted."

Documents can be attached to a submitted application up until the due date.



# Uploading Supporting Documents

Once you have submitted your application please wait until you have received all your documents and upload the document packets listed below to support statements and selections made in the application.

Files are REQUIRED to be submitted as a packet using the exact naming format shown below in GREEN. You do not need to include your project description or any other information. Type the file name exactly as shown below.

## Packet Titles :

Maps & Photos Pre-App

Support Documents Pre-App

Environmental Review Pre-App

\*Following this guidance will make review easier for the NC Trails Committee and show attention to detail. Failure to follow these instructions may result in difficulty reviewing your project and a reduced chance to be recommended for a grant award.



# Uploading Supporting Documents

**Documents to include in each packet:** Please compile all your documents in the correct order and scan them to create one PDF file for each packet of documents.

## Maps

1. Overview Map
2. Project Specific Map
3. Environmental Topo Map

## Support Documents

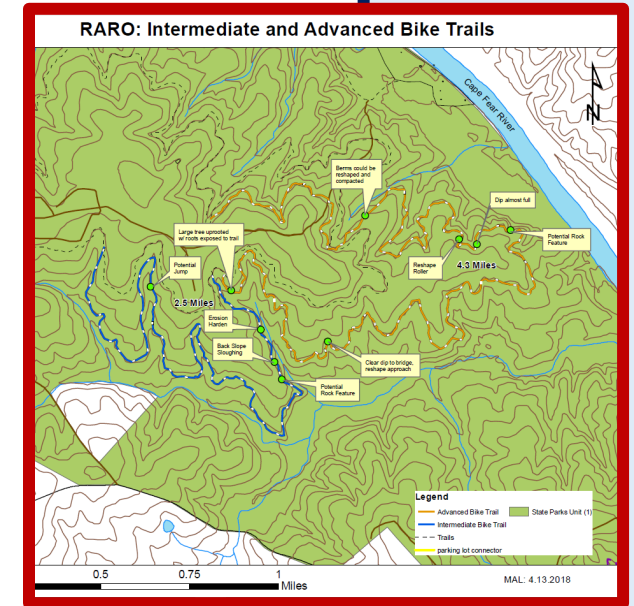
(please use a cover page to separate items 1 – 5)

1. Project Timeline
2. Letters of Commitment (Group multiple documents into this section)
3. Public Comment Documents (Group multiple documents into this section)
4. Governing Body Commitment (Group multiple documents into this section)
5. Land Documents (Group multiple documents into this section)

**Please include only pertinent documents in the support documents. Our committee reviews a lot of applications and likely will not have time to read lengthy reports or similar documents (i.e. master plans, bike/ped plans, etc.). When possible, extract relevant pages from long reports and only include these**

## Environmental Review

Include all documents supplied by various agencies listed in the [RTP guidance document](#) on our webpage.



# Uploading Supporting Documents

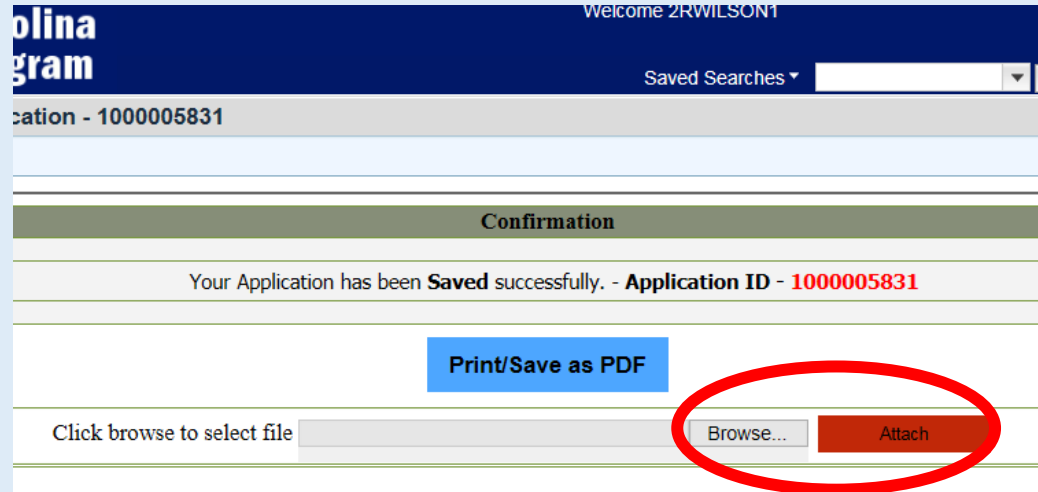
Select “Browse” to locate the files you wish to upload.

Rename using the guidance below and select “attach.”

Do Not Upload Draft documents.

Only documents you wish to present to the NC Trails Committee.

**Applicants cannot delete any uploaded documents.**



## Packet Titles:

- Maps
- Support Documents
- Environmental Review



Please use the above naming convention for the early review application. For the final application, please add the word “FINAL” to all uploaded documents.










https://qcr.ebs.nc.gov/ - Application: 1000005741, TOWN OF LAUREL PARK - [SAP] - Internet Explorer

Welcome 2RWILSON1

# North Carolina Trails Program

Saved Searches  Go Advanced  

Application: 1000005741, TOWN OF LAUREL PARK  Back 

 Save |  Cancel |  Refresh  

Gran

Rec

10

10

10

10

10

10

Scroll down using the slider on the right part of the screen.

You will see the attachments section for this application. Any documents you have attached will be shown. Only attach final copies. Attachments cannot be deleted.








Select "Attachment" and a window will open to attach files.


Pop-up blocker may cause a problem here so make sure to "allow pop-ups"


Attachment: 0.00 USD

er:

s: In Process by Applicant

▼ Attachments  Attachment  URL  With Template | Advanced Filter:     

Description	Name	Created On	Created I
			

► Transaction History 







# North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced

Application: 1000005741, TOWN OF LAUREL PARK

Back ▾

Save | X Cancel || Refresh

Select File you want to attach using the “**Browse**” option

**Rename** the file to the appropriate description using the naming guidance mentioned earlier

Select “**Attach**” and you should see the document listed under Attachments

## Application Amounts

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

### Upload Document From Local Hard Disk

Description: Maps

Upload Document(s) From Local Hard. C:\Users\rscrocker\Documents\2012\_RTP-46\_3.1

Browse...

Attach Cancel

No result found

Transaction History

Please wait...

# Verifying Attachments

Selected file should be visible in the attachments.



The application process should be **complete** once all supporting documentation is uploaded and your application has been submitted.



You can confirm by viewing the status of your application by “viewing applications and attachments” from the main window.

https://qcr.ebs.nc.gov/ - Application: 1000006913, Test5 - [SAP] - Internet Explorer

Welcome Alison Bell







## North Carolina Trails Program

Saved Searches  Go Advanced  

Application: 1000006913, Test5  Back 


Save | X Cancel || Refresh

Application Details

Attachments  Attachment  URL  With Template | Advanced Filter:    

Description	Name	Created On	Created By
Maps_Pre-app	Map Pre-app.pdf	2/20/2019	User1
Environmental Review Pre-app	EnvReview Pre-app.pdf	3/13/2019	User1

Transaction History



# Verifying Application has been submitted

- You can confirm the status of your application by selecting “view applications and attachments” from the main window.
- Click “Search” and then click on “User Status” header.
- Select “Submitted” and if your application has been submitted it will appear in the list.
- The application process is **complete** once all supporting documentation is uploaded and your application has been submitted.

North Carolina Trails Program

Welcome Alison Bell

Saved Searches  Go Advanced

Search: Grantor Applications

Archive Search

Search Criteria [Hide Search Fields](#)

Application ID  is

Program ID  is

Project Number  is

Maximum Number of Results: 100

Save Search As:  ☐ Include View

Result List (1 row filtered)

Filter:

Application ID	Description	Program ID	User Status	Created By
1000006916	Trail Project 12	2023-RTP	Submitted	USER1





# Questions?

Reach out to our trails staff to assist you with questions!

For project development, technical advice and application assistance:

## [Regional Trails Specialists](#)

For GMS Access and Reimbursements:

**Grants Manager** - Talivia Brodie

[talivia.brodie@ncparks.gov](mailto:talivia.brodie@ncparks.gov)

For RTP and Trails program information:

**Trails Program Manager** - Scott Crocker

[scott.crocker@ncparks.gov](mailto:scott.crocker@ncparks.gov)

**Check our website for details:**

[Trails.nc.gov](https://Trails.nc.gov)

