

North Carolina Division of Parks and Recreation

NC Trails Program

2020 Grant Cycle

Introduction to the Grant Management System (GMS)
& Pre-application Instructions



NC DEPARTMENT
OF NATURAL AND
CULTURAL RESOURCES

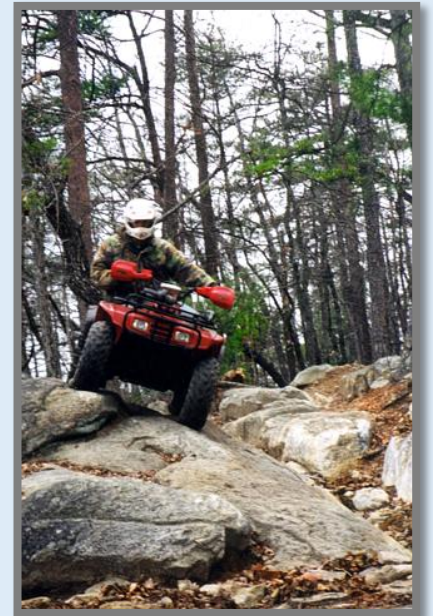


U.S. Department of Transportation
Federal Highway Administration



Agenda

- Introduction to GMS (Grant Management System)
- How to register and gain access
- GMS and Grant Cycle Timeline
- Submitting your pre-application
- Another quick start guide will be released for the Final Application process



What is **GMS**?

- Online **G**rants **M**anagement **S**ystem – Takes you from application to final payment
- Second 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 by the first week of March.

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

Always remember your 8-digit code. You will need this for resetting a locked account or password

If you need to be Added to NCAS

W-9 Form

Electronic Funds Transfer Form (optional but recommended)

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. 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
919-707-9320

GMS Authorization Form
Rev 1_March 22, 2017



Critical Information on using GMS!

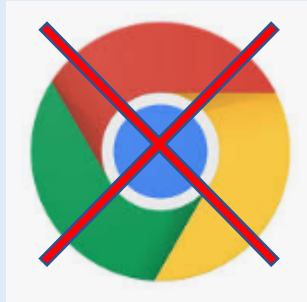
- The only program that can be used with the GMS is Internet Explorer! This is vital.
- Using another program may result in errors, incomplete applications being submitted and other possible complications.



Use **ONLY**
Internet Explorer



Not Chrome



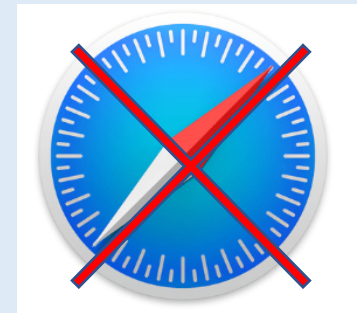
Not MS Edge



Not Firefox

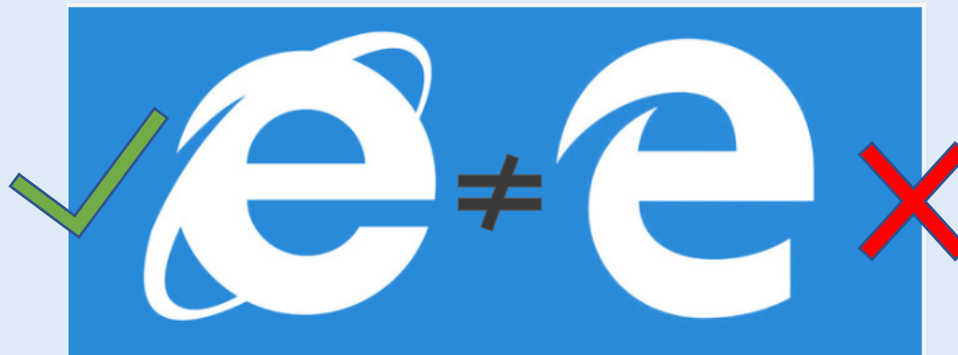


Not Safari or Mac Product



Caution:

Edge looks a lot like Internet Explorer



What is the Pre-App vs Final App?

- The pre-application (previously referred to as Form A) is represented by the first 4 tabs that are: Applicant info, Trail Project, Environmental, Checklist.
- The scoring tab is auto-populated based on the contents of the first 4 tabs.
- If you are invited to apply for the final application, you will see 2 additional tabs where you will need to go into detail regarding more project specifics and deliverables for your project budget.
- When you fill out the final application you will also have the ability to update or edit the 4 tabs from the pre-app.

The screenshot shows a web browser window displaying the "New Application Form" for the North Carolina Trails Program. The page header includes the North Carolina State Parks logo and the text "Welcome 2RWILSON1". The main content area is titled "North Carolina Division of Parks & Recreation Recreational Trails Program Grant Application". A red box highlights the "Applicant Info" tab, which is the first of five tabs: "Applicant Info", "Trail Project", "Environmental", "Checklist", and "Scoring". Below the tabs is a "Basic Information" section with the following fields:

Sponsoring Agency/Organization Name		TOWN OF LAUREL PARK		Sponsoring Agency / Organization Type *		<input type="text"/>	
First Name *		<input type="text"/>		Last Name *		<input type="text"/>	
Mailing Address *		**FOR POWELL BILL ONLY**		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		56-6003436		Check		Save	
Continue Application =>							



RTP Grant Cycle Dates

Feb 17, 2020: Pre-application released

March 20, 2020: Last day to submit GMS access authorization form

April 8, 2020: Pre-application due

April 24, 2020: NCTC reviews and recommends final applicants

May 11, 2020: Final application released

July 6, 2020: Environmental Review Alert: make sure you have submitted your project by now to determine what permits may be required. (This is a mandatory step to be considered for award)

September 11, 2020 Final Application due

October 2, 2020: NCTC reviews and recommends final applicants for funding

November 2020: Grant awards announced



2020 Safety & Education Grant Cycle

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

2020 Safety and Education Applications will be submitted by email using an Adobe pdf form. Please email the 2020 S& E Application to the email address listed on the application.

Future Safety and Education applications will be submitted using the online Grant Management System.

Follow this link to access the S&E Application:
[Safety & Education Grant Application](#)



January 2020: Safety & Education Grant Application released

April 10, 2020: Safety & Education Grant Applications due for April NCTC meeting

September 11, 2020: Safety & Education Grant Applications due for October NCTC meeting



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: 828-963-9522 (o)

Email: 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

Bob Taber

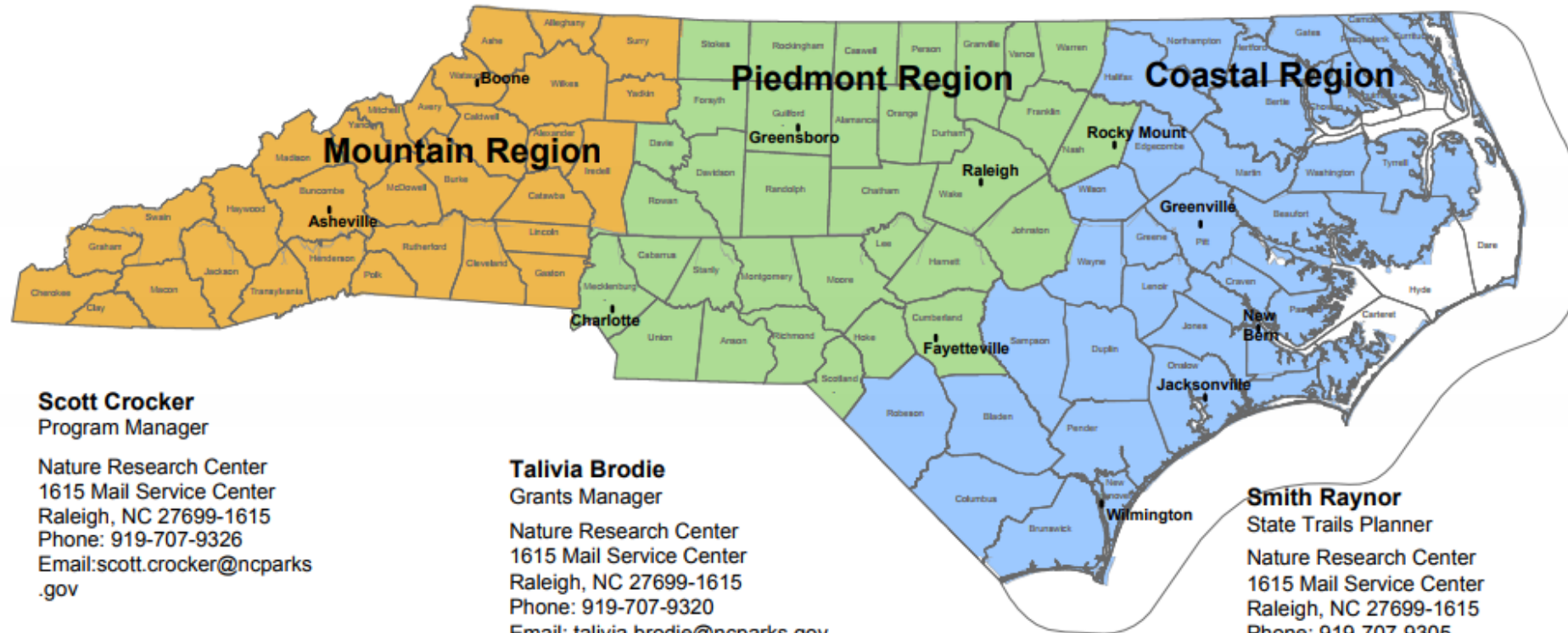
Coastal Region Trails Specialist

240 Park Entrance Rd.

Seven Springs, NC 28578-8968

Phone: 919-600-0094

E-mail: robert.taber@ncparks.gov

**Scott Crocker**

Program Manager

Nature Research Center

1615 Mail Service Center

Raleigh, NC 27699-1615

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Talivia Brodie

Grants Manager

Nature Research Center

1615 Mail Service Center

Raleigh, NC 27699-1615

Phone: 919-707-9320

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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



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 listed on the left

Grant Process options

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

Forms and Information Links

The screenshot shows a web browser window with the URL <https://qcr.ebs.nc.gov/>. The page title is "North Carolina Trails Program". The user is logged in as "2RWILSON1". The interface includes a "Home" tab, a "Grants Home" sidebar, and a main content area with sections for "Grant Processes" and "Forms & Information".

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



Creating and Submitting your application

The screenshot shows the North Carolina Trails Program website. The browser address bar displays 'https://qcr.ebs.nc.gov/ - Home - [SAP] - Internet Explorer'. The website header includes the North Carolina State Parks logo, the title 'North Carolina Trails Program', and a 'Welcome' message. A 'Saved Searches' dropdown menu is visible. The main content area is titled 'Home' and contains two primary sections: 'Grant Processes' and 'Forms & Information'. The 'Grant Processes' section lists several options, with 'Create New Application', 'Edit Existing Application', and 'View Application & Attachments' highlighted by a red box. The 'Forms & Information' section lists links to the 'NC Parks Website', 'Recreational Trails Program', and a 'Help Document'. A left sidebar titled 'Grants Home' contains a 'Recent Items' list with several application IDs and names.

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

North Carolina Trails Program

Welcome

Saved Searches ▾

Home

Grants Home

Recent Items

- 1000005747 New...
- 1000005755 David...
- 1000005756 TOW...
- 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

Selections for New Applications:

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









Select "Create New Application" to begin the process

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

Welcome 2RWILSON1

North Carolina Trails Program

Saved Searches ▾ Go Advanced  

Home    

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%







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:

Search Clear Save Search As: ☐ Include View  Save

Result List

Filter:   

Application Form	Program ID
No result found	

Click "Search" to pull up all application options

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



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

Welcome 2RWILSON1

North Carolina Trails Program

Grants Home

Search: Application Form

Search Criteria

Program ID is

Maximum Number of Results: 9,999

Search Clear Save Search As: Include View Save

Result List

Filter:

Application Form	Program ID
DNCR - RTP Parks Application	2021_RTP

Select the "2021_RTP" application.

RTP Safety and Education grants will be available on the GMS when the Final App is released.

For now, Apply with our pdf form available on the RTP website





New Application Form

Back ▾

Grants Home

Recent Items

1000006889 test

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



www.ncparks.gov

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info

Trail Project

Environmental

Checklist

Scoring



Basic Information

Sponsoring Agency/Organization Name		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	56-6000318

Check

Save

Continue Application ⇒⇒





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

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



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

Applicant Info Trail Project Environmental Checklist Scoring**Basic Information**

Sponsoring Agency/Organization Name	<input type="text"/>	Sponsoring Agency / Organization Type *	<input type="text" value="v"/>
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 <input type="text"/>

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

Check

Save

Continue Application ⇒⇒





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Click on each tab to
move between sections

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



North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info Trail Project Environmental Checklist Scoring

Basic Information

Sponsoring
Agency/Organization Name

Sponsoring Agency /
Organization Type *

First Name *

Last Name *

Mailing Address *

Contact Title

Phone Number *

Ext.

E-mail Address *

Has the agency/organization received an RTP
Grant in the past?

☐ Yes

☒ No

Federal Tax ID

Check

Save

Continue Application ⇒⇒





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Grants Home

Recent Items

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



www.ncparks.gov

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info Trail Project Environmental Checklist Scoring

Basic Information

Sponsoring
Agency/Organization Name

Sponsoring Agency /
Organization Type *

First Name *

Last Name *

Mailing Address *

Contact Title

Phone Number *

Ext.

E-mail Address *

Has the agency/organization received an RTP
Grant in the past?

☐ Yes

☒ No

Federal Tax ID

Check

Save

Continue Application ⇒⇒





North Carolina Trails Program

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Grants Home

Recent Items

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

www.ncparks.gov

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info **Trail Project** Environmental Checklist Scoring

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 acces and parking. Please contact our Trails Program Staff, if you have any questions.

Name of Trail Project *

Project Classification *

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

Recreational Trails Program category is
(User categories are applicable for Informational Trail Head/Directional Markers & Purchase of Tools/Equipment.)*

Select the highest ranking trail designation for your project
(Trail designation is applicable for Informational Trail Head/Directional Markers & Purchase of Tools/Equipment.)*

What type of connection does your trail project make to an existing trail/greenway network? *

Primary designated trail user: *





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Grants Home

Recent Items

1000005755 David...

1000005756 TOW...

1000005747 New...

TOWN OF LAURE...

1000005738 New...



www.ncparks.gov

North Carolina Division of Parks & Recreation

Recreational Trails Program

Grant Application

Applicant Info Trail Project **Environmental** Checklist Scoring

Environmental Review

Environmental Assessment:

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: *

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

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.

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:

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

Does the project potentially affect an [Area of Environmental Concern](#)? * (Example: Coastal



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

Applicant Info Trail Project Environmental **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"/>

Authorization

"I am authorized by the Project Sponsor to submit this application and understand that this application will be evaluated on the basis of the information submitted, and the submission of incorrect information can result in this application being withdrawn from consideration."

Name:*	Russel Wilson
--------	---------------



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.

Application: 1000006916, Trail Project 12

Save | Cancel | Refresh

▼ Application Form

Version: 0000000002 Last Changed By: 2ABELL
View: RTP Parks Application Change Date: 02/15/2019 10:32:23

Applicant Info Trail Project Environmental Checklist **Scoring**

PROJECT SCORING

Objective Score	
Score Item	Score
Project Classification -> Trail renovation/relocation to improve sustainability	16
Recreational Trails Program Categories -> Single-use: Natural Surface	8
Trail Designation -> Authorized National Scenic or Historic Trail	10
Trail Project Located On -> Public Land - Fee Simple	10
ADA Compliance/Accommodations -> Trail project is fully ADA accessible and compliant	5
Public Support -> Documented public support by multiple trail user groups	10
Trail Connectivity -> Provides a new connection to OR is an existing connection to a National or State Authorized Trail	10
Management & Maintenance -> Full-time staff (e.g. - public works or other department staff)	8

► Application Details

▼ Attachments Attachment URL With Template | Advanced Filter:





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Grants Home

Recent Items

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



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

Applicant Info Trail Project Environmental Checklist Scoring**Basic Information**Sponsoring
Agency/Organization NameSponsoring Agency /
Organization Type *

First Name *

Last Name *

Mailing Address *

Contact Title

Phone Number *

Ext.

E-mail Address *

Has the agency/organization received an RTP
Grant in the past?☐ Yes☒ No

Federal Tax ID

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.

Form Validation Errors

Applicant Info Page validation errors

- 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 Checklist Scoring

Basic Information





North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches ▾

Go

Advanced



New Application Form

Back ▾

Grants Home

Recent Items

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



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

Applicant Info Trail Project Environmental Checklist Scoring

Basic Information

Sponsoring Agency/Organization Name	<input type="text"/>	Sponsoring Agency / Organization Type *	<input type="text" value="v"/>
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 *		
Has the agency/organization received an RTP Grant in the past?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Federal Tax ID <input type="text"/>

Check

Save

Continue Application ⇒⇒

Select "Save" to save
your application
without submitting.



To Edit or View
saved
applications
and
attachments
use these
options


Internet Explorer window showing the North Carolina Trails Program website. The address bar displays <https://qcr.ebs.nc.gov/> - Home - [SAP] - Internet Explorer.

The page header includes the North Carolina State Parks logo, the title "North Carolina Trails Program", and a welcome message "Welcome 2RWILSON1". A search bar labeled "Saved Searches" is visible with "Go" and "Advanced" buttons.

The main content area is titled "Home" and contains two sections:



- Grant Processes**
 - Create New Application
 - Edit Existing Application
 - View Application & Attachments** (highlighted with a red box)
 - 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







North Carolina Trails Program

Welcome 2RWILSON1

Saved Searches Go Advanced  

Search: Grantor Applications  Back 

Grants Home



Click "Search"



1000005756 TOW...



1000005747 New...

TOWN OF LAURE...

1000005738 New...

Project Number is  


Application ID is  

Program ID is  

Maximum Number of Results:

Search

Filter:

Application ID	Description	Program ID	Status
 No result found			



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

Application ID is

Program ID is

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 ▶

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



Note: You can 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 pre-app due date.

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"/>



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 Pre-App

Support Documents Pre-App

Environmental Review Pre-App

(This packet is optional for pre-app but mandatory for the final 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 Pre-App

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

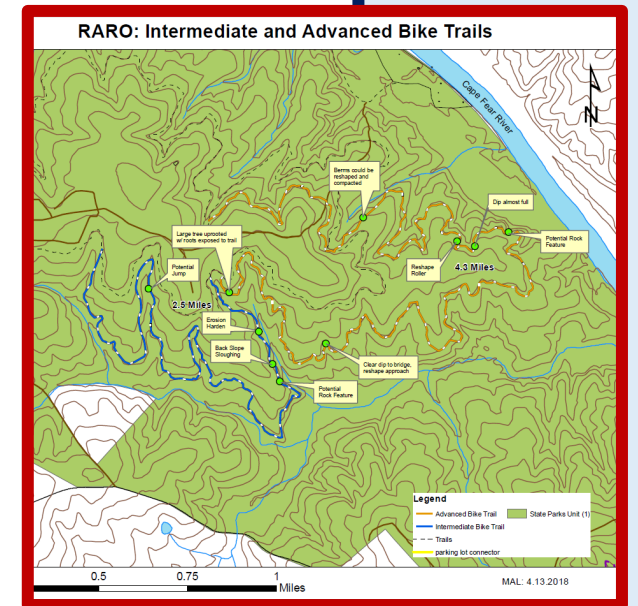
Support Documents Pre-App

(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)

Environmental Review Pre-App

(The supporting documentation is optional for the pre-app, but mandatory for the final app)



Uploading Supporting Documents

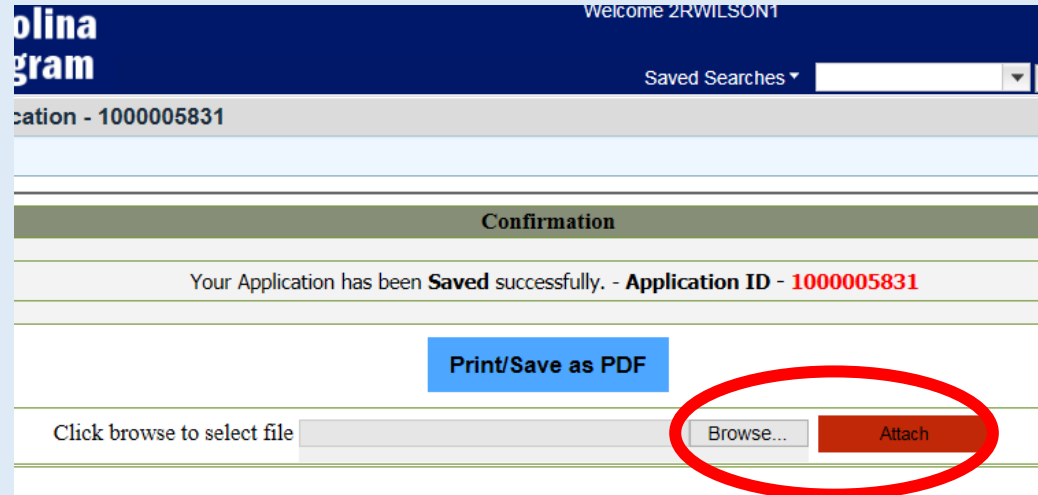
Select “Browse” to locate the files you wish to upload.

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.



The screenshot shows a web application interface for the NC Trails Committee. At the top, there is a blue header with the text "Welcome 2RWILSON1" and a "Saved Searches" dropdown menu. Below the header, a confirmation message states: "Your Application has been Saved successfully. - Application ID - 1000005831". A blue button labeled "Print/Save as PDF" is visible. At the bottom, there is a file upload section with a text input field labeled "Click browse to select file", a "Browse..." button, and an "Attach" button. The "Browse..." and "Attach" buttons are circled in red.



Packet Titles:



- Maps Pre-App
- Support Documents Pre-App
- Environmental Review Pre-App
(This is optional for pre-app, mandatory for the final app)










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

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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

Application: 1000005741, TOWN OF LAUREL PARK

Save | 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

https://qcr.ebs.nc.gov/?sap-client=600&sap-language=EN&sap-domainRelax=min - Attachment - Internet Explorer

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 Pre-app

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

Attach Cancel

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.

The screenshot shows a web browser window with the URL <https://qcr.ebs.nc.gov/>. The page title is "Application: 1000006913, Test5 - [SAP] - Internet Explorer". The header includes the North Carolina State Parks logo, the text "North Carolina Trails Program", and a welcome message "Welcome Alison Bell". Below the header, there is a "Saved Searches" dropdown and a "Go" button. The main content area is titled "Application: 1000006913, Test5" and includes a "Back" button. A table of attachments is displayed, with a red oval highlighting the "Attachments" section and the table content.

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

Below the table, there is a "Transaction History" section.







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 the 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
Wildlife Program



Welcome Alison Bell



Saved Searches Go Advanced  



Search: Grantor Applications  Back 

Archive Search

Search Criteria [Hide Search Fields](#)

Application ID is  




Program ID is  

Project Number is  

Maximum Number of Results:

Save Search As: ☐ Include View

Result List (1 row filtered)

Filter:   

Application ID	Description	Program ID	User Status	Created By
1000006916	Trail Project 12	2021-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 Specialist

For GMS Access and Reimbursements:

Grants Manager

For RTP and Trails program information

Trails Program Manager

Additional Training and guidance will be available for the Final Application cycle.

Check our website for details:

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

