

## RTP Online Application – Frequently Asked Questions

### Program Contact Information:

Cheryl Ladota, RTP Manager

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### Application and Application Process:

What are the minimum and maximum award amounts?

The minimum request is \$25,000 and the maximum request is \$80,000. Larger requests for new trail construction will be considered on a case-by-case basis. If you would like to submit an application above \$80,000, please contact Cheryl Ladota for approval prior to submitting the application.

Can I have my application reviewed prior to submitting a final version?

Yes, as long as you submit it for review by February 10, 2020.

What if I submit my application and then need to change or fix something?

Contact Cheryl Ladota. If the application window is still open the application can be reopened and modifications can be made.

What if I make a mistake but don't realize it until after the due date?

Contact Cheryl Ladota to discuss the error and possible remedies.

What if I need help?

Contact Cheryl Ladota for assistance.

Should I apply if I'm not ready to start my project?

Shovel-ready projects will be more competitive than those that are still in the conceptual phase or that have a delayed timeline in the workplan. In addition, awarded funds may revert to the Program if the project remains idle and/or does not move forward within one year.

How are award decisions made?

All applications are reviewed by the RTP manager and the RTP advisory committee. Recommendations are made to the Director of the Office of Planning and Preliminary Engineering for final approval.

How are applicants notified of award?

Applicants receive written notification of award and denial by mail.

**Award:**

Can I change the details of the project scope once the grant is awarded?

If there is an executed MOU in place a project scope change may be considered based on the reason for the change. If the MOU has not yet been executed, it is unlikely that a significant project scope change would be approved.

What happens if I am awarded less than I requested?

You will be asked to submit a revised budget.

What do I do if only certain items were awarded?

Items that were not included in the award may be eligible to be used as match items or may be deemed ineligible for inclusion in the project.

Can I schedule a debrief call if my request is denied?

Yes, contact Cheryl Ladota for a debrief call.

What if I don't agree with the award or no longer need/want the funds?

You can submit written notice to return the awarded funds at any time.

What if I want to reduce my award?

An award reduction can be requested in writing and will be considered based on the reason for the change.

How long do I have to complete the project?

The MOU for RTP projects expires after three years.