

# **National Park Service Trail Project Form**

## **Tutorial**

This tutorial provides further description and explanation for completing the Trail Project Form. A step-by-step walkthrough video for the Trail Project Form is also available on the North Country Trail Association (NCTA) YouTube: <https://youtu.be/v4irkQOBEXI?t=1020>

For further questions about the form or the type of information that is required, please contact Steph Liguori, National Park Service NEPA Specialist for the North Country Trail – [stephanie\\_liguori@nps.gov](mailto:stephanie_liguori@nps.gov), (616)-302-2005 – or your state’s NCTA Regional Trail Coordinator (RTC).

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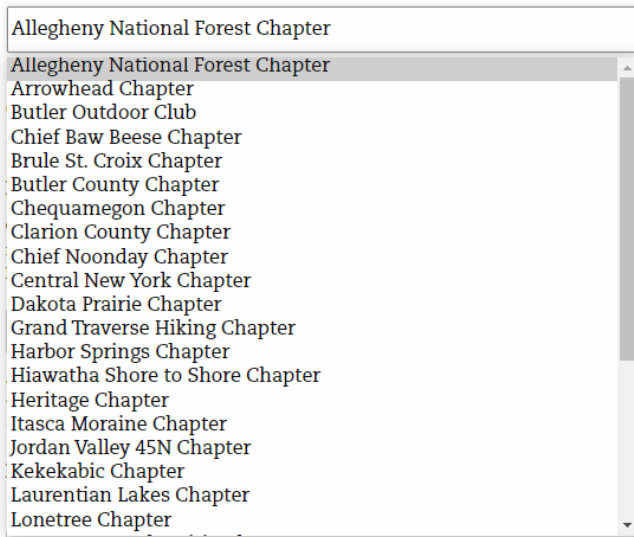
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## **Project Name & NCTA Chapter**

Project Name \*

***Enter a descriptive name for the project, for example: Spring Creek Reroute; Ferber Park New Trail; Bear River Bridge Replacement.***

NCTA Chapter

A screenshot of a web form's dropdown menu. The menu is titled "NCTA Chapter" and is currently open, showing a list of 18 chapters. The first chapter, "Allegheny National Forest Chapter", is highlighted in grey. The list includes: Allegheny National Forest Chapter, Arrowhead Chapter, Butler Outdoor Club, Chief Baw Beese Chapter, Brule St. Croix Chapter, Butler County Chapter, Chequamegon Chapter, Clarion County Chapter, Chief Noonday Chapter, Central New York Chapter, Dakota Prairie Chapter, Grand Traverse Hiking Chapter, Harbor Springs Chapter, Hiawatha Shore to Shore Chapter, Heritage Chapter, Itasca Moraine Chapter, Jordan Valley 45N Chapter, Kekekabic Chapter, Laurentian Lakes Chapter, and Lonetree Chapter. A vertical scrollbar is visible on the right side of the list.

Allegheny National Forest Chapter

Allegheny National Forest Chapter

Arrowhead Chapter

Butler Outdoor Club

Chief Baw Beese Chapter

Brule St. Croix Chapter

Butler County Chapter

Chequamegon Chapter

Clarion County Chapter

Chief Noonday Chapter

Central New York Chapter

Dakota Prairie Chapter

Grand Traverse Hiking Chapter

Harbor Springs Chapter

Hiawatha Shore to Shore Chapter

Heritage Chapter

Itasca Moraine Chapter

Jordan Valley 45N Chapter

Kekekabic Chapter

Laurentian Lakes Chapter

Lonetree Chapter

***This is a dropdown selection box. Click in the box and select the name of your Chapter.***

Is this a new project submittal or an updated project submittal?

- ☐ New
- ☐ Updated

***Choose one that best matches your submittal. The project is “new” if you have never submitted it via the Trail Project Form before. The project is “updated” if you have submitted it via the Trail Project Form in previous years and have significant changes to the project location, design, and/or timeline to communicate.***

## **Chapter Preferred Project Order**

### **Preferred Project Order \***

Considering all the projects your chapter submitted, how would you order this project? For example, if your chapter submitted 6 projects, and this project is deemed the most valuable, this project would be 1 out of 6. If this project is of great value, but is not deemed the most valuable of them all, it may be project 2 out of 6 or 3 out of 6. Each submitted project should have its own unique order. Numeric entry only.

***This box will only accept numbers (e.g., 1, 2, 3, etc.). For example, if your Chapter submitted 6 projects, and this project is deemed the most valuable, this project would be 1. If this project is of great value, but is not deemed the most valuable of them all, it may be project 2 or 3. If this is valuable, but is the least pressing, it may be project 6. Each submitted project should have its own unique order.***

## **Project Description**

### **Project Leader Name \***

First

Last

### **Project Leader Email**

### **Project Leader Phone**

***Enter the first and last name, email, and phone number of the best person in your Chapter to serve as the Leader (i.e., Point of Contact) for the project.***

### Desired Project Start Date

You can select the first day of the month in which you estimate the project implementation will start.

◀

Sep

▼

2020

▼

| M  | T  | W  | T  | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

on, Boardwalk, Bridge, etc.)

Parking, etc.)

***This is a calendar selection. Click in the box a choose the desired start date for the project. If you do not have a specific day, select the first day in the month. This date does not have to be specific or exact; it can be an estimate.***

### Project Purpose \*

- ☐ New Trail
- ☐ Trail Relocation
- ☐ Linear Trail Structure (Puncheon, Boardwalk, Bridge, etc.)
- ☐ Amenity (Campsite, Shelter, Parking, etc.)
- ☐

Other

***Choose the option that best matches the purpose of the project. If none of the options suit the project, describe the purpose of the project in “Other.”***

***If you choose “New Trail” or “Trail Relocation” this will show:***

Length (miles)

Structures

If there are structures associated with the new or relocated trail, what are they? (punchon, boardwalk, etc.)

***Enter the estimated length in miles. The length can be less than 1 mile (e.g., 0.5, 0.25, etc.). The length box will only accept numbers (e.g., 0.5, 3, 10, etc.).***

***If applicable, list the structures that would be on the new or relocated trail, for example: punchon, boardwalk, bridge, etc.***

***If you choose “Linear Trail Structure” this will show:***

Length (feet)

***Enter the estimated length in feet. If the project is multiple linear structures, add the total length of all structures. The length will only accept numbers (e.g., 10, 50, 100, etc.).***

Reason(s) for implementation. \*

- ☐ Trail Degradation
- ☐ Land Manager Direction
- ☐ Erosion/Water Mitigation
- ☐ Route improvement (scenic , recreational or interpretive)
- ☐ Illegal/Conflicting Use
- ☐ Change in Ownership Permissions
- ☐ Eliminate Roadwalk

☒ Other

Other, please explain

**Choose the reason(s) for the project’s implementation. You can choose more than one. If none of the options suit the project, describe the reason for implementation in “Other, please explain.”**

Known Project Deadlines

For example, a grant deadline or permit expiration.

◀ ▶

Sep

▼

2020

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| M  | T  | W  | T  | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

If the centerline for your project exists on NCTA's on

**This is a calendar selection. If known project deadlines exist, click in the box and choose the date of the deadline. For example, this could be a grant deadline date or a permit expiration date.**

### Project Description

Provide any additional details for project understanding. If there is a Stipulated Project Deadline, explain the reason for the deadline (for example, a grant deadline or permit expiration).

***This is a text box to add any additional details for project understanding. For example, this box could include further description of the project features, estimated timelines, and/or status of the planning and design process. If you included a Known Project Deadline above, please include the reason for the deadline in the Project Description box (for example, a grant deadline or a permit expiration).***

### **Project Location**

State

  
Michigan  
Michigan  
Minnesota  
New York  
North Dakota  
Ohio  
Pennsylvania  
Vermont  
Wisconsin  
Unlabeled area

***This is a dropdown selection box. Click in the box and select the state the project is in.***

### NCTA's Online Map

Use the NCTA's Online map to create a "Share my current extent link" <https://northcountrytrail.org/the-trail/trail-map-and-downloads/>

***If the centerline for the project exists on NCTA's online map, use the NCTA's online map to create a project map and copy and paste the sharing link here. See***

**Appendix A for more information on how to share an extent link on NCTA's online map.**

**Upload a map**

Please upload a map drawing, photo, or screen capture that shows the estimated line your proposed trail would follow. JPG, PDF, and PNG file types are accepted.

No file chosen

Accepted file types: jpg, pdf, png, Max. file size: 300 MB.

***If the project does not exist on NCTA's online map, please upload a map drawing, photo, screen capture, or GPS data that shows the estimated line a proposed trail would follow. See Appendix B for more information on how to create a map for upload. To upload a map:***

- 1. Click on "Choose File" to navigate the files in your desktop or mobile.***
- 2. When you see the map file you want to upload, click on it.***
- 3. The file you click on will automatically be uploaded when the form is submitted. You should see the file name next to the "Choose File" button.***

***If you click on the wrong file, follow the above steps 1-3 again. The incorrect file will be replaced by the correct one.***

**GPS Data**

Do you have GPS data for this project? If yes, please email the GIS/GPS data (SHP, GPX, or KML) to your state's Regional Trail Coordinator directly.

☐ Yes

☐ No

***Indicate if you have collected GIS/GPS data (SHP, GPX, or KML files) for the project by checking "Yes" or "No." If you have GPS data for the project and have not sent it to your Regional Trail Coordinator yet, you can share this data by emailing it directly to your Regional Trail Coordinator.***

## **Project Coordinates**

Use the NCTA's Online map measure tool to determine geographic coordinates (Decimal Degrees) for the center of your project area.  
<https://northcountrytrail.org/the-trail/trail-map-and-downloads/>

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Latitude \*

Longitude \*

***This is the geographic coordinates (i.e., latitude and longitude) of the estimated center location of the project. The location of the project's center does not have to be specific or exact; it can be an estimate. You can use the NCTA's online map measure tool to determine the latitude and longitude in decimal degrees for the center of the project's area. See Appendix C for more information on how to share get the latitude and longitude on NCTA's online map.***

## **Land Management**

Ownership \*

☐ Federal

☐ State

☐ County

☐ Local

☐ Private

***Check the box that indicates the type of landowner for the project's area. If there is more than one type of landowner associated with the project area, you can check more than one box.***

Landowner or Land Manager Agreements, Support, or Concurrence

Is there landowner or land manager agreement(s), support, or concurrence for all landowners or land managers involved?

☐ Yes

☐ No

Landowner Land Manager Agreements, Support, or Concurrence (continued)

If needed, explain the landowner or land manager agreement(s), support, or concurrence

***Identify if there is landowner agreement(s), support, or concurrence in place for all landowners involved (Yes or No). If needed, explain the landowner agreement(s), support, or concurrence further in the box below. For example:***

- ***A landowner agreement is not yet in place, but is in progress.***
- ***The USFS has provided their support for this project in writing.***
- ***The State DNR approved this project and provided a Land Use Permit.***
- ***Two of the landowners have approved of the project on their land; we are still waiting to hear back from one more.***
- ***There is a handshake/verbal agreement, but nothing in writing.***

Land Management Agency(ies) and/or Landowner Name(s) \*

Land Management Contact(s) - Email(s)

Land Management Contact(s) - Phone(s)

***Enter the names, emails, and phone numbers of all land management agencies and/or landowners associated with the project's area. If there is only one landowner, only one name, email, and phone number is required. If there are multiple landowners, please include all landowner names, emails, and phone numbers. For example, this could include:***

- ***US Forest Service***
- ***Wisconsin DNR***
- ***Kent County Parks***
- ***City of Petoksey***
- ***Lyme Timber***
- ***Jim Smith, private landowner***

***In most cases, the NPS will contact your Chapter's Project Leader and/or the NCTA with any questions or clarifications for projects on private lands.***

**Known or potential site concerns or issues:**

For example, wetlands, sensitive stream or riparian area, flooding concerns or safety concerns (roadwalk, etc).

***Type in any known or potential site concerns or issues in the project's area. These concerns or issues can be environmental or human. For example: wetlands, stream or riparian area, flooding concerns, and/or safety concerns (e.g., roadwalk).***

**Known permit or approval needs and status:**

For example: NEPA, wetland or water crossing permit, approval for use or presence of cultural/historical features.

***Type in any known permit or approval needs and their status. For example:***

- ***NEPA in progress with the US Forest Service.***
- ***Wetland and water crossing permits already obtained from the State.***
- ***The project uses cultural/historical features and will need approval.***

**[Save and Continue Later](#)**

[Save and Continue Later](#)

***Click “Save and Continue Later” at the bottom of the form if you want to finish the project submittal at a later time.***

Please use the following link to return and complete this form from any computer.

[https://northcountrytrail.org/nps\\_prj\\_form/?gf\\_token=5e09e3885f71439aa9ad19bb27312d27](https://northcountrytrail.org/nps_prj_form/?gf_token=5e09e3885f71439aa9ad19bb27312d27)

Note: This link will expire after 30 days.

Enter your email address if you would like to receive the link via email.

Email Address

Email Address

SEND LINK

***After clicking “Save and Continue Later,” there will be a unique link that can return you to the incomplete and unsubmitted form. The link will expire in 30-days or when the Trail Project Form period closes. To email the link, enter an email in the box and click “Send Link.”***

Success!

The link was sent to the following email address:

[stephanie\\_liguori@nps.gov](mailto:stephanie_liguori@nps.gov)

**A “Success” box will appear after the link is emailed. The link should arrive via email from [web@northcountrytrail.org](mailto:web@northcountrytrail.org).**

**Submit**

Submit

***When you are ready to submit the project, click the “Submit” button at the bottom of the form. It may take a moment for the form to submit once the button is clicked.***

***The submittal is successful when you see this text:***

Thanks for submitting your chapter's project!

For your records, we've sent a confirmation email with the project details to the project leader's email address supplied in the form.

[Click here](#) to submit another project.

***A confirmation email with the project details you submitted will be emailed to the identified Project Leader. If you have more projects to submit, the “Click here” link will take you back to the form.***

***The form will not submit successfully if there are errors on the form. A form that has errors will reload with this text at the top of the form:***

---

There was a problem with your submission. Errors have been highlighted below.

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***Errors will be highlighted **in red** within the form. Some common reasons for errors include:***

- ***Text in a box that only accepts numbers.***

Please enter a valid number

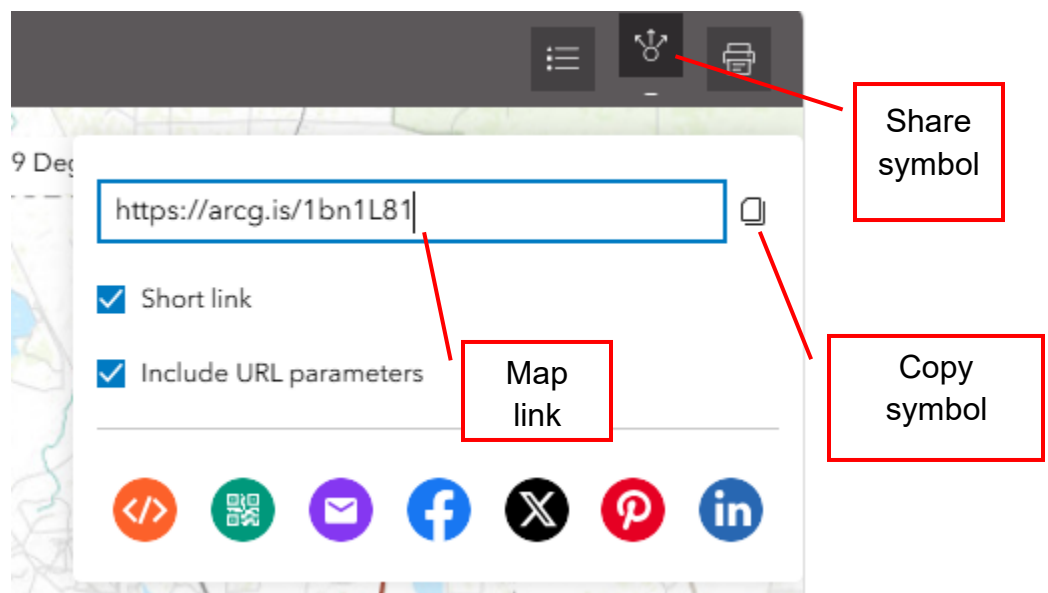
- ***A required box that was not filled-in. Required sections are indicated on the form with an asterisk (\*).***

This field is required.

***After correcting the errors, you can re-click the Submit button for successful project submittal.***

## **Appendix A: How to "Share current map extent" on NCTA's online map**

1. Go to <https://northcountrytrail.org/the-trail/trail-maps/>
2. Click on the "Online Map" for your State
3. Navigate to the project location. You can type in the address using the "Find address of place" search bar in the upper left of the screen. Or you can type in the latitude/longitude degrees using the search bar in the upper right of the screen.
4. Zoom in and out with your mouse as needed to show the full extent of your project area.
5. Once the project is visible on the map, click the "Share" symbol in the top right. It looks like a circle with arrows coming out of the top. A Share pop-up will appear.
6. Click the "Copy" symbol to the right of the link. This looks like two rectangles on top of each other. Clicking this will copy the map link.
7. Go back to the form and paste the map link into the form using right click or CTL+V



## Appendix B: How to create a map (examples)

This appendix provides some examples of how to create a map for upload. These examples are not comprehensive, and you can use another preferred method for map creation. A video about making and uploading maps for the Trail Project Form is available on the NCTA's YouTube: <https://youtu.be/HKn9QPyHnN8?t=783> More map making options, including mobile phone options, are included in the video.

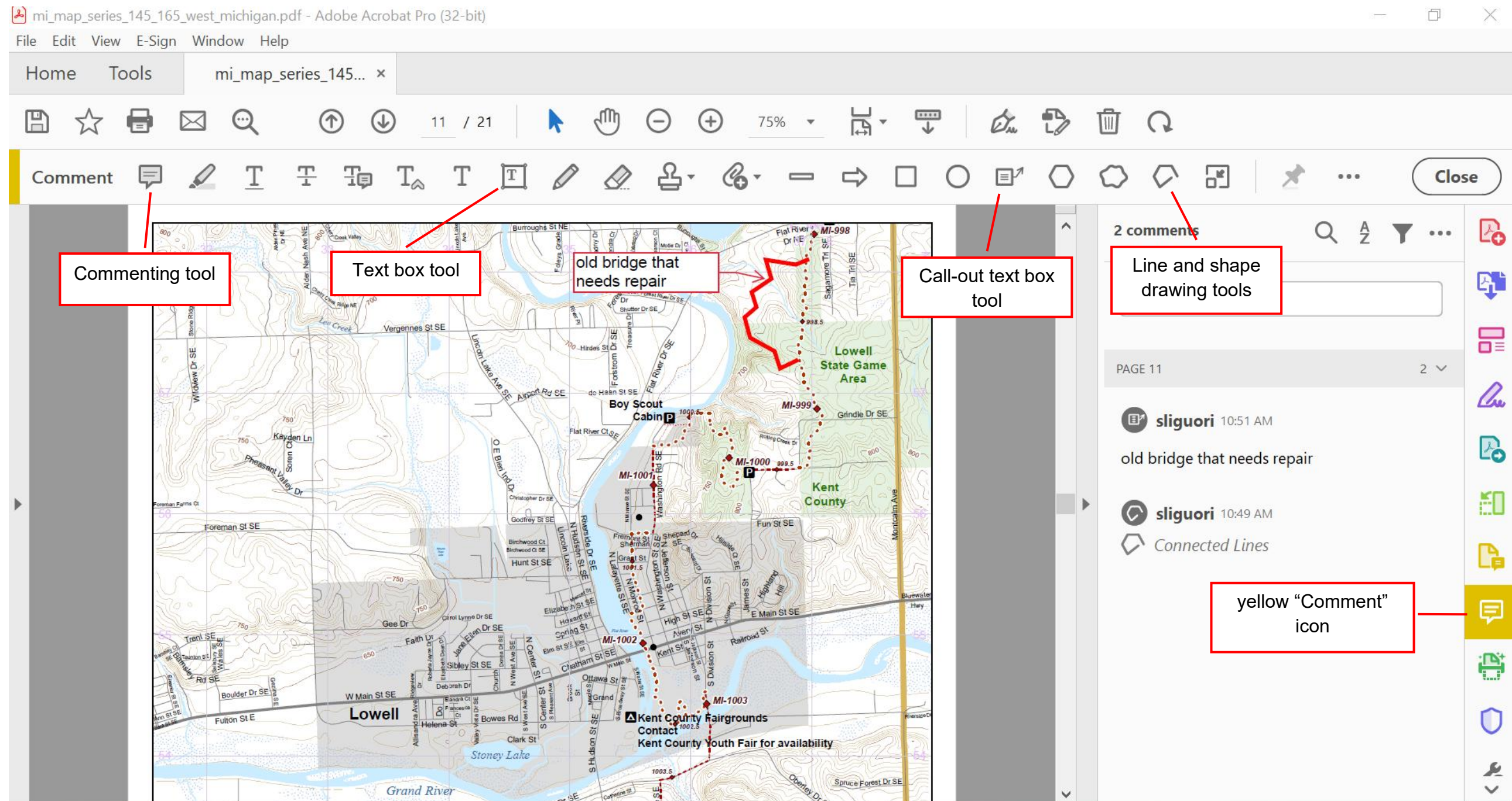
**Example 1: Trail reroute and associated structures on a hand-drawing photo**

1. Hand-draw the project, ideally on a paper or hard-copy map
2. Take a photo of the drawing and save the photo for upload



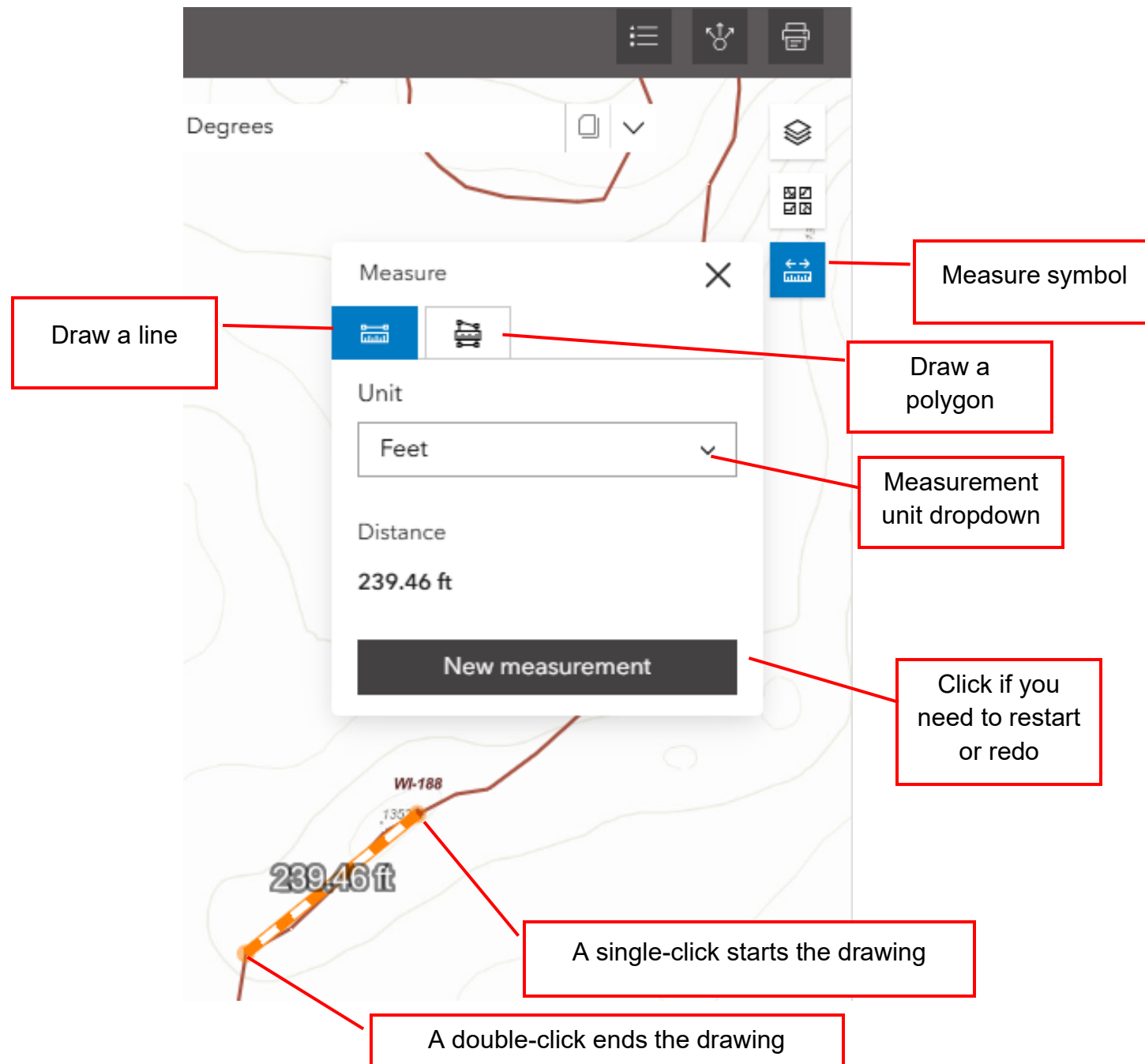
### Example 2: Trail reroute and bridge repair in Adobe Acrobat Reader (PDF)

1. Adobe Acrobat Reader is free to download: <https://get.adobe.com/reader/>
2. Open a PDF map in Adobe Acrobat Reader
3. Click “Enable all features” in the yellow banner at the top (if needed)
4. Click the yellow “Comment” icon to use the drawing and commenting tools that will appear at the top (see below)
5. Save PDF drawing for upload

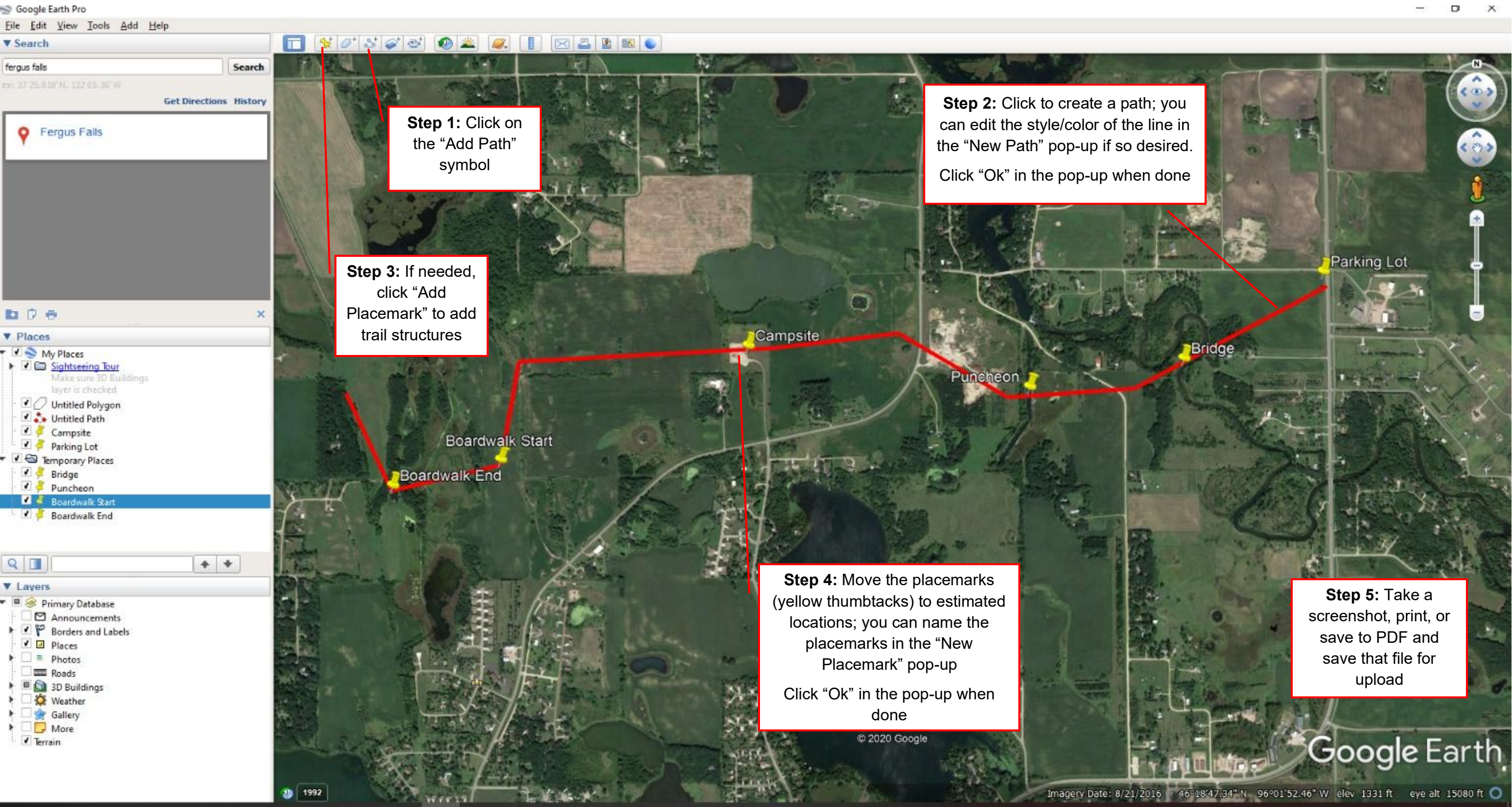


**Example 3: New boardwalk in NCTA's online map using the "Measure" tool**

1. Go to <https://northcountrytrail.org/the-trail/trail-maps/> and click on the "Online Map" for your State
2. Click on the "Measure" symbol on the right of screen. It looks like ruler.
3. Choose if you want to show a line or a polygon.
4. You can use the unit drop-down to choose what units to measure in.
5. A single-click starts the drawing. A double-click stops the drawing.
6. If you need to re-start or re-do the drawing, you can click the "New Measurement" button.
7. Take a screenshot and save the screenshot for upload into the form.



Example 3: New trail and associated structures in Google Earth



### **Appendix C: How to get latitude and longitude on NCTA's online map**

1. Go to <https://northcountrytrail.org/the-trail/trail-maps/>
2. Click on the "Online Map" for your State
3. Navigate to the project location. You can type in the address using the "Find address of place" search bar in the upper left of the screen.
4. Zoom in and out with your mouse as needed to find the approximate location or center/middle of your project.
5. Once you have identified the approximate location of center/middle of the project, click the "Coordinates" symbol next to the latitude and longitude degree bar in the upper right of the screen. It looks like a scope cross with a dot in the middle. Your mouse will now look like a scope cross.
6. Click the identified location of the project. A blue location marker will show up here you clicked. The latitude and longitude of that location will now show up in the latitude and longitude degree bar.
7. If you accidentally clicked the wrong location, re-click onto the right location and the latitude and longitude in the bar will change appropriately.
8. Copy the numbers in the bar (highlight & right click or CTL+C, or the "Copy" symbol) and then paste them into the form (right click or CTL+V).

