

## Section 1 – Instructions

A project must meet **all** of the following criteria to be eligible for a LPOR Planning grant.

### Eligibility Criteria

- 1. Eligible Applicants:** Municipalities, counties, and parks and recreation special districts are the only entities eligible to apply for Planning grants.
- 2. Budget/Costs/Matching Requirements.** GOCO will not fund more than 75% of the proposed project’s eligible costs. Of all the resources required to complete the proposed project, including the requested GOCO grant, **a minimum of 25%** must come from sources other than GOCO. Although total matching resources may include in-kind donations, **a minimum of 10%** of the total project costs must be a **cash match** from the applicant and/or partners. The regular cap for Planning grants is \$75,000; if a higher grant amount is needed then you must contact Jake Houston to discuss and get approval prior to submitting the application.

For detailed information about the budget, eligible costs, and matching, see the Budget section below.

- 3. Project Type.** The proposed project must support planning that is consistent with the purposes outlined for GOCO's local government funding. GOCO encourages projects that are strategic and forward thinking in nature and directly relate to an effort to develop a;

- Master Plan for entities to include parks, outdoor recreation, open space, identifying and acquiring local park lands and/or trails.
- Trail Plans with connections and access to trails, parks, open space and recreation and community facilities.
- Site Specific Plan for park development or redevelopment of a particular site.
- Updates to existing plans that are five years and older.

The project must result in a plan document that will be useful to the applicant in implementing new outdoor recreation opportunities, parks, land acquisition and/or trails that help accomplish GOCO’s mission

- 4. Timeline.** Work on the proposed project may not begin until after the grant has been awarded; therefore, the timeline should begin no sooner than the Board decision date (December 6, 2011). Grantees are allowed up to 18 months from the award date for completion. For more information on the Timeline, see the Timeline section below.

### Budget

GOCO will fund up to 75% of the proposed project’s eligible costs. In other words, of all the resources required to complete the proposed project, including the requested GOCO grant, a minimum of 25% must come from sources other than GOCO. Although total matching resources may include in-kind donations, a minimum of 10% of the total project costs must be a cash match from the applicant and/or partners.

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**Eligible and Ineligible Costs.** The following table provides sample eligible and ineligible costs for a GOCO project. *Not all eligible and ineligible costs are listed here.*

Eligible Costs	Ineligible Costs
Consultant costs	Grant writing or administration costs
Professional services, such as legal, facilitation, professional planning, etc.	Volunteer or Board member time
Costs that directly relate to the planning activity, such as inventories, design, GIS/mapping, printing, etc.	Future costs of land acquisition and facility development
Costs for public engagement such as public meetings, focus groups, surveys and web based outreach.	Cost of existing operations
Donation of the items above can be counted as in-kind match	Staff time or indirect costs
	Events, publications, advertising and/or similar event items for fundraising
	Donation of the items above may not be counted as in-kind match

**Eligible match:** All items in the budget must be eligible costs even if only matching funds, and no GOCO funds, are applied to them. If a cost is eligible for GOCO funding then it is also eligible to count as match; if a cost is ineligible for GOCO funding, it **may not** be counted as match.

### **In-kind contributions:**

In-kind contributions may include donated professional services. Any cost that would be eligible for GOCO funding but that is donated or discounted can count as an in-kind contribution. Examples of eligible in-kind contributions are donated meeting space for which the applicant would otherwise have to pay; a discounted rate from a consultant (for example, if the consultant typically charges \$100 per hour but charges you only \$90 per hour, the \$10 per hour difference is an in-kind contribution); and donation of professional services such as map production and printing.

Volunteer time or non-quantifiable, non-professional time **may not** be used as an in-kind contribution, but may be included as part of the Selection Criteria under “Support.” In addition, staff time and applicant-provided services are not eligible as an in-kind match. For example, time dedicated to the project by a staff planner, a staff GIS professional, or any other staff member is not eligible in-kind; nor is use of the applicant’s own meeting space.

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**Budget Form:** Complete and submit the Budget Form, using the Sample Budget as a guide. Also, please be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. When completing your budget, be as detailed as possible.

Feel free to add rows and/or columns or otherwise manipulate the budget form to fit your particular project. The Excel version of the budget form includes formulas for totaling rows and columns and for calculating match requirements. Ideally, these formulas will automatically update when you add rows and/or columns. If they don't and you're not familiar with Excel, please contact us and we'll help you figure it out.

We know that budgeting, determining eligible/ineligible costs, documenting in-kind, and customizing Excel spreadsheets can get a bit complicated. We're here to help, so if you have any questions about GOCO's budget policies, requirements, or the budget form, please contact Jake Houston.

**If you are awarded a grant:** Once a grant is awarded, the grant amount cannot be increased, so any increases in the project cost must be covered with matching funds. If the cost of the project goes down, or if the project scope is reduced, the grant may be reduced proportionately.

### Timeline

The purpose of the Timeline is to encourage you to think about the various components of your project, the activities required to complete them, and how to fit all of them into the 18-month deadline. GOCO staff and outside peer reviewers will analyze your proposed timeline to ensure it includes the various tasks that our experience tells us should be part of your project and to see if it's reasonable given the scope of the project and the time allotted to complete it.

Complete the Timeline Form using the Sample Timeline as a guide. Remember that the project is to be completed within 18 months of the award date (by June 6, 2013). The tasks included in the Sample Timeline are common planning grant tasks; your project may or may not include all of them, and will likely include others not listed there. Consult your response to Selection Criteria Question 3, "Objectives, Tasks, and Deliverables." The tasks listed there should all be included in your timeline.

GOCO encourages applicants to allow adequate time to complete the proposed project, so please be realistic about how long you think each task will take.

**If you are awarded a grant.** Please keep in mind that extensions and modifications must be requested in writing and approved in advance by GOCO. Projects not completed by the deadline are subject to GOCO's Overdue Grants Policy (available at [www.goco.org](http://www.goco.org) or by contacting us) and may be deauthorized.

**Ute Pass Trail, 11-10-11**

**Mission:**

The mission of El Paso County Parks includes the development of a regional trail system that links cities, towns, parks, and recreation areas. Over its forty year history, County Parks has developed the New Santa Fe Trail that links Palmer Lake, Monument, Air Force Academy, and Colorado Springs, the Fountain Creek Regional Trail that links the City of Fountain, major unincorporated areas, and the City of Colorado Springs, and the Rock Island Regional Trail that links Falcon to Peyton. The trails provide recreation opportunities, economic development / tourism benefits, alternate transportation opportunities, and promote environmental education and stewardship.

**Background:**

The County Parks Master Plan includes the development of the Ute Pass Regional Trail that will link Manitou Springs to the western County line. The Ute Pass rail-trail was recognized as an important thoroughfare as early as 1912. In addition to being included in the County Parks Master Plan, the Ute Pass Regional Trail is also included in eight other regional Ute Pass plans. The trail will also serve as a component of the American Discovery Trail.

**Progress to date:**

County Parks constructed the first section of the trail in 2003 that linked Green Mountain Falls to the Ute Pass Elementary School. This trail section is used by the community for recreation purposes and also provides safe pedestrian passage to the elementary school. The second section was constructed in 2004-05 that links the County line to Green Mountain Falls. Green Mountain Falls has also provided an on road trail through their community that links with the existing Ute Pass Regional Trail sections.

**Manitou Springs to Cascade trail link:**

Over the past several years, County Parks has worked closely with Colorado Springs Utilities (CSU) regarding the opportunity to construct the Manitou Springs to Cascade segment primarily on CSU property, mostly within the historical corridor. CSU conducted a multi-year public process that engaged recreationists, general public, local media, town officials, landowners / stakeholders, and El Paso County. In 2010, the Colorado Springs City Council approved the Plan for Recreational Uses on Municipal Watershed Lands that included this section of the Ute Pass Regional Trail.

**Public Engagement:**

As the CSU planning effort was conceptual only, County Parks launched a separate community engagement effort in 2011 to develop more specific plans for the improvement of this segment of the Ute Pass Regional Trail and trailhead location and address neighborhood impacts. The planning process included the creation of a capital improvement committee consisting of a Park Board member, local trail advocates, two Cascade residents, and staff. The committee's primary focus was determining the trail alignment and potential trailhead for the westerly end of the trail. Once the draft alignment and potential trailhead options were established, County Parks conducted a series of neighborhood meetings including a special El Paso County Park Advisory Board meeting on September 13, 2011 in Chipita Park.

**State Trails grant for Manitou Springs to Longs Ranch Road section (Phase 1):**

County Parks also applied for a State Trails Grant in 2011 to provide needed funding for the trail construction. The grant application was the highest scoring application and the County received \$119,855 for the construction of the trail from Manitou Springs to Longs Ranch Road section (Phase 1 of the Ute Pass trail).

**Longs Ranch Road to Cascade section (Phase 2):**

During the public input process, Cascade residents living along the Highway 24 frontage road have expressed concerns with a trailhead being developed on CDOT right-of-way at the end of the frontage road and the potential impact of the trail along the frontage road. The concerns have included increased traffic on the frontage road, potential parking and pedestrian issues, and inappropriate use of the trailhead.

**County Parks Staff Recommendations:**

With the above concerns in mind, County Parks staff has recommended the following next steps:

1. Finalize the planning process for the approximate 3.5 miles of trail to link Manitou Springs to Longs Ranch Road (Phase 1 of the Ute Pass Trail).
2. Reach consensus with CSU / CDOT regarding the proposed trail alignment / Longs Ranch Road trailhead. (Phase 1)
3. Request consideration and / or endorsement of the Park Advisory Board for the proposed trail alignment / Longs Ranch Road trailhead at their December 14 meeting. (Phase 1)
4. Coordinate the necessary CSU / CDOT easements and special use documents (Phase 1).
5. Request BoCC consideration and / or approval of the easements and special use documents (Phase 1).
6. Coordinate the construction of the 3.5-mile trail section from Manitou Springs to Longs Ranch Road and the trailhead at Longs Ranch Road. (Phase 1)
7. Initiate a public input based planning process for the trail alignment from Longs Ranch Road to Chipita Park late in 2012 (Phase 2).



Trails and Open Space Coalition  
1040 S. 8<sup>th</sup> St, Suite 101  
Colorado Springs, Co, 80905  
trailsandopenspaces.org, 719-633-6884

11-21-11 draft

Scott Hente, Chairman  
Colorado Springs Utilities Board  
107 N. North Nevada, Suite 300  
Colorado Springs, CO 80903  
Via Email and letter

Dear Chairman Hente and Utility Board Members:

The Trails and Open Space Coalition strongly supports El Paso County Parks in their leadership role to implement the Ute Pass Trail from Manitou Springs to Chipita Park. Representing over 1,000 members, TOSC has long advocated for the completion of this missing link in the American Discovery Trail and Ring the Peak Trail systems. Much of the planned trail is on Colorado Springs Utilities managed watershed land and we are very appreciative of the continuing work by CSU to make Colorado Springs lands available. TOSC wants this CSU commitment to continue and not be sidetracked.

The Ute Pass Trail concept was approved as part of the South Slope Recreation Lands Concept Plan in 2010. In 2011 El Paso County Parks assumed leadership and launched a new community planning process to develop more specific plans for the Ute Pass Trail. Specific alignment and trailhead options were discussed as part of the process to address possible neighborhood impacts, property ownership issues and trail user needs. The planning process included the creation of a committee composed of Cascade residents, trail users and advocates, and a Parks Board. The committee's primary focus was to determine the draft trail alignment and potential trailhead locations.

County Parks then conducted a series of neighborhood meetings including a special El Paso County Park Advisory Board meeting on September 13, 2011 in Green Mountain Falls, where diverse views were expressed, including the view that the trail should not proceed any further up Ute Pass. TOSC's position that this planning and community engagement process must continue, that stakeholder and property owner concerns are addressed to the maximum extent possible, and that this critical local, regional and national trail be completed. The County Parks plans include:

For Ute Pass Trail Phase 1:

1. The County, CSU, CDOT and other stakeholders finalize the routing for the approximately 3.5 miles of trail to link the base of the Incline in Manitou Springs to Longs Ranch Road at US 24, including a trailhead across from the present Waldo Canyon Trailhead.

2. The County receives endorsement from the City of Manitou Springs, County Parks Board, CDOT and the Board of County Commissioners for the Phase 1 planned implementation.
3. The County constructs the Phase 1 trail in 2012 aided the \$120k 2011 State Trails Grant received by the County and by state and local community volunteers.

For the Ute Pass Trail Phase 2:

1. The County continues the public input based planning process for a trail alignment from Longs Ranch Road to Chipita Park in 2012.

Continued Colorado Springs Utilities support, through making city lands available, is critical to the completion of the Ute Pass Trail. We urge you to continue to support the El Paso County planning process and resulting implementation of the Ute Pass Trail.

Sincerely,

*Bill Koerner*  
Bill Koerner  
Advocacy Director

*Susan Davies*  
Susan Davies  
Executive Director

CC:

CSU: Jerry Forte, Gwen Happ  
City of Colorado Springs Mayor: Steve Bach  
City of Colorado Springs Parks: Kurt Schroeder  
El Paso County Parks: Tim Wolken  
City of Manitou Springs planning: Dan Folke

Item V. 1. b



# Memo

To: Open Space Advisory Committee  
From: Dan Folke, AICP, Planning Director *DWF*  
Date: November 23, 2011  
Re: 1350 Oak Ridge Road

Although staff has discussed removing the home on Iron Mountain with the Open Space Advisory Committee (OSAC), there has not been a formal discussion and motion from OSAC about what to do with the home. The following information is provided as background and in support of the project proposed in the Great Outdoors Colorado Open Space grant which includes removing the home and completing the Intemann Trail. Staff is seeking a formal recommendation from OSAC on the what to do with the existing structure once the City obtains the 41.5 acres.

The Manitou Springs Open Space Plan states the purpose of the Open Space program:

The goal of the Manitou Springs Open Space Program is to support the ethic of **preserving land as a living resource for present and future generations**. The objective of the program is to acquire and maintain lands which will enhance the quality of life in Manitou Springs by: 1) providing open space for physical, psychological, and social enjoyment and 2) preserving the natural and unique landforms which define Manitou Springs.

During the process of writing the Open Space Plan open house attendees were asked to complete a survey identifying the top three reasons for preserving open space and the top three places where open space should be preserved. The results were as follows:

### Top 5 Reasons to Preserve Open Space

1. To preserve Scenic Areas - 64.5% of those responding selected this reason.
2. To protect Wildlife Habitat & Movement Areas - 58.1%
3. To maintain Hiking & Biking Trail Corridors - 46.8%
4. To protect Steep Slopes from development - 40.3%
5. To maintain Forested Areas - 37.1%

### Top 5 Places to Preserve

1. Red Mountain - which had almost four times as many "votes" for preservation than the second choice
2. Higginbotham Flats - The flat area south of US 24 bypass across the entrance to Cave of the Winds.
3. Iron Mountain
4. Intemann Trail - people mentioned its completion and various improvements to the trail, and
5. Protection of Garden of the Gods.

In identifying how to rate specific open space parcels the plan considered five factors; 1. visual sensitivity; 2. vegetation importance; 3. wildlife habitat significance; 4. terrain considerations; 5. socio-cultural influences. Based on a detailed analysis of these factors the Iron Mountain property was rated as a High Priority. Once prioritized, areas were placed into one of five districts. Iron Mountain is in the Preservation District described as follows:

The Preservation District contains areas of outstanding natural, scenic or historic quality. These areas have been identified by the community as highly important and contain features which are worthy of protection and preservation. In general most of the land in the Preservation District is reserved for open space and natural resource management with development limited to recreation related improvements. Improvements may include public access roads, trailhead or staging areas, trails, picnic grounds, informational signage, parking areas and nature interpretation.

The application to Great Outdoors Colorado included the following information on the home:

If the conservation values on the property will change (e.g. creating wetlands or dewatering irrigated land to return it to its natural state, etc.), what will the new conservation values be, is there a timeline for this change, and how will this affect the existing conservation values?

*Funding the request will allow the City to remove the single family home which sits atop Iron Mountain and restore the ridgeline to a natural state. The City will coordinate with Habitat for Humanity to have building materials, appliances and other reusable materials salvaged and donated to the Colorado Springs ReStore. The City has contacted two demolition contractors and received estimates to dismantle the remaining structure for approximately \$20,000. Staff estimates the site can be restored with re-grading and vegetative ground cover for approximately \$7500. Removal and restoration will be funded through the General Fund, Open Space Fund and private donations with a target to complete site restoration within one year of acquisition.*

Describe the location of the building envelopes and whether or not they will impact any conservation values.

*As shown on the attached Plat Survey the home is located on the ridge line of Iron Mountain in the northwest corner of the parcel. Public support to acquire Iron Mountain is largely based on the plan to remove the home. The construction of the home at the peak of the mountain is considered by many to be an eyesore and scar on the natural landscape. Construction has caused drainage and erosion issues below the house. The City has contacted Habitat for Humanity to have volunteers salvage construction materials and furnishings. The remainder of the structure will be dismantled, recycling materials as feasible and minimizing materials taken to a landfill. Staff estimates \$27,500 to remove the home and restore the site.*

What attributes of the surrounding land would be adversely affected if this property were not protected?

What other threats exist in the general area, and what is the immediacy and nature of the threats?

*Failure to acquire Parcel 3 will allow the development of three homes and provide new ingress/egress over public land. Development of steep hillsides has created slope stability and*

*drainage problems in the City of Manitou Springs below. Hillside development requires careful and well thought out design and infrastructure improvements. The existing single family home sits on top of Iron Mountain above the City of Manitou Springs; it is highly visible throughout the region and considered a scar by many in the Front Range viewshed. Prominently sitting on a ridgeline, the house is an example of poor site development and includes no design elements to mitigate the visual impact of the home.*

#### Staff Recommendation






Staff believes removing the home is consistent with the overall purpose of the Open Space program and the Preservation District. The Preservation District anticipates development limited to recreation related improvements. Improvements may include public access roads, trailhead or staging areas, trails, picnic grounds, informational signage, parking areas and nature interpretation. Maintaining a single family home or converting it to a public use is not consistent with uses anticipated in the Preservation District. Restoring the home site to its natural state is consistent with preserving the natural and conservation values of the property. In addition staff believes maintaining the structure could place a financial burden on the City and that it could easily become an attractive nuisance with additional legal liabilities. Staff believes the home should be removed as proposed within the first year of acquisition, donate and recycle building materials as much as possible, and seek local donations and services to reduce the cost of removal.

Item V. I. C.

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## Pikes Peak Community Foundation

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## Community Grants: Areas of Funding

PPCF gives priority to high-impact initiatives that provide maximum benefit for our community. In addition, we prefer to fund specific programs and projects that demonstrate measurable results.

### Primary Areas of Funding:

- Arts and Culture
- Civic Improvement
- Community Development
- Education
- Environment
- Health

- Human Services

## Other Funding Possibilities:

- Emergency Fund: We provide rapid-response, short-term, no-interest loans and/or outright grants to meet one-time emergencies for nonprofit organizations.
- Venture Fund: From time to time, we support entrepreneurial or innovative ideas that have high potential to dramatically improve the quality of life in the Pikes Peak region.

## Other Considerations:

PPCF generally does not fund the following (absent special circumstances):

- Grants to organizations that do not have an active 501(c)(3) tax status
- Grants outside of the Pikes Peak region, defined as El Paso County, Teller County, and adjacent communities.
- Grants to another foundation or organization that distributes money to nonprofit recipients of its own selection.
- Debt retirement, endowments or other reserve funds
- Grants to individuals or for individual healthcare procedures
- Medical, scientific, or academic research
- Grants that further political doctrine or religious doctrine
- Non-strategic purposes such as: Sponsorships, camperships, travel, vehicle purchases, conference fees, symposium fees, workshop fees, writing, publications, or distribution of books, articles, newsletters, electronic media, annual memberships, dinners, etc.

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## Grant Seekers

- [Grant Seekers](#)
  - [Community Grant: Areas of Funding](#)
  - [Community Grant Guidelines](#)
  - [Grant Report Form](#)
  - [Ingenuity Grants Overview](#)
  - [Ingenuity Grant Application](#)

November 22, 2011

Michael Hannigan  
Executive Director  
Pikes Peak Community Foundation  
730 N. Nevada Avenue  
Colorado Springs, CO 80903

Dear Mr. Hannigan,

The City of Manitou Springs has the opportunity to acquire the final 41.5 acres of Iron Mountain for public trails and open space. This parcel is identified in the Front Range Mountain Backdrop Study for acquisition by both El Paso County and the City of Colorado Springs due to its high scenic and conservation values. It is also part of the Manitou Springs Open Space Plan Preservation District, identifying lands with the highest natural, scenic or historic quality that are worthy of preservation. The City of Manitou Springs has over 260 acres of land dedicated to open space and trails, and actively promotes regional trail connectivity.

In July 2010 the City entered into an agreement to purchase the entire 98.5 acre parcel in three phases, at a total cost of \$1.1 million. Manitou Springs purchased Parcels 1 and 2 (57 acres) in 2010, for \$650,000 in cash and has obligated our local Open Space Fund to the lease purchase for the next seven years. An appraisal values Parcel 3 without improvements at \$498,000, and the 98 acres at \$1.42 million.

To complete the acquisition, Manitou Springs will purchase Parcel 3 (41.5 acres), which includes the existing single family home visible on the top of Iron Mountain, for a project cost of \$530,000 including due diligence and land stewardship. The acquisition of this final phase will allow the removal of the home and restoration of the land to open space use, and will complete the Paul Intemann Memorial Trail running above the south side of Manitou Springs, enabling trail connectivity from Red Rock Canyon Open Space and Section 16 to Barr Trail (Pikes Peak), the Pike National Forest, and the Manitou Incline, all of which are significant recreational amenities for the Pikes Peak region.

The City was awarded \$25,000 from the Hillsdale Fund, has applied for \$60,000 from the Colorado Springs TOPS program and \$397,500 Great Outdoors Colorado. We are currently raising the remaining \$47,500 to complete the acquisition, \$30,000 estimated to remove the home and restore the site, and \$20,000 to complete a Land Stewardship Plan.

We look forward to providing you a complete proposal.

Daniel Folke, AICP  
Planning Director

# Exhibit A

Item V. 2.a.

