



# Recreational Trails Program (RTP)

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# Recreational Trails Program (RTP)



- ☐ Federal grant program administered by the Federal Highway Administration.
- ☐ Funds are allocated to Georgia from the Federal Highway Trust Fund from motor vehicle fuel excise taxes.
- ☐ Federal Highway provides essential support in financial and environmental matters.
- ☐ Funding is available for trail construction, trail maintenance, trail amenities, and trail education.



# Purpose of RTP



RTP supports on the ground trail projects.

RTP provides funds for trail projects that could not be completed.

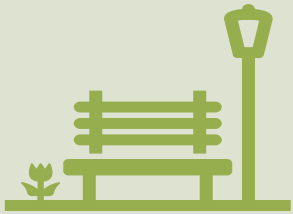
RTP seeks to improve outdoor recreational access in local communities across Georgia.



# RTP Funding are not used for...



Transportation funding.



General park improvement funding.



Planning/design only funding.

# Who Can Apply

- ✓ Cities & Counties can apply according to Department of Community Affairs (DCA)
- ✓ Authorities documented through state or local legislation.
- ✓ Commissions
- ✓ State and Federal Agencies

## WHO CAN APPLY?

Qualified  
Cities & Counties

Authorized  
Authorities &  
Commissions

State Agencies

Federal Agencies

- ✓ Non-profit organizations can partner with a qualified governmental entity or agency for trail projects.
- ✓ A non-profit organization can apply for RTP education grants.





# RTP Project Types



# Types of Trails

## Nonmotorized



- ☐ Pedestrian
- ☐ Equestrian
- ☐ Bicycling
- ☐ Water



## Motorized



- ☐ Internal Combustion Engines
- ☐ Off-Road Motorcycles
- ☐ ATV'S
- ☐ Other Off-Road Vehicles



# Types of Projects



**Construction  
of new  
recreational  
trails.**



**Restoration of  
existing trails.**



**Development &  
Rehabilitation  
of trailhead  
facilities for  
recreational  
trails.**



**Acquisition,  
easements and  
property for  
recreational  
trails or  
corridors.**



**Water Trails**



# Single Use & Multi-Use

## Single Use

**Intended to benefit only one mode of recreational use.**

☐ Pedestrian- only

☐ Equestrian

☐ Mountain Bike

☐ Water Trail



## Multi-Use

**Intended to benefit more than one mode of recreational use.**

☐ Equestrian & Hiker Shared Path

☐ Pedestrian/Bike/Skate (Shared)

☐ Rails to Trails

☐ Greenways



# Water Trails



Provide public access to an established water trail for the purposes of (paddling, canoe, and kayak)



Non-motorized, Single Use by federal definition.



# Ineligible for RTP

Tracks around fields,  
walking tracks,  
walking tracks around buildings.



Sidewalks,  
walking tracks, or trails around  
recreation including  
playgrounds, basketball courts,  
golf courses, etc.



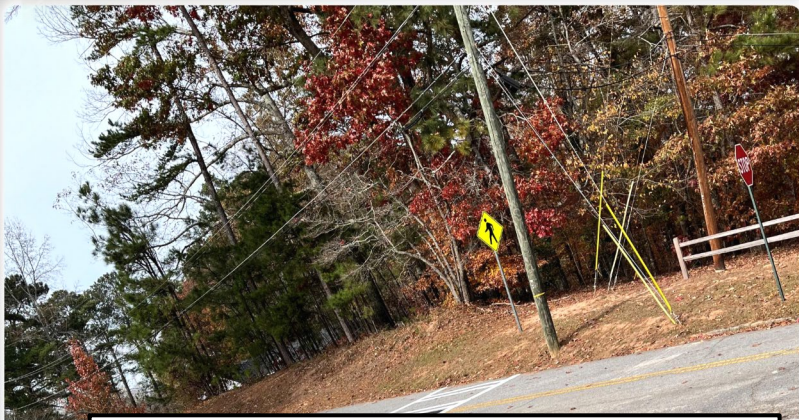
# RTP Previous Grant Cycle Projects



USDA Forest Service  
Conasauga Ranger District  
2019-2020 Grant Cycle



Gilmer County  
Carter's Lake Mountain Bike Trail  
2021-2022 Grant Cycle



Union City  
Highway 29 Park Trail  
2021-2022 Grant Cycle



City of Cedartown  
Silver Comet Accessibility Improvements and  
Rehabilitation Project  
2021-2022 Grant Cycle



City of Albany  
Flint River Trails-Albany Downtown Connector  
2019-2020 Grant Cycle





# RTP Funding





# Funding



No minimum  
funding level



Maximum grant  
of \$200,000.00



Reimbursement  
grant of 80%



Minimum  
Match 20%

**\*\*\*\*25% is retained  
until the final closeout  
of the project**





# Examples of Reimbursable Costs



Construction costs  
(new trail or rehab)



Equipment rental



Trailhead facilities &  
basic trail amenities



Land acquisition



Construction materials



Design & Engineering



ADA Accessibility upgrades

## Important Note:

**Contracts used in RTP projects valued at \$25,000.00 or more must go through a competitive bid process, and documents will be required.**

# Match

## Match Requirements

- ☐ Minimum Match is 20% or greater
- ☐ The items must be directly related to the project.
- ☐ If federal funds are used as a match, at least 5% of the total cost of the project must come from a non-federal source.
- ☐ All sources of match must be identified in the grant pre-application.
- ☐ The item for match cannot occur earlier than the signed project agreement.

### Additional note:

- Design and Engineering expenses prior to the signed project agreement can be counted as match if they occurred within the 18-month.
- Donation of land can be eligible as match if occurred within 18 months before the signed project agreement.

## Types of Match



### GRANTEE CASH

- D&E
- Construction costs
- Materials
- Equipment rental



### IN-KIND DONATIONS

- Volunteers
- Professional Services
- Materials
- Land acquisition



# RTP Total Cost Breakdown Example

## 80/20 MATCH

Example

- **Total Project Cost** = \$250,000.00
- **Grant value (80%)** = \$200,000.00
- **Minimum match (20%)** = \$50,000.00

# Ineligible Items (Reimbursement or Match)

- **SIDEWALKS**
- **TRACKS**
- **LIGHTING**
- **LANDSCAPING**
- **PLAYGROUNDS**
- **CAMPSITES**
- **PICNIC PAVILIONS**
- **ADMIN COSTS**
- **CART PATHS**
- **ROADS**

- **MAINTENANCE (REGULAR OR DEFERRED)**
- **SPORTS FIELDS/COURTS**
- **FOOD OR BEVERAGE**
- **TRAVEL**
- **INDIRECT COSTS**
- **PONDS**
- **PURCHASE OF EQUIPMENT OR TOOLS**
- **DESIGN AND/OR PLANNING ONLY PROJECTS**
- **AMPHITHEATERS**





# The RTP Pre-application





# RTP Pre-Application

**COMPETITIVE STAGE APPLICATION.**

**PROJECTS ARE SCORED BASED ON COMPLIANCE CRITERIA**

**SUCCESSFUL PROJECTS WILL BE INVITED TO THE SECOND-LEVEL APPLICATION**

## Helpful Tips when planning your trail project

Verify if your organization and project are eligible.

Determine who will be your main point of contact for the full grant process

If you have any questions contact our grant specialist.

Ensure your team understands the pre-application requirements and provides the required documentation.

Make sure all of the project elements are included in the cost estimate.



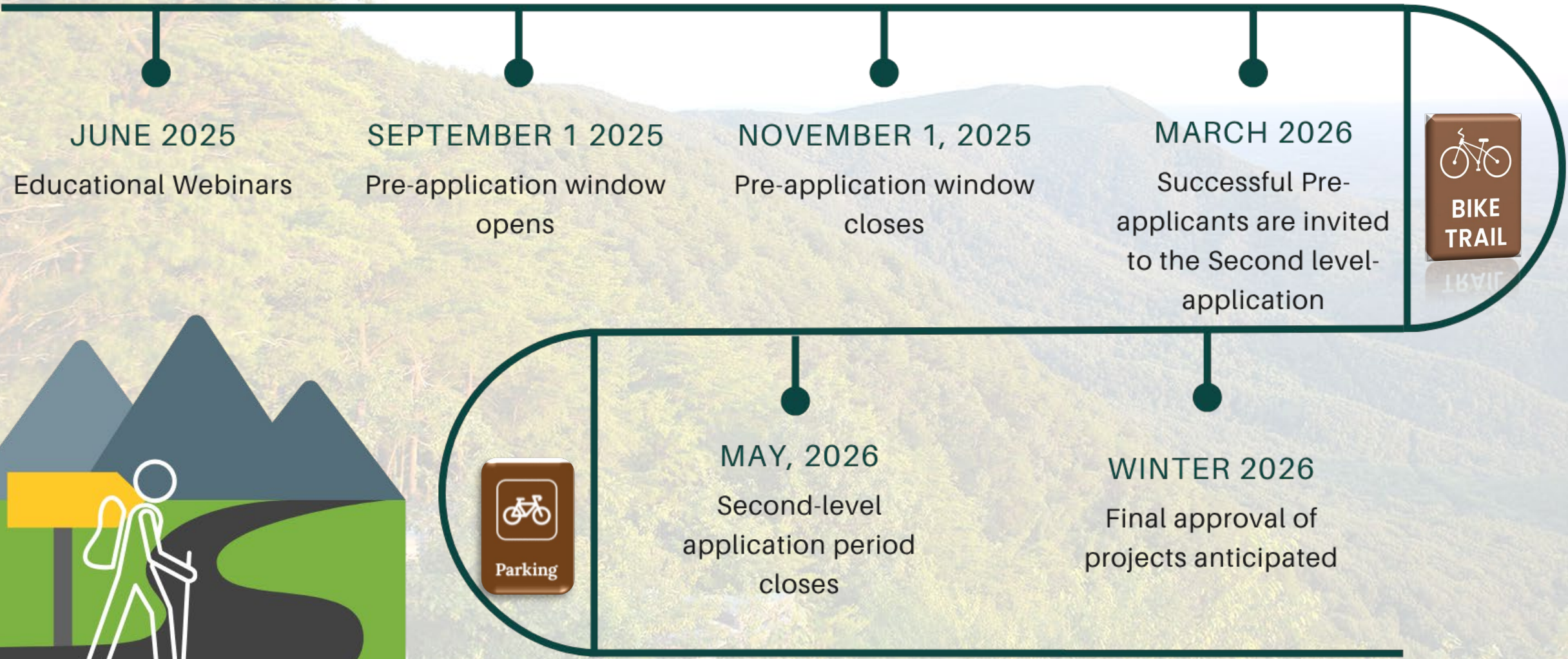
# RTP Application Process



- ❑ **Bi-Annual** Funding Cycles
- ❑ Applicants may submit one proposal per cycle.
- ❑ Pre-application is completed online.
- ❑ **Competitive Phase:** Projects are submitted for review and ranked based on eligibility and evaluation criteria.
- ❑ Approval Process
- ❑ Successful projects invited to **formal application (Environmental Evaluation)** reviewed and cleared by FHWA.
- ❑ Financial Workshop Session
- ❑ Project Agreement



# RTP Application Timeline







# Pre-Application Criteria





# Project Scope Criteria #1

## Application Questions

- ❑ Explain why you are building this trail.
- ❑ How will the proposed trail enhance access and outdoor recreation?

### Required Upload:

- ✓ Site plan






# Project Planning Criteria #2

**Describe your project timeline.**

**How will the work be completed.**

**What permits will be needed for the project.**



 **GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
RECREATIONAL TRAILS PROGRAM

**Proposed Project Implementation Schedule**

Provide a detailed, realistic schedule showing the timeline for each expected task of the project and tasks listed in the budget. If awarded a RTF grant anticipate a maximum 3-year performance period. Explain how the proposed work will be ready to proceed when funding is secured. Work must start and progress toward completion during the term of the grant agreement. Explain how the schedule was derived and show appropriate subtasks.

Applicant Organization: \_\_\_\_\_ Project Title: \_\_\_\_\_

Project Task	Start Date	Completion Date

Signature of Authorized Project Official: \_\_\_\_\_ Date: \_\_\_\_\_  
2 MARTIN LUTHER KING JR. DR. DE SUITE 510, EAST ATLANTA, GEORGIA 30304  
404.462.5119 | WWW.GADNR.ORG

In accordance with 30XRSR CFDA # 21.03 Page 1 of 1

**\*\*Required Uploads:**

**Proposed Project Implementation Schedule**

**Cost estimate**

# Environmental Considerations & Permits



## Clean Air

- ☐ RTP projects are subject to Clean Air Act.
- ☐ Exemptions maybe available. Follow up with the appropriate agency.



## Clean Water

- ☐ Runoff concerns during construction and long-term impacts.
- ☐ Permitting requirements may apply.

## Types of Permits

- ✓ CWA USACE Section 404 Permit
- ✓ GA EPD Section 401 Water Quality Certification
- ✓ GA EPD Buffer Variance
- ✓ Tennessee Valley Authority Permit
- ✓ Coastal Zone Management Coordination
- ✓ Cemetery Permit
- ✓ National Pollutant Discharge Elimination System (NPDES)
- ✓ US Coast Guard
- ✓ Forest Service /USACE Land (Section 408)



# Cost Estimate Criteria #2

- ☐ Include all expenses involved in the trail project.
- ☐ Ensure that the design and engineering do not exceed 15%.
- ☐ Include all in-kind match.
- ☐ Include cash match.
- ☐ All must match the amount entered in the online application.

Cost Category	Grant Funds	Cash Match	In-kind Match	Total Cost
Design & Engineering				
Construction Contract(s)				
Material Costs				
Equipment Rental				
Volunteer Hours (in-kind)				
Other (unfunded)				
<b>Total</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>60,000</b>

Authorizing Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**MATCH  
PERCENTAGE  
MUST BE THE  
SAME  
THROUGHOUT  
THE  
APPLICATION**

**DONATIONS  
ARE A IN-KIND  
MATCH; YOUR  
EXPENSES ARE  
CASH MATCH**

**DESIGN &  
ENGINEERING  
CANNOT  
EXCEED 15% OF  
THE GRANT  
COST.**

# Acquisition Criteria # 2

## Acquisition

**Describe how the acquisition process will coincide with construction or rehabilitation and plan.**



Completed appraisal  
\*\* Must be completed to  
UASFLA standards. Yellow Book



Preliminary title report



Level 1 or higher Environmental  
Assessment.



Documentation from seller or  
donor.



# Statewide Trail Needs Criteria #3

## WATER TRAIL ACCESS PROJECTS



- Provide more public access
- Water trail access facilities
- Need for more signage

## NONMOTORIZED TRAIL PROJECTS



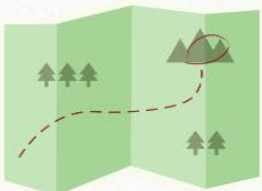
**Need for more trail connections to different communities.**



**Need for trail rehabilitation.**



**Need for trail signage.**



# Accessibility Criteria #4

## Americans with Disabilities Act (ADA)

What does real accessibility look like for your trail?

- ✓ **Trail construction**
- ✓ **Trailhead facilities**
- ✓ **Information provided at trailhead and pre-visit.**





# Maintenance Criteria #5



**Trail maintenance is crucial for guaranteeing public access to the trail for at least 25 years.**

## **TRAIL MAINTENANCE**

- Does your community have an approved Trail Maintenance Plan?
- Do you have dedicated funding for trail maintenance?

## **REQUIRED UPLOADS**

- Maintenance Plan (if applicable)
- Resolution
- Documented formal partnership (if applicable)

# Local Support & Regional Needs

## Criteria # 6



Is this trail identified in a local or regional planning document?



What evidence of local support can you provide?

### Required Uploads:

- ☐ Comprehensive plan or recreation master plan, statements from adjacent landowners, documentation of public process, and trail users.



# Public Financial Support Criteria #7



What documentation of financial commitment do you have from outside of your agency?



Documents or letters can include commitments of cash, volunteer hours, and donations of materials and/or professional services.

\*\*\*Required Uploads:

Letters of support containing financial commitment.

# Economic Development Criteria #8

Trail-related trip expenditures can provide substantial economic value to local economies.

- Specifically, how will this proposed trail positively benefit the economy of your community?





# Additional Points Criteria's 9 & 10



All grantees must provide at least 20% of total project cost as their minimum match; however, additional points will be awarded for match commitments above 20%.



Additional points will be awarded to Applicants who have not received an RTP in the past ten years.

# Other Criteria #11

Trail projects that use pervious or semi-pervious surface to reduce rainwater runoff will receive additional consideration.

What surface material(s) will be used for this trail?

Pervious

- A surface that allows water to penetrate through it and into the soil below. (Example porous asphalt or pervious pavers.)

Semi-Pervious

- A surface that allows some but not all water to pass through. (Example open-jointed bricks, and grass-concrete pavers)



# Youth Service and Conservation Corps Criteria # 11



Under the legislation authorizing RTP, the use of Youth Service and Conservation Corps is encouraged.



Additional points will be given to applications committing to the use of Qualified Corps.

Qualified Corps can be found at  
<https://corpsnetwork.org/members-by-state/>.

\*\*\* Required Upload: Contract



# Buy America Act

## Buy America Act applies



Any steel or iron permanently incorporated into the project must have been melted and manufactured in the U.S. if the total value of steel and iron exceeds \$2,500.

<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm> for more info



# Required Uploads

- ☐ Completed Pre-Application
- ☐ Pre-application Authorization Letter
- ☐ Photos of the site with photo key
- ☐ Project Location Map
- ☐ Detail Site Plan/Conceptual Plan.
- ☐ Implementation Schedule Form (DNR Form)
- ☐ Cost Estimate Form (DNR Form)
- ☐ Current copy of deed, lease, and/or easement if applicable.
- ☐ Signed statement from landowner expressing support.
- ☐ Plat/Parcel Map and legal descriptions

## Acquisition

- ☐ Completed Appraisal  
(According to Yellow Book Standards )
- ☐ Preliminary Title Report
- ☐ Level 1 or higher  
Environmental Assessment
- ☐ Proof of the willing seller or donor.





# The RTP Second-Level Application





# The Second-Level Application



Responses to all Second-Level evaluation criteria.



Resolution from the City Council, County Commission, etc.



Detailed Cost Estimate/Project Budget.



Project Description and Plans – All plans must be submitted in pdf format.



Project Implementation Schedule

# Environmental Review

**Documentation of compliance with National Environmental Policy (NEPA) and other federal environmental laws must be provided as a part of an authorized project under federal law.**



WILDLIFE RESOURCES  
DIVISION (WRD)



STATE HISTORIC  
PRESERVATION (SHPO)



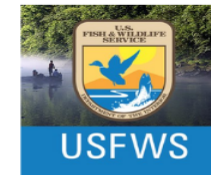
Tribal Historic  
Preservation Office  
VARIOUS TRIBAL HISTORIC  
PRESERVATION OFFICES  
(THPO)



GEORGIA DEPARTMENT OF  
TRANSPORTATION (GDOT)



FLOODPLAIN ENCROACHMENT  
REVIEW (EPD)



UNITED STATES FISH AND  
WILDLIFE SERVICE (USFWS)





# Managing an RTP Grant



# Second Level Application Approval



All applicants must attend a mandatory financial workshop prior to receiving a Project Agreement from GADNR.



The reimbursement process will be covered in depth during the Financial Workshop.



Grantees have up 24 months to complete their project. Trail Completion Date will be set in Project Agreement.



# Quarterly Progress Reports

- Quarterly project and financial updates.
- Address delays, potential changes, and/or cost overruns.
- Must include supporting photos of the progress.
- This is an official document signed by your main contact.

GEORGIA RECREATIONAL TRAILS PROGRAM  
DEPARTMENT OF NATURAL RESOURCES  
PROJECT PROGRESS REPORT  
IN ACCORDANCE WITH 2CFR200  
CFR 4 \* 20.219

This report must be detailed, supporting evidence included with pictures. The Grant Recipient shall attach to this report appropriate pictures illustrating project construction activities before and after, during this quarter.

Project Name	Project Number
Project Phase #	Percentage complete % (estimation)
Project Agreement Start Date	Project End Date
Grantee Name	Quarter Ending
Site Visit for Progress or Final Date	Progress visit or Final Visit
If this is a Final Progress Report, please enter the date the Project was completed:	

**FINANCIAL STATUS:**

Total Project Cost: \$ \_\_\_\_\_  
Amount Expended to Date: \$ \_\_\_\_\_  
Federal Funds: \$ \_\_\_\_\_  
State Funds: \$ \_\_\_\_\_  
Amount Received/or Requested for Reimbursement through the End of this Quarter: \$ \_\_\_\_\_ Federal Funds  
\$ \_\_\_\_\_ State Funds

Progress Report: (Must conform to Approved Grant Request Description)  
• Describe work completed or partially completed during this quarter. Must be very descriptive with supporting documents to include:  
• Must include before and after pictures

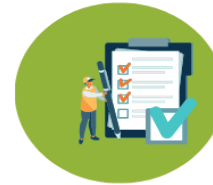
# Project Closeout



**Final Quarterly report**



**Final Reimbursement  
Package**



**Final Inspection**





# Grantees Long-Term /Obligations



# Long-term Obligations for Grantees

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All documents must be retained for at least 5 years.

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Grantee must provide public access to the trail for at least 25 years.

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Real Property or conservation easements acquired with RTP funds shall remain protected as conservation lands.

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Grant recipients may charge reasonable user fees.



# Recreational Trails Education Grant



- ✦ ✦ ✦ A direct relationship with one or more recreational trails is required. Projects receiving funding must be finalized within the federal fiscal year.

The Educational grant is designated for projects promoting safety and environmental protection.

Examples:

- Safety and environmental protection programs.
- Educational publications related to trails.
- Trail-related displays, videos, audio, apps, and other media.

Funding is received at 5% of annual apportionment.

For more information, contact the RTP Grant Coordinator.





# Contact Us

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