



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

RECREATIONAL TRAILS PROGRAM (RTP)

FINANCIAL WORKSHOP BOOK

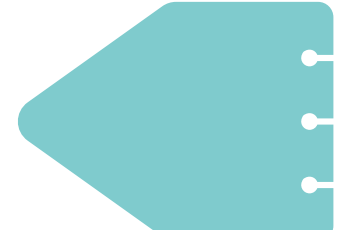


gadnr.org/RTP

THE NEXT STEPS

1

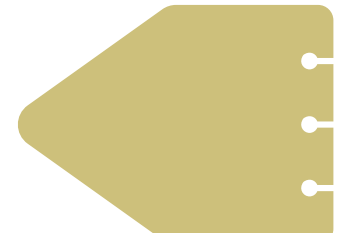
FINANCIAL WORKSHOP



After the session, the grantee will be required to sign and return the RTP acknowledgement form

2

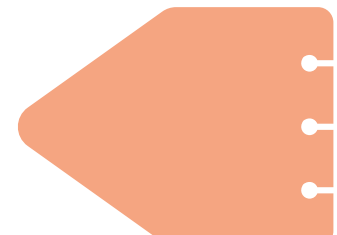
PROJECT AGREEMENT



GADNR will present the project agreement to the grantee.

3

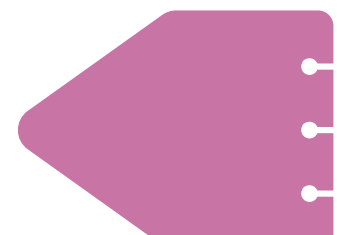
NOTICE TO PROCEED



Once the project agreement has been signed by the grantee and GADNR, the notice proceed is sent to start work.

4

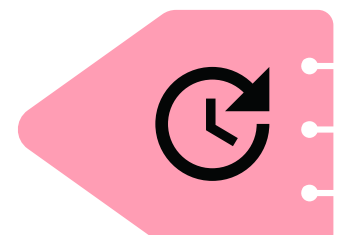
QUARTERLY REPORTS/REIMBURSEMENTS



The grantee will be required to submit quarterly reports to document the progress of the project and reimbursements.

5

FINAL CLOSEOUT



Final reports, reimbursement and documentation will be required that the project is completed.

Table of Contents

Reimbursements Packages

Section 1

Match Requirements

Section 2

Contracts & Procurement

Section 3

Buy America Requirements

Section 4

Quarterly Reports

Section 5

Extension & Scope Change

Section 6

Project Closeout

Section 7

RTP Compliance



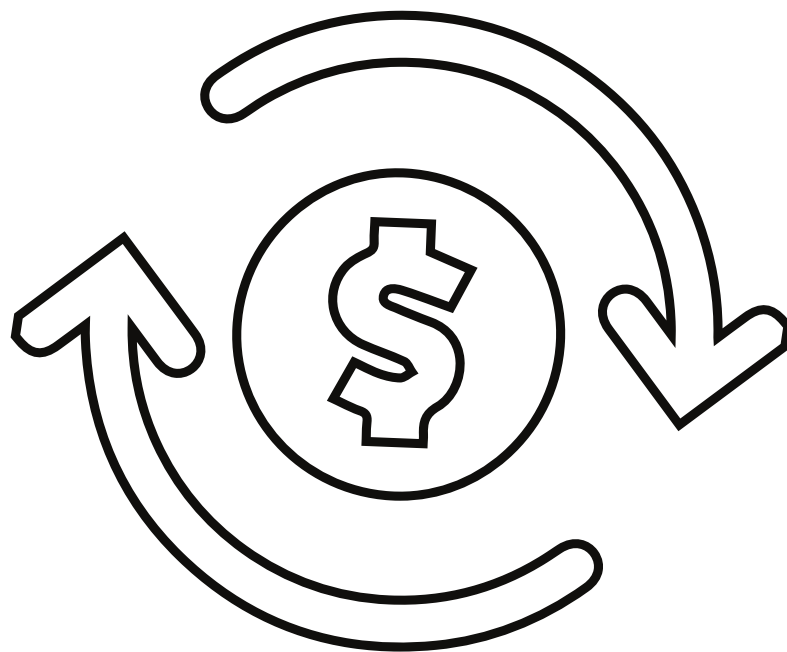
REIMBURSEMENTS PACKAGE

Section 1



Reimbursement Overview

- Grantees pays 100% of the total project cost and submit reimbursements for up to 80% of eligible costs.
- Grantees must provide at least 20% of the total project cost as a match (*Federal grantees 5% must come from non-federal sources*).
- 25% of funding is held in retainage until Final Inspection is complete.



Reimbursement Cost Breakdown

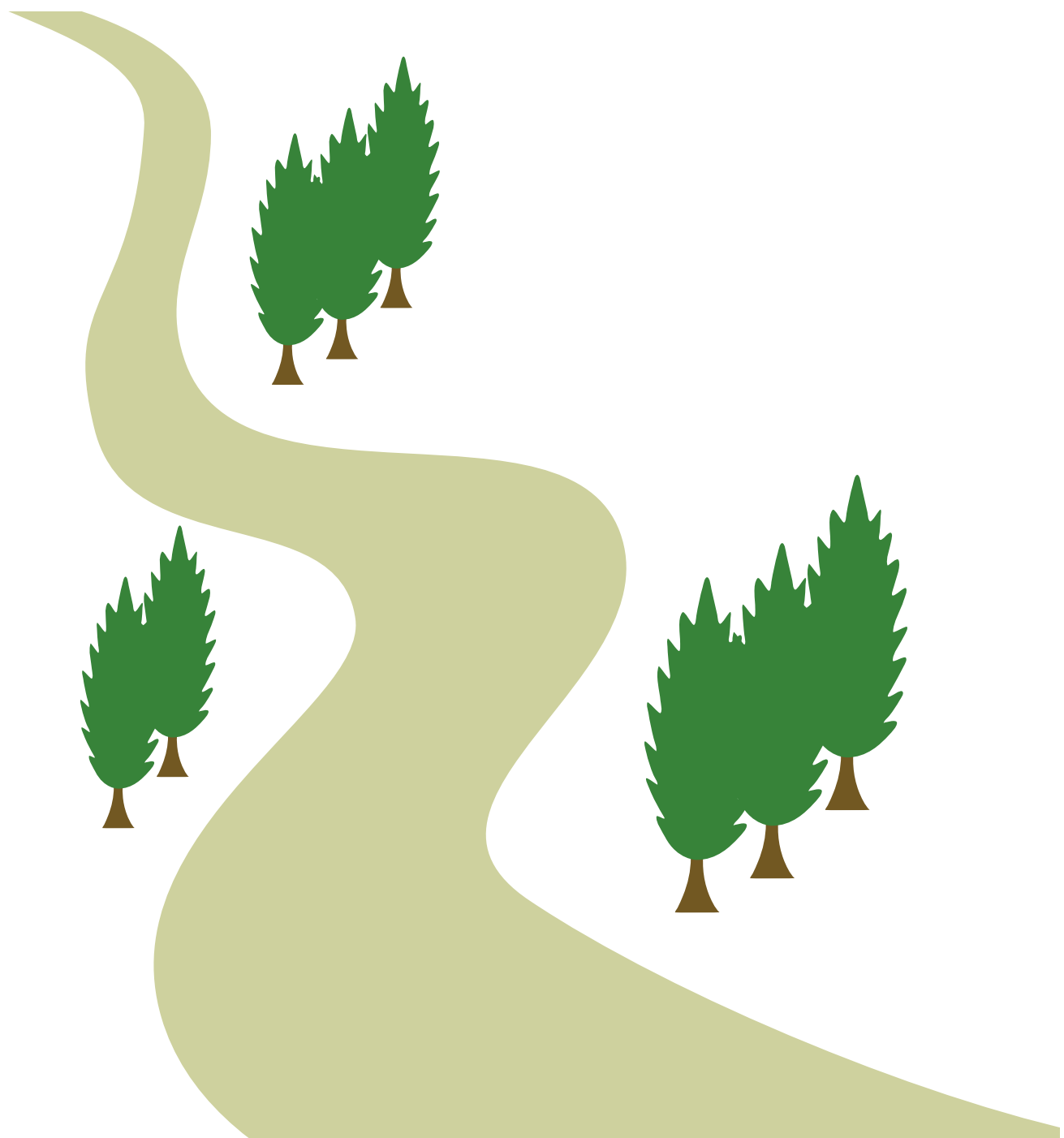
(Example)

Project Total Cost = \$250,000

Applicant's Match (20%) \$50,000

Non-Motorized Grant (80%) \$200,000

Project Total Cost (100%) \$250,000



Reimbursement Requirements

- Project costs are eligible for reimbursement only if the cost is incurred after the signed agreement date and within a 24-month window.
- Submit reimbursements often.
- You must include proof of payment and/or labor with each reimbursement.
- To submit any reimbursement, request all quarterly progress reports must be up to date.



Eligible Reimbursement Requests

New trail construction

Trail restoration

Trailhead facilities Parking, signage, restrooms, benches,
trash receptacles, safety railing, guide maps

Rental of heavy equipment

Purchase of hand tools (construct/renovate trails)

Land acquisition

Design and engineering (limited to 15% of total cost)

Facilitating ADA requirements

Volunteer Labor

**ALL ITEMS MUST BE DIRECTLY ASSOCIATED TO
THE PROJECT**



Reimbursement Required Documents

Reimbursements are compared to the RTP-approved budget.

Documents to include:

- Provide each invoice with a canceled check, or bank statement.
- Signed Contracts (if applicable)
- Bid Tabulation (if applicable)
- Bid announcement and award documents. (if applicable)

Donation in kind documentation:

- Volunteer Sheet (DNR required form.)
- Timesheets
- Support letters of donations or services.

Redact all sensitive information

BUDGET					
Phase #	BUDGET FUND	ALLOTMENT FUND ID	ALLOTMENT CODE ID	REPORT	TOTAL BUDGET LESS AMOUNT
Design & Engineering (20% of total amount maximum)				\$	\$
Direct Labor Costs (Salaries or actual costs)				\$	\$
Special Service Purchase Contract				\$	\$
Purchase or rental of equipment				\$	\$
Construction contract				\$	\$
Purchase of Materials				\$	\$
Other (please be specific)				\$	\$
*Volunteer labor rates: General laborer (months required) \$ 15.00 per hour ***Volunteers who handle job specific skills and/or equipment (for example, grading contractors, plumbers) can rate their time and/or equipment at their standard rate but may not exceed the rate at \$150.00 per month per person.					



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

***MATCH
REQUIREMENTS***

Section 2

Ineligible for Match or Reimbursement

- Consulting services and planning
- Indirect costs
- Equipment and large tool purchase (small hand tools allowed)
- Travel and Meals
- Incidental costs
- Items prior to the mutually signed agreement date (except Project Planning and Environmental Compliance Services, these can be used as Match up to 18 months prior).
- Administrative costs (office staff labor, facilities, overhead, etc.)
- Maintenance of equipment



Ineligible Expenses for Match



- Design and Engineering in excess of (15%)
- Project, grant, and/or construction administration and/or management.
- Work performed prior to a Notice to proceed from GADNR.
- Work not directly related to trail(s) as documented in approved budget and executed Project Agreement.
- Marketing and advertising

For more information refer to the Recreational Trails Program Manual or contact GADNR for any questions.

In-Kind Match

Volunteer Time Sheet								
Phase #	Project Site:							Office Use Only
Name (Print Legible)	Signature	Skill Level	Date of Work	Time In	Time Out	Total Hours	Dollar Value	
						Total:		
I supervised the individuals in the work listed above:			Name	Signature	Date			
<small> Volunteer labor rates: Laborer (no skills required): \$11.40 per hour. Volunteers who donate job specific skills and/or equipment (Ex. grading contractors, plumbers) can value their time and/or equipment at their standard rate not to exceed rate at https://www.wdol.gov/sca.aspx </small>								

- Volunteer labor is credited based on the Bureau of Labor Statistics- (BLS)
- (In-kind donations of labor, services, materials, and equipment from private organizations and individuals.
- Labor rates are not to exceed limits defined in www.dol.gov
- Discounts for services, equipment rental, or materials (must be recorded as a donation).
- Professional service donations
- Cash match (from applicant accounts or donations) used for equipment rental, purchase of materials, or contracted services).
- **Volunteer hours can only count toward the match and cannot be reimbursed.**
- Volunteer or donated labor must be recorded on the Georgia RTP Labor Timesheet. (**Alternate documentation cannot be accepted**)



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

***CONTRACTS
&
PROCUREMENT***

Section 3

Contracts

\$25,000.00 or Greater



- Complete a formal, public bid process
- Provide a copy of the bid tabulation, signed contract,
- Bid announcement and Award documents.
- Invoices and any change orders.
- Provide proof of full payment for the completed contract.

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-guidance>

******If you have questions or concerns, contact the Grants Specialists.**

Contracts

Under \$25, 000.00



Grantees must follow their own internal required vendor/contractor bid and procurement policies.

Contact GADNR if the signed contract rises above the threshold.



***BUY AMERICA
REQUIREMENTS***



Section 4



BUY AMERICAN!

CHOOSE MADE IN AMERICA PRODUCTS

Based on all the information available to the Agency, DOT finds that it is in the public interest to issue a waiver of BABA's domestic preferences for iron and steel, manufactured products, and construction materials used in projects funded under DOT-administered financial assistance programs for iron, steel, manufactured products, and construction materials under a single financial assistance award for which:

- The total value of the non-compliant products is no more than the lesser of \$1,000,000 or 5% of total applicable costs for the project; or
- The total amount of Federal financial assistance applied to the project, through awards or subawards, is below \$500,000.

Quarterly Report

Section 5



Quarterly Reports

Quarterly Reports requires

- Quarter-to-date and project-to-date financial updates.
- Supporting photos
- Address delays, potential changes, and/or cost overruns.
- Signed by Authorizing Officer. (This is an official document.)

GEORGIA RECREATIONAL TRAILS PROGRAM
DEPARTMENT OF NATURAL RESOURCES
PROJECT PROGRESS REPORT
IN ACCORDANCE WITH 2CFR200
CFDA # 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

Quarterly Report Periods

Quarterly Progress Reports Periods

Quarterly Progress Reports

Once a Project Agreement has been signed, the Grantee shall report to GADNR on the progress of the project, on a quarterly basis as follows:

- Period beginning January 1, ending March 31: Report is due April 30.
- Period beginning April 1, ending June 30: Report is due July 31.
- Period beginning July 1, ending September 30: Report is due October 31.
- Period beginning October 1, ending December 31: Report is due January 31.

Quarterly reports are required regardless if no work is completed during the quarter.



EXTENSIONS & SCOPE CHANGE

Section 6



RECREATIONAL
TRAILS PROGRAM

Extensions

- Notify GADNR 60 days before the end date of the project agreement if there is a delay.
- Expenses incurred after the end date of the project agreement will not be reimbursable or eligible for match.
- The Grantee must submit a formal request to our office for review by GADNR and FHWA.

Documents required:

- Proposal on company letterhead.
- Address the following:
 1. What work has been completed so far?
 2. Reason for the extension, and how long is needed to complete the project.

For more information contact our Grants Specialist.



Scope Change Request

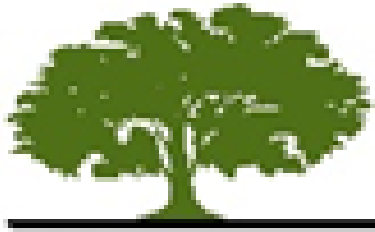
- Notify GADNR 60 days before the end date of the project agreement if there is a delay.
- The Grantee must submit a formal request to our office for review by GADNR and FHWA.

Documents required:

- Proposal on company letterhead.
- Address the following:
 1. What work has been completed so far?
 2. Describe the change in scope,
 3. What is the purpose of the change?
 4. Are there any changes in cost?
 5. How long is needed to complete the project to include the changes?

If the change involves land that was not a part of the environmental review. FHWA will require any new land to go through the environmental review process before amending the project.

6. Include maps, updated proposed project design, and updated budget is there if a change in cost.



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

PROJECT CLOSEOUT

Section 7

25% Retainage



- Final payment of the 25% retainage paid by GADNR upon satisfaction of all parties' commitments and responsibilities.
- If payment of the full 25% would create a shortfall of the applicant's match, GADNR will adjust the payable retainage amount accordingly.
- In the instance of funding overpayment by GADNR, the grantee is required to refund an amount back to GADNR equivalent to the overage.

Closeout

- Close-out must occur within 45 days of project completion.
- Grantee completes a final quarterly report and marks it as “Final”. It will include:
 - Indication that the project is complete, accessible, and open to the public.
 - Photos of the completed work
 - “As built” plans in .pdf format

The grantee completes a final reimbursement request and marks it as “Final”

GADNR will schedule the final inspection prior to reviewing and approving the final reimbursement request.



RTP COMPLIANCE REQUIREMENTS

Section 8

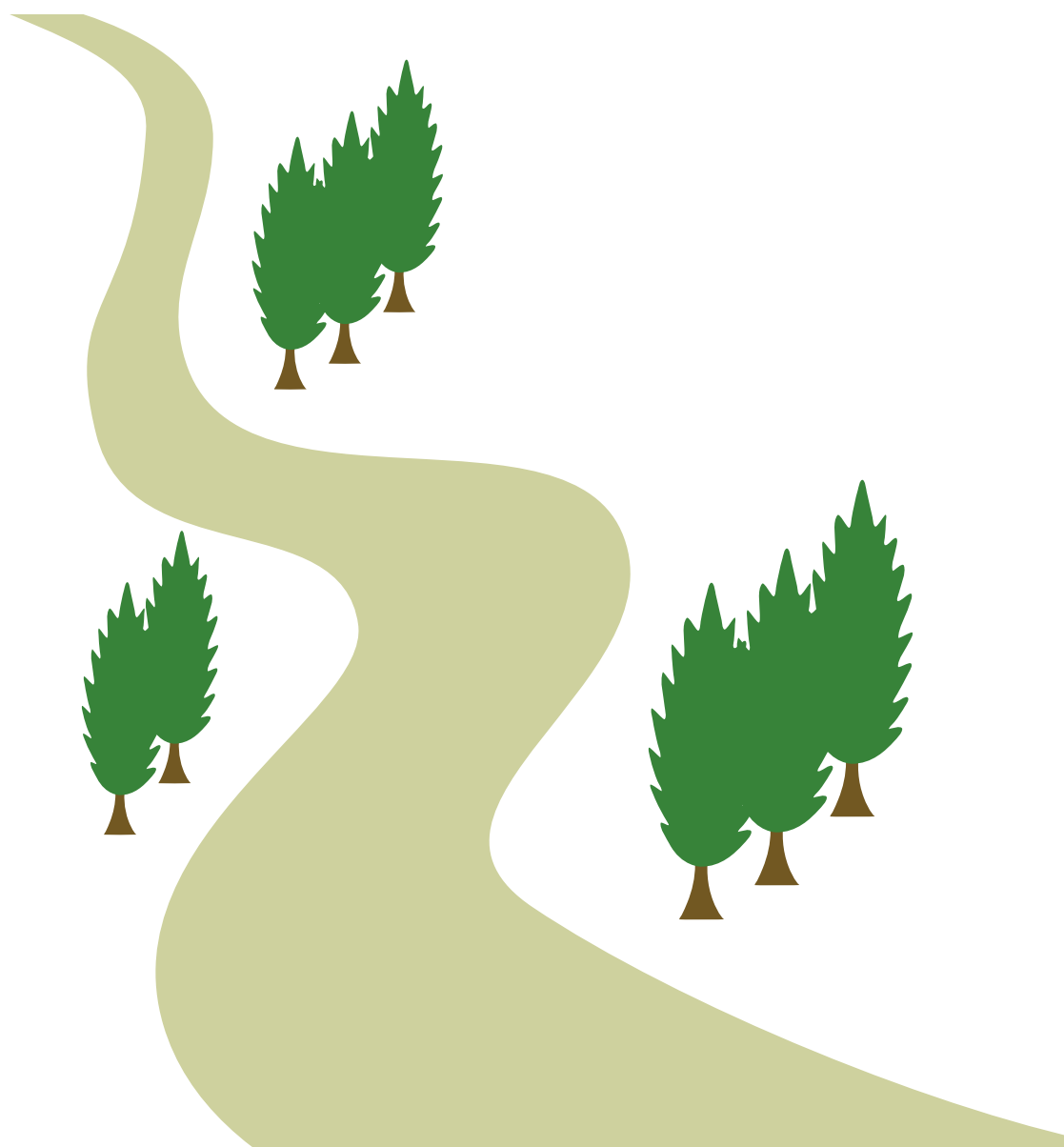


**RECREATIONAL
TRAILS PROGRAM**

Compliance Requirement

Any trail that has received RTP funding must remain open to the public for at least 25 years after receiving final reimbursement.

If there are proposed changes or unforeseen conditions that affect the trail project, the project sponsor must notify our office immediately. In the event of any suggested alterations or unforeseen circumstances that impact the trail project, the project's sponsor is obligated to promptly inform our office.





GEORGIA

DEPARTMENT OF NATURAL RESOURCES

CONTACT US

OUICIA JOLLY
RTP
MANAGER

ouicia.jolly@dnr.ga.gov
404.463.1779

STACY GARNIER
RTP
GRANTS SPECIALIST

stacy.garnier@dnr.ga.gov
404.463.1030

VISIT US
gadnr.org/RTP