Recreational Trails Program (RTP) Educational Workshop

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Housekeeping Items

• Housekeeping items
  • Fire exits
  • Restrooms
  • Today’s schedule

• Are you the Project Administrator or main point of contact? Will you be the one completing the applications?

• The RTP policies, applicant responsibilities, forms, and program manual will be available on our web page at: www.gadnr.org/grants.

  NOTE: This workshop does not contain all of the information and applicant responsibilities associated with RTP. Applicants must adhere to the entirety of the RTP Manual.

• This presentation will be available at www.gadnr.org/grants.

• Questions are STRONGLY encouraged today!
The Recreational Trails Program (RTP) provides funds to States to develop and maintain recreational trails and trail-related facilities for non-motorized and motorized recreational trail uses.
The Recreational Trails Program is administered by the Federal Highway Administration (FHWA) and is a pass-through grant. Funds are derived from the following:

Federal fuel taxes:
- 18.4 cents per gallon on gasoline
- 24.4 cents per gallon on diesel fuel and related excise taxes

RTP Grant is a bi-annual Grant. Therefore, Workshops are conducted bi-annually.

Ultimately, FHWA has complete control over which projects will be funded.
RTP Structure
RTP 2019-2020 Grant Cycle Timeline

July 16 – August 2: Formal Workshops Throughout the State Are Conducted

September 1, 2019: Pre-application Period is Open

November 17, 2019: Pre-application Period Closes

November 2019 – March 2020: Applications Are Reviewed and Scored

April 2020: 2nd Level Application Invitations are Sent to Prospective Grantees

May 31: 2nd Level Applications are due.

Fall 2020: Notification of Awards are Released

Funds Are Available After Attending a Financial Workshop and Mutually Signing a Project Agreement
Project Types and Applicants
FHWA Requires Funds to be split 40-30-30

- Diverse Recreational Trail Use (Multi-use) 40%
- Non-motorized Recreational Trail Use 30%
- Motorized Recreational Trail Use 30%
1. **Nonmotorized project for a single use:** A project primarily intended to benefit only one mode of nonmotorized recreational trail use, such as pedestrian only, or equestrian only.

2. **Nonmotorized diverse use project:** A project primarily intended to benefit more than one mode of nonmotorized recreational trail use such as: walking, bicycling, and skating or both pedestrian and equestrian use.

3. **Diverse use project including both motorized and nonmotorized uses:** A project intended to benefit both nonmotorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary.

4. **Motorized single use project:** A project primarily intended to benefit only one mode of motorized recreational use, such as an ATV trail.

5. **Motorized diverse use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter.
Aquatic or water activities, including staging, access points and trailhead facilities near access points.

Applicants must use the Non-motorized Single Use Only application for these projects.
Education projects must have a direct relationship with a recreational trail or trails. Education Grants have a different application process, and have different criteria than what will be explained in the PowerPoint being presented today.

Examples:

• Safety and environmental protection programs
• Trail-related educational publications
• Trail related displays, video, audio, smartphone apps, etc.

Educational grant applicants must consult with GADNR prior to submitting a proposal to ensure acceptability.
Trail vs. Track

Trail Examples:
• Hiking/biking trail in a forested area
• Walking trail through a town or Park
• Equestrian Trail
Not Trails

Examples:
• Track around fields and buildings
• Sidewalks
Who Can Apply?

• Qualified Local Government Agencies
• State Agencies
• Federal Government Agencies
• Non-Profit Organizations (Educational grants only)
Non-Profit Organization Criteria

• Only eligible for Educational Grants

• Not part of another currently submitted Project Proposal

• IRS 501(c) (3) tax exempt status

• Project must **directly** promote recreational trail safety and/or environmental protections.
Funding
Minimum and Maximum Funding

• Non-motorized Recreational Trail Use (to include water trails)
  Maximum Award Amount: $200,000
  No Minimum

• Diverse Recreational Trail Use
  Maximum Award Amount: $200,000
  No Minimum

• Motorized Recreational Trail Use
  No Minimum or Maximum Award Amount
• Grantees pay for 100% of the total project cost and then submit for reimbursement of 80% of eligible costs.

• Applicants must provide at least 20% of the total project cost as match. (5% must come from non-federal sources)

• 25% of funding is held in retainage until Final Inspection is complete.
Match and Reimbursement

Match Example:

Project Total Cost = $250,000

Applicant’s Match (20%) = $50,000
Non-Motorized Grant (80%) = $200,000
Project Total Cost (100%) = $250,000
Eligible Match Items

• In-kind labor, equipment rental, and materials provided by the applicant (Labor rates not to exceed limits defined in www.dol.gov)

• In-kind donations of labor, services, materials, and equipment from private organizations and individuals.

• Discounts for services, equipment rental, or materials (must be recorded as a donation)

• Professional service donations

• Applicant cash payments and cash donations
Eligible Reimbursement Items

- 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
- Safety and educational programs

ALL ITEMS MUST BE DIRECTLY ASSOCIATED TO THE PROJECT
Examples of Ineligible Match or Reimbursement Items

- Sidewalks
- Lighting
- Decorative landscaping
- Roads
- Design only projects
- Purchase of heavy equipment
- Running and walking tracks
- Campsites
- Playgrounds
Examples of Ineligible Match or Reimbursement Items

• 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
Steel and Iron permanently incorporated into the project must have been melted and manufactured domestically if the total value of materials exceeds $2,500.
The Pre-Application
The Pre-Application

• The Pre-Application is the initial stage of the competitive application process.

• Serves as the basis for selecting which projects advance towards approval.

• It is fundamentally comprised of weighted grading criteria, which accumulate a total score.

• Selected projects will be invited to submit a Second Level Application.
The Pre-Application

• Not being able to satisfy every criterion does not mean that you will be denied.

• We want you to be successful! Our goal is to maximize RTP’s impact every cycle.

• Maximizing your point potential
  • Submit a quality application
  • Understand what each question is trying to achieve and clearly address it.
  • Use facts, not fluff.
  • Be creative…but don’t be too creative.
Required Uploads

• Transmittal Letter
• Current Resolution
• Site Map
• Location Map
• Narrative description
• Documentation for permits & approvals
• Any additional information (Comprehensive Plan, etc..)
Utilized by GADNR and FHWA to identify the footprint and elements of the project

* Include ALL funded elements included in the project proposal
Location Map

Utilized by DNR and FHWA to locate the site effectively

- Include at least one major town and major road names. Include a north arrow to orient the top of the map to NORTH.
- Should show precise location of the project (USGS topographic map preferred http://www.digital-topo-maps.com/)
**Project Budget**

- Include Everything in your budget. Only include eligible items.

- Should be **GENERALIZED** in the Pre-Application.

- You must adhere to your budget. All project items must be completed to successfully close out at the end of your project and receive final reimbursement.

Budget changes may require a formal amendment request or completion of a new application - Be very conscious of this when considering changes.

<table>
<thead>
<tr>
<th>Phase #</th>
<th>BUDGET</th>
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<tbody>
<tr>
<td><strong>ITEM DESCRIPTION</strong></td>
<td><strong>GRANT FUNDS</strong></td>
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<td><strong>-</strong></td>
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<tr>
<td>Design &amp; Engineering</td>
<td>(15% of Grant amount maximum)</td>
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<tr>
<td>Direct Labor Costs</td>
<td>Salaries or actual costs</td>
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<td>Special Service/Purchase Contract</td>
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<tr>
<td>Purchase or rental of equipment</td>
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<tr>
<td>Construction contract</td>
<td></td>
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<tr>
<td>Purchase of Materials</td>
<td></td>
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<tr>
<td>Other (please be specific)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Volunteer labor rates:**
- General Laborer (no skills required): $11.40 per hour
- Volunteers who donate job specific skills and/or equipment (for example, grading contractors, plumbers) can value their time and/or equipment at their standard rates but may not exceed the rate at [https://www.wdol.gov/sca.aspx](https://www.wdol.gov/sca.aspx)

- Be very conscious of this when considering changes.

• Include Everything in your budget. Only include eligible items.

• Should be **GENERALIZED** in the Pre-Application.

• You must adhere to your budget. All project items must be completed to successfully close out at the end of your project and receive final reimbursement.

Budget changes may require a formal amendment request or completion of a new application - Be very conscious of this when considering changes.
• Make sure donations appear in budget sheet as in-kind

• Itemize all your costs

• Engineering & Design capped at 15% of the total cost
  • Incurred before DNR agreement, D&E can count for in-kind match (going back 18 months from time of agreement)
  • Incurred after DNR agreement, D&E can be reimbursed as part of grant
All appraisals must be completed to UASFLA standards. (Uniform Appraisal Standards of the Federal Land Acquisitions)

Subject to GADNR independent review (Second-level applicants only)
Criteria
Question 1 – Compliance

Max Points 0 points

Criteria Question Ga RTP evaluates Project Applicants with active and previously awarded grants to evaluate a Project Applicant's past performance in effectively managing federal or state government grants. Factors considered:

a) The Project Applicant is on schedule with all active GA DNR administered grant projects?
b) The Project Applicant is following applicable guidelines for current and past projects?

Question Details Applicant must identify that the project is on schedule with all DNR administered projects.

Serious instances of present or past non-compliance may be reason for application denial. GADNR may place additional requirements or special conditions on the grant, if selected, as allowed by 2 CFR 200.207.

Scoring Metric (Note: No scoring points will be awarded for compliance criteria)
**Max Points** 10 points

**Criteria Question** Priority points are given to Project Applicants that have **NOT** been awarded an RTP grant in the last 10 years. Have you been awarded for a project in the past 10 years?

**Criteria Details** Applicant must list the project number if awarded in past 10 years

**Scoring Metric** (GA RTP staff will award 10 points for Project Applicants who have not received an RTP grant in the last 10 years)
**Max Points**  
15 points

**Criteria Question**  
Trail-related trip expenditures result in substantial contributions to local economies. Thus, GA DNR would like to encourage the development of recreational trails to assist local communities in economic development. How will the project facilitate economic development?

**Criteria Details**  
Applicant must detail how the project will facilitate economic development.

**Scoring Metric**  
(The GA RTP will determine a value from 0 to 15 points based on the information provided by the applicant).
Max Points: 30 points

Criteria Question:
A. Are the project scope, budget, and plan clear and realistic?
B. Has the pre-project planning occurred and is the project ready to proceed?
C. How have you addressed Americans with Disabilities (ADA) Guidelines for this project?

Criteria Details:
Applicant must address the following:
• Address all questions
• Be descriptive
• Supporting documentation if needed

Scoring Metric:
(GADNR will determine a value from 0 to 30 points based on the information provided by the applicant.)
Project Applicants are strongly encouraged to develop project applications that meet high priority needs of their communities and intended clientele. Project proposals addressing the Statewide and local issues will be given priority points.

Applicant must address the following:
- Address all questions
- Be descriptive
- Supporting documentation if needed

Applicant will receive 5 points for each activity, up to 40 points based on the number of issues addressed by the applicant.

- Statewide Trail Issues and Needs 0 to 20 points
- Local and Regional Issues and Needs 0 to 20 points
A. Statewide Trail Management/Development Issues

Non-Motorized Trail Projects
1. Need for more trails connecting towns/public places
   This issue is addressed by trails projects that connect communities to each other; provide connections between existing trails; close a gap between existing trails, etc.
   This issue is addressed by routine maintenance conducted on a frequent basis to keep a trail in its originally constructed serviceable standards.
3. Need for more trail signs (directional and distance markers, and level of difficulty)

Water Trail Projects
1. Need for increased access for non-motorized boating.
2. Lack of funding for non-motorized boater facilities.
3. Lack of Non-motorized boating maps and information.

Off-Highway Vehicle Trail Projects
1. Need for more OHV designated trails.
2. Need to maintain existing OHV designated trails.
3. Prioritize loop over out-and-back trails.
Local and Regional Needs:

RTP was created to address trail needs in urban and rural areas of the state. Proposed projects that enhance trail opportunities for underserved populations are encouraged. Project proposals addressing trail issues identified in a regional or local comprehensive plan will receive additional priority points.

A. The extent to which the project will satisfy priority needs as identified in a current planning document such as a comprehensive plan or recreation master plan, county or regional master plan, trail system plan, capital improvements plan or land use/management plan. Is the plan part of an adopted plan? If yes, provide the name of the plan governing body that adopted/approved the plan, and the date adopted/approved.

B. If the project is not included in a current planning document, describe the public involvement effort that led to the selection of the project such as citizen involvement through public meetings/workshops, open houses, interviews, questionnaires, etc.

C. Identify the service area of the proposed project, and the estimated population served. Identify other trail resources in the service area by trail type, length, location in relation to the neighborhood, political jurisdiction, school district, or could also be defined along a linear greenway, water course, or unique natural/culture area.
**Question 6 – Demonstration of Public Support**

**Max Points**  
15 points

**Criteria Question**  
The Applicant should show letters of support from citizens or trail user groups that articulate this specific project as a needed or supported project.

**Criteria Details**  
Letters should show Public support for the project covering the specific form of support with specific dollar amount or volunteer amount to be given within the writing of the letter.

**Required Documents**  
Public Support Letters with or without monetary value.

**Scoring Metric**  
GADNR will determine a value from 0 to 15 points based on the information provided by the applicant.
**Max Points**  
15 points

**Criteria Question**  
Project Applicants must provide a resolution adopted by their legal entity authorizing the grant application and committing to the minimum matching funds required to complete the proposed grant project. Additional points are awarded for written documentation of additional public or private monetary investments and in-kind above the minimum 20%.

**Criteria Details**  
Applicant must identify percentage of matching funds by dividing the total match dollars available by the total project cost.

All matching funds must be included and highlighted as such in the project budget. Written documentation of monetary investments or in-kind donations must be provided in the form of letters of contribution.

**Scoring Metric**  
GADNR will determine a value from 0 to 15 points based on the information provided by the applicant.
Question 8 – Trail Maintenance and Management

Max Points 15 points

Criteria Question
Commitment to long-term maintenance and management:
The applicant should carefully respond to the following items:

- Do you have dedicated funding for ongoing trail operation and maintenance.
- Permanent staff for ongoing trail operation and maintenance.
- Provide the following info relative to proposed project - Hours of operation, limitations on uses, proposed use fees, security and agency responsible.
- Any organizations that adopts/assist with trail maintenance.
- Trail management plan.
- Resolution of support for long-term maintenance (or similar guarantee of financial support)?

Criteria Details
Applicant must answer all questions and submit supporting documentation.

Scoring Metric
GADNR will determine a value from 0 to 15 points based on the information provided by the applicant.
Max Points  10 points

Criteria  Project reviewers may award the project additional points based on their subjective evaluation of factors, such as: a complete, concise and understandable project application package, superior design, ADA compliance; project readiness; site suitability; fiscal considerations; use of service groups, etc.

Criteria Details  Applicant must provide all documentation supporting their project and answer all criteria questions in detail for a possibility of 10 extra points total.

Scoring Metric  GADNR will determine a value from 0 to 10 points based on the information provided by the applicant.
The Second-Level Application

- Responses to Each of the Second-Level evaluation criteria
- Second-Level Application Cover Letter on Official Letterhead
- **Detailed** Cost Estimate/Project Budget
- Project Description and Plans – All plans must be submitted in .pdf format
- Project Implementation Schedule
- Copy of Deed
The Second-Level Application

- Approvals to Cross Highways or Right-of-ways
- Boundary Map
- Environmental Review Documents
  - Applicant to comply with NEPA review requirements (reference the RTP manual for direction and compliance)

Agency reviews to be completed by GADNR on behalf of the applicant:
  - Wildlife Resources Division (WRD) Review
  - Historic Preservation Division (HPD) Section 106 Review
  - Georgia Department of Transportation (GDOT) Review
  - Floodplain Encroachment Review (EPD) Review
  - United States Fish and Wildlife (USFW) Review
- Include Everything in your budget. Only include eligible items.

- Should be **DETAILED** in the Second-Level Application

- You must adhere to your budget. All project items must be completed to successfully close out at the end of your project and receive final reimbursement

### Project Budget

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>GRANT FUNDS</th>
<th>MATCHING IN-KIND ($)</th>
<th>MATCHING CASH ($)</th>
<th>TOTAL</th>
<th>TOTAL GRANT LESS REIMB.</th>
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<tr>
<td>Design &amp; Engineering</td>
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<td>Material Labor Costs</td>
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<td><strong>TOTAL</strong></td>
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- **Volunteer labor rates:**
  - General Laborer (no skills required): $11.40 per hour

- **BUY AMERICA REQUIREMENTS**
  - Section 635.410 (b) (4) of Title 23 CFR permits a minimal amount of foreign steel to be incorporated into a Federal-aid project.
  - This amount is defined as one-tenth of one percent (0.1 percent) of the total contract cost or $2,500, whichever is greater.
  - The cost of the foreign steel is defined as its value delivered to the project.

Budget changes may require a formal amendment request or completion of a new application - Be very conscious of this when considering changes
All appraisals are subject to an independent appraisal review for applicants who are invited to the second-level application stage only.

This is required by GADNR to ensure compliance to appraisal standards and consistency with current fair market values.

GADNR will assign the independent appraisal reviewer and forward the appraisals to the reviewer on behalf of the Applicant.

Costs for the independent review is the responsibility of the Applicant and is eligible for RTP Match.
  • Applicants will receive an invoice from the reviewer
  • Applicants should make payment directly to the reviewer
Agreement and Project Launch
After Your Application is Complete

• All applicants must attend a mandatory financial workshop prior to receiving a project agreement from GADNR.

• The day a mutually signed agreement is signed is considered “Day 1”. Grantees are eligible for funding and have 24 months to complete their project measured from Day 1.

• The reimbursement process will be covered in depth during the Financial Workshop.
Request for Reimbursement

• Project costs are eligible for reimbursement only if the cost is incurred after the signed agreement date.

• 25% of the total anticipated project reimbursable amount will be retained until after project clears the Final Inspection process.

• Submit reimbursements often.

• You must include proof of payment and/or labor with each reimbursement.
### In-Kind and Donations

#### Donation / In Kind Accounting Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Donated Material</th>
<th>Unit Value</th>
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<th>Unit/Hourly Value</th>
<th>Units/Hours</th>
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<th>Quantity/Rate</th>
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#### Expenditure Schedule

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<tr>
<th>Item</th>
<th>Match?</th>
<th>Reimbursable?</th>
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<tbody>
<tr>
<td>Capital expenditures for acquisition (incidental costs not allowed)</td>
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<tr>
<td>Equipment cost</td>
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<td>Contractual Services</td>
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<td>Pre award Design and Engineering 18 months or less before application</td>
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<td>Post award Design and Engineering</td>
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<tr>
<td>Environmental review/engineering</td>
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<tr>
<td>Post award Environmental review/engineering</td>
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#### In-Kind and Donations

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<th>Item</th>
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<th>Reimbursable?</th>
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<td>Granted Force account</td>
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<td>Granted's own equipment use</td>
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<tr>
<td>Work from other public agencies</td>
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<tr>
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<tr>
<td>The costs of space in privately owned buildings</td>
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* Anything requested in this section must receive preapproval from DNI prior to submission.
<table>
<thead>
<tr>
<th>Phase #</th>
<th>Project Site</th>
<th>Volunteer Time Sheet</th>
<th>Labor by Day</th>
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<tbody>
<tr>
<td>Name (Print Legible)</td>
<td>Signature</td>
<td>Skill Level</td>
<td>Date of Work</td>
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I supervised the individuals in the work listed above:

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<th>Date</th>
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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](https://www.wdol.gov/sca.aspx)
Quarterly Reports

• Template available at www.gadnr.org/grants

• Quarter to date and project to date financial updates, include receipts

• Progress report with supporting photos

• Addressing delays, potential changes, and/or cost overruns

• This is an official document signed by your Authorizing Officer
Close Out and Post-Completion
Close Out

• Close out must occur within 45 days of project completion.

• Grantee completes a final quarterly report and marks it as “Final”. It shall include:
  • Indication that the project is complete, accessible, and open to the public
  • Photos of the completed work
  • “As built” plans in .pdf format
• Grantee completes a final reimbursement request and marks it as “Final”
Close Out

- GADNR Audit of all documents and reimbursement requests and payments
- Audit of Match totals
- GADNR Final Inspection Completed
- Appropriate publicity executed both on site (signage) and on your entity’s webpage
- Mutually sign the Final GADNR Inspection Form
• 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.
Long-term Obligations for Grantees

• All documents must be retained for at least 5 years.

• Funding recipients must retain legal control and oversight of the property for at least 25 years.

• Funding recipients must properly maintain the property.

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

• Grant recipients may charge reasonable user fees.
Questions?

Thank you and please enjoy the park!
The Full Application Practice
The Online Application Process

100% online process

Available at www.gadnr.org/grants

Let’s do a dry-run…