



Recreational Trails Program (RTP) Educational Workshop

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Housekeeping Items

- Housekeeping items
 - Fire exits
 - Restrooms
 - Today and tomorrow'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!

RTP Mission

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.

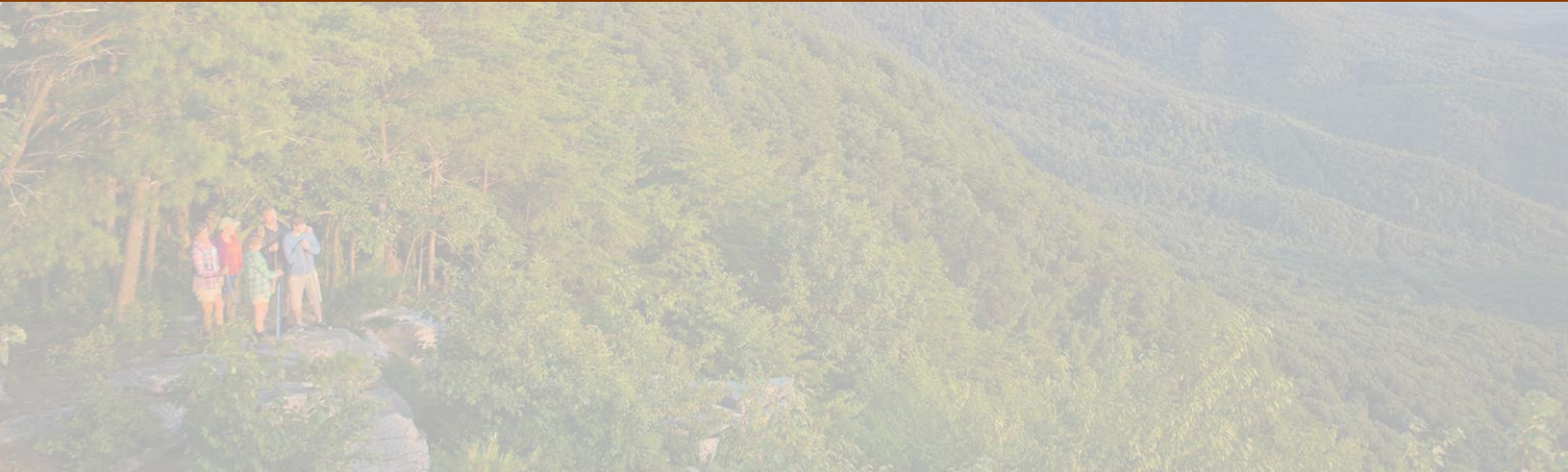
Where Does RTP Funding Come From?

Federal fuel taxes:

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



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

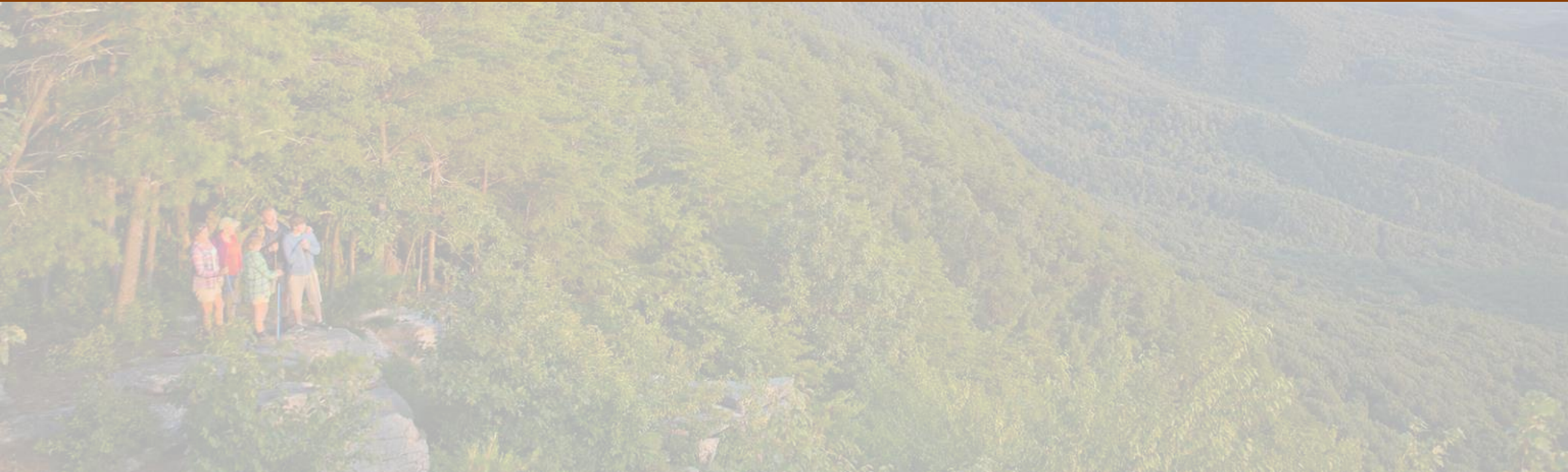
May 31: 2nd
Level
Applications
are due.

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



Diverse Recreational Trail Use (Multi-use)

Any trail primarily intended to serve both non-motorized AND motorized use. This may also include trails where usage is separated by seasons.

Examples:

- ATV AND Mountain bike trails
- Equestrian in the summer and ATV use in the winter

Non-motorized Recreational Trail Use (Single use only)

A project **primarily intended** to serve only one mode of non-motorized recreational use.

Examples:

- Walking
- Hiking
- Bicycling
- Wheelchair use

Non-motorized Recreational Trail Use (Diverse use only)

A project **primarily intended** to serve multiple modes of non-motorized recreational use.

Examples:

- Walking AND Hiking
- Bicycling AND Wheelchair use

Water Trails

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.

Motorized

Any off road recreation **primarily intended** for any motor-powered vehicle, except for a motorized wheelchair.

Single use- ATV OR motorcycle

Diverse use – ATV AND motorcycle

Examples:

- ATV trails
- Jeep trails
- Motorized dirt bike trails
- Dune buggy trails

Educational Grants

Education projects must have a direct relationship with a recreational trail or trails.

Examples:

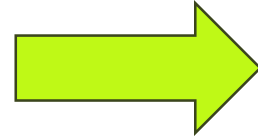
- Safety and environmental protection programs
- Trail-related educational publications
- Trail related displays, video, audio, etc.

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



Track Examples:

- Walking path around a ball field
- Walking path around a building



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 501c (3) tax exempt status
- Project must **directly** promote recreational trail safety and/or environmental protections.



Funding



FHWA Requires Funds to be split 40-30-30



40%

- **Diverse Recreational Trail Use (Multi-use)**

30%

- **Non-motorized Recreational Trail Use (intended for Single-use only)**

30%

- **Motorized Recreational Trail Use**

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

Match and Reimbursement

- 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.

Match and Reimbursement

Match Example:

Project Total Cost = \$250,000

Sponsor'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/sca.aspx)
- 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 project)
- 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

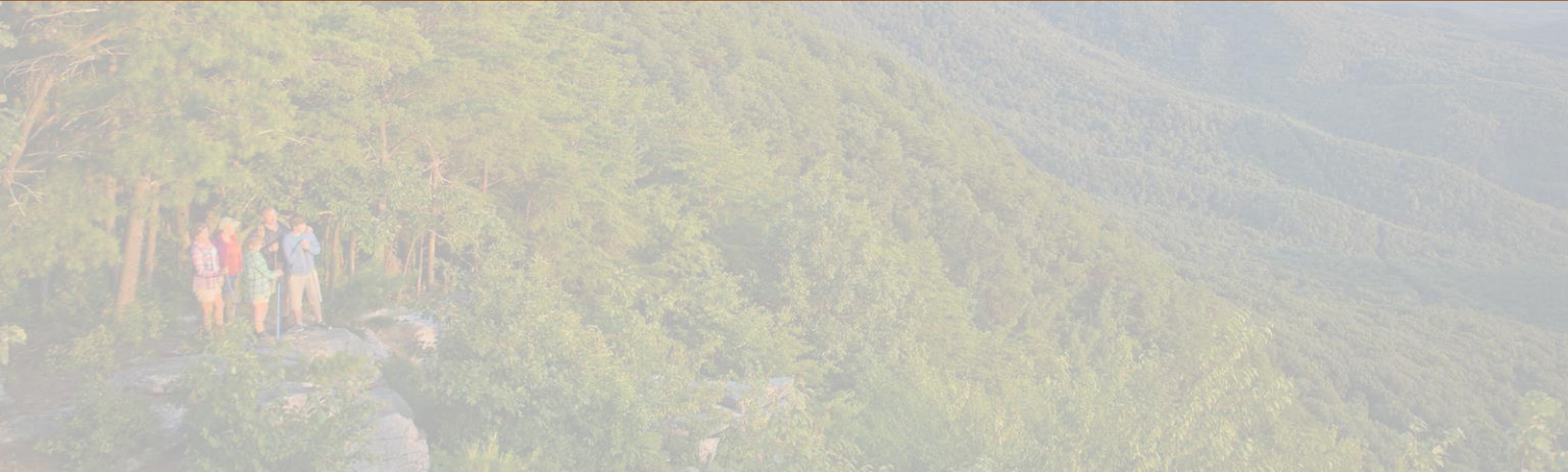
- Consulting services and planning
- Indirect costs
- Equipment and large tool purchase (small hand tools allowed)
- Travel and Meals
- Incidental costs
- Meals
- Items prior to the mutually signed agreement date (except Design and Engineering **Match** up to 18 months prior)
- Administrative costs (office staff labor, facilities, overhead, etc.)
- Maintenance of equipment

Buy American Requirement

Steel and Iron permanently incorporated into the project must have been melted and manufactured domestically if the total value of materials exceeds \$2500.



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

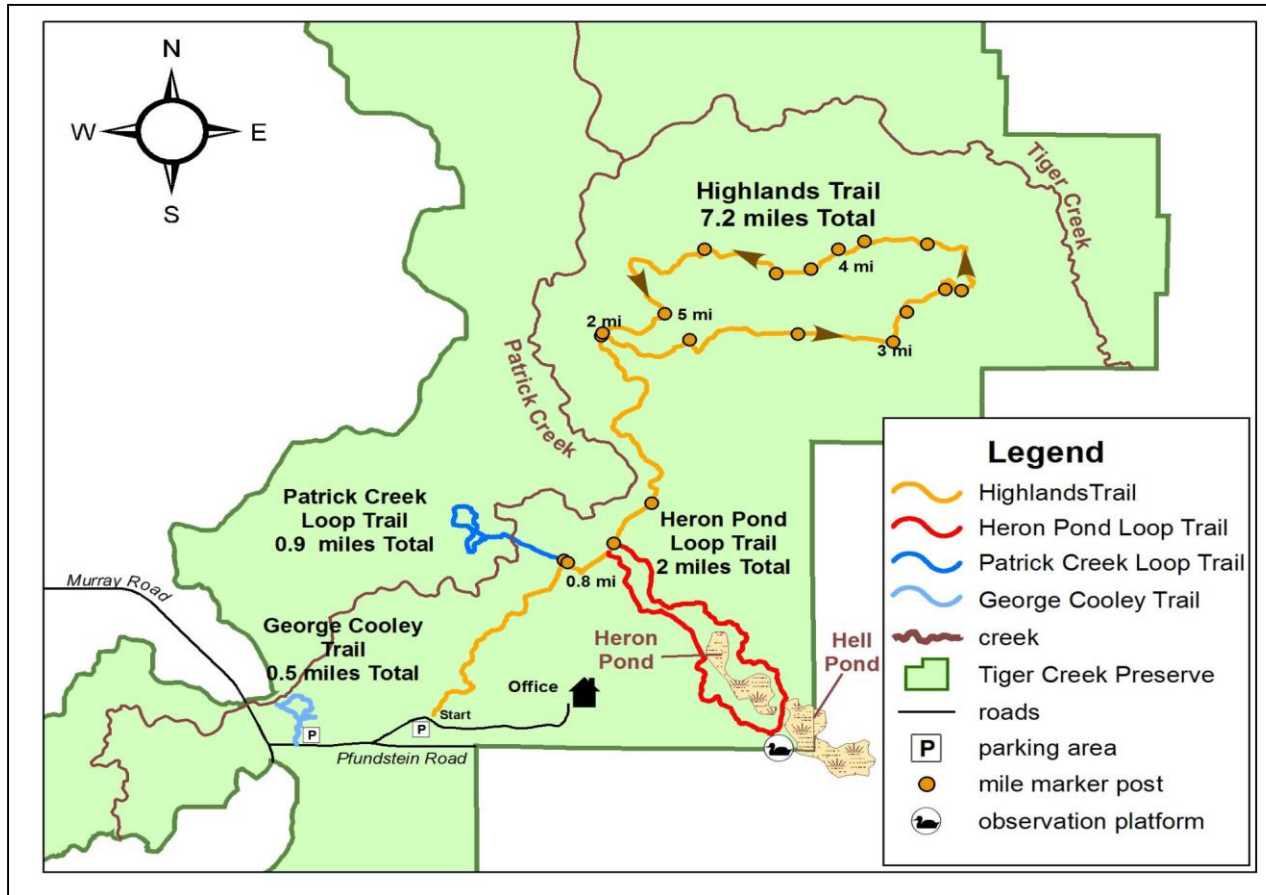
- Not being able to satisfy every criterion does not mean that you will be denied.
- We want you to be successful! Our goal is to maximize RTP's impact **every cycle**.
- Maximizing your point potential
 - Submit a quality application
 - Understand what each question is trying to achieve and clearly 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..)

Site Map

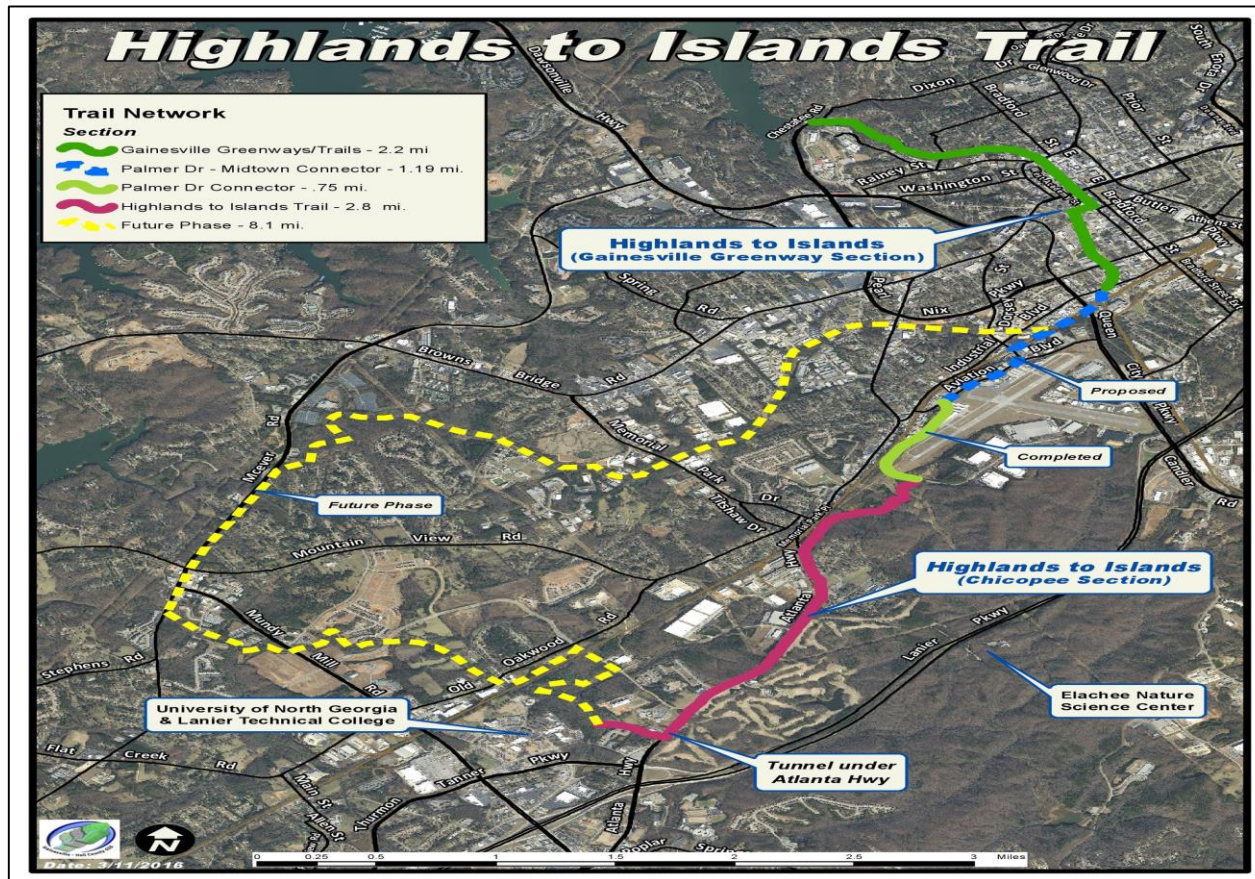
Utilized by GADNR and FHWA to identify the footprint and elements of the project



* Include ALL funded elements included in the project proposal

Location Map

Utilized by DNR and FHWA to located the site effectively



* Include at least one major town and major road names. Include a north arrow or orient the top of the map to NORTH.

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

Phase # BUDGET					
ITEM DESCRIPTION	GRANT FUNDS	MATCHING IN-KIND (\$)	MATCHING CASH (\$)	TOTAL	TOTAL GRANT LESS REIMB.
Design & Engineering (15% of Grant 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)				\$ -	\$ -
TOTALS				\$ -	\$ -

***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/sco.aspx>

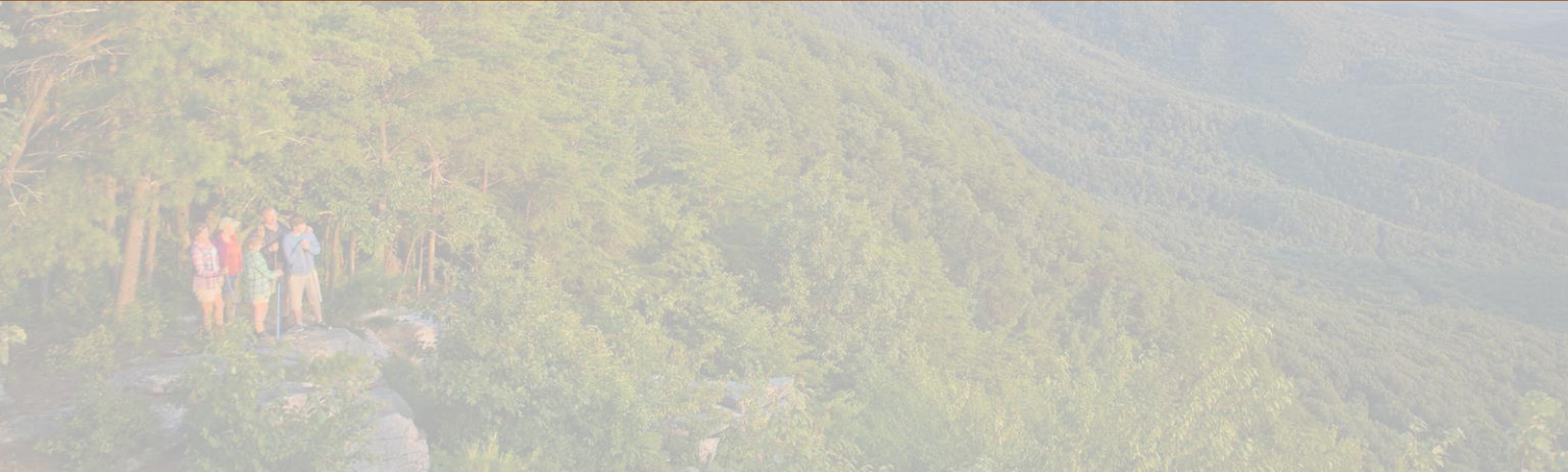
R1	0
R2	REIMB. REQUESTS GO HERE
R3	
R4	
R1	R1-R6 REIMB. #
R2	
R3	Beginning Date of Project
R4	
R5	End Date of Project
R6	
R1	Percentage Complete
R2	
R3	
R4	
R5	
R6	

Appraisals for Acquisitions or Donations

- All appraisals must be completed to UASFLA standards.
- Subject to GADNR independent review (Second-level applicants only)



Criteria



Question 1 – Compliance

Max Points

0 points

Criteria Question

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

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

Question Details

Applicant must identify that the project applicant 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)

Question 2 – Recent Awards

Max Points

10 points

Criteria Question

Priority points are given to Project Sponsors 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 Sponsors who have not received an RTP grant in the last 10 years)

Question 3 – Economic Development Opportunities

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).

Question 4 – Project Scope and Plan

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 American 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.)

Question 5 – Issues and Needs

Max Points

40 points

Criteria Question

Project Sponsors 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.

Criteria Details

Applicant must address the following:

- Address all questions
- Be descriptive
- Supporting documentation if needed

Scoring Metric

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 Needs 0 to 20 points

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Question 6 – Demonstration of Public Support

Max Points

15 points

Criteria Question

The Sponsor 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 with specific dollar or volunteer values

Required

Public Support Letters with or without monetary value

Documents

Scoring Metric

GADNR will determine a value from 0 to 15 points based on the information provided by the applicant

Question 7 – Leverage of Grant Funds

Max Points

15 points

Criteria Question

Project Sponsors must provide a resolution adopted by their legal entity authorizing the grant application and committing to the minimum matching funds requirement. 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 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

The applicant should carefully respond to the following items:

- Dedicated funding for ongoing trail operation and maintenance.
- Permanent staff for operation and maintenance.
- Hours of operation, limitations on uses, proposed use fees, and security.
- Any organizations that assist with trail maintenance.
- trail management plans
- Resolution of support for long-term maintenance

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.

Question 9 – Discretionary Points

Max Points 10 points

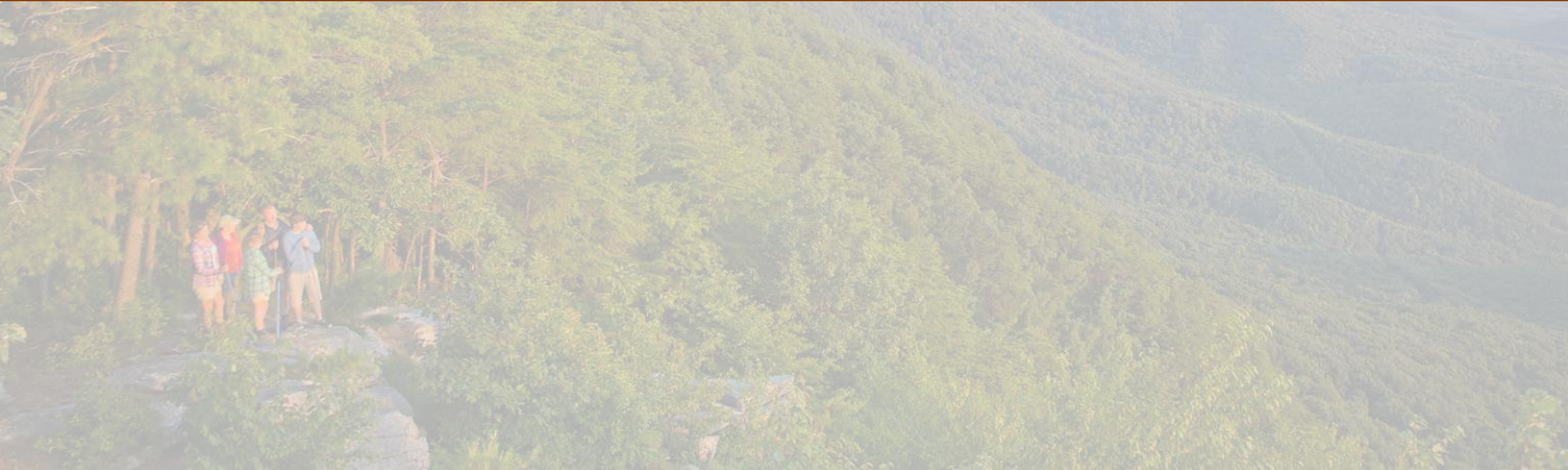
Criteria Question Project reviewers may award the project additional points based on their subjective evaluation of factors, such as: completeness, ADA compliance; project readiness; site suitability; fiscal considerations; use of service groups, etc.

Criteria Details Applicant must provide all documentation requested and answer all criteria completely

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



The Second-Level Application



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 Highway 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
- United States Fish and Wildlife (USFW)

Project Budget

- 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

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

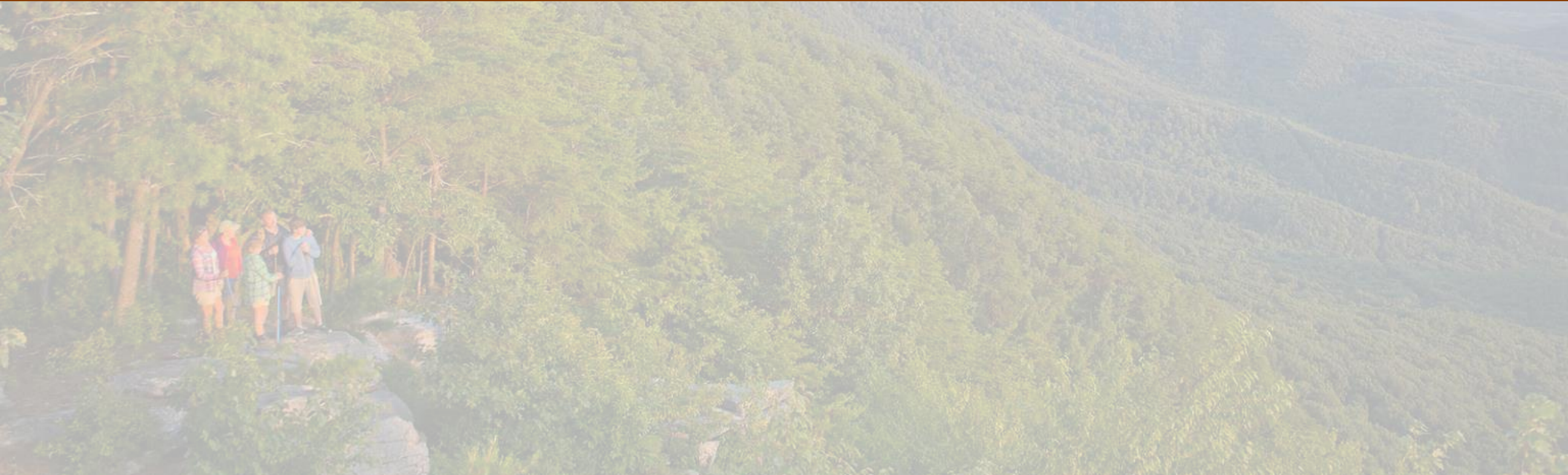
Phase # _____	BUDGET			IN ACCORDANCE WITH 2CFR200	CFDA # 20.219	
ITEM DESCRIPTION	GRANT FUNDS	MATCHING IN-KIND (\$)	MATCHING CASH (\$)	TOTAL	TOTAL GRANT LESS REIMB.	
Design & Engineering (15% of Grant amount maximum)					\$ -	R1 0
				\$ -	0	R2 REIMB. REQUESTS
					0	R3 GO HERE
					0	R4
					\$ -	
Direct Labor Costs					\$ -	R1-R6
Salaries or actual costs					0	R1 REIMB. #
				\$ -	0	R2
					0	R3
					0	R4
					\$ -	Beginning Date of Project
Special Service Purchase Contract					\$ -	R1 End Date of Project
				\$ -	0	R2
					\$ -	Percentage Complete
Purchase or rental of equipment					\$ -	R1
					0	R2
				\$ -	0	R3
					0	R4
					0	R5
					0	R6
					\$ -	
Construction contract					\$ -	R1
					0	R2
				\$ -	0	R3
					0	R4
					0	R5
					0	R6
					\$ -	
Purchase of Materials					\$ -	R1
					0	R2
				\$ -	0	R3
					0	R4
					\$ -	
Other (please be specific)					\$ -	R1
					0	R2
					\$ -	
					\$ -	
TOTALS				\$ -	\$ -	
*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)						FHWA can audit at anytime
can value their time and/or equipment at their standard rates but may not exceed the rate at: https://www.wdol.gov/sca.aspx						
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.						

Independent Appraisal Review

- 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 appraiser are the responsibility of the Applicant and are 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 final project close out.
- Submit reimbursements often.
- You must include proof of payment and/or labor with each reimbursement.

In-Kind and Donations

Donation / In Kind Accounting Form					Expenditure Schedule					Match?	Reimbursible?	
Donations					In Kind					Grantee Expenditures		
Date	Donated Material	Unit Value	Units	Total Donation	Date	Stock Material	Unit Value	Units	Total In Kind	Capital expenditures for acquisition (incidental costs not allowed)	Y	Y
										Equipment cost	Y	Y
										Direct Materials	Y	Y
										Contractual Services	Y	Y
										Real Property	Y	Y
										Pre award Design and Engineering 18 months or less before application	Y	Y
Date	Donated Services	Unit/Hourly Value	Units/Hours	Total Donation	Date	Force Account Labor	Unit Value	Units	Total In Kind	Post Award Design and engineering	Y	Y
										Cash	Y	N/A
										Appraisals	Y	Y
										Pre award Environmental review/engineering 18 months or less before a	Y	N
										Post award Environmental review/engineering	Y	Y
Date	Donated Equipment Usage	Units/Hourly Rate	Units/Hours	Total Donation	Date	Contractual Services	Hourly Value	Hours	Total In Kind	In-kind and Donations		
										Grantee's own stock Materials	Y	N
										Grantee Force account	Y	N
										Grantee's own equipment use	Y	N
										Work from other public agencies	Y	N
										Equipment from other public agencies	Y	N
										The costs of space in privately owned buildings	N	N
Date	Donated Real Property	Per Acre Value	Acres	Total Donation	Date		Hourly Value	Hours	Total In Kind	Donated Materials	Y	N
										Donated services	Y	N
										Donated real property	Y	N
										Volunteer labor	Y	N
										Donated cash	Y	N
										Discounts accounted for as a donation	Y	N
Date	Donated Cash From Whom			Total Donation	Date		Hourly Value	Hours	Total In Kind			
Date	Other not Listed in Schedule *	Units/Hourly Rate	Units/Hours	Total Donation	Date	Other not Listed in Schedule *	Units/Hourly Rate	Units/Hours	Total In Kind			

* Anything requested in this section must receive preapproval from DNR prior to submission

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Grand Total

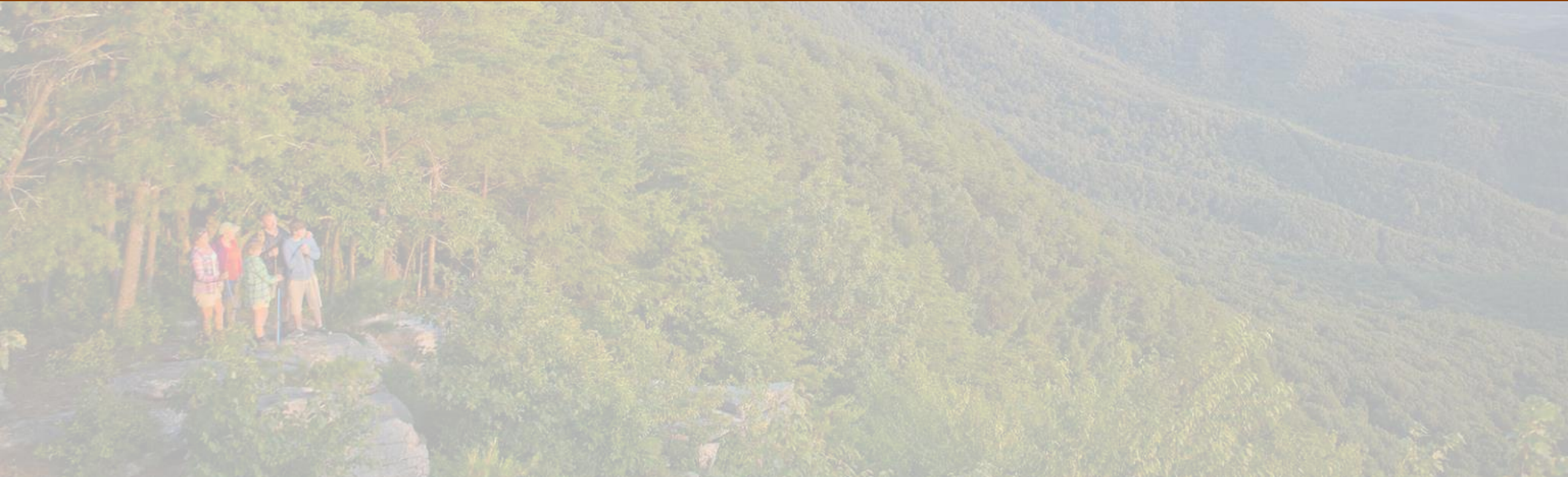
Grand Total

Quarterly Reports

- Template available at www.gadnr.org/grants
- Quarter to date and project to date financial updates
- Progress report with supporting photos and receipts
- 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 web page
- Mutually sign the Final GADNR Inspection Form

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.

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.

Recreational Trails Program (RTP) Educational Workshop

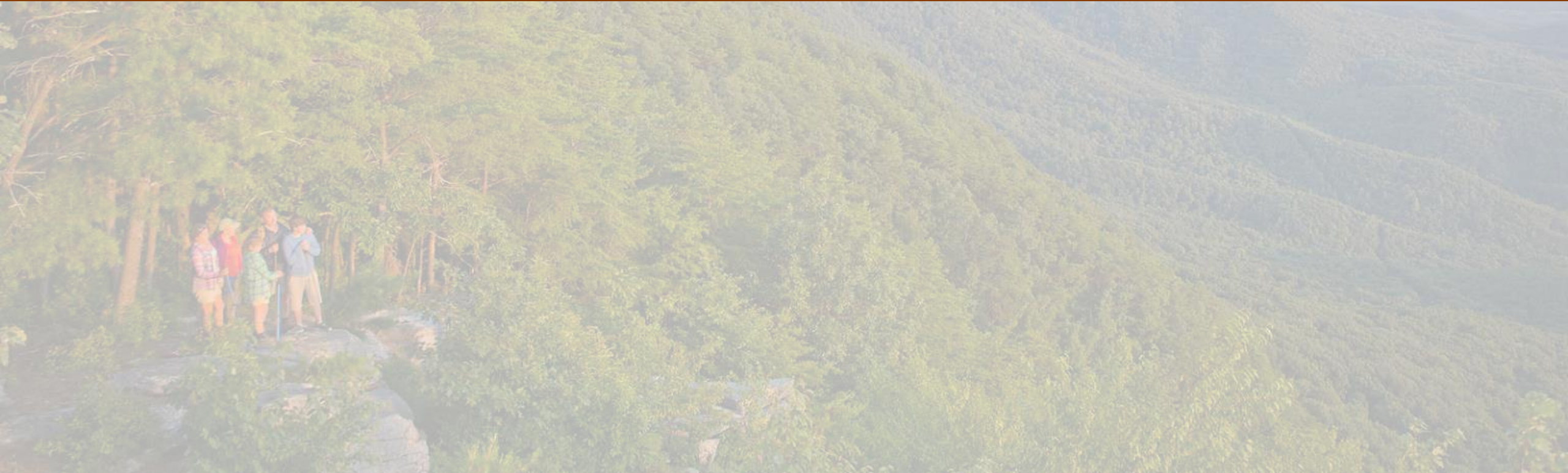
A copy of this presentation is available at
www.gadnr.org/grants

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...



Final Questions and Answers

