



2023 Recreational Trails Program

(Georgia Off-highway Vehicle Trails)

June 2023

Taylor Brown
Grants Unit Chief
taylor.brown@dnr.ga.gov
404-463-8601

Ouicia Jolly
Recreational Trails Program
ouicia.jolly@dnr.ga.gov
404-463-1779

Dion Pough
Grants Specialist
dion.pough@dnr.ga.gov
404-463-1030

Recreational Trails Program (RTP)

Administered by the Georgia Department of Natural Resources (GADNR).

Funds are collected from motor vehicle fuel excise taxes.



Funds are allocated to Georgia from Federal Highway Trust Fund.

Federal Highway Administration (FHWA) provides essential support in financial and environmental matters.

Purpose of RTP



RTP supports on the ground trail projects.

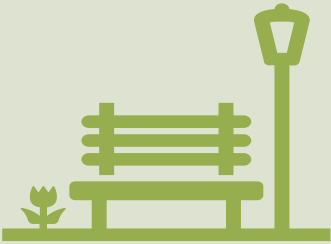
RTP provides funds for trail projects that could not be completed.

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

RTP Funding is not used for...



Transportation funding.



General park improvement funding.



Planning/design only funding.

Who Can Apply?

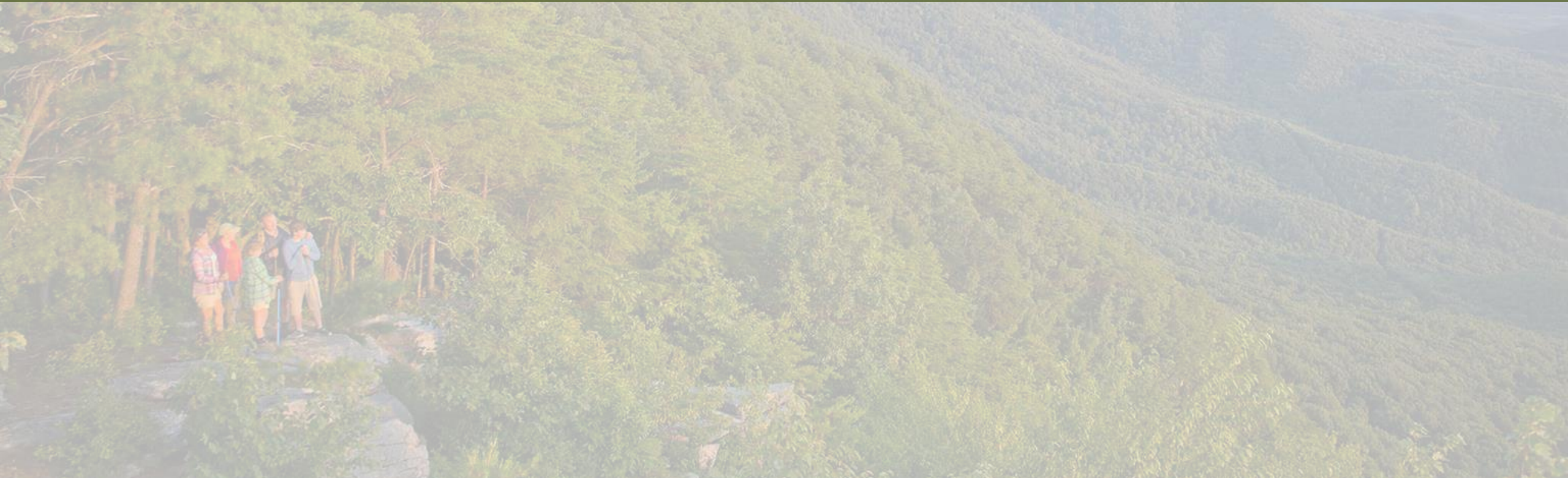
Qualified Local Governments
according to Department of Community Affairs (DCA)

State Agencies

Federal Agencies



RTP Project Types



Typical Trail Projects



NEW TRAILS



TRAIL REHAB



TRAILHEADS

Types of Trails

Nonmotorized



Motorized



Types of Motorized Trails



INTERNAL
COMBUSTION
ENGINES



OFF-ROAD
MOTORCYCLES

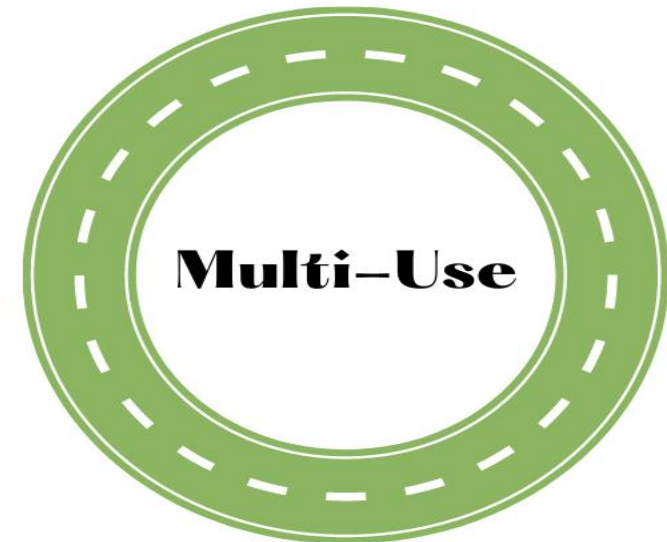
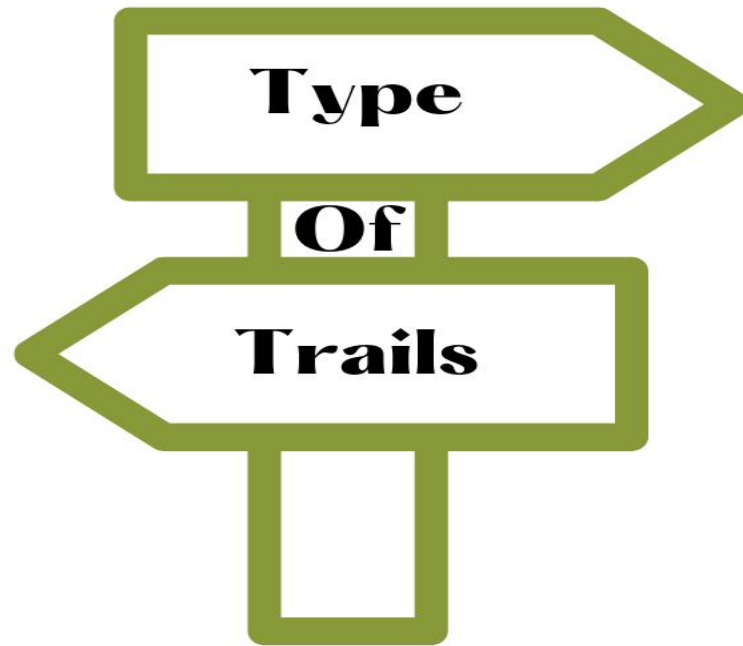
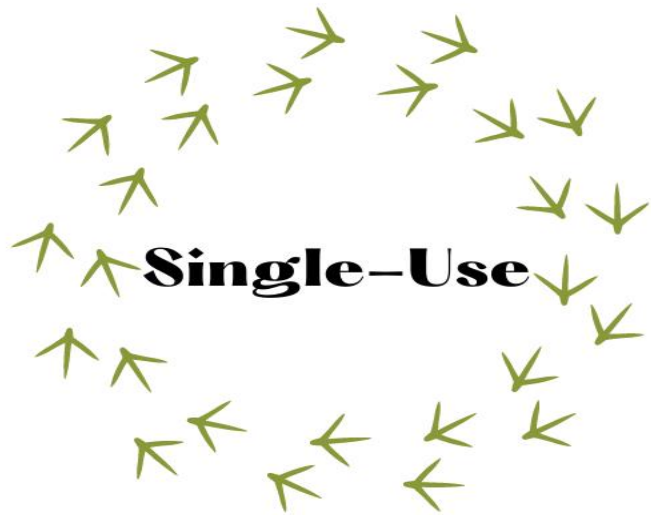


ATV'S



OTHER OFF-
ROAD
VEHICLES

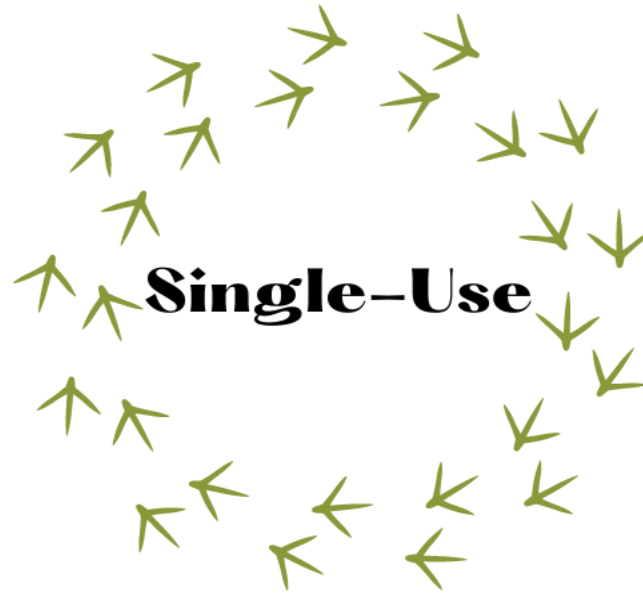
Types of Trails



Single-Use Motorized Trails

**Dirt Bikes
(only)**

ATVs (only)



UTVs (only)

**Full Size
(only)**

Multi-Use Motorized Trails

**Dirt Bikes &
ATVs**

UTVs & Full Size



Multi-Use

**All Motorized
Vehicles Under
60"**

**All
Motorized
Vehicles**

Trails

- Trail examples:
 - Generally, in a forested area
 - Loop or out-and-back
 - Consider terrain and experience



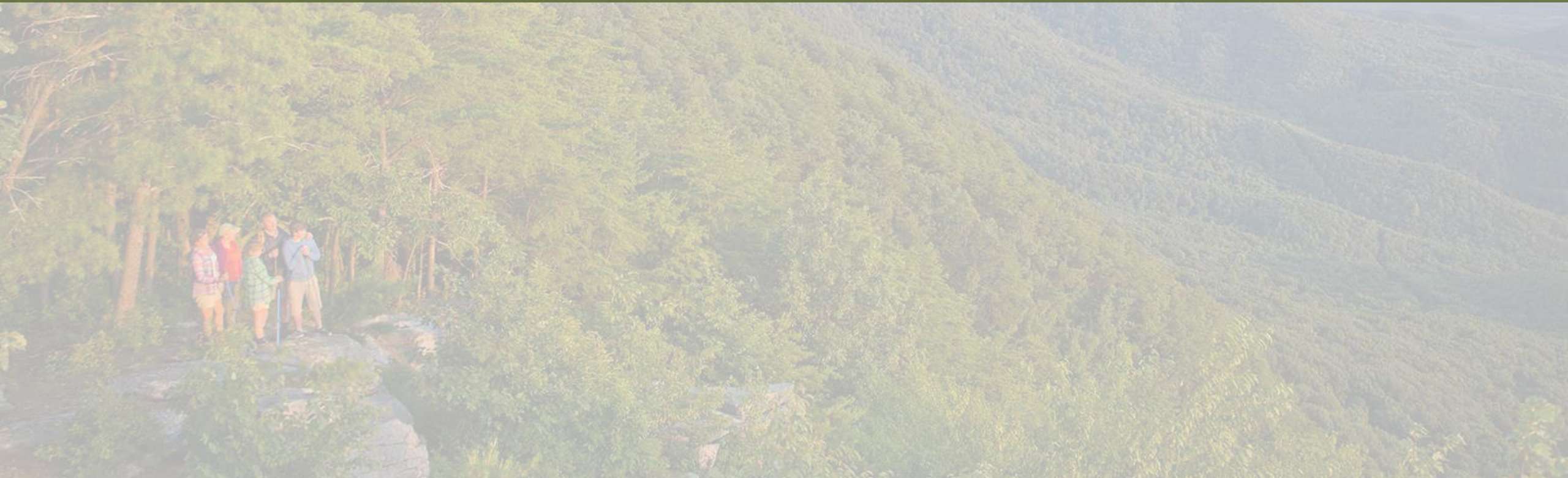
Not Eligible for RTP

- Tracks (racing or other)
- Cart Paths
- Mud Bogging Pits

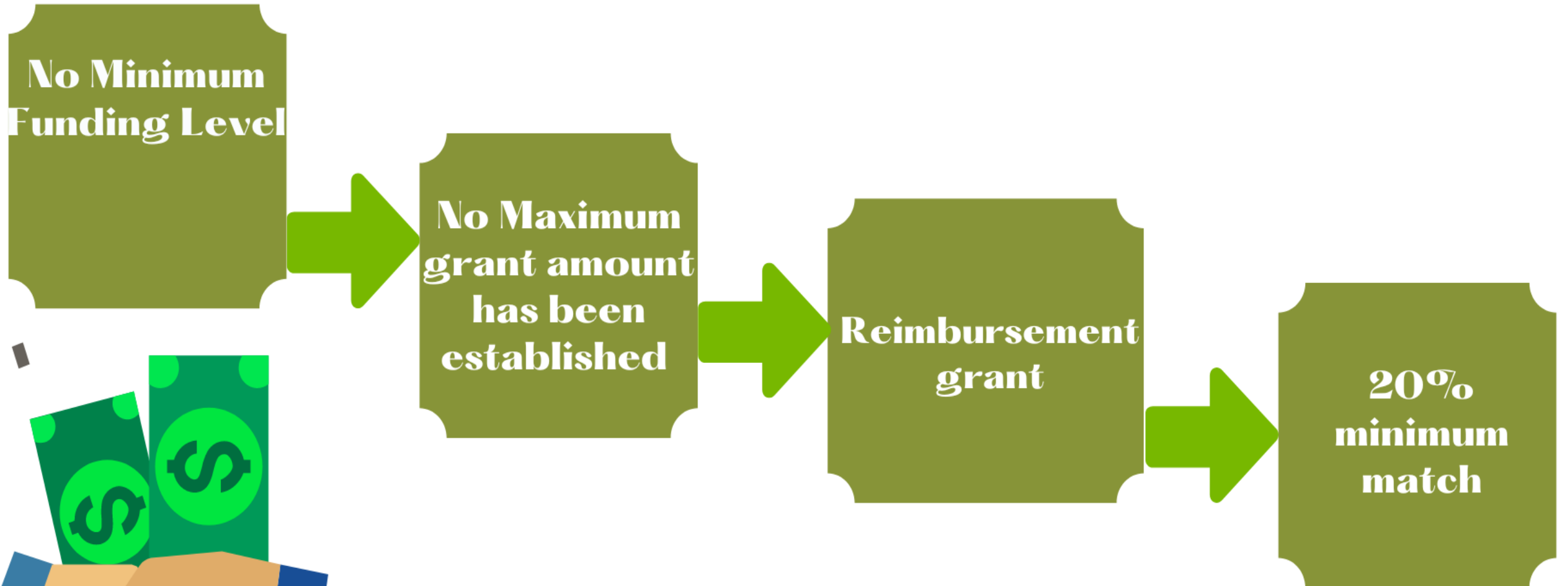




Funding



Funding



******Retainage of not less than 25% is held 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

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**

Match

GRANTEE MINIMUM MATCH 20%,
RTP MAXIMUM GRANT 80%

APPLICANTS CAN COMMIT TO A
LARGER MATCH

IF USING FEDERAL FUNDS FOR
MATCH, AT LEAST 5% OF THE TOTAL
PROJECT COST MUST BE FROM A
NON-FEDERAL SOURCE

Match Example

80/20 MATCH

Example

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

Common Sources of Match



GRANTEE CASH

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



IN-KIND DONATIONS

- Volunteers
- Professional Services
- Materials
- Land acquisition



Pre-application



The Pre-application:



COMPETITIVE STAGE APPLICATION.



PROJECTS ARE SCORED BASED ON COMPLIANCE CRITERIA



SUCCESSFUL PROJECTS WILL BE INVITED TO THE SECOND-LEVEL APPLICATION

2023 Pre-application RTP Save Draft Mark Complete Close

Please complete all required fields.
You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Georgia Recreational Trails Program

Applicant Organization *

Applicant Organization's Address *

City *

State *

Zip *

Federal Employer Identification Number *

Pre-Application

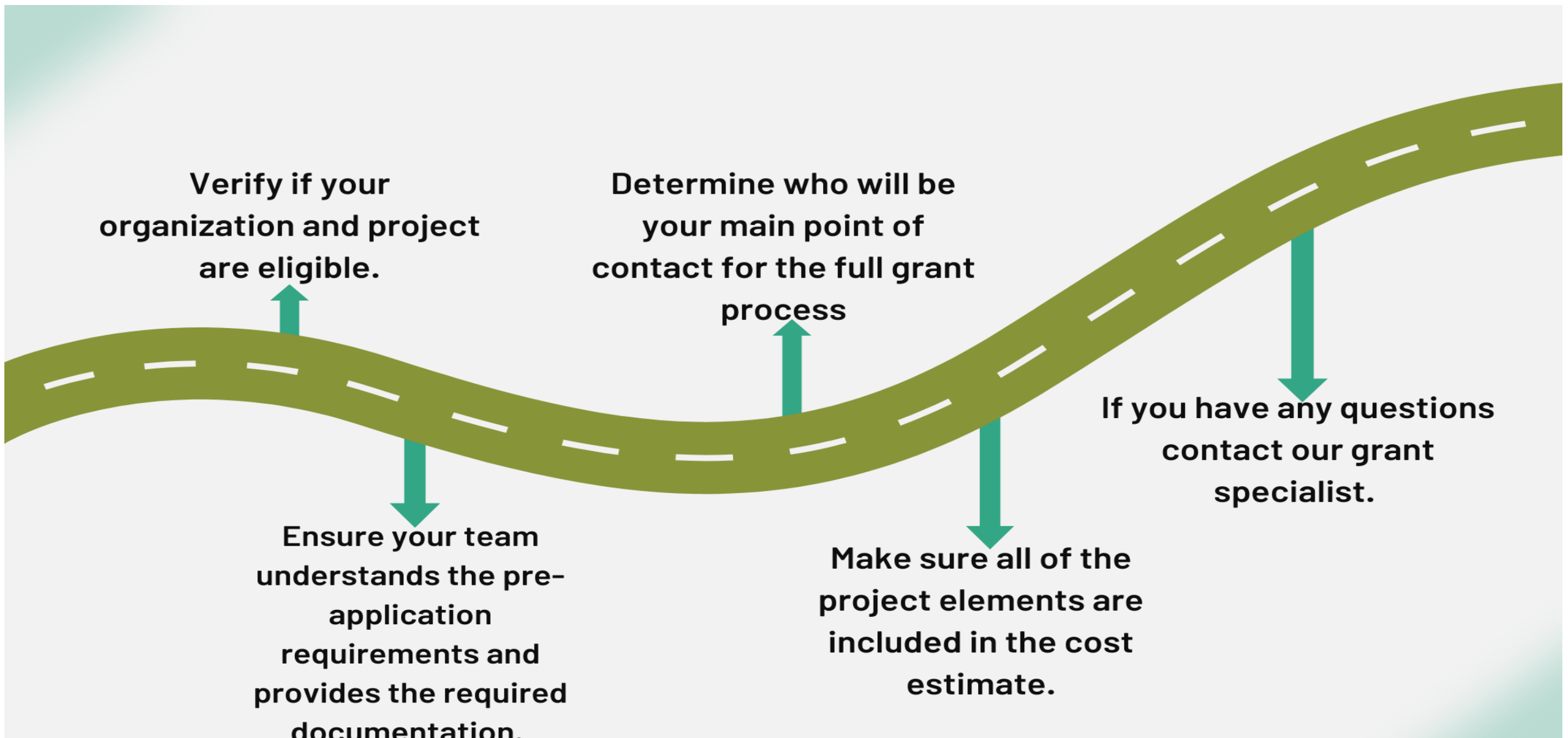
Verify if your organization and project are eligible.

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

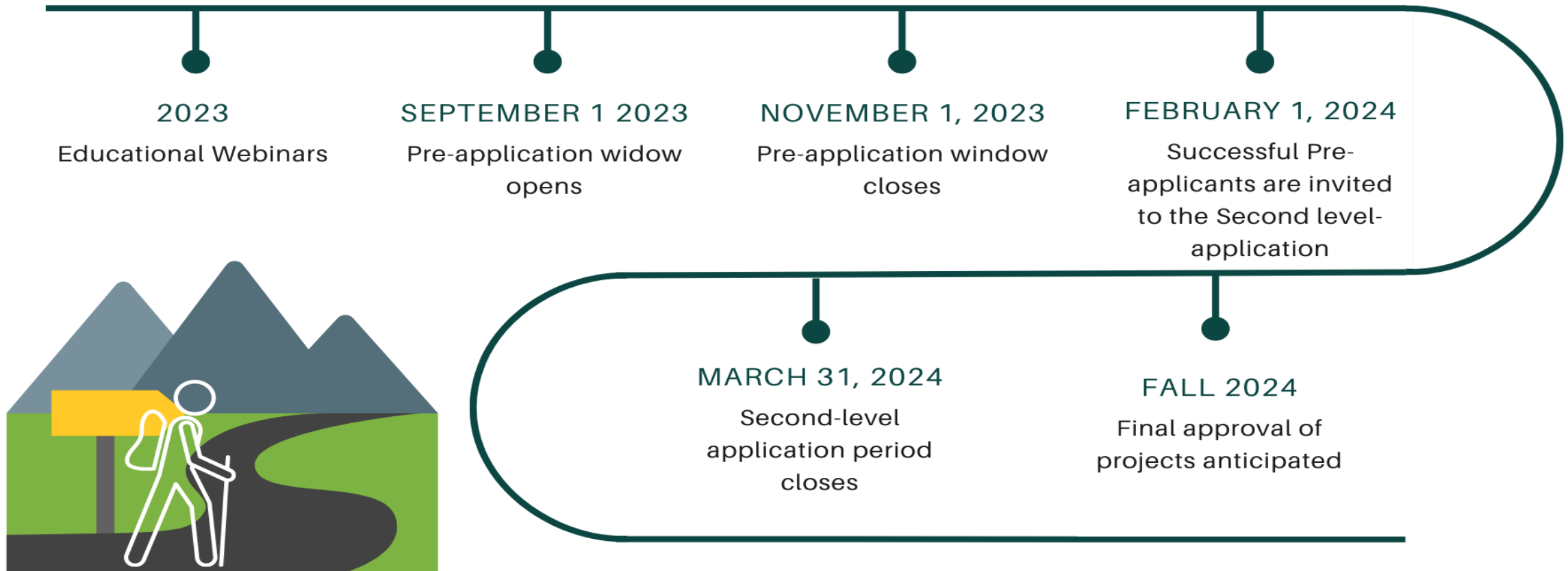
Determine who will be your main point of contact for the full grant process

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

If you have any questions contact our grant specialist.



RTP Application Timeline



Application Cycle Reminder



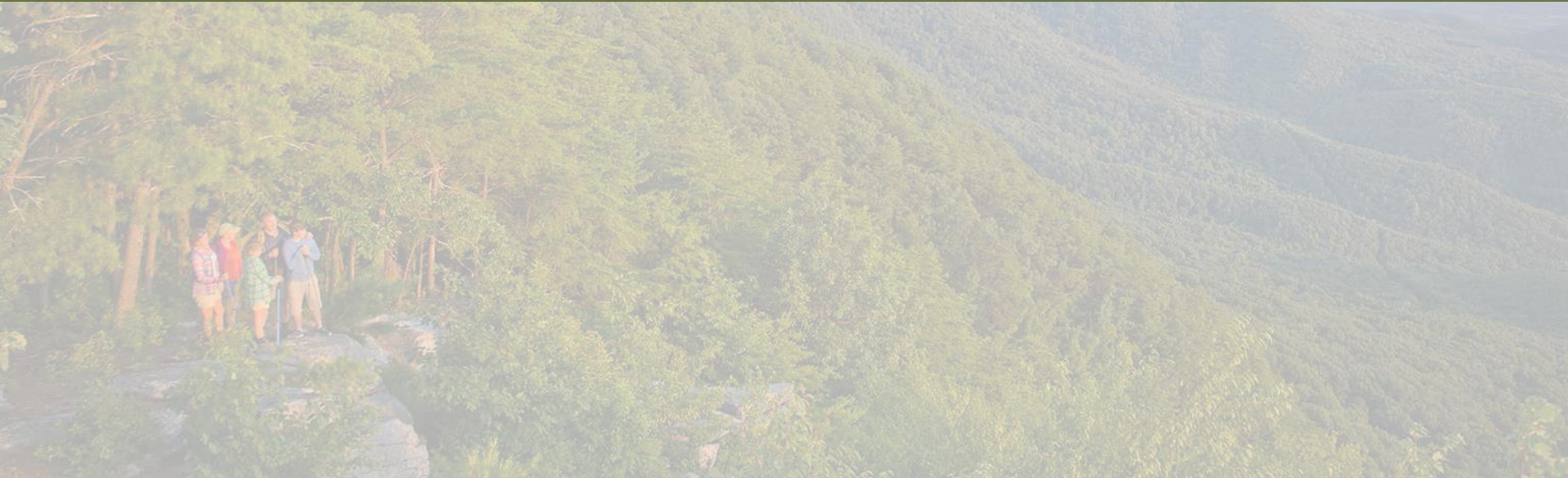
Applicants can submit only one Off-Highway Vehicle proposal per cycle.



Applicants can submit Pre-applications for other GADNR grant programs this year, only if the projects are not dependent on one another.



Pre-Application Criteria



Required Uploads

- **Submit Pre-application Authorization**
- **Photos of the site with photo key.**
- **Project location map**
- **Current copy of deed, lease, and/or easement if (applicable)**
- **Plat/Parcel Map and legal description.**

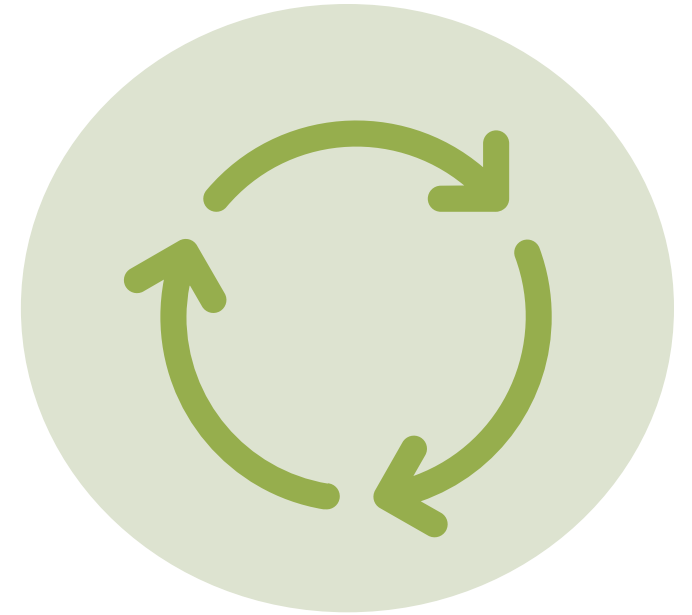
Statewide Trail Needs

NEW
OHV TRAILS



OHV ACCESS
ACROSS
GEORGIA

LOOP TRAILS



Stronger Responses - Statewide Trail Needs

New OHV Trails

- 12-15 miles or more is a destination trail system
- 5-10 miles generally draw local riders
- Less than 5 miles is less attractive to potential riders



Project Scope



Explain why you are building this trail.

How will the proposed trail enhance access and outdoor recreation?

Required uploads: Site plans

Project Planning

Describe your project timeline.

How will the work be completed.

What permits will be needed for the project.



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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 RTP grant anticipate a maximum 2-year performance period. Explain how the proposed work will be ready to proceed when funding is secured. Where 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. SE SUITE 1176, KATY | ATLANTA, GEORGIA 30354
404-663-3779 | WWW.GADNR.GA.GOV

In accordance with 30CFR200 CFDA # 20.219 Page 1 of 5

****Required Uploads:
Project Timeline and Cost estimate**

Cost Estimate

Cost Estimate - Georgia Trails Pre-application 2023
Applicant Organization: _____
Project Title: _____

Cost Category	Grant Funds	Cash Match	In-kind Match	Total Cost
Design & Engineering (maximum 15% of grant value)				
Construction Contract(s)				
Material Costs				
Equipment Rental (maximum 10% of equipment fees)				
Volunteer Hours (20% cap/hour)				
Other (specify)				
Total	\$0.00	\$0.00	\$0.00	\$0.00

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.**

Environmental Considerations

- Clean Air

- RTP projects are subject to Clean Air Act
- A number of exemptions, but Grantee must check



- Clean Water

- Runoff concerns during construction and long-term
- Permitting requirements apply



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

Acquisition

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.

Accessibility

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.**



Required Upload: GADNR Accessibility Form



Maintenance



TRAIL MAINTENANCE

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

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

REQUIRED UPLOADS

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

Local Support & Regional Needs



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



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



This 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

- We know that 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?



Stronger Response - Economic Development



Documents not limited to state/national data.



Specific trail research local economic development.



Commitments from local employers, concessionaires.



Local business input.



Additional Points



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.

Youth Service and Conservation Corps



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



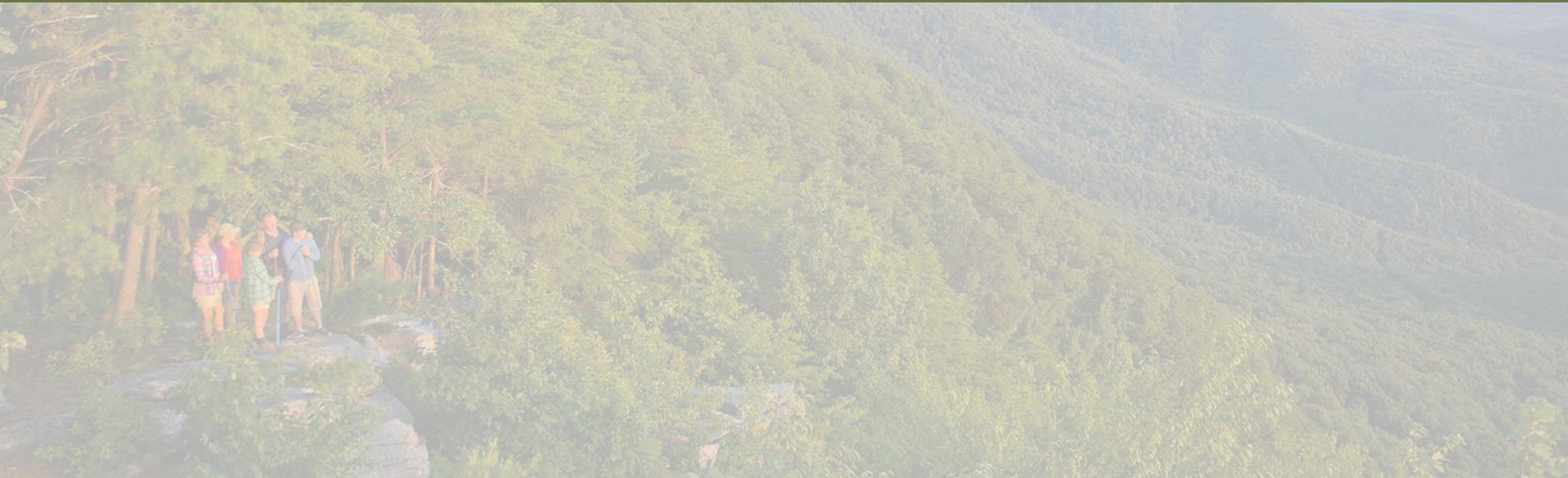
Additional points will be given to applications committing to the use of Qualified Corps.

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

*** Required Upload: Contract



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)



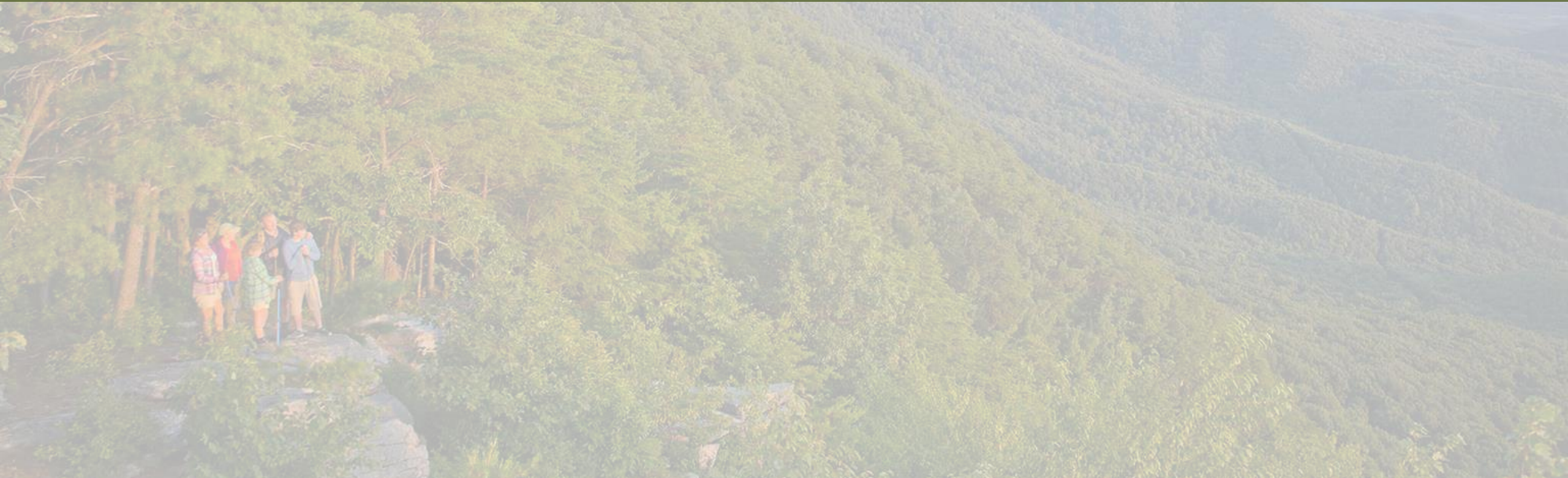
FLOODPLAIN ENCROACHMENT
REVIEW (EPD)



UNITED STATES FISH AND
WILDLIFE SERVICE (USFWS)



Managing a Grant



After Your Application is Complete



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 to 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.

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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

Progress Report: **(Must conform to Approved Grant Request Description)**

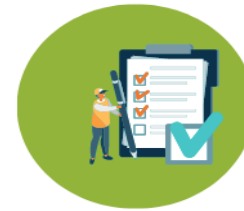
- Describe work completed or partially completed during this quarter. Must be very descriptive with supporting documents to include:
- Must include before and after pictures.

PHWA has the right to audit at any time to ensure accordance with 2CFR200 Page 1

Project Closeout



Final Quarterly report



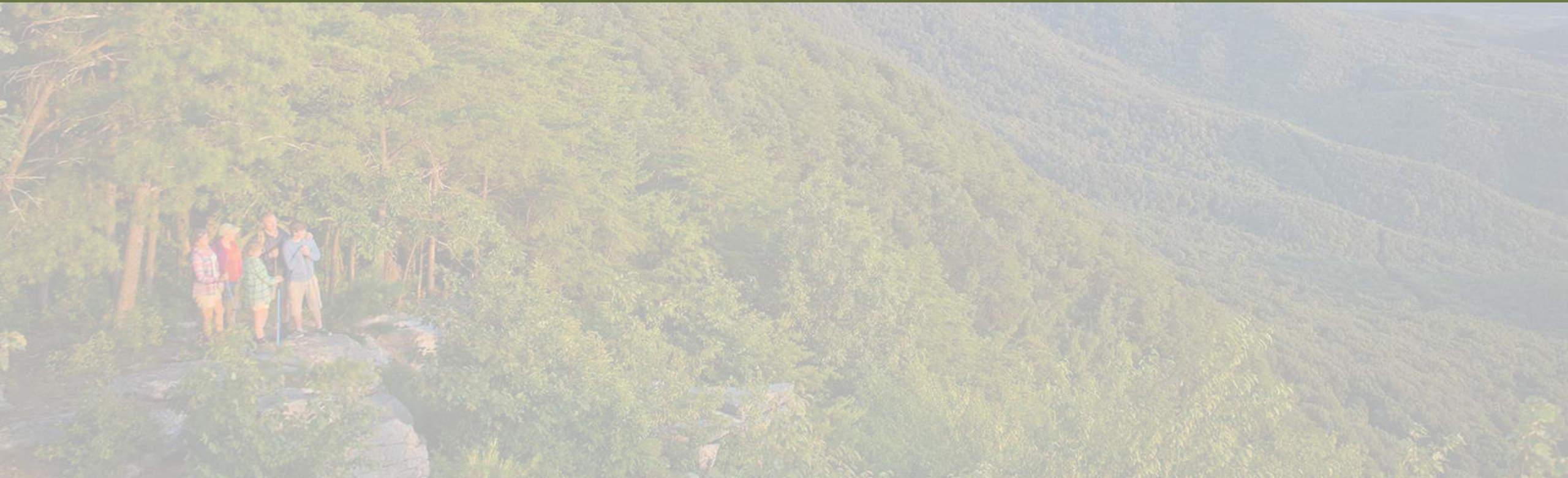
Final Inspection



Final Reimbursement Package



Grantees Long-term / Obligations



Long-term Obligations for Grantees

All documents must be retained for at least 5 years.

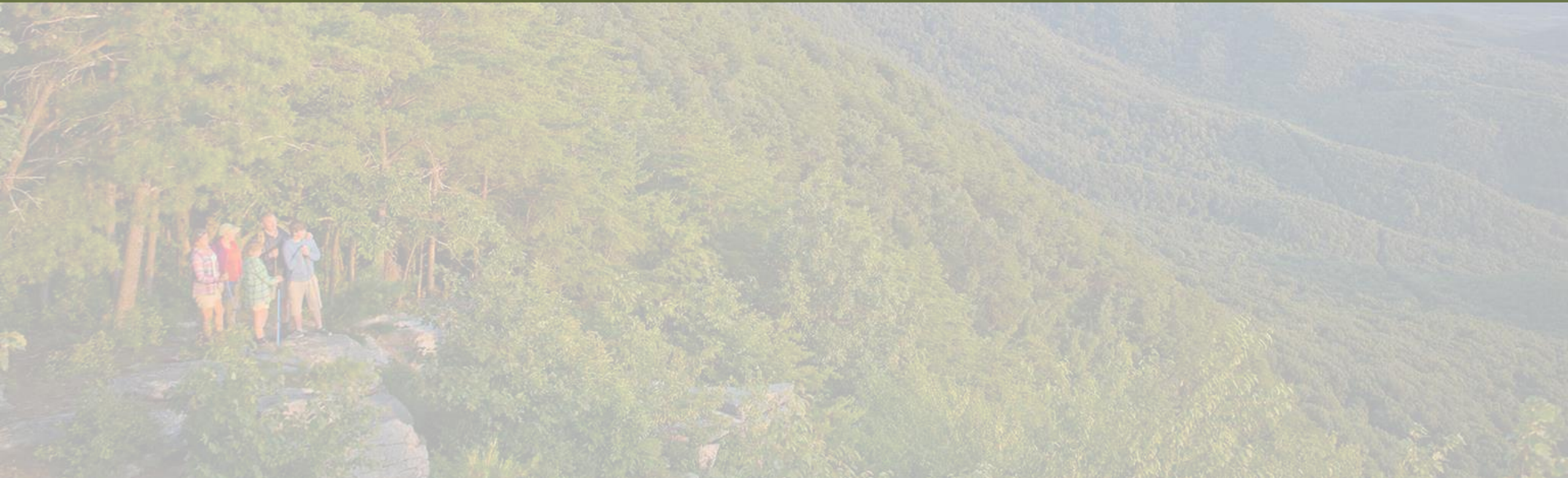
Grantee must provide public access to the trail for at least 25 years.

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

Grant recipients may charge reasonable user fees.



Tips for Submitting a Successful Pre-Application



#1 – Check Your Eligibility at the Start

- Make sure your organization and project are eligible *before* you start work on your Pre-application.
- Does your project meet the purposes of the grant for which you want to apply?
- Do you have the support of the authorizing official or officials who must sign off on each stage of this grant process?
- Verify that you can fulfill the match requirement.

2 - Be Prepared

- Understand the amount of work it will take to complete the application **before** you begin. Sample application can be viewed on our website prior to the application start date.
- Majority of applicants spend between **40 - 80 hours** preparing documents for and submitting a Pre-application.
- Managing a successful grant can be challenging. Does your organization have the ability to see this grant through to a successful and timely completion? Managing these grants requires a lot of upfront costs, regular progress reporting, and detailed recordkeeping.

#3 – Follow the Directions

- The manual is your guide to filling out the application. It contains all the instructions for successfully completing each section of the application. Have the manual open while answering questions.
- Carefully read all criteria questions so you understand exactly what the reviewer is looking for.
- Lots of questions require the applicant to upload documentation to receive credit and you don't want to miss out on those points.
- If you answer “No” often on your Pre-application it is unlikely that you will be selected. Is your project a good fit for the Program?

#4 – Keep the Reviewers in Mind

- Make it easy for the Reviewers to award you points.
- Assume that the reviewers have never been to your city or county and have never heard of your project. Maps, photos and planning documents help the reviewers understand the overall vision of your project.
- Fluff kills and squanders your opportunity to sell your vision. Be concise. (what, where, how, why...) Pay attention to the word count and focus on answering the questions that are asked. Use clear and direct language.
- Make it easy for the Reviewer to measure the impact of your project. Reviewers get excited about Georgia's outdoor resources; tell them your story in a way that they get excited about your project.

#5 – Work with Partners

- All DNR grants prioritize projects that have strong partnerships. Collaboration shows the reviewers others are invested in this project.
- Remember, a letter of support is not the same as a financial partner.

#6 - Ask for Help

- Our Grants Specialists are here to help answer your questions. They can also give contact information for other DNR employees who can help with wildlife, historical, recreation, or environmental questions.
- If you've recently submitted an RTP application that was not funded, contact a Grants Specialist to set up a meeting to review or update your application.

**OUCIA JOLLY
RECREATIONAL TRAILS PROGRAM
MANAGER**



404.463.1779



ouicia.jolly@dnr.ga.gov



gadnr.org/RTP



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DEPARTMENT OF NATURAL RESOURCES