



# Recreational Trails Program (RTP) Educational Workshop

**Taylor Brown**

**Grants Unit Chief**

**[taylor.brown@dnr.ga.gov](mailto:taylor.brown@dnr.ga.gov)**

**404-463-8601**

**Lindsey Brown**

**RTP Coordinator**

**[lindsey.brown@dnr.ga.gov](mailto:lindsey.brown@dnr.ga.gov)**

**404-463-1779**

**Liz Shue**

**RTP Outreach Coordinator**

**[mary.shue@dnr.ga.gov](mailto:mary.shue@dnr.ga.gov)**

**404-463-1030**

# 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](http://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](http://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?

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:

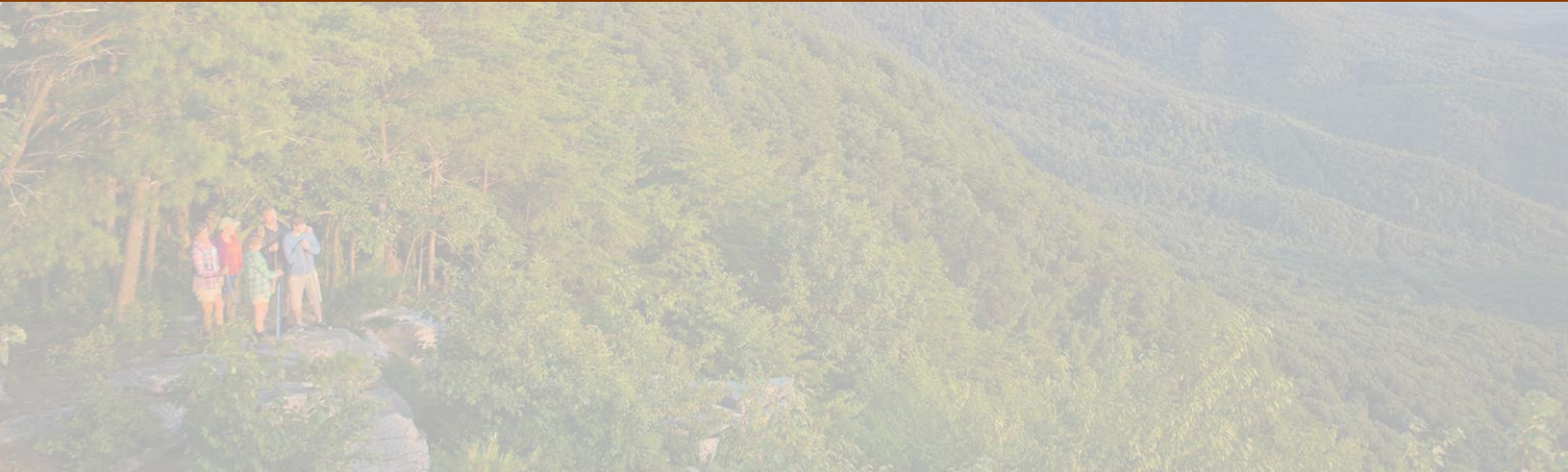
- 18.4 cents per gallon on gasoline
- 24.4 cents per gallon on diesel fuel and related excise taxes

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

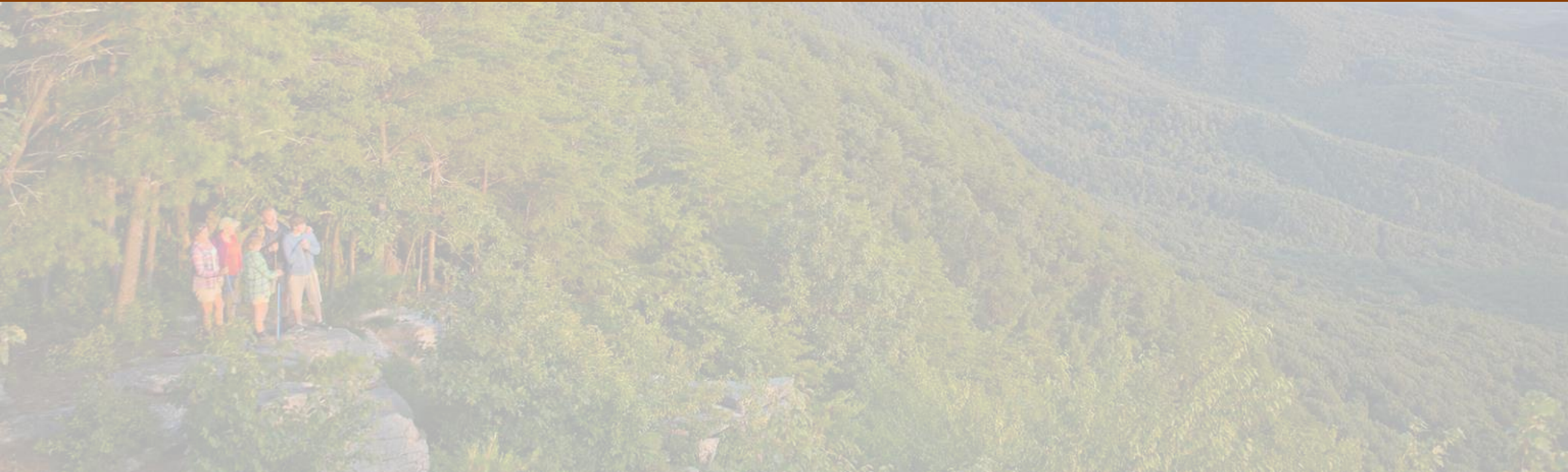
May 31: 2<sup>nd</sup>  
Level  
Applications  
are due.

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**



40%

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

30%

- **Non-  
motorized  
Recreational  
Trail Use**

30%

- **Motorized  
Recreational  
Trail Use**



# Types of Trails

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.

# 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.

# Educational Grants

Education projects must have a direct relationship with a recreational trail or trails. Education Grants have a different application process, and has a 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?

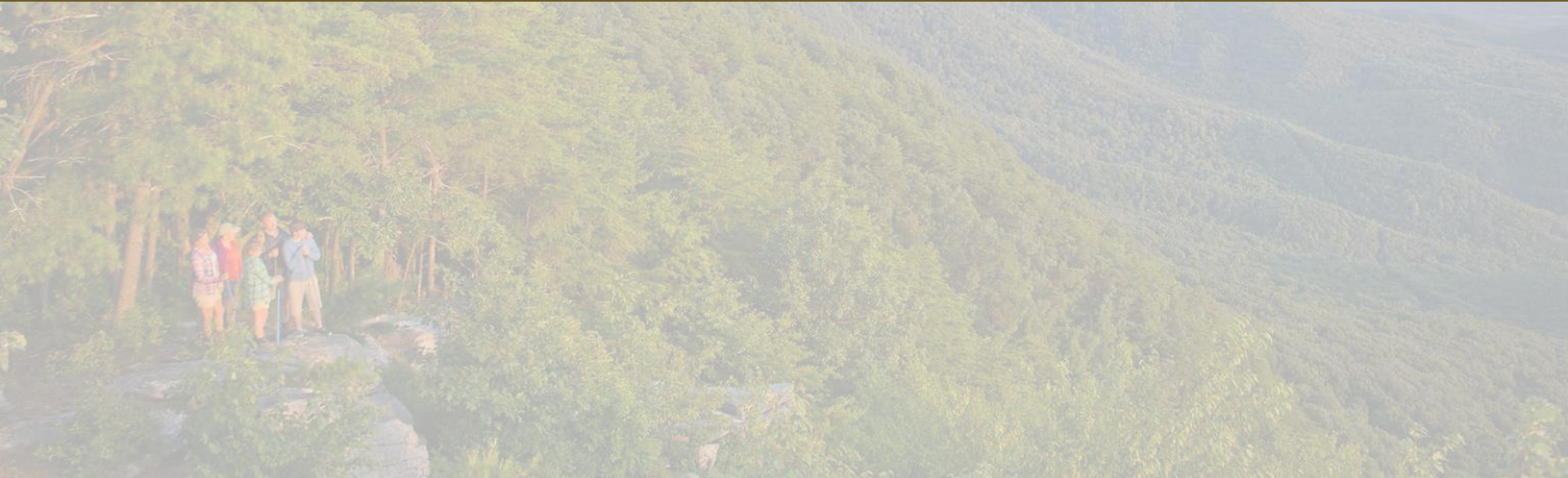
- Qualified Local Government Agencies
- State Agencies
- Federal Government Agencies
- Non-Profit Organizations (Educational grants only)

# 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

# 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 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](http://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

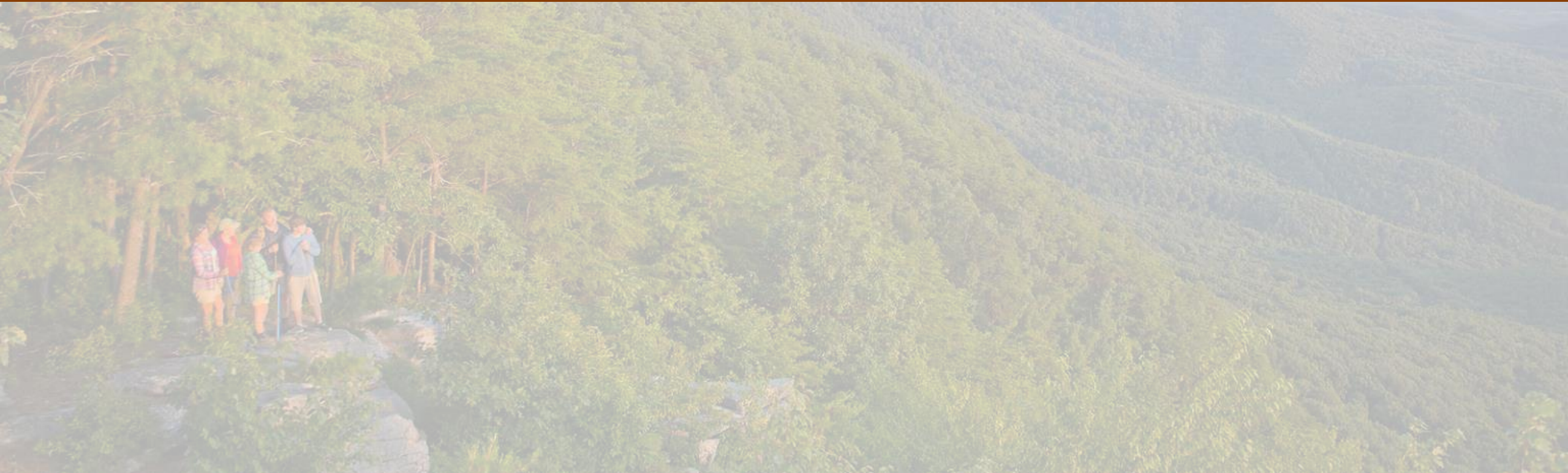
# Buy American Requirement

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

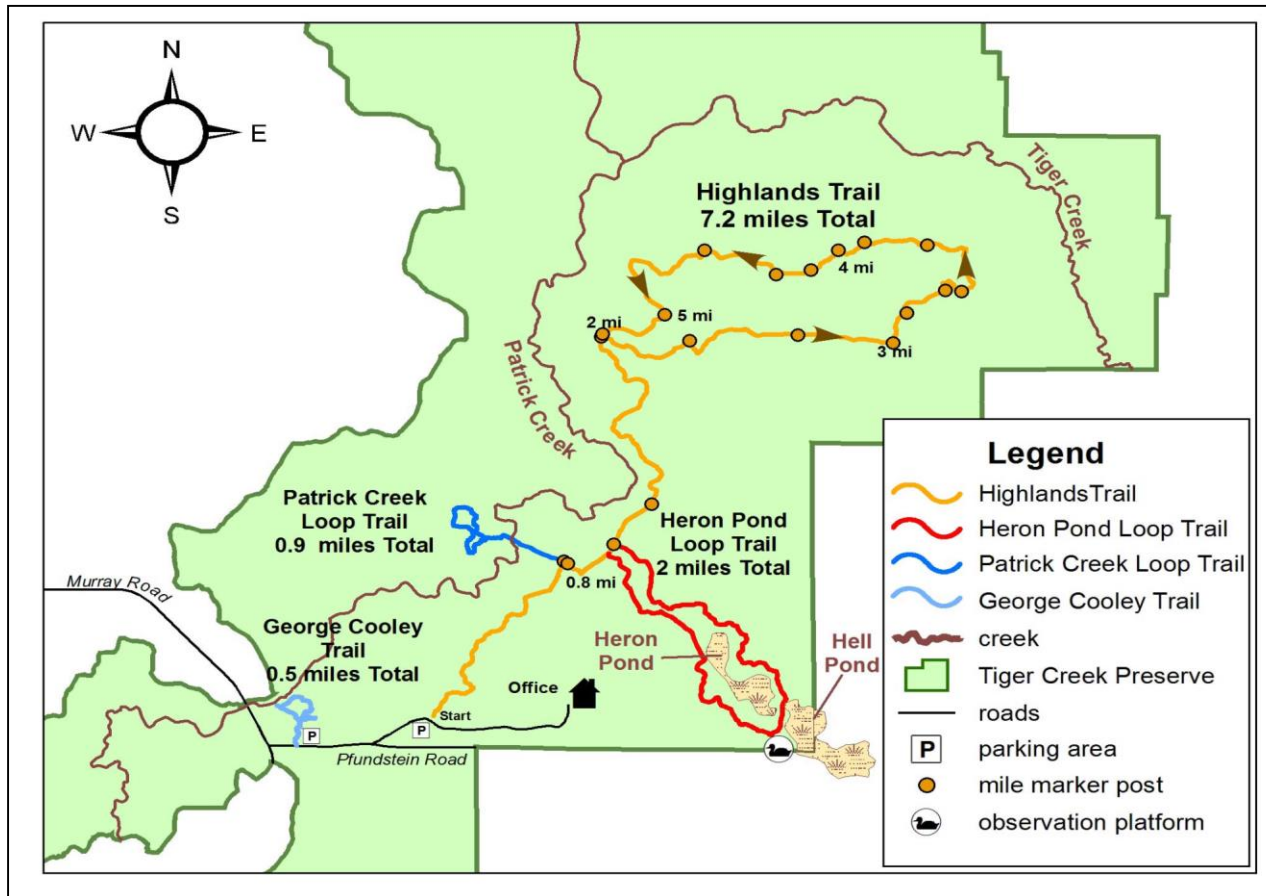
- Not being able to satisfy every criterion does not mean that you will be denied.
- We want you to be successful! Our goal is to maximize RTP's impact **every cycle**.
- Maximizing your point potential
  - Submit a quality application
  - Understand what each question is trying to achieve and clearly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

# Site Map

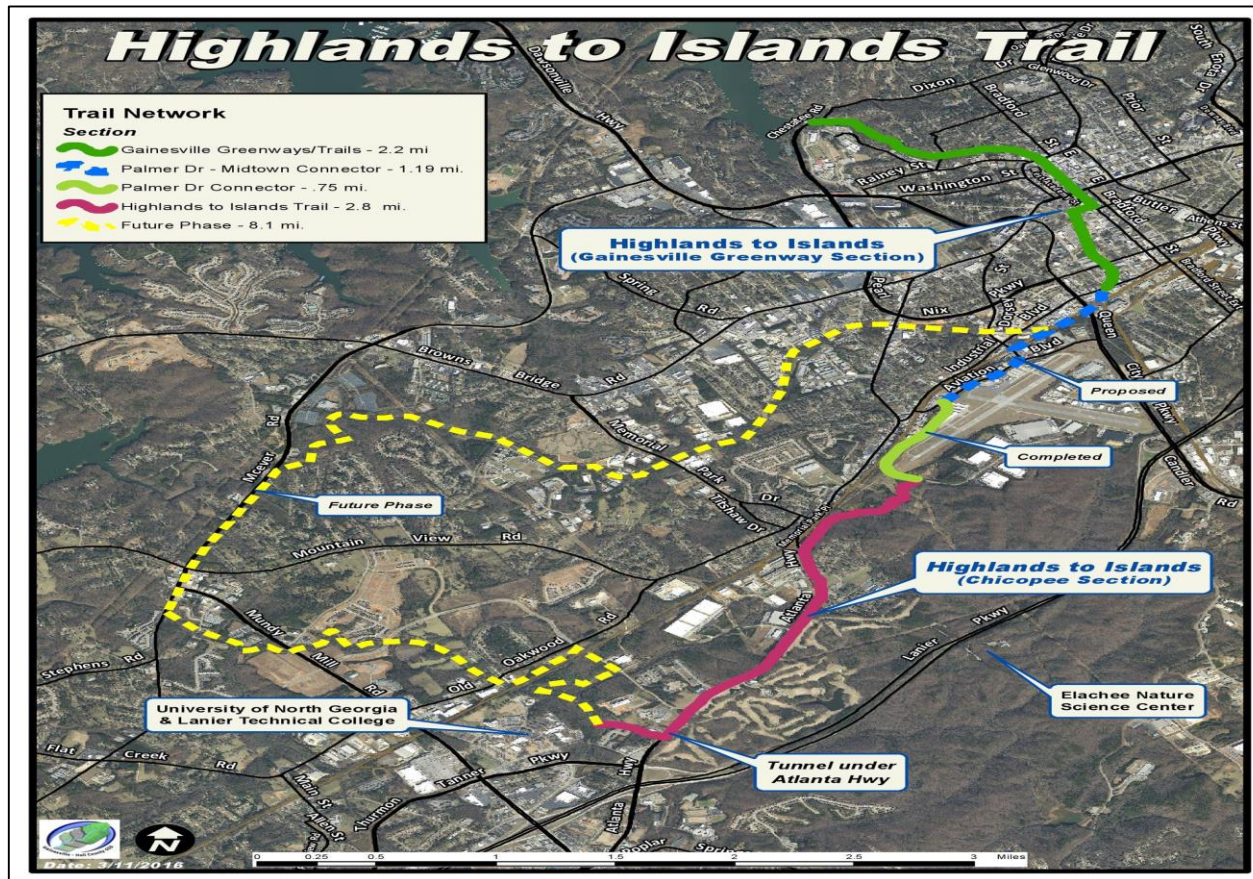
Utilized by GADNR and FHWA to identify the footprint and elements of the project



\* Include ALL funded elements included in the project proposal

# Location Map

Utilized by DNR and FHWA to 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**

Phase # <b>BUDGET</b>					
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)				\$ -	\$ -
<b>TOTALS</b>				\$ -	\$ -

**\*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	

# Project Budget

- 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

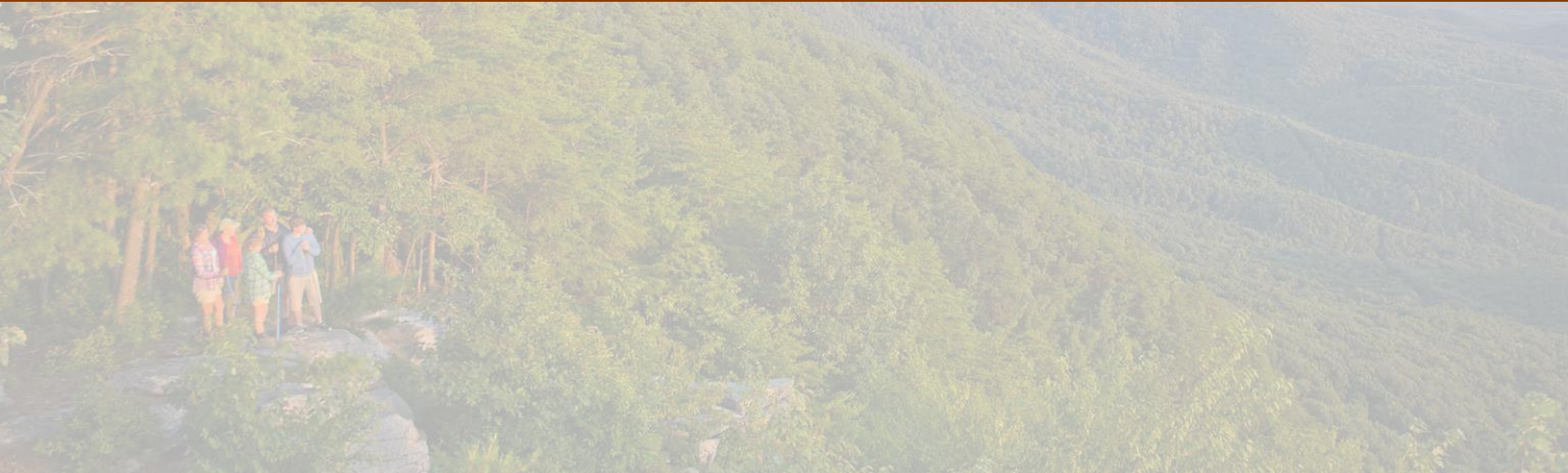


# Appraisals for Acquisitions or Donations

- 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)

## Question 2 – Recent Awards

***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)

# 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 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.)

# Question 5 – Issues and Needs

**Max Points**

**40 points**

**Criteria Question**

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.

**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 Issues and Needs                      0 to 20 points

.

# Question 5: Issues And Needs Con't

(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.

2. Need for improved trail maintenance. Includes routine trail maintenance and trail rehabilitation/restoration.

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.



# Question 5: Issues And Needs Con't

**(20 points)**

**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

# Question 7 – Leverage of Grant Funds

**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.

# Question 9 – Discretionary Points

**Max Points** 10 points

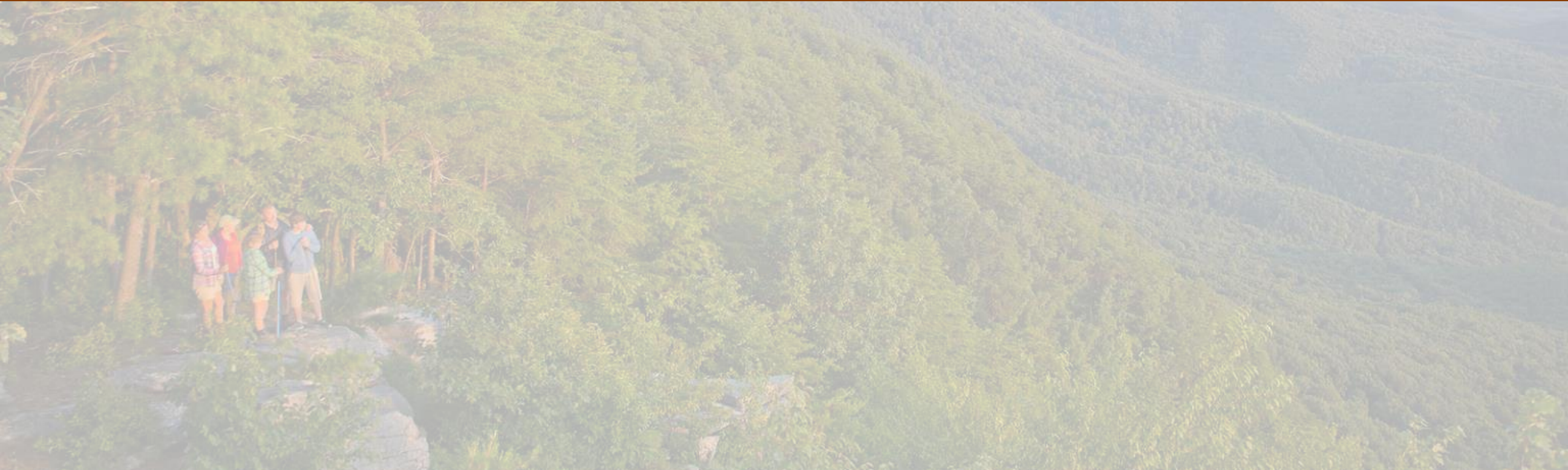
**Criteria Question** Project reviewers may award the project additional points based on their subjective evaluation of factors, such as: a complete, concise and understandable project application package, superior design, ADA compliance; project readiness; site suitability; fiscal considerations; use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



# 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



# 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**

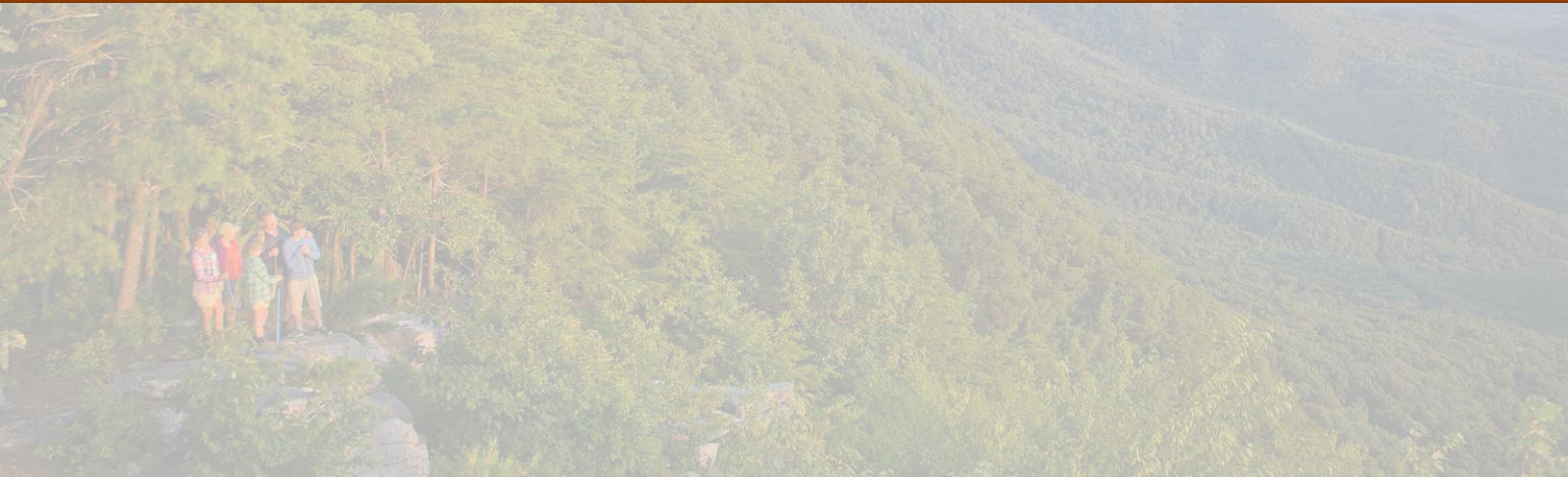
Phase #	BUDGET			IN ACCORDANCE WITH 2CFR200	CFDA # 20.219	
ITEM DESCRIPTION	GRANT FUNDS	MATCHING IN-KIND (\$)	MATCHING CASH (\$)	TOTAL	TOTAL GRANT LESS REIMB.	
Design & Engineering (15% of Grant amount maximum)				\$ -	0	R1 0 R2 REIMB. REQUESTS R3 GO HERE R4
Direct Labor Costs Salaries or actual costs				\$ -	0	R1 R1-R6 R2 REIMB. # R3 R4
Special Service Purchase Contract				\$ -	0	Beginning Date of Project R1 End Date of Project R2
Purchase or rental of equipment				\$ -	0	Percentage Complete R1 R2 R3 R4 R5 R6
Construction contract				\$ -	0	R1 R2 R3 R4 R5 R6
Purchase of Materials				\$ -	0	R1 R2 R3 R4
Other ( please be specific)				\$ -	0	R1 R2
TOTALS				\$ -	-	
<b>*Volunteer labor rates:</b>						
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: <a href="https://www.wdol.gov/sca.aspx">https://www.wdol.gov/sca.aspx</a>						FHWA can audit at anytime
<b>BUY AMERICA REQUIREMENTS</b>						
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 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					Expenditure Schedule					Match?	Reimbursible?	
<b>Donations</b>					<b>In Kind</b>					<b>Grantee Expenditures</b>		
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	<b>In-kind and Donations</b>		
										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

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

Grand Total

Grand Total



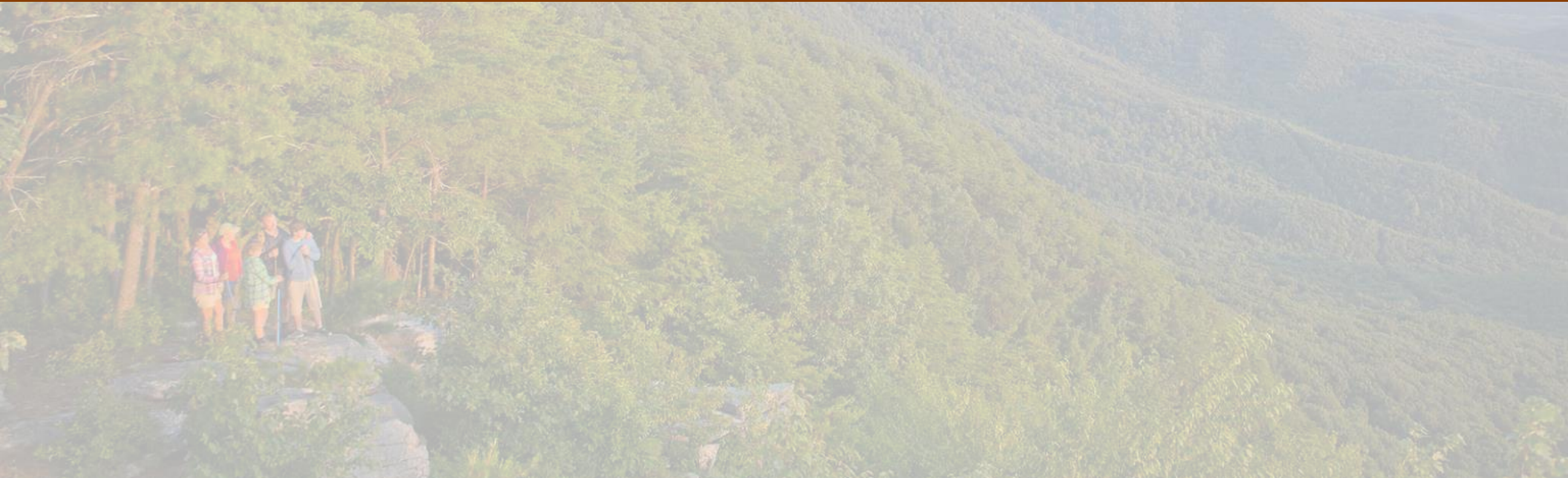
# Quarterly Reports

- Template available at [www.gadnr.org/grants](http://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 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

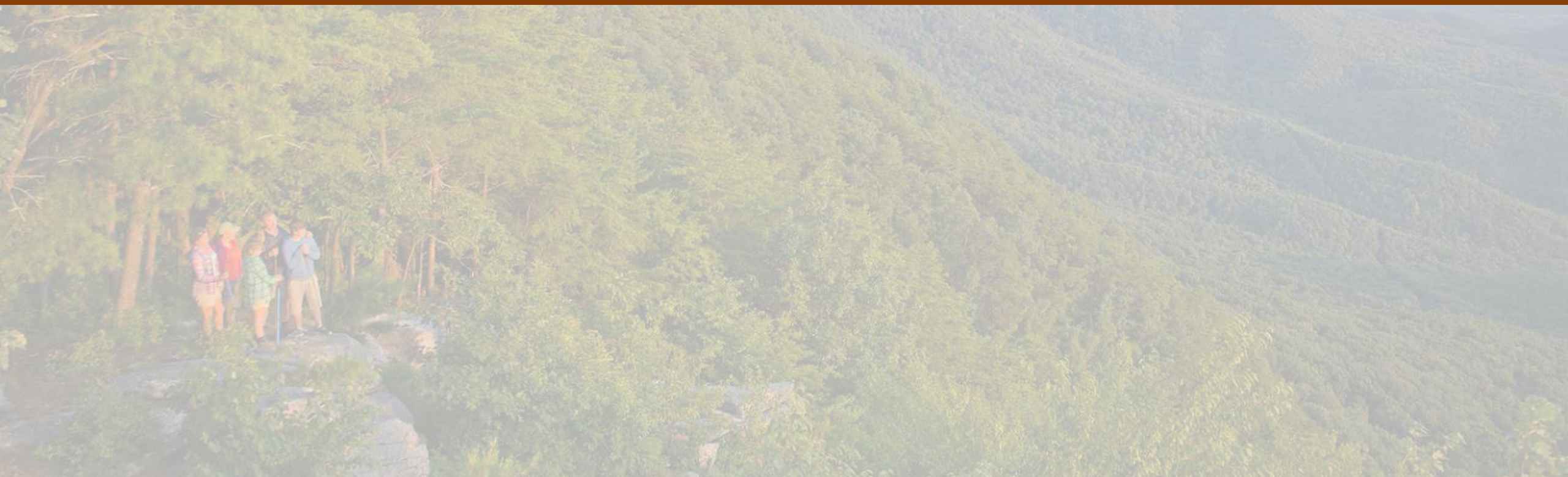
A copy of this presentation is available at  
[www.gadnr.org/grants](http://www.gadnr.org/grants)

# 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](http://www.gadnr.org/grants)

Let's do a dry-run...