



# Recreational Trails Grant Program Grant Application Manual

Supported by

US Department of Transportation, Federal Highway Administration

Fixing America's Surface Transportation Act (FAST Act) Funds

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Georgia Department of Natural Resources  
Recreational Trails Grant Program  
2 Martin Luther King, Jr. Drive, SE  
Suite 1370 East Tower  
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## QUICK FACTS

<b>Grant Cycle:</b>	Fall 2017 Grant Cycle
<b>Source of Funds:</b>	Fixing America's Surface Transportation Act (FAST Act)
<b>Program Name:</b>	Recreational Trails Program (RTP)
<b>RTP Funding Allocation:</b>	Approximately \$1.4 million annually
<b>Permissible Uses:</b>	New trail construction Trail restoration Trail head facilities Lease of heavy equipment Purchase of hand tools to construct / renovate trails Land acquisition for trail purposes Water trail facilities Safety and educational programs
<b>RTP Grants Available to:</b>	Municipal agencies State agencies Federal agencies Non-profits (IRS 501(c)(3) status) if applying for eligible educational program grants
<b>Maximum Grant amounts:</b>	\$200,000, for non-motorized, diverse use trail projects \$200,000, for non-motorized, single use trail projects No maximum for motorized trail projects
<b>Match Requirements:</b>	20% Match Required
<b>Retainage:</b>	25% of all grant funds are held until project completion is verified and all required documentation is approved
<b>Grant Term:</b>	Approximately 2 years, as specified in a project agreement
<b>Pre-Application Deadline:</b>	Tuesday, January 2, 2018
<b>2<sup>nd</sup> Level Application Invite:</b>	April 2018
<b>2<sup>nd</sup> Level Application Package Due:</b>	Friday, May 25, 2018
<b>2<sup>nd</sup> Level Application Deadline:</b>	Friday, September 28, 2018
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## SECTION 1: RTP OVERVIEW AND PROCESS

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### 1.1 PROGRAM OVERVIEW

#### **History and Funding:**

The Recreational Trails Program (RTP) is a Federal-aid assistance program authorized in 1998. The program was reauthorized by Congress in 2016 under the Fixing America's Surface Transportation Act (FAST Act). RTP replaced the original National Recreational Trails Funding Program, established in 1991. The U.S Department of Transportation, Federal Highway Administration (USDOT/FHWA) administers RTP. In Georgia, FHWA RTP funds are administered by Georgia Department of Natural Resources (DNR), as designated by the Governor of the State of Georgia. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. FHWA's annual apportionments to states are based on funds voted on by the U.S. Congress.

#### **Purpose:**

RTP grant funds are intended to fund recreational trail-related projects for both motorized and non-motorized use. Project uses include pedestrian: hiking, running and wheelchair access, biking, mountain biking, water trail use, equestrian use, cross-country skiing, snowmobiling, off- road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. The intent for RTP grant funding is to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. RTP grants typically fund on-the- ground projects, while limited funds are available for educational components.

A RTP project must be a distinct project with a distinct purpose. All project elements, including the project match, must be tied to the distinct purpose.

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### 1.2 RTP GRANT ADVISORY COMMITTEE

Legislation for RTP requires that each state create a state RTP Grant Committee that represents both motorized and non-motorized recreational trail users and meets at least once per fiscal year.

The Committee reviews projects for funding, advises DNR regarding program policy and procedures, and development of project eligibility and selection criteria.

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### 1.3 30-30-40 REQUIREMENT

RTP Legislation (23 U.S.C. 206) requires that States use:

- 30 percent of funds in a fiscal year for uses relating to motorized recreation;
- 30 percent for uses relating to non-motorized recreation;
- 40 percent for diverse recreational trail use.

The motorized, non-motorized and diverse percentages are minimum requirements that must be met, and may be exceeded. A project for diverse motorized use (such as snowmobile and off- road motorcycle use) may satisfy the 40 percent diverse use requirement and the 30 percent motorized use

requirement simultaneously. A project for diverse non-motorized use (such as pedestrian and bicycle use) may satisfy the 40 percent diverse use requirement and the 30 percent non-motorized use requirement simultaneously.

To provide more flexibility in RTP project selection, FHWA established five categories to account for the 30-30-40 requirements:

1. **Non-motorized project for a single use:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, backpacking, etc.) constitute a single use for the purposes of this category.
2. **Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of non-motorized recreational trail use such as: walking, bicycling, and skating; both pedestrian and equestrian use; and pedestrian use in summer and off road bicycling use in winter.
3. **Diverse use projects:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and ATV use in winter.
4. **Motorized single use project:** A project primarily intended to benefit only one mode of motorized recreational use, such as ATV trail. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
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. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

## SECTION 2: RTP POLICIES

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### 2.1 GRANT FUNDING BASICS

**Grant Amount:** Grant requests have no minimum and are limited to a maximum of \$200,000 for non-motorized, single use and diverse use trail projects. There is no maximum grant amount in place for motorized trail projects.

**Reimbursement Payments:** RTP functions as a reimbursement grant program. Project Sponsors must have the financial capacity to pay for project expenses prior to being reimbursed by grant funds. Once project expenses have been incurred and paid for by the Sponsor, payment documentation can then be submitted to DNR for reimbursement, up to the amount of the grant award.

**Matching Requirements:** RTP grant funds can pay up to 80% of a project's total cost. Project Sponsors must provide at least 20% of the total project cost as match. The exact match requirement for individual projects will be determined by an approved budget and identified in the grant agreement. Eligibility of match and grant expenses are detailed further in this section.

**Retainage:** DNR will retain (i.e. hold back) 25% of the grant amount until the project is verified as complete and all required documentation is approved.

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### 2.2 PROJECT SPONSOR ELIGIBILITY

Eligible Projects Sponsors for RTP include:

- **Municipal Agencies**
- **State Agencies**
- **Federal Government Agencies**
- **Other Government Entities**
- **Non-profit organizations** – must meets the following criteria:
  - IRS 501(c)(3) tax exempt status
  - Only eligible for educational program grants that promote recreational trail safety and environmental protection.

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### 2.3 PROJECT ELIGIBILITY

In general, RTP funds may be used for the following types of projects:

- New trail construction
- Trail restoration
- Trail head facilities
- Lease of heavy equipment
- Purchase of hand tools to construct / renovate trails

- Land acquisition for trail purposes
- Water trail facilities
- Safety and educational programs

There are expense allowances and restrictions within these categories, as detailed in the following subsections. It is important that applicants understand the eligibility policies detailed in Section 2 and the project selection criteria detailed in Section 4, prior to applying.

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### 2.3A ELIGIBLE PROJECT ELEMENTS

**Construction of new recreational trails:** This category includes construction of entirely new trails, expansion of trails and new linkages between existing trails. This category may include construction of new trail bridges, or providing appropriate way-finding signage along a trail. For projects on federal land, the most important requirement is that the federal agency land manager approves of the project in accordance with other applicable Federal laws and regulations.

**Restoration of existing trails:** This may be interpreted broadly to include any kind of non-deferred trail maintenance, restoration, rehabilitation, or relocation. This category may include maintenance and restoration of trail bridges, or providing appropriate way-finding signage along a trail.

**Lease of trail construction and maintenance equipment:** The intent is for on the ground equipment which is used for completing trail work. This equipment cannot be used for other activities such as patrol or law enforcement. Vehicles used for transportation, such as trucks, ATVs, side-by-sides and snowmobiles are not eligible.

**Development and rehabilitation of trailhead facilities and trail linkages for recreation trails:** This can include parking/staging areas for trails including items like restrooms and trail information kiosks (interpretive signage not allowed).

**Acquisition of easements and property for recreational trails or corridors:** RTP legislation **prohibits condemnation** of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.

**Property Appraisals and Appraisal Reviews for Land Acquisitions and Donations:** The Uniform Appraisal Standards of Federal Land Acquisitions (UASFLA), commonly referred to as “Yellow Book,” must be used to prepare appraisals for acquisitions, or donations if used for a federal match. Costs for both are eligible project costs. D N R does not provide this service. Additional guidance can be found at: [https://www.fhwa.dot.gov/real\\_estate/uniform\\_act/property\\_valuation/](https://www.fhwa.dot.gov/real_estate/uniform_act/property_valuation/).

**Educational programs to promote safety and environmental protection:** Projects must have a direct relationship with a recreational trail and can include: safety education programs, production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc. Educational projects are counted within the overall 40-30-30 requirement.

Education projects are limited to 5% of the total RTP allocation for the state.

**Water Trails:** The definition of “recreational trail” in the RTP legislation includes “aquatic or water activities”. Examples of water trail projects include staging areas or trailhead facilities near access points. Water trails are counted within the overall 30-30-40 requirement.

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### 2.3B CONDITIONAL PROJECT ELEMENTS

**Condemned Land:** The RTP legislation prohibits using RTP funds for condemnation of any kind of interest in property. An RTP project may be located on land condemned with funds from other sources. However, it is not permissible to use the value of condemned land toward the match requirement.

**Environmental Assessment:** Projects intended solely for covering environmental evaluation and documentation costs are not permissible. However, reasonable environmental evaluation and documentation costs, including costs associated with environmental permits and approvals, may be included as part of an approved project’s construction engineering costs.

**Construction engineering costs,** costs incurred developing the construction documents, bid package, environmental or cultural evaluation, or permits may not exceed **15%** of the total project cost.

**Staff salary costs** of existing staff are not eligible for reimbursement. New temporary staff, hired solely to accomplish an RTP project that could not be accomplished otherwise, may be eligible for reimbursement. Staff salaries (force account) are eligible for match.

**Sidewalks:** RTP funds will not be used to provide paths or sidewalks along or adjacent to public roads or streets. If a sidewalk is needed to complete a missing link between other recreational trails, a case may be made to demonstrate the recreational need and why transportation funds are not being used.

**Wilderness areas** are subject to the restriction of the Wilderness Act of 1964 as amended. Constructing new trails for motorized use on National Forest or Bureau of Land Management lands is not allowed unless the project is consistent with resource management plans.

**Within a Road Right-of-Way:** If your project is within a road right-of-way, you will need to follow these additional regulations:

- Davis-Bacon Act - federal prevailing wage law that kicks in at \$2,000
- Copeland Act – no kickbacks from employees to employer for “privilege” of employment
- Convict (Inmate) labor is not allowed unless performed by persons who are on parole, supervised release, or probation (23 U.S.C. 114(b))

**Railroads:** RTP projects may be located within or along railroad rights-of-way if trail users will not traverse on or between railroad tracks and if adequate safety measures are implemented in coordination with the railroad owner, operator.

**Pre-Agreement Work:** Some pre-agreement project planning and environmental review costs may be eligible for match. The work must have taken place within 18 months of the Notice to Proceed and be pre-approved by DNR. Time spent preparing the project application is not eligible.

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### 2.3C INELIGIBLE PROJECT ELEMENTS

*Ineligible project elements are not eligible as project match.*

**Routine trail maintenance** includes work that should be conducted on a frequent basis to keep a trail in its originally constructed serviceable standard (e.g. mowing, tree and brush pruning, leaf and debris removal.) Routine maintenance work is usually limited to minor repair or improvements that do not significantly change the trail location, width, surface, or trail structure.

**Feasibility Studies:** Trail feasibility studies are not a use permitted in the RTP legislation. The permissible uses relate to actual on-the-ground trail projects.

**Planning:** Trail planning is not a permissible use of RTP funds.

**Lighting:** Trail lighting shall not be considered a permissible use of RTP funds.

**Landscaping:** Landscaping is not in the spirit of RTP and shall not be considered an eligible expense. Mitigation planting as part of a permit condition is not considered landscaping.

**Law Enforcement:** Law enforcement related expenses are not permitted in the RTP legislation.

**Roads:** Funds may not be used to improve roads for passenger vehicle use.

**Overhead:** The regular operating expenses such as rent, building upkeep, utilities, insurance and fixed costs associated with a business, agency or group.

**Indirect Costs:** Only direct costs that can be identified specifically with a final cost objective directly related to the trail project are eligible.

**Interpretive Signage:** Signs that are interpretive in function, rather than way-finding, are not eligible project elements.

**Budget Contingencies:** Contingencies included as budget line items are not permitted.

**Legal Fees:** Legal fees are not eligible for inclusion in any project budget.

**Food:** Food or beverage purchases are not eligible expenses under RTP.

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### 2.3D ELIGIBLE MATCH

RTP grant funds can pay up to 80 percent of a project's total cost. Project Sponsors must provide at least **20 percent** of a project's cost. If federal funds are used as match, **five percent** of the match must come from a **non-Federal funding source** (23 U.S.C. 206). The "match" may include:

**Cash** – Payments made towards eligible project expenses

#### **In-Kind Goods & Services**

- **Donated Materials** – valued at the fair market value of any materials from the person or persons donating the materials, documentation of gift and value required.
- **Project Planning and Environmental Compliance Services** – The donation of professional or accredited planning and environmental compliance services will be valued at the fair market value, documentation of gift and value required. These services are limited to costs incurred less than 18 months prior to or after the RTP grant contract document is fully executed. This service must apply specifically to guidance or support of the project that will be accomplished with approved RTP funds.
- **Land donated** to a governmental agency or a non-profit organization for public trail – valued at the appraised value of the donation. The donation of land must have taken place less than 18 (unless prohibited by Feds to give more time to develop project for submittal) months prior to or after the RTP grant contract document is fully executed.

**Volunteer Labor:** Volunteer labor may be used as match only and is never a reimbursable item.

- Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. A general laborer's wages may be charged in the amount of \$11.40. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at <https://www.wdol.gov/>. The rates for labor should **not** include payroll additives or overhead costs. If this method is used, documentation of the rate must be uploaded as an attachment to the application.

**Force Account:** This is different than Volunteer Labor or Donated Equipment and Supplies. Force Account refers to the use of a Project Sponsor's staff, equipment, and/or materials. All or part of the Project Sponsor's share may be provided through force account. If the force account match is paid by a federal agency, 5% of the match must come from a non-federal source. Documentation must be verifiable from the Project Sponsor's records, and must be reasonable and necessary for efficient completion of the project.

- Use of Agency or Organization’s paid labor to accomplish approved RTP deliverables: valued at the current hourly rate of pay, including taxes and benefits, for employee labor per hours worked for the associated deliverable.
- Use of Agency or Organization Owned or Leased Equipment to Accomplish Approved RTP Deliverables – valued per the federally approved Federal Emergency Management Agencies (FEMA) equipment rates – information provided on the website: <http://www.fema.gov/schedule-equipment-rates>
- Value of Land Acquired by an Agency or Organization for this Specific Trail Project – valued at the price paid by the agency or organization for the land. This acquisition of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

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### 2.3E SCOPE REVISIONS

Once a project is approved by DNR and FHWA, any requests for additional funding or significant changes in the scope or location of the approved project cannot be considered.

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### 2.4 BUY AMERICA

Buy America requirements apply to steel and iron permanently incorporated in a project funded by RTP when the total value of the materials or equipment exceeds \$2,500. The provision requires these materials be melted and manufactured domestically and that documentation is obtained to verify Buy America compliance.

These provisions apply to all materials and equipment permanently incorporated into the project, regardless of whether the items are acquired and paid for with matching funds or donated to the Project Sponsor as part of the RTP match. Examples of materials that must comply with Buy America include steel bridge girders, steel railings, steel structures, steel trailers, and steel structural elements of trailhead facilities. Steel tools that do not comply with Buy America must to be inventoried and the total should not exceed \$2,500.

**Request for Buy America Waiver:** Waiver requests may be made for items that do not meet Buy America requirements. Project Sponsors must work with DNR’s RTP Grant Coordinator who will further coordinate the request with FHWA. Waiver requests are then made available for public review and comment. For vehicle and equipment purchase waivers, FHWA processes requests on a quarterly schedule, on the condition that the product has final domestic assembly.

NOTE: The processing of waiver requests can cause significant delay for a project.

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### 2.5 CONTROL AND TENURE

Adequate control must be established by an applicant over any land (public or private) to be improved and/or developed with RTP grant funds. Control is generally understood to mean

ownership, lease, easement or use agreement of not less than **25 years**. Control and tenure must be confirmed by the following documentation:

- Fee title
- Lease
- Easement or
- Use Agreement

The applicant must identify all outstanding rights or interests held by others on land upon which the project is proposed. A signed letter explaining control and tenure must be submitted for all projects (see ***Affidavit of Ownership – Sample***).

The applicant will be required to submit a signed approval from the official responsible for management of the project property, regardless of ownership (see **Approval by Land Manager**).

Land managers maintain discretionary management responsibilities, as needed to keep the Project property reasonably open, accessible and safe for public use.

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## 2.6 AIR QUALITY

Many RTP projects and project-related activities are exempt from air quality conformity requirements of the Clean Air Act Amendments of 1990. However, RTP projects and project-related activities which involve new construction within air quality non-attainment or maintenance areas may be subject to the air quality conformity rule (40 CFR parts 51 and 93).

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## SECTION 3: APPLICATION PROCESS

### 3.1 GRANT APPLICATION PROCESS

RTP biennial grant opportunities will involve a competitive pre-application process followed by an invitation only second-level application process.

**Pre-Application:** No electronic copies or facsimiles of the pre-application will be processed, only the original and two additional hard copies received via US Post Office mail, courier, or hand delivered. Applications received after the deadline will be returned without processing. The original pre-application documents, and two complete copies are required to be submitted by the deadline and should not be stapled, spiral bound, or book bound. All pre-applications are reviewed by the RTP staff to verify applicant eligibility, and priority rank the eligible applications based on project evaluation criteria. The pre-applications, and assigned scores and rankings are also reviewed by the Georgia Recreational Trails Advisory Committee. The highest ranking proposed projects will be invited to submit a second-level application.

**Second-Level Application:** Applicants with selected pre-applications will be invited to submit a second-level application. One original, and two copies of the second-level application are due by the deadline. Second-level applicants who are unable to meet all requirements for a complete application by the September deadline may be granted an extension by the GA DNR RTP staff, up to December 31 of the same year. Please submit all applications with easily removed paper or binder clips; do not staple, spiral bind or book bind applications.

**Education Projects:** Education projects must have a direct relationship with a recreational trail or trails, and can include: safety education and environmental protection programs, and the production of trail-related educational materials such as information displays, printed materials, video, audio, and interactive computer displays. Parties interested in applying for an education project grant must consult with the Georgia Recreational Trails Program staff prior to applying.

All applications should be submitted via US Post Office Mail, courier, or hand delivered to:

Georgia Department of Natural Resources  
Recreational Trail Program  
2 Martin Luther King, Jr. Drive, SE  
Suite 1370  
Atlanta, GA 30334

### 3.2 APPLICATION REVIEW PROCESS AND TIMELINE

- October 1, 2017 – Georgia DNR announces biennial funding cycle via public announcement and website posting of information
- January 2, 2018 – Deadline for Pre-application
- Pre-applications are reviewed for eligibility, scored and ranked by the GA DNR RTP staff.

Georgia RTP Advisory committee also reviews application rankings, and the Georgia DNR Board is informed of the applicant rankings. Copies of the selected pre-applicants are forwarded to the Federal Highway Administration.

- April 2018 - All pre-applicants are notified, and selected pre-applicants are invited to submit second-level application packages. The second-level application process certifies completion of all environmental assessments and required environmental permits, land ownership or easements, and verifies the applicant's financial ability to complete the project as proposed.
- May 26, 2018 – Deadline for second-level application packages
- September 28, 2018 – Deadline for second-level applications
- Second-level applicants who successfully complete all requirements and submit all necessary documents by the deadline will be recommended for grant approval to FHWA. Second-level applicants who are unable to complete all requirements by the September deadline may be allowed an extension of time until, December 31, 2018 with approval by the GA DNR RTP staff.
- Grant funds will be available to successful applicants upon approval by FHWA, a fiscal meeting with the GA DNR RTP staff, and execution of a Project Agreement between GA DNR and the applicant.

## SECTION 4: PRE-APPLICATION PROCESS

### 4.1 PRE-APPLICATION

The pre-application should include the following:

- Cover letter on official letterhead signed by the chief elected official/executive director/president. This letter must include:
  - Acknowledgement by sponsor that this is a reimbursement grant
  - Grant Term is two years from date of project agreement
  - Sponsor understands and agrees to the required 20% match of the overall project costs.
- A signed Pre-application Form to include a response to each of the evaluation criterion
- A resolution adopted by the governing entity of the applicant authorizing the application and committing all matching funds required to complete the proposed project
- Preliminary site plan
- Location map
- Letters of commitment from partners providing grant match of any type

All pre-applications are reviewed by the RTP staff to verify applicant eligibility and to priority rank the eligible applications based on project evaluation criteria. The pre-applications, assigned scores and rankings are also reviewed by the Georgia Recreational Trails Advisory Committee. The highest ranking proposed projects will be invited to submit a second-level application.

All applicants will be notified in April of even numbered years whether they have or have not been selected to submit the second-level application.

### 4.2 PRE-APPLICATION SECTIONS

The following is an overview of the application sections and required supporting documentation that must be submitted by each Project Sponsor. If approved for funding, the application is incorporated into a grant agreement.

It is imperative that contact information is submitted accurately, as it will be used to generate a grant agreement. Contact RTP if you find inaccuracies in your existing Sponsor information.

**Sponsor Name:** Legal name of the agency or organization requesting RTP project funding.

**Address for Project Sponsor:** Address where the sponsor can be contacted regarding application questions.

**County:** County in which project will occur. List all applicable counties.

**Federal Identification Number:** The federal ID is a requirement of RTP financial services division before any payments can be made to a Project Sponsor. The ID must belong to the Project Sponsor and not a separate parent or umbrella organization.

**DUNS Number:** The DUNS number is a requirement for the federal government for contracts and grants. The DUNS number is a unique nine-digit identification number for each physical location of your business. If you do not have a DUNS number, they are free and can be applied for at: <https://www.sba.gov/content/getting-d-u-n-s-number>

**Project Title:** Name of Project

**Congressional District, State Senate District:**

**State House District/Representative(s):**

**Applicant Chief Elected Official, Director or President:**

**Grant Administrator or Other Contact:** “Grant Administrator” is the person responsible to carry out the RTP project. This individual will be RTP’s main point of contact for the project.

**Project Type:** Mark the appropriate Recreational Trail Project Type (refer to definitions in Section 1.3.) If the project does not clearly fit into one of the identified categories, it is probably not eligible.

**Project Description:** Provide a detailed description of the proposed project. Be sure to include: Status of land ownership, type of trail, mileage of trail, if the trail is new construction or restoration of existing trail, proposed facilities, etc.

**Project Cost Information:** Complete the Project Budget Worksheet by adding individual budget items.

### 4.3 PROJECT JUSTIFICATION

The following section explains the Project Selection Criteria. All eligible applications are analyzed and scored by the GA RTP staff and reviewed by GA RTP Advisory Committee per the following criteria.

CRITERIA TYPE	POTENTIAL POINTS
<b>TECHNICAL REVIEW</b>	
1. Compliance	0
2. Recent Awards	10
<b>EVALUATION CRITERIA</b>	
3. Economic Development Opportunities	15
4. Project Scope and Plan	30
5. Issues and Need	40
6. Demonstration of Public Support	15
7. Leverage of Grant Funds	15
8. Trail Maintenance and Management	15
9. Discretionary Criteria	10
<b>Total Points</b>	<b>150</b>

#### Criterion #1 Compliance (0 points)

Ga RTP evaluates Project Sponsors with active and previously awarded grants through GA DNR to verify they are in full compliance with federal and state programs. Successful completion of projects in a timely and efficient manner is an important goal of the RTP grant program. A Project Sponsor's past performance in effectively managing federal or state government grants, and successfully completing grant funded projects, are important factors in evaluating performance and compliance.

- 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?

Serious instances of non-compliance may be reason for application denial. Past noncompliance may also be cause for DNR to place additional requirements or special conditions on the grant, if selected, and as allowed by 2 CFR 200.207.

(Note: No scoring points will be awarded for compliance criteria)

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CRITERION #2 RECENT AWARDS (10 POINTS)

Priority points are given to Project Sponsors that have **NOT** been awarded an RTP grant in the last 10 years.

(GA RTP staff will award 10 points for Project Sponsors who have not received an RTP grant in the last 10 years)

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CRITERION #3 ECONOMIC DEVELOPMENT OPPORTUNITIES (15 POINTS)

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. Such areas could greatly benefit from the trip expenditures and job creation associated with trail-based recreation.

How will the project facilitate economic development?

(The GA RTP will determine a value from 0 to 15 points based on the information provided by the applicant).

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CRITERION #4 PROJECT SCOPE AND PLAN (30 POINTS)

GA DNR intends to ensure that available RTP grant dollars are used in a timely manner once funding is awarded to a Project Sponsor. Having completed the necessary upfront tasks of detailing the project scope, budget and pre-project planning will show the Project Sponsor has a well thought out project that is ready to complete.

**A. Are the project scope, budget, and plan clear and realistic?**

Project Sponsors should provide a clear and concise budget, clear plans and maps which depict the proposed project elements, and specific details and timeline on how they plan to accomplish the project. Items to address include:

- What are you proposing to do?
- Project elements including trail amenities, users, length, width, structures (item description, width, length), standards.
- How are you proposing to complete the work (contractor, youth crews, staff, volunteers, etc.)?
- Why is the work being done?
- What is your project timeline?

**B. Has the pre-project planning occurred and is the project ready to proceed?**

- a. Development and restoration projects.

Project Sponsors should describe how their project is ready to proceed by responding to the following questions/ requested items. A successful project need not address each bullet.

- What is the current level of design for the project (e.g., conceptual, percentage estimate, construction drawings)?
- Please provide project plans or drawings. Do the plans or drawing clearly depict the components of the project for which funding is sought? Are the project components clearly discernable from existing and/or future proposed features of the project site?
- When will the project work begin? When will work be completed or the facility opened for use?
- Is any public involvement required or planned? If yes, is it completed or when will it be completed?
- What permits will be needed to complete the project and do you have these permits in hand now?

b. Acquisition projects

Project Sponsor should describe what it will take to get their development project completed in a timely manner including such items as:

- Completed appraisal
- Preliminary Title Report
- Level 1 or higher Environmental Assessment
- Proof of willing seller or donor

**C. How have you addressed American with Disabilities (ADA) Guidelines for this project?**

Project Sponsors should use the Accessibilities Form to show how they are addressing ADA Guidelines for the project.

(The GA RTP will determine a value from 0 to 30 points based on the information provided by the applicant.)

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CRITERION #5      ISSUES AND NEEDS (40 POINTS)

Project Sponsors are strongly encouraged to develop project applications that meet high priority needs of their communities and intended clientele. Project proposals addressing recreational trail development/ management issues and funding needs at the statewide and local levels identified in local planning efforts will be given priority points.

The following criterion was developed by the GA RTP staff in consultation with the GA RTP Advisory Committee.

**A. Statewide Trail Management/ Development Issues**

Project proposals addressing statewide trail issues will receive additional priority points (see top statewide trail issues listed below). To receive these points, Project Sponsors should describe how the project addresses these issues for their designated project type.

## **Non-motorized Trail Projects**

**Issue 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 within an existing trail; provide links to trails; provide access to parks and open space; and provide access to significant facilities within communities such as schools, libraries, indoor recreation facilities, and businesses. Define the needs and benefits considered in proposing this project.

**Issue 2.** Need for improved trail maintenance. For this issue, trail maintenance includes routine trail maintenance and trail rehabilitation/ restoration.

Routine maintenance includes work that is conducted on a frequent basis to keep a trail in its originally constructed serviceable standards (e.g., mowing, tree and brush pruning, leaf and debris removal), maintenance of water crossings, and repairs to signs and other amenities. Routine maintenance work is usually limited to minor repair or improvements that do not significantly change the trail location, width, surface, or trail structure.

Trail rehabilitation/ restoration involves extensive trail repair (e.g., resurfacing of asphalt trails or complete replacement, regrading, and resurfacing of all trails, making environmental improvements to existing trails) needed to bring a facility up to standards suitable for public use (not routine maintenance). In some cases, trail rehabilitation/ restoration may include necessary relocation of minor portions of the trail.

**Issue 3.** Need for more trail signs (directional and distance markers, and level of difficulty).

Trail users require many different types of signs to safely and enjoyably pursue their trail experience. Location signs that lead people to trailheads and parking areas, directional signs along the trail, destination signs to let people know they have reached end points, interpretive signs that describe the natural or cultural history of the area, and regulatory signs that explain the do's and don'ts of the area are important trail components. Trail managers should provide information about their trails that allows users to choose the trails within their skill and capability level. It is important for all users, but especially elderly or disabled users, to understand a specific trail's maximum grade and cross-slope, trail width, surface, obstacles and length before using the trail.

## **Water Trail Projects**

**Issue 1.** Need for increased access for non-motorized boating.

The need for increased access for non-motorized boating is driven by a continuing increase in participation in non-motorized boating activities in both Georgia and the U.S. in recent decades. Access refers to a specific location where the public has the legal right and physical means to get to the water to launch a non-motorized boat. Non-motorized boating access may be unimproved or enhanced to varying degrees.

**Issue 2.** Lack of funding for non-motorized boater facilities.

**Issue 3.** Lack of non-motorized boating maps and information.

Projects addressing this issue could include water trail guides, information brochures, signage projects, websites, smartphone apps, and promotional materials.

### **Off-Highway Vehicle Trail Projects**

**Issue 1.** Need for more OHV designated trails.

Closure of designated trails and routes without providing other designated routes in the same area leads to overuse and impacts in new areas and riding in closed areas.

**Issue 2.** Need to maintain existing OHV designated trails.

**Issue 3.** Prioritize loop over out-and-back trails.

### **B. Local and Regional Needs**

The 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 proposed trail project, and ownership. Service area could be a neighborhood, political jurisdiction, school district, or could also be defined along a linear greenway, water course, or unique natural/cultural area.

(The GA RTP will determine a value from 0 to 30 points based on the information provided by the applicant. The points will be allocated using the following formula:

- |                                   |                 |
|-----------------------------------|-----------------|
| -Statewide Trail Issues and Needs | 0 to 20 points  |
| -Local and Regional Needs         | 0 to 20 points) |

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### **CRITERION #6 DEMONSTRATION OF PUBLIC SUPPORT (15 POINTS)**

Public involvement is a means of building support and developing a constituency and a partnership for the development effort. The Sponsor should show letters of support from citizens or trail user groups that articulate this specific project as a needed or supported project. A priority list developed out of

planning process to identify public support for this trail project can be used in addition to letters of support. Letters of support from organizations and agencies are also acceptable, but should cover the specific project's public process, their fiscal support or other specific forms of support. Evidence of cooperative efforts with trail user groups and / or multiple public meetings providing citizens and organizations opportunities for involvement in the development and operation of the project earn maximum points.

(The GA RTP will determine a value from 0 to 15 points based on the information provided by the applicant.)

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**CRITERION #7                      LEVERAGE OF GRANT FUNDS (15 POINTS)**

Meeting the minimum 20% match is a key consideration for Project Sponsors who must provide a resolution adopted by their legal entity authorizing the grant application and committing at least the minimum matching funds required to complete the proposed grant project. Additional points are awarded for Sponsors who provide written documentation of additional public or private monetary investments, or public or private commitment of allowable in-kind donations toward the project which result in match investments above the minimum 20%.

(The GA RTP will determine a value from 0 to 15 points based on the information provided by the applicant.)

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**CRITERION #8                      TRAIL MAINTENANCE AND MANAGEMENT (15 POINTS)**

Commitment to long-term maintenance and management: Maintaining existing trails in good/sustainable condition is a top priority and trails issue for all user groups. The applicant should carefully respond to the following questions related to trail maintenance and management after the project is complete.

- Do you have dedicated funding for ongoing trail operation and maintenance? If yes, what is the approval cycle (e.g., annual, bi-annual, permanent, and fixed)?
- Do you have permanent staff for ongoing trail operation and maintenance? If yes, please identify the number of permanent and seasonal staff.
- Provide the following information relative to the proposed project- hours of operation, limitations on uses, proposed use fees, law enforcement provisions and responsible agency.
- Do you have an organization that adopts/ assists with trail maintenance? If yes, please identify these organization names.
- Do you have a trail management plan? If yes, please identify the title of the document and when it was adopted by a governing body.
- Do you have a resolution of support for long-term maintenance (or similar guarantee of financial support)?

(The GA RTP will determine a value from 0 to 15 points based on the information provided by the applicant.)

Project reviewers may award the project additional points based on their subjective evaluation of the following examples: complete, concise and understandable project application package; superior design; ADA compliance; project readiness; site suitability; fiscal considerations; use of Youth Conservation Corps or service groups in project construction or maintenance; superior leveraging of partnerships; heritage; and potential for legacy. This list is not intended to be a complete list of all discretionary criteria to be considered by project reviewers.

(The GA RTP will determine a value from 0 to 10 points based on the information provided by the applicant.)

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#### 4.4 ATTACHMENTS

**Project and Site Plans and Other Visuals:** Submit project-related design documents if pertinent to the application.

**Project Location/Boundary Map:** Submit map indicating the specific site location, existing or proposed trail, or trail facility. This map must clearly depict the project location in relation to roads, trails, rivers/streams, and any other geographic features that will aid in identification of the project's precise location. For example: a USGS quad map or tax lot map may be used.

## SECTION 5: SECOND-LEVEL APPLICATION PROCESS

### 5.1 SECOND-LEVEL APPLICATION

Second-level applications shall contain the following:

- A cover letter on entity letterhead
- A signed application cover sheet
- An updated Detailed project budget
- A GA RTP Environmental Screening Form
- Copy of Deed to Property

NOTE: If real property is to be acquired with grant funds, the acquisition must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (The Uniform Act). Implementation regulations for the Act are found in 49 CFR Part 24. **Do not acquire property until after the grant agreement has been executed and consultation with GA DNR has occurred.**

- Signed statement from landowner expressing support (This is applicable if the applicant and landowner are not the same. **A recorded easement allowing trail construction will be required from the landowner before construction begins.**)
- Approvals to cross a public highway or a public utility right-of-way (if applicable)
- Maps: Property Boundary Area Map  
Preliminary Site Map, clearly depicting project components  
Site Location Map
- Proposed Project Implementation Schedule

### 5.2 FEDERAL ENVIRONMENTAL REVIEW REQUIREMENTS

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and Executive Orders must be provided as part of an authorized project under the RTP Federal laws. FHWA procedures in [23 CFR 771](#) applies to RTP.

#### 5.2A NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

**Background:** The National Environmental Policy Act (NEPA) of 1969 was created to ensure federal agencies consider the environmental impacts of their actions and decisions. NEPA Section 101(b) states “it is the continuing responsibility of the federal government to use all practicable means, consistent with other essential considerations of national policy” to avoid environmental degradation, preserve historic, cultural, and natural resources, and “promote the widest range of beneficial uses of the environment without undesirable and unintentional consequences”.

Compliance with the National Environmental Policy Act is required regardless of where your project is located (federal, state, county, city, or private land) because RTP is federally funded. FHWA will not

approve funds for individual projects until NEPA requirements have been met.

Many RTP projects will qualify as **Categorical Exclusions** (CE) under NEPA ([23 CFR 771.117](#)). However, each project must be reviewed to assure that it does not have a significant impact on the environment.

### **Environmental Review Process: Federal Lands**

For projects on Federal Lands, FHWA requires a record of decision (or other NEPA decision document) be submitted with the application for review. If the project is a Categorically Excluded project, a letter from the appropriate authority is required that outlines how it was determined.

If the project is not a Categorically Excluded project, there will need to be a complete a higher level of NEPA review. This would require the completion of an Environmental Impact Statement (EIS) or Environmental Analysis (EA).

#### **DNR will need:**

- **Copy of Decision memo from EA or EIS or**
- **Letter justifying determination of CE project**

### **Environmental Review Process: Non-Federal Lands**

For projects not located on federal lands, FHWA is the lead NEPA agency. DNR has developed a programmatic agreement with FHWA.

### **Categories**

Projects fall under one of these two categories:

**EXEMPT** - the following project types are exempt:

- Purchase of trail maintenance equipment, materials or supplies;
- Rehabilitation contained within the footprints of existing trails and trailhead facilities;
- Re-grading within the footprints of existing trails and /or parking areas;
- Striping and/or re-striping of existing trail facilities;
- Development and distribution of educational materials;
- Replacement, renovation, and/or rehabilitation of existing signs, kiosks and markers;
- Alterations to existing facilities to make them accessible;
- Repair or replacement of existing fencing, guardrail, retaining walls and berms within existing facilities, including areas needed for construction and staging;
- Acquisition of property or easements;
- Education projects;

**If EXEMPT, submit with the application:**

- If it is agreed that the project is exempt, no environmental review or documentation from the applicant is needed. Note exemption on the ***RTP Environmental Screening Form***.

**NON-EXEMPT** – project types are non-exempt if they do not meet the project types listed above.

**If NON-EXEMPT, submit with the application:**

- ***RTP Environmental Screening Form*** completed and signed

The *RTP Environmental Screening Form* was designed to provide the necessary information for DNR and Federal Highway Administration to determine if your project is a Categorical Excluded project. A copy of the Project Sponsor's application will automatically be provided to SHPO by DNR staff on behalf of the Project Sponsor for review.

It will be the Project Sponsor's responsibility to provide any additional information requested by DNR in a timely manner to assist in determining if the project is Categorical Exclusion. If the Federal Highway Administration determines that the project is not Categorical Exclusion or that more information is needed for the determination, the project will not receive funds. No funds will be allocated until Federal Highway Administration approves the project.

Below is a list of common project considerations for cultural resources:

- A. Any project element calling for alteration, rehabilitation, renovation, or demolition of a historically, culturally, or architecturally significant property or property contributing to the integrity of a cohesive older neighborhood or historic district needs to be cleared by the SHPO on a case-by-case basis.
- B. With limited exception, it is illegal to disturb an archaeological site or to remove an archaeological site or to remove an archaeological object from public or private lands unless that activity is authorized under a permit issued by DNR.
- C. If human remains are found during an excavation, stop all land disturbing activity immediately, protect the burial from harm, and notify local law enforcement. Law enforcement officials, under OCGA 31-21-6, will then notify the coroner, the local government, and DNR. Contact the RTP Program Manager and keep them informed of the status of the remains. This is to ensure the RTP Program Manager can consult with FHWA Division office. If on federal lands, contact the Federal Land manager first, as additional federal laws apply.
- E. If other archaeological materials are found during a ground disturbing activity, stop work and contact the SHPO. If on federal lands, contact the Federal Land Manager first. The SHPO can check to see if your project area has been surveyed and can give you a current list of archaeological consultants. Only professional archaeologists or persons working for recognized scientific organizations may apply for an archaeological permit.

If it is determined that your project will need an archeological review or survey, it is at the expense of the Sponsor and is not eligible for RTP funding. The review or survey expense may be eligible as match if the cost is incurred within the 18 months prior to executing an agreement.

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## 5.3 MAPS

### **Property Boundary Area Map indicating:**

- Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/> )
- In urban areas, please also include a city map that shows more detail.
- Boundaries of the Area of Potential Effect (APE) as noted in section II of the GA RTP Environmental Screening Form.

### **Site Location Map, including Detailed Project Plans:**

- Site plans (before and after).
- Project plans.
- Elevations.

### **High-resolution color photographs (2 photos per page) illustrating:**

- The project area and the entire Area of Potential Effect (APE) as defined in section IV of the GA RTP Environmental Screening Form.
- Any adjacent properties that are within the APE, with clear views of buildings or structures, if applicable.
- If the project entails the alteration of existing historic structures, please provide detail photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted.

**\*\*Google Street view images will not be accepted**

### **Photo key (map or project plans can be used) indicating:**

- Location of all photographs by photo number.
- Direction of view for all photographs.

## SECTION 6: GRANT RECIPIENT REQUIREMENTS

### 6.1 GRANT TERM

The term for a specific project is identified in the grant agreement. RTP grant recipients will have 24 months to complete the project from the date of the signed project agreement. Costs and activity taking place outside of these dates will not be eligible for reimbursement, except for pre-approved pre-agreement planning and environmental survey costs.

**Start Date:** Once an executed grant agreement is in place, Project Sponsors will be issued a Notice to Proceed which authorizes work to begin.

**End Date:** Projects must be completed by the end date specified in a grant agreement. No additional costs may be incurred or project work performed after the end date.

**Closeout Period:** No later than 45 days after work is completed, and no more than 45 days after the grant end date, Project Sponsors must submit a final progress report and request for reimbursement.

### 6.2 REPORTING REQUIREMENTS

The following reports are required for all RTP grants:

- Requests for Reimbursement
- Quarterly project progress reports, including a final report once the project is completed

Progress reports must be up to date to submit reimbursement requests.

The following subsections detail the requirements for submitting these reports.

#### 6.2A QUARTERLY PROGRESS REPORTS

Project Sponsors are required to submit quarterly reports to DNR to ensure that DNR is aware of the project's progress. The progress report summarizes the work accomplished to date, any issues that may be arising with the project, an estimated percentage of project completion, and an estimate of funds to be expended over the next quarter. Photos or other documents are required in communicating the status of your project.

Once a Notice to Proceed has been issued, the Grantee shall report to DNR on the progress of the project, on a quarterly basis as follows:

- Period beginning January 1, ending March 31: report is due April 30.
- Period beginning April 1, ending June 30: report is due July 31.

- Period beginning July 1, ending September 30: report is due October 31.
- Period beginning October 1, ending December 31: report is due January 31.

A project that has not made progress for six months may be terminated. If it is determined that a project cannot be completed by the end date of the grant agreement, or at all, contact DNR as soon as possible.

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## 6.2B REIMBURSEMENT REQUESTS

Project Sponsors are required to request monetary reimbursement every **six months**, at a minimum. It is further recommended that requests are submitted quarterly. A lack of reimbursement requests within the six-month timeframe is deemed an inactive grant and funding from FHWA may be revoked.

DNR will generally make payment within **30 days** after a reimbursement request and the supporting documentation has been approved.

Reimbursement requests are based on actual project expenditures that align with the Sponsor's RTP agreement, including the approved project application scope and budget.

**Adequate supporting documentation for all expenses is required with each request, as applicable, including but not limited to:**

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Eligible Equipment purchase documentation
- Documentation of procurement/bidding process
- Photos (optional)

DNR may request additional supporting documentation to process a reimbursement.

This section further details the required documentation for certain expense types. Some expense types require completing forms made available on the RTP section of the DNR website.

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## PARTIAL BILLINGS:

A partial billing is a request made before the project is completed. **Partial billing may not exceed 75% of the total grant amount.** The final 25% is held as retainage and should be requested by the Sponsor in the final request.

In addition to retainage, DNR requires that individual requests meet or exceed the required match percentage as indicated in the grant agreement. Future reimbursement requests will balance out the match vs grant funded items, as it pertains to the approved Project Budget.

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#### FINAL BILLING:

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A final billing is made when the project scope of work is completed, all required documentation has been submitted and approved, and the project is open to the public. Submit a final Reimbursement Request.

If all grant funds have not been expended, include a memo or letter verifying the amount of funds that will remain unspent. Once a project has been closed, remaining funds are deobligated and DNR cannot make additional payments.

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#### PUBLIC INFORMATION:

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All information and documentation submitted to DNR is open to public review. DNR requires that confidential or sensitive information, including home addresses, social security numbers, and bank account numbers, be removed or redacted from documents submitted to DNR. **This applies to bank account numbers included on copies of checks.**

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#### PROOF OF PAYMENT:

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RTP payments are made on a reimbursement basis. Project Sponsors must use a verifiable payment method and submit proof of payment for all project expenses with each request.

Proof of payment may include a ledger or transaction report generated by the Sponsor's accounting system, a bank statement, or a cancelled check. DNR will not reimburse for payments made in cash, as this method does not provide a verifiable audit trail.

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#### DOCUMENTING GOODS AND SERVICES:

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For all goods and services purchased for the project, Sponsors must retain and submit a copy of the original invoice or receipt. All goods and services must be directly related to the approved scope of work.

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#### DOCUMENTING PAYROLL (FORCE ACCOUNT):

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Force account refers to the use of a Project Sponsor's direct staff. Employee time directly related to the approved scope of work may be reported as a project cost. The reportable amount is the employee's regular rate of pay, including taxes and benefits. Taxes and benefits are eligible only if you pay them when they are due.

Refer to policy 2.3D for requirements around eligibility of force account expense for reimbursement or match.

All payroll related costs must be documented on a timesheet that meets the following standards. Alternative reports generated by the Sponsor's accounting system may be considered sufficient supporting documentation.

- Reflect an after-the-fact determination of the actual activity of each employee.
- Account for the total activity for which employees are compensated.
- Be signed or authorized electronically by the individual employee or by a responsible supervisor having firsthand knowledge of the activities performed by the employee.
- Be prepared at least monthly and coincide with one or more pay periods.
- Not be budget estimates or other distributions based on a percentage before the work was performed.

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#### DOCUMENTING TRAVEL AND TRANSPORTATION:

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If travel costs are allowable for your project, they are limited to the state per diem rates, which can be found by following this link <https://www.gsa.gov/portal/category/100120>. Reimbursements for travel and lodging are limited to the lower of the actual cost or the state per diem rate. You must maintain a detailed travel log, which includes a name with dates, times, locations, business purpose and itemized travel costs. Reimbursement for food is not allowed.

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#### DOCUMENTING DONATIONS:

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Donations are third party contributions provided at no cost. The value of donated labor or donated items must be included in the project application budget. The value of donations cannot be reimbursed, cannot include items previously purchased with RTP funds, and cannot be reported on more than one grant. To be counted towards a project's match, donations must be supported by a detailed log or third party donation statement.

Refer to the following sections for more information on documenting donations and volunteer labor.

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#### DOCUMENTING DONATED OR VOLUNTEER LABOR:

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Donated labor is time provided by a person without compensation. Labor donations are valued at an hourly rate of pay, excluding taxes, benefits and overtime. Refer to policy 2.3D for volunteer labor rates.

Use the **Volunteer or Donated Labor Timesheet** available on the RTP section of the DNR website.

Alternate documentation may be accepted and must include the following:

- Individual's name
- Contact information
- Dates of service
- Worksite or location name
- Description of work performed
- Hours worked
- Individual or crew leader signature

Costs associated with food or beverages are not an allowable for volunteers

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#### DOCUMENTING DONATED MATERIALS AND SUPPLIES:

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Materials and supplies are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. To document donated materials and supplied, submit the **Donated Materials or Supplies Record** form along with information to support the valuation determination.

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#### DOCUMENTING VENDOR DISCOUNTS:

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Normal vendor discounts and sales cannot be counted towards the match. However, discounts can be counted when provided to you from a vendor or percentage off their retail process as a donation or due to your organizational mission or affiliation. Discounts can be used as match if the following is provided:

- Invoice that clearly shows the retail process and discount provided **and/or**
- Letter from the vendor that states they have provided a discount as a donation and including the valuation of the discount.

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#### DOCUMENTING DONATED SERVICES:

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Services are considered donated when they are provided by a third-party organization at a reduced cost or free to you. Some examples include surveys, appraisals, and engineering services. You must retain a copy of the invoice and/or a letter from the organization acknowledging the donation and its value.

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#### DOCUMENTING DONATED REAL PROPERTY:

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Property acquired at less than its appraised market value may be considered donated real property. To be considered as donated real property, a statement of donation from the donor must be submitted for each property acquired. An appraisal from the time of donation must be provided. If the donation

occurs during the RTP grant project period (after the Notice to Proceed), then the real estate transaction must conform to the Uniform Act.

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#### DOCUMENTING EQUIPMENT OR TOOL USE ALLOWANCE:

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If you use your organization's equipment or tools, you may be allowed to claim some of the costs as a non-reimbursable amount (match). If the lower of the purchase price or fair market value of the equipment or tool is equal to **\$1,000 or more**, you may claim a use allowance. The use allowance is either an established rental rate or your own calculation, but that may not exceed the current rental rate for equivalent equipment or tools in the project area for the period of use.

For example, if you use a mini-excavator for 24 months and the daily rental rate is \$150 (720 days x \$150 = \$108,000), but they have a monthly rental rate of \$1,000 (\$1,000 x 24 = \$24,000), you must use the lower of the two rates (\$24,000). To take it one step further, if the mini-excavator's fair market value was \$15,000, you would only be able to show a use allowance of \$15,000 which is the lower of rental cost and fair market value.

Equipment purchased with RTP grant funding is not allowed to be claimed for equipment use allowance.

When reporting use allowance, you must track the time and date of use, location of use and identification information (make, model, serial number, description, etc.) to accompany the reimbursement request. The **RTP Donated Equipment Form** should be used.

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#### 6.2C FINAL REPORT

A final report must be submitted by the Grantee with the final reimbursement request to DNR within 45 days of the project completion date. The final report shall include:

- A **RTP Progress Report**, submitted in DNR Grants and noted as final. The final report serves as notice that the Sponsor has completed the project in compliance with applicable regulations and should include:
  - Indication that the project is complete, accessible, and open to the public
  - Photos of the completed work
- A final **Reimbursement Request**, submitted in DNR Grants, that shows a full account of all expenditures and match

DNR grants staff reserves the right to inspect completed RTP projects. Final payments will not be made until final documentation is received and approved, and the project has been inspected and verified as complete.

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## 6.2D PUBLICITY

Project Sponsors must make every effort to acknowledge and publicize DNR’s participation and assistance with the RTP project. Signs should be placed at the project location acknowledging DNR support. Sponsors may incorporate acknowledgements onto existing or new signage at the project location. **(See Acknowledgement)**

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## 6.2F PROCUREMENT

In addition to State procurement requirements, Federal Highway Administration’s Form-1273 must be physically incorporated into any subcontracts of the Sponsor’s RTP agreement.

Documentation related to procurement activities must be kept on file per the retention requirements and must be made available to DNR or FHWA upon request.

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## 6.2G RETENTION REQUIREMENTS

RTP Grant recipients are subject to an DNR or federal audit of their RTP project file. Sponsors must retain and keep accessible all books, documents, papers, and records that are directly related to the RTP project for a minimum of six years following the close of the program agreement. These documents include but are not limited to:

- Invoices and receipts
- Timesheets
- Copies of payments
- Copies of internal transactions
- Travel and mileage logs
- Records pertaining to a use allowance for sponsor-owned equipment
- Procurement documentation
- Donation logs and statements
- All books, records, documents, data, and other materials relevant to the grant agreement.

The records must support all project-related costs reported to DNR and be made available upon request. If any litigation, claim or audit is started before the end of the 6 years, you must keep the records until all litigation, claims or audit findings involving the records have been resolved.

The federal government has different audit procedures for non-federal entities depending on when their fiscal year of funding was received.

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### 6.3 RTP RULES AND REGULATIONS

**Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation 23 USC 206 and ORS 390.980 which makes funds available for the purposes of the Recreation Trails Program.

Key regulations applicable to RTP include but are not limited to:

- 2 CFR 200, Implementation guidance
- 2 CFR 1201, Uniform Administrative Requirements, Cost Principles, and Audit Requirements; For Federal Awards
- FHWA Recreational Trails Program Interim Guidance
- 23 U.S.C. 206 Recreational Trails Program
- 23 U.S.C. 104 (h), Recreational Trails Program Apportionments
- 23 U.S.C. 106, Project Approval and Oversight
- 23 CFR 1.36, Compliance with other Federal Laws and Regulations
- 23 CFR 771, Environmental Requirements
- 23 CFR 635.410 Buy America
- 49 CFR 29, Suspension and Debarment
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 23 U.S.C. 114, Convict Labor
- 23 U.S.C. Prevailing Wage Rate (Davis Bacon Act)