



Lumpkin County, Georgia

Finance Department

Date: November 19, 2015

Agenda Item: Funding Opportunity
Georgia Department of Natural Resources
Recreational Trails Program
Trail Maintenance Program & Authorizing Resolution

Facts & Historical Information:

The Georgia Department of Natural Resources (DNR) has announced it will once again be accepting Recreational Trails Grant Program (RTP) applications.

Eligible projects include: trail and trailhead construction, trail maintenance, trail assessments/studies, and property acquisition for trail recreation facilities. Grants are awarded on a competitive basis. The minimum grant award is \$25,000.00. Projects that provide for non-motorized uses can receive a maximum grant award of \$100,000.00. Projects designed to accommodate off-road motorcycles, all-terrain vehicles, or off-road four-wheel-drive trucks may propose a higher grant amount. Grant recipients must match 20% of the project cost. Another requirement of the RTP is an authorizing resolution from the governing authority.

Since the Yahoola Creek Park Trail was constructed approximately ten years ago and the Yahoola Creek Reservoir Trail was completed nearly five years ago, it has been determined the best use of RTP funding, at this time, would be for a trail maintenance project for the Yahoola Creek Trail System.

Potential Courses of Action:

- A. Prepare and submit a RTP trail maintenance project application for the Yahoola Creek Trail System.
- B. Take no action.

Budget Impact:

The RTP requires grant recipients to provide a match of not less than 20% of the project cost. Based upon initial cost estimates, the County's matching requirement for the proposed project will be \$6,250.00. This amount can be met by utilizing existing funds within the County's FY-2016 Annual Operating Budget.

Staff

Recommendation: Please see statement from Greg Walker, Director of Parks and Recreation.

99 Courthouse Hill, Suite D – Dahlonega, GA 30533
706-482-2552
www.lumpkincounty.gov



**Lumpkin County, Georgia
Parks and Recreation Department
Recreational Trail Grant Recommendation Letter**

November 19, 2015

This letter is to confirm that I support the submission of a trail grant application that would provide much needed funds for maintenance of the Yahoola Creek Park Trail and the Yahoola Creek Reservoir Trail.

I believe this project is worthy of consideration in that it would furnish Lumpkin County with much needed equipment and supplies needed to maintain and rehabilitate both of these trails to the standards expected by our constituents and this department.

If you have any further questions please do not hesitate to ask.

Respectfully,

Greg Walker

Greg Walker, CPRP, CYSA
Director

GEORGIA RECREATIONAL TRAILS PROGRAM



GEORGIA DEPARTMENT OF NATURAL RESOURCES
Mark Williams, Commissioner

Parks, Recreation and Historic Sites Division
Becky Kelley, Director

GEORGIA RECREATIONAL TRAILS PROGRAM

GRANT APPLICATION Funding Appropriation Year 2015

Application Published
October 2015

**Questions Concerning this Program and/or
Process may be directed to:**

Taylor Brown
Grants Coordinator
(404) 232- 1474

Parks, Recreation and Historic Sites Division
Georgia Recreational Trails Program
2600 Hwy. 155 SW, Suite C
Stockbridge, GA 30281

www.gastateparks.org/grants/rtp

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**GEORGIA TRAILS AND GREENWAYS
ADVISORY COMMITTEE**

HIKERS

Nancy Lovingood
Georgia Appalachian Trail Club
3100 Hitt Road
Cumming, GA 30041

Seat 2 vacant

BICYCLISTS

Keith Owen
Southern Off-Road Bicycle Ass'n
232 Deerfield Circle
Mt. Airy, GA 30563

Seat 2 vacant

OFF-ROAD VEHICLE USERS

Dave Logan
Southern Four Wheel Drive Ass'n
155 Hunters Cove
Roswell, GA 30076

Bruce Dreher
Ga. Recreational Trail Riders
Ass'n
844 Gable Gate Turn
Roswell, GA 300076

EQUESTRIANS

Randy Brown
Back Country Horsemen of North
Georgia
281 Homer Chiles Road
Haddock, GA 31033

Debbie Crowe
Chattahoochee Trail Horse Ass'n
1880 Piney Grove Road
Loganville, GA

WATER TRAIL USERS

Daniel MacIntyre
Georgia Canoe Association
40 Glen Oaks Drive
Atlanta, GA 30327

GREENWAYS USERS

Greta DeMayo
1381 Hartford Avenue
Atlanta, GA 30310

Carlton E. Harris
P.O. Box 771
Blairsville, GA 30514

Seat 3 vacant

U.S. FOREST SERVICE

John Campbell
Chattahoochee Oconee National
Forests
1755 Cleveland Highway
Gainesville, GA 30501

INTRODUCTION

The U.S. Congress first authorized the Recreational Trails Program (RTP) in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). Since that time the program has been reauthorized several times, most recently in the Highway and Transportation Funding Act of 2014.

RTP funds represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use: fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks. The U.S. Department of Transportation manages RTP on a federal level through the Federal Highway Administration (FHWA); however, local administration of the program lies at the state level. On May 11, 1992, Governor Zell Miller designated the Georgia Department of Natural Resources (DNR) as the agency to administer the RTP with the Commissioner of DNR serving as the principal official to coordinate with the FHWA.

A Trails and Greenways Advisory Committee, represented by both motorized and non-motorized trail users, is tasked with advising Georgia DNR on the criteria for administering the state's grant process. Committee members are appointed by the DNR State Parks & Historic Sites Director.

The purpose of the program is to provide and maintain recreational trails and trail-related facilities identified in, or that further a specific goal of, the 2014-2016 Statewide Comprehensive Outdoor Recreation Plan (SCORP) found at www.gastateparks.org/scorp, as required by the federal Land and Water Conservation Fund Act (LWCF). The RTP for funding appropriation year 2015 continues to encourage trail projects that benefit the environment, create outdoor recreation opportunities to improve health, improve commerce and tourism in Georgia, and protect natural, cultural and recreational areas of critical statewide or local significance.

Project sponsors are encouraged to work in partnership with trail-user groups, volunteer groups, the business community, and local, State, and Federal agencies to develop projects that benefit the various modes of trail uses in a safe and satisfying manner.

The DNR will award RTP funds as grants to local governments, legally constituted authorities or commissions, and federal and state agencies, after considering guidance from the FHWA and coordinating with the Advisory Committee regarding uses consistent with the law.

Project applications will be reviewed by appropriate DNR and Division staff. Approved projects will then be included in the DNR's application to the FHWA for final federal approval. After receipt of FHWA approval, the DNR will send each grant recipient a "Project Agreement" which must be signed by an appropriate official of the agency and returned to DNR.

FUNDS AVAILABLE

The program generally requires a minimum grant award of \$25,000 and a maximum grant award of \$100,000. For the current funding cycle, the minimum grant award will be \$25,000 and the maximum grant award will be \$100,000. Projects designed to accommodate off-road motorcycles, all-terrain vehicles, or off-road four-wheel-drive trucks may propose a greater amount of grant funding.

Out of Georgia's appropriation, up to seven percent of the monies received can be used for DNR's administrative costs and up to five percent for environmental protection and safety education expenses relating to recreational trails. For the current funding cycle, the DNR has elected to utilize only seven percent of the monies for administration.

RTP mandates that the grant funds be allocated by the following categories and percentages: Motorized, not less than 30 percent; non-motorized, not less than 30 percent; and diversified, not less than 40 percent.

Diversified trails as defined by the state Trails and Greenways Advisory Committee are "projects that provide for the greatest number of compatible uses, or provide for innovative recreational trail corridor sharing to accommodate both motorized and non-motorized recreational trail use."

APPLICANT MATCH

This is a reimbursement program; therefore, the grant recipient must pay 100 percent of the cost of an item before submitting a request for reimbursement for 80 percent of eligible costs. The program encourages the donation of private funds, materials, new right-of-way, and services at fair market value. These donations can be counted toward the match.

Certain Federal program funds for youth conservation or service corps may also serve as a match to RTP funds.

If the project sponsor is a Federal agency, the sponsor may provide its own funds as the match. But the sum of the grant plus the Federal agency's funds may not exceed 95 percent of the project cost. The match formula in these projects is 80% grant funds--15% Federal agency funds--5% contribution from non-Federal source.

Match requirements are intended to ensure commitment to the project from State, local, or private co-sponsors.

**GRANT CYCLE TIMELINE
APPROPRIATION YEAR 2015**

October 13, 2015	DNR releases RTP Program Applications and Procedures Manual and publicizes the grant program
December 18, 2015	Deadline for submitting applications (postmarked by this date)
January 2016	DNR reviews applications for completeness, scores applications, coordinates application ranking with Division staff, develops ranking and recommendations
March 2016	DNR presents proposed project selections to Advisory Committee and DNR Board
April 2016	DNR notifies all applicants of selection results
May 2016	DNR coordinates with selected applicants to address all applicable environmental compliance issues
June 2016	DNR submits projects to FHWA for review and approval
To Be Determined	FHWA approves projects; DNR notifies grantees
To Be Determined	DNR submits Project Agreement to each grantee for execution
To Be Determined	Grantees sign and return Project Agreements to DNR
To Be Determined	DNR returns fully executed Project Agreements to grantees and WORK BEGINS
As Required	Work progresses; construction inspected; billings/reimbursements filed
Date of approval to two years	Work completed, final inspection, final billing and reimbursement

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
RECREATIONAL TRAILS PROGRAM**

SECTION I PERMITTED/NON-PERMITTED USES

A. Permissible Uses

Permissible uses of funds granted under this program are:

1. Maintenance and restoration of existing trails.
2. Development and rehabilitation of trailside and trailhead facilities and trail linkage. Facilities could include provision of drinking water, latrines, safety rails, signs, guide maps, benches, and vehicle parking areas.
3. Purchase and lease of trail construction and maintenance equipment. All purchased equipment must be owned and maintained by the grantee for trails related work **only**.
4. Construction of new trails (with restrictions for new trails on Federal lands). All trail projects must comply with all applicable laws, including the National Environmental Policy Act (42 U.S.C. 43231 et seq.), the Forest and Rangeland Renewable Resources Planning Act of 1974, as amended (16 U.S.C. 1600 et seq.), and the Federal Land Policy and Management Act (43 U.S.C. 1701 et seq.).
5. Acquisition of easements or property for trails. (Acquisitions in fee simple will follow Land and Water Conservation Fund guidelines in perpetuity.)
6. Facilitating access and use of trails by persons with disabilities. In accordance with the Federal Highway Administration's guidance, shared use paths and pedestrian trails should meet the accessibility guidelines proposed in the Access Board's *Regulatory Negotiation Committee on Accessibility for Outdoor Developed Areas Final Report* found at <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas/text-of-the-guidelines>. This report also has guidelines for Outdoor Recreation Access Routes (routes connecting accessible elements within a picnic area, camping area, or a designated trailhead). Recreational trails primarily designed and constructed for use by equestrians, mountain bicyclists, snowmobile users, or off-highway vehicle users, are exempt from accessibility requirements even though they have occasional pedestrian use.

7. Assessment of existing trails to determine the level of accessibility for people who have disabilities, to develop programs to provide trail access information, and to assess trails for their environmental impact and current or future maintenance needs. (Note: An assessment must be performed according to a standardized method of measuring and reporting objective conditions.)
8. Design, Engineering and Environmental Compliance:
Some costs can be reimbursed using grant funds, and some costs can serve as the match only and cannot be reimbursed.

Design and engineering:

If a design or engineering expense is incurred prior to project approval, it may serve as a portion of the match, limited to costs incurred less than 18 months prior to project approval. The allowable amount of the expense may not exceed 10 percent of the amount of the grant award.

If the expense is incurred after project approval, the grantee may seek reimbursement or may use the expense to serve as a portion of the match. Again, these expenses (design/engineering) are capped at 10 percent of the grant amount.

Environmental compliance: Environmental compliance (including an archaeological survey) costs that are incurred prior to project approval may serve as a portion or the entire match, limited to costs incurred less than 18 months prior to project approval. Because environmental compliance costs are required for project approval, there should not be a situation in which these cost are incurred after project approval.

Example: The applicant seeks a \$100,000 grant for a project whose total cost is \$125,000. The applicant incurs pre-approval expenses of \$15,000 for design and \$7,500 for an archaeological survey. After project approval awarding the \$100,000 grant the applicant incurs an additional \$15,000 in engineering expenses. In this case, the maximum amount of the total \$30,000 spent on design/engineering cost that can be used as a part of the grant (match or reimbursement) is \$10,000 (10 percent of the \$100,000 grant). The entire \$7,500 for the archaeological survey may be used toward the match. Although \$37,500 has been incurred in this example, due to the 10 percent limit on design/engineering cost, the total amount that can be used as a part of the grant is \$17,500. The additional \$7,500 to make up the balance of the match would need to come from other expenses or donations.

B. Uses Not Permitted

Uses of funds granted under this program that are not permitted are:

1. Condemnation of any kind of interest in property.
2. Construction of any trail on National Forest Service lands for motorized uses unless such lands:
 - (a) have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress, and
 - (b) such construction is otherwise consistent with the management direction in such approved land and resource management plan.
3. Upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users, and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred.

SECTION II APPLICATION PROCEDURES

A. General Procedures

The RTP legislation stipulates that a State may provide monies received under this legislation as grants to private individuals, organizations, city and county governments and other government entities as approved by the State after considering guidance from the Advisory Committee. *However, funds apportioned to Georgia will be allocated only to local governments, legally constituted authorities or Boards, and state and federal agencies (DNR Rule 391-5-13, Ga. Comp. R. & Regs (2004)).*

Applicants shall submit one (1) original and two (2) copies of the application to the DNR with the applicable support documentation.

DNR staff will review, score and coordinate the applications. Applicants will receive written notification of approval or disapproval. Projects receiving approval will be given a deadline by which to complete all applicable environmental compliance issues.

DNR will forward to the FHWA the applications meeting the environmental issues. Upon receipt of FHWA approval, DNR will send the applicants a Project Agreement to complete the contracting process. A fully executed copy of the Project Agreement will be forwarded to the grant recipient. After attending an orientation meeting, the grant recipient may then initiate site development activities and procurement of materials as needed to complete the project.

During the course of the project, grantees will be required to submit the following:

1. Request for Reimbursement
2. Progress Reports

B. Application Procedure

Application Form

The applicant shall complete the Georgia Recreational Trails Program application form and shall include the necessary documentation.

<u>Support Documentation</u>	<u>Required from</u>
1. Transmittal letter signed by the Agency Head or designee.	All applicants
2. A current resolution passed by the appropriate governing body authorizing the submission of the project application	Local governments and legally constituted boards and authorities
3(a). If applicable, a signed statement by the Federal Agency that the construction of new trails crossing Federal lands is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act, and the Federal Land Policy and Management Act.	Federal agencies
3(b). If construction of any trail on National Forest System lands for motorized uses is proposed, a signed statement certifying that the lands have been allocated for uses other than wilderness by the approved agency resources management plan or have been released to uses other than wilderness by an Act of Congress, and such construction is otherwise consistent with the management direction in such approved land and resources management plan.	National Forest Service
4. Site map(s) showing area of acquisition or trail construction. If water trail project, include indication of nearest existing public launch.	All applicants
5. Location Map (locate the project in relation to the area including surrounding street/highway network).	All applicants
6. Narrative description of proposed project.	All applicants

7. If the project involves any of the following situations, see Exhibit A procedure to follow: All applicants
- (a) The crossing of any public highway;
 - (b) The crossing of any railroad, gas line, power line, or other utility rights-of-way;
 - (c) The crossing of any stream;
 - (d) Encroachment on any wetlands.
8. Service Delivery Strategy Self-Certification Local governments

C. Application Review, Ranking, and Selection

1. Review of Application

The DNR will initially review and score each project application. *Applications not properly completed will be considered incomplete and will not be included for further competition.*

2. Application Scoring

Applications shall be coordinated with appropriate Division staff and the Advisory Committee, and they shall be scored by DNR in accordance with the criteria which the Advisory Committee adopted and which are set out in the application's project justification section.

3. Application Ranking

Applications will be funded in rank order and in conformity with the 30% motorized - 30% non-motorized - 40% diversified formula.

SECTION III GRANT AWARD PROCESS

A. Grant Award

Following FHWA's approval of DNR's application for RTP funds, DNR will notify each grant recipient of approval and schedule a meeting to discuss terms of the Project Agreement. The term of each Project Agreement will be two years from the date of approval.

B. Grant Award Conditions

All permits or other approvals that may be required as a result of the activities proposed under this project must be obtained from the appropriate agencies. See Exhibit A and B. A copy of all such documents must be forwarded to DNR prior to receiving a copy of a fully executed Project Agreement.

C. Project Implementation

Upon receipt of a fully executed Project Agreement, the grant recipient may initiate activities to undertake the approved scope of work. Costs incurred by grantees prior to receipt of a fully executed Project Agreement will not be eligible for reimbursement. Some design, engineering and environmental compliance costs that are incurred prior to project approval can serve as the match. See the Permissible Uses section of this Manual, Section I.A.8, for a full explanation about pre-approval expenses.

D. Request for Extension of Project Expiration Date

The completion date for the project will be reflected in the Project Agreement or in project approvals issued to DNR divisions. Requests for an extension of time will be considered with proper justification. Expenses incurred after the Project Agreement expiration date will not be eligible for reimbursement. Therefore, a written request for a time extension must be received by DNR a minimum of thirty (30) days prior to the project expiration date. A properly justified request for an extension will be granted via an amendment to the Project Agreement. This will alleviate the possibility of expenses being considered ineligible.

E. Request for Change(s) in Scope of Work

If the grantee desires to accomplish additional work or otherwise deviate from the scope of work included in the Project Agreement, a properly justified, written request must be submitted to the DNR. DNR will determine if an amendment to the Project Agreement is needed. However, approval **must** be granted **prior** to initiating the proposed work regardless of whether an amendment is needed.

SECTION IV PROCUREMENT AND CONTRACTING PROCEDURES

A. Disadvantaged Business Enterprises

In accordance with legislation reauthorizing the Recreational Trails Program, grantees must comply with federal regulations regarding Disadvantaged Business Enterprises (DBE) in situations where trail construction or maintenance is contracted. See Exhibit G.

B. Procurement

1. Equipment purchased must be for trails related work only.
2. For federal and state agency projects, the normal agency procurement procedures, unless otherwise waived by proper authorities, shall apply to all procurement activities and contract work, provided that the procurement procedures do not violate rules for Federal Grants and Cooperative Agreements and Subawards to State, Local and Indian Tribal Governments (49 Code of Federal Regulations Subtitle A, Part 18).
3. For local government projects, the normal agency procurement procedures, unless otherwise waived by proper authorities, shall apply to all procurement activities and contract work, provided that the procurement procedures do not violate rules for Federal Grants and Cooperative Agreements and Subawards to State, Local and Indian Tribal Governments (49 Code of Federal Regulations Subtitle A, Part 18).

C. Installation of Materials

Materials purchased must be in accordance with federal grants rules and must be installed prior to the project completion date. DNR will not reimburse the grantee for the cost of materials that are not installed within the Project Agreement period.

SECTION V REIMBURSEMENT PROCEDURE

A. Reimbursement Guidelines

This is a reimbursement program; therefore, the grant recipient must pay 100 percent of the cost of an item before submitting a Request for Reimbursement Form for eligible costs. Reimbursement requests to DNR will be handled expeditiously.

A Request for Reimbursement Form may not be submitted to DNR for less than 25 percent of the total grant amount. The final 25 percent of the total grant amount will be withheld until the project is completed and inspected by DNR or its representative.

Reimbursements will be made only for those items that are listed on the Project Application and Agreement and subsequent approved amendments.

Copies of contracts, contractors' estimates, invoices, canceled checks, time sheets, etc. shall be included with the reimbursement request.

B. Cost Sharing Provisions

Grantees will be required to contribute not less than 20 percent of the total project cost. Any State, local government, or private funding may be used toward the 20 percent match. In addition, a project sponsor may donate new right-of-way, materials, or services that can be credited toward the local match. The value of existing State or local government land cannot be used toward the non-Federal share. A "person" (private individual, entity, organization, or corporation) is allowed to donate funds, right-of-way, materials, or services (including donated labor) toward the non-federal share. The fair market value of donated private right-of-way, materials, or services must be properly documented.

Certain Federal program funds for youth conservation or service corps may serve as a match to RTP funds.

If the project sponsor is a Federal agency, the sponsor may provide its own funds as the match. But the sum of the grant plus the Federal agency's funds may not exceed 95 percent of the project cost. The match formula in these projects is 80% grant funds plus 15% Federal agency funds plus 5% contribution from non-Federal source.

SECTION VI PROGRESS REPORTS AND INSPECTIONS

A. Project Progress Reports

All grantees must submit a Quarterly Progress Report. Reports shall be submitted by the 15th day of the month following the last day of each calendar quarter (January 15, April 15, July 15, and October 15). The first quarterly report is due the first quarter after the executed project agreement is sent to the grantee from DNR.

Within 15 days following completion of the project, a final Progress Report must be submitted to the DNR.

B. Compliance and Construction Inspection Report

DNR representatives and/or the federal government will conduct program compliance and project inspections.

DNR representatives will interview grantees and review the grantees' RTP records and files as needed for adequacy; inspect projects for their environmental impacts, workmanship and scheduled progress; and prepare a written report containing findings based upon factual information and observations, including recommendations for corrective actions, if appropriate. A copy of the report will be sent to the grantee. Deficiencies, if any, shall be corrected and reported in writing to DNR within two weeks of receipt of the inspection report.

C. Record Retention

Grantees must maintain for a period of three (3) years after receiving the final grant payment satisfactory financial records, supporting documents, and statistical records, and make them available to the Commissioner, the State Auditor, FHWA, and the U.S. Comptroller General for the purpose of making audits. Such accounts and records shall be retained beyond the three-year period if audit findings have not been resolved.

At a minimum, the following records shall be maintained and made available for audit:

1. Payroll register by pay period showing names, hours worked, hourly rate, benefits, deductions, gross pay, and net pay.
2. Final Cost Summary of all payroll registers.
3. Time Sheets signed by both employees and their respective supervisors.

4. Invoices for purchased materials and contractor payments. (Indicate check number and date paid.)
5. Invoices for all design and construction costs. (Indicate check number and date paid.)
6. Contracts awarded, including change orders and award process. (Indicate check number and date paid.)
7. Canceled checks or copies thereof.
8. Documentation of DBE Compliance.
9. Documentation of volunteers' time.

D. Program Acknowledgment

Upon completion of the project, a sign or marker must be placed prominently along the trail project that acknowledges the receipt of RTP funds. During trail construction, a sign must be placed along the trail to acknowledge receipt of RTP funds.

**EXHIBIT A
SPECIAL PROCEDURES FOR PROJECTS THAT
REQUIRE PERMITS OR OTHER APPROVALS**

1. Crossing of Public Roads

Project applicants must include a statement or copies of letters certifying that the appropriate officials having jurisdiction over the public road where this trail crosses have reviewed this project and that the proposed crossing meets their approval. For state road crossings, contact the appropriate Department of Transportation District Office. For all other classified roads, contact the Highway Department of the jurisdiction.

2. Railroad, Gas Line, Power Line, and Other Utility Rights-of-Way

Project applicants must include documentation certifying that appropriate officials from the railroad company and/or utility company have reviewed this project and that the proposed crossing meets their approval.

3. Water Quality Certification/Clean Water Act (includes Wetlands)

The federal Clean Water Act restricts activities that may affect bodies of water and wetlands. The Act is designed to reduce water pollution and protect wetlands, among other things. Part of the Act (section 303(a)(3)(A)) requires each state to promulgate water quality standards. Another part of the Act (section 404) says that a project must obtain a federal permit if the project will discharge pollutants into the water or wetland. In conjunction with that permit process, the applicant must (section 401(a)(1)) obtain a certification from the state that any discharge will comply with the required state water quality standards.

If a proposed recreational trail project would affect a stream or wetland, permits may be required. If a stream is close to your trail or would be affected by your proposed project, please call the Environmental Protection Division, Water Protection Branch (404-463-1511). If a wetland would be affected, please call the U.S. Army Corps of Engineers (678-422-2735).

4. Erosion and Sedimentation Control Plan

In addition, project applicants may be required to prepare an erosion and sedimentation control plan for stream crossings or general construction activities. Therefore, project applicants must notify the appropriate County Soil Conservation District Office. The District Office will advise the applicant accordingly.

5. Federal Coordination/Permits

Proposed construction of structures and other work including dredge and fill activities in waters classified as navigable, and their adjacent wetlands, also require Corps of Engineers authorization pursuant to Section 10 of the Rivers and Harbors Appropriation Act (RHA) of 1899 (33 U.S.C. 403).

If waterways of the United States are to be bridged, a permit may be required by the U.S. Coast Guard pursuant to Section 9 of the RHA.

The following federal contacts are provided should the applicant need further direction for federal permits:

Section 404 Permit (CWA)/Section 10 Permit (RHA)
U.S. Army Corps of Engineers
Savannah District Office
678-422-2735

Section 9 Permit (RHA)
U.S. Coast Guard
Mr. Barry Dragon
Seventh Coast Guard District
305-415-6743

EXHIBIT B

Intergovernmental Review

After grant awards have been announced, the intergovernmental review process takes place. This process includes coordination of proposed applications with DNR offices such as the State Historic Preservation Office (SHPO) and the Georgia Natural Heritage Program, and with agencies outside of DNR regarding preservation of historic, archaeological, natural and cultural resources. We will inform each grantee of all additional information required to be sent to this office.

The following DNR contacts are provided should the applicant need further direction concerning intergovernmental review comments:

Historic Archaeological and Cultural Resources

Department of Natural Resources
Historic Preservation Division
Environmental Review & Preservation Planning Program
Jennifer Dixon, Program Manager
jennifer.dixon@dnr.ga.gov
Telephone: (770) 389-7851

Endangered Species, Wetlands

Department of Natural Resources
Wildlife Resources Division
Non-Game Conservation Section
Anna Yellin, Environmental Review Coordinator
anna.yellin@dnr.ga.gov

Telephone: (706) 557-3283

The Applicant is responsible for implementing all recommendations that result from this review process and providing appropriate additional supporting documents as may be required.

U.S. Fish and Wildlife Service Review

After grant awards have been announced, the U.S. Fish and Wildlife Service reviews each project to determine impacts on protected species. DNR will contact the appropriate U.S. Fish and Wildlife Service office based on the grantee's location.

EXHIBIT C
Assurances
State and Federal Laws and Program Rules and Regulations

All recipients of funds through the RTP funding program must comply with applicable State and Federal laws and Executive Orders, including but not limited to:

- National Environmental Policy Act (NEPA)
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)
- Civil Rights Act of 1964 and related non-discrimination laws
- Rules for Federal Grants and Cooperative Agreements and Subawards to State, Local, and Indian Tribal Governments (49 Code of Federal Regulations, Subtitle A, Part 18)

The contracting instrument between DNR and the grant recipient shall be a Project Agreement, to be executed by both parties, and will include general provisions and appropriate references to federal and state laws, program rules and regulations, and specific grant award conditions to ensure compliance.

The contracting process between successful applicants and DNR will begin only after FHWA approves DNR's application for RTP funds. Grant recipients may not begin work until the contracting process is complete.

EXHIBIT D
GEORGIA RECREATIONAL TRAILS PROGRAM
DEPARTMENT OF NATURAL RESOURCES
REQUEST FOR REIMBURSEMENT

Project Name: _____ Date Submitted: _____
 Project Number: _____ Grant Amount: \$ _____
 Period Covered by this Billing: From _____ to _____

Total Costs for this Billing:

Categories:

Design and Engineering	\$ _____
Labor	_____
Special Service Purchase Contracts	_____
Rental of Equipment Contracts	_____
Construction Contracts	_____
Purchase of Materials	_____
Other _____	_____

TOTAL COSTS: \$ _____

The 80/20 Split:

Applicant Share of Above Total:

In-Kind	\$ _____
Cash	\$ _____

Total Applicant Share
 20% Minimum: \$ _____

Reimbursement Request
 80% Maximum: \$ _____

Accumulation Total:

Reimbursement Requested This Billing	\$ _____
Amount Requested in Previous Billings	\$ _____
Total (This Billing + Previous Billings)	\$ _____

Percent of Physical Completion: _____ %

Signature of Authorized Project Official	Title	Date
--	-------	------

Official DNR Use Only:

Reimbursement Request Reviewed by:

Amount Approved for Payment: \$ _____

(Explain if amount is different than the amount requested above.)

**EXHIBIT E
GEORGIA RECREATIONAL TRAILS PROGRAM
DEPARTMENT OF NATURAL RESOURCES**

PROJECT PROGRESS REPORT

This report must be submitted by the 15th day of the month following the last day of each calendar quarter (January 15, April 15, July 15, and October 15). The Grant Recipient shall attach to this report appropriate pictures illustrating project construction activities during this quarter. **The first quarterly report is due the first quarter after the executed project agreement is sent to the grantee from DNR.**

Project Name	Project Number
Grantee Name	Quarter Ending

If this is a Final Progress Report, please enter the date the Project was completed: _____

FINANCIAL STATUS:

Total Project Cost	\$ _____
Amount Expended to Date	\$ _____
Amount Received/or Requested for Reimbursement through the End of this Quarter	\$ _____

Progress Report: (Must conform to Approved Grant Request Description)
Describe work completed or partially completed during this quarter.

EXHIBIT E (cont'd)

Complete the following:

Date of Agreement _____ Expiration Date _____

Percent of Physical Completion (estimation) _____

Designs completed? Yes ___ No ___ N/A ___

Project materials ordered or received? Yes ___ No ___ N/A ___

Development/construction contracts issued or awarded? Yes ___ No ___ N/A ___

If you answered no to any of the above questions, please explain why there is a delay.

Are cost underruns anticipated? _____

If Yes, please explain.

Are there any of the following contract changes required at this time?

Project Scope _____ Project Funding _____ Project Time Extension _____

If yes, explain here and follow up with a formal request as soon as possible. (Attach additional sheets as necessary)

Signature of Authorized Official

Title

Date

EXHIBIT F

**DEPARTMENT OF NATURAL REOURCES
GEORGIA RECREATIONAL TRAILS PROGRAM**

PROJECT COMPLIANCE AND CONSTRUCTION INSPECTION REPORT

Project Title: _____

Project Location: _____

Grant Recipient: _____

Inspector's Name: _____

Type of Inspection: _____ Project Construction; _____ Interim; _____ Final

Project Description:

Project Construction: Review/approval shall be accomplished through an on-site inspection and shall include, but not necessarily be limited to:

1. Conformance to approved project scope
2. Environmental impact on the resources
3. Project workmanship
4. Accessibility for persons with disabilities
5. Scheduled progress

Findings:

EXHIBIT G

GEORGIA RECREATIONAL TRAILS PROGRAM

**COMPLIANCE WITH FEDERAL HIGHWAY ADMINISTRATION
DISADVANTAGED BUSINESS ENTERPRISE GUIDELINES**

The Recreational Trails Program (RTP), which is funded through the Federal Highway Administration, must comply with federal regulations on Disadvantaged Business Enterprises (DBEs). In most cases, RTP project sponsors will perform grant work using volunteer labor or internal staff. However, in situations where trail construction or maintenance work is contracted, these guidelines will apply.

As a condition of the grant award, each grantee shall make a good faith effort to award 10 percent of any contracts *and* subcontracts awarded under this federally funded project to DBEs.

Methods used to attain this goal, including businesses contacted and DBEs used will need to be reported in writing to the DNR prior to the award of the construction contract.

Any explanation of why the 10 percent goal was not met will also need to be reported.

The grantee understands and agrees to comply with the Disadvantaged Business Enterprise goal as a condition of the grant award.

Project: _____ Project # _____

Project Coordinator: _____
(Print Name)

Telephone Number: _____

Signature Date

EXHIBIT G (cont'd)
GEORGIA RECREATIONAL TRAILS PROGRAM

**Compliance with Federal Highway Administration
Disadvantaged Business Enterprises Guidelines**

Project name: _____

Project #: _____

DBE's Name, Address & Phone Number	Date Contacted	Person Contacted	Type of work to be performed on project	Comment/Notes

Print Name

Signature

Date

**EXHIBIT G (cont'd)
 GEORGIA RECREATIONAL TRAILS PROGRAM**

DBE PROPOSALS

Project: _____

Project #: _____

Bidder's Company Name: _____

Let Date: _____ Total Bid: _____

The required DBE goal on this contract is: 10% (Ten Percent)

I propose to use the following DBE's:

DBE Name/Address (City, State)	GA DOT Certified DBE? Yes or No	Type of Work	Amount
TOTAL			

SELECTION CRITERIA

Georgia Recreational Trails Program

DEFINITIONS:

Active Recreation Parks are ball fields, tennis courts, soccer fields, and the like.

Greenways are corridors of protected open space managed for conservation and/or recreational purposes. They may include trails which are larger in size and whose purpose is to connect wildlife habitats. They often follow rivers, stream valleys, ridges, abandoned railroad corridors, utility rights-of-way, canals, scenic roads or other linear features. Greenways link recreational, cultural and natural features, provide pathways for people and wildlife, and protect forests, wetlands, and grasslands.

Greenspace is permanently protected land and water, including agricultural and forestry land, whose development rights have been severed from the property, that is in its undeveloped natural state or that has been developed only to the extent consistent with the greenspace program.

Motorized Trails are those that accommodate all-terrain vehicles, off-road motorcycles, four-wheel drive vehicles, other off-road vehicles and motorized water craft.

Non-Motorized Trails are those that accommodate hiking, jogging, walking, horseback riding, biking, canoeing, or kayaking activities, etc.

Trails are thoroughfares across land or water, used for recreational purposes such as walking, jogging, hiking, bicycling, equestrian activities, mountain biking, backpacking, water activities, and vehicular travel by off-road motorcycle, four-wheel drive, all-terrain off-road vehicles or motorized watercraft. Trails may be located within parks or greenways, or they may stand alone. A trail is the actual facility that provides for a particular trail use.

Trail Corridors can be likened to the right-of way for a trail.

Trail-head Facilities are designated starts or ends of a trail. They are often accompanied by various public facilities, such as horse unloading areas, parking areas, toilets, water, guide maps, directional and informational signs, and trail use registers.