

**Section I – Applicant/Project Information**

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
  
2. **Classification of Applicant (Check one):**  
Federal \_\_\_ State \_\_\_ County \_\_\_ City \_\_\_ Authority/Commission \_\_\_
  
3. **Project Applicant Federal Employer ID # (FEI):** \_\_\_\_\_
  
4. **Contact information**  
Project Contact Person: \_\_\_\_\_  
Project Contact Title: \_\_\_\_\_  
Project Contact Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_
  
5. **Name of Trail or Project:** \_\_\_\_\_
  
6. **Status of land ownership at time of application:**  
Applicant's Public Land \_\_\_ Other agency's Public Land \_\_\_ Private Land\* \_\_\_  
Combination Public/Private\* \_\_\_  
\* If trail project involves private land, easements for twenty years or more must be in place or obtained prior to final grant approval unless the grant funds are to be used for acquisition.
  
7. **Location of Project (if located in more than one county, district, etc., please list all):**  
Nearest City: \_\_\_\_\_  
County: \_\_\_\_\_  
Nearest Street/State Route/Interstate: \_\_\_\_\_  
State Senate District: \_\_\_\_\_  
State House District: \_\_\_\_\_  
Federal Congressional District: \_\_\_\_\_
  
8. **Trail Category (Check one):**  
\_\_\_ Non-motorized single use  
\_\_\_ Combination of non-motorized uses  
\_\_\_ Motorized single use  
\_\_\_ Combination of motorized uses  
\_\_\_ Combination of motorized and non-motorized uses

9. **Trail Use (Check all that will apply)\*:**

Motorized Uses:

- ATV (all-terrain vehicle or “quad”)
- Motorcycle for off-road use
- OHV (jeeps, Broncos and similar vehicles)

Non-motorized Uses:

- Bicycling (paved trails)
- Equestrian
- Mountain biking (non-paved trails)
- Canoeing/Kayaking/Paddling sports
- Day hiking (short trails)
- Backpacking (extended, overnight trips)
- Jogging/Fitness
- Interpretive/Environmental Education
- Other (explain) \_\_\_\_\_

\*Checking a specific trail use in this application requires the applicant to allow that type of trail use on the trail, if awarded a grant.

10. **Trail Information (Indicate the amount and type of trail activities this project will include):**

- \_\_\_\_\_ Miles of trail maintenance
- \_\_\_\_\_ Amount of environmental restoration of areas damaged by usage
- \_\_\_\_\_ Miles of new trail construction
- \_\_\_\_\_ Number and size/type of trailhead and trailside facilities
- \_\_\_\_\_ Size of land acquisition for trail construction (easements or fee simple)
- \_\_\_\_\_ Miles of trail to be assessed using standardized assessment method

11. **Type of Trail Surface (Check all that apply):**

- Hard:**  Concrete     Asphalt     Native Rock     Other (explain) \_\_\_\_\_  
**Soft:**  Mulch     Gravel     Native Soil     Other (explain) \_\_\_\_\_

12. **Description of Project (Describe exactly what the grant funds will pay for and what work will be completed as part of this project, limited to space provided):**

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13. **Does this project link to or is it an integral part of any other trail(s)? (Check one)**

Yes     No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

14. **Time Schedule:**

Estimate number of months to accomplish all work: \_\_\_\_\_

Estimate start date: \_\_\_\_\_

## **Section II – Project Cost Information**

1. Estimated Cost of Project: The Recreational Trails Program is an 80/20 matching reimbursement grant. The Recreational Trails Program grant will reimburse 80% of the project cost and the grant recipient must provide the other 20% of the project costs. For example, in order to receive a \$40,000 grant the total project cost must be at least \$50,000. **Minimum grant awards, except for projects designed solely to assess existing trail conditions, will be \$25,000 (project cost of \$31,250) and maximum grant awards will be \$100,000 (project cost of \$125,000), except for projects designed to accommodate off-road motorcycles, all-terrain vehicles, or off-road four-wheel drive trucks.**
  
2. The grant award may cover costs applicable to:
  - a. Cost of design and engineering services performed by an outside consultant up to a maximum of 10% of the total grant and only those costs incurred **after** the Project Agreement has been signed.
  - b. Direct labor cost. **Grant fund may not be used to pay the salaries or wages of active employees.**
  - c. Cost of special tradesmen secured under a service purchase contract.
  - d. Cost for purchase or rental of equipment.
  - e. Cost for construction contracts.
  - f. Cost of materials purchased for this project.
  
3. The grant match may be met by cash and in-kind contributions such as:
  - a. Donations of funds, materials or services.
  - b. Volunteer labor (see rates at bottom of budget grid on following page).
  - c. Pre-approval design, engineering and environmental compliance (including an archaeological survey) expenses. See the Permissible Uses section of the RTP Manual, Section I.A.8, for a full explanation about pre-approval expenses.

### **Prepare your proposed budget:**

Note: You may use a different sheet of paper to prepare the proposed budget, but please follow the format on the following page **exactly**.

<b>ITEM DESCRIPTION</b>	<b>GRANT FUNDS (\$)</b>	<b>MATCHING IN-KIND (\$)</b>	<b>MATCHING CASH (\$)</b>	<b>TOTAL (\$)</b>
Design & Engineering (10% maximum) Break down costs and purpose:				
Direct labor costs Salaries or actual costs:  Volunteers or donated labor:*	(not applicable)			
Special service purchase contract Specify what contract will include or attach copy:				
Purchase or rental of equipment Specify type of equipment/cost/days:				
Construction contract Specify what contract will include or attach copy:				
Purchase of Materials List each item and its cost:				
Other (please be specific)				
<b>TOTALS:</b>				

\*Volunteer labor rates:

Laborer (no skills required): \$11.40 per hour

Semi-skilled (limited skills, can work alone): \$12.40 per hour

Supervisor (ability to take charge): \$13.40 per hour.

**Volunteers who donate job specific skills and/or equipment (for example, grading contractors, plumbers) can value their time and/or equipment at their standard rates for this purpose.**

**Section III – Environmental Questionnaire**

This questionnaire is a requirement for Federally funded programs. For projects selected for funding and submitted to FHWA, DNR may verify compliance with these items. Any response in a [bracket] signifies the potential for an adverse impact and will require additional information. On additional pages, please provide information as needed to assess the potential impacts. **If, during a review of the project at any time, inconsistencies are identified between the questionnaire and actual project implementation it will be grounds for immediate cancellation of the grant funds.**

1. Project Name: \_\_\_\_\_

2. Land Use:

Briefly describe the land use in the project area and any potential changes that would result from this project. Address whether the project is consistent with any applicable comprehensive land use and/or development plans. Attach additional pages and a land use map, if needed.

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3. Natural Resources:

Will the proposed project negatively impact any of the following?

- |                                  |         |        |
|----------------------------------|---------|--------|
| a. Soil Erosion or Sedimentation | Yes [ ] | No ___ |
| b. Vegetation                    | Yes [ ] | No ___ |
| c. Streams, Rivers, or Lakes     | Yes [ ] | No ___ |
| d. Wetlands                      | Yes [ ] | No ___ |
| e. Floodplains                   | Yes [ ] | No ___ |
| f. Coastal Zones                 | Yes [ ] | No ___ |
| g. Wild and Scenic Rivers        | Yes [ ] | No ___ |
| h. Wildlife and Wildlife Habitat | Yes [ ] | No ___ |
| i. Farmlands                     | Yes [ ] | No ___ |
| j. National Landmarks            | Yes [ ] | No ___ |
| k. Endangered Plants and Animals | Yes [ ] | No ___ |

4. Historic and Archaeological Resources:

- a. Has the project been reviewed by the Georgia Historic Preservation Division?  
Yes \_\_\_ No \_\_\_
- b. Will the project have an effect on historic or archaeological resources?  
Yes [ ] No \_\_\_
- c. If the project has an effect on historic or archaeological resources, has the project been coordinated with the Advisory Council for Historic Preservation?  
Yes \_\_\_ No [ ]

5. Hazardous Wastes:

Is there any potential for involvement with hazardous wastes or underground storage tanks?



**Section IV – Project Justification**

On separate sheets explain how the project meets the following selection criteria. If a criterion does not apply, enter N/A.

- 1. Describe the proposed project in relation to a greenway corridor, greenspace, or active recreation park and the provision of recreational opportunities in the community. Identify the greenway corridor, greenspace, or park and the management authorities or agencies.**

Key consideration: The protection and preservation of a greenway corridor or environmentally significant greenspace is combined with the acquisition of real property or development of outdoor recreational trails opportunities.

Points

- 50 Project is within a greenway corridor and connects with a greenspace.
- 40 Project is within a greenway corridor.
- 30 Project is within a greenspace.
- 20 Project connects with a greenspace or greenway.
- 10 Project is within or connects to an active recreation park.

- 2. Describe how the project will mitigate and minimize impact to the natural environment as relates to existing trail systems.**

Key consideration: The redesign, relocation, reconstruction, or non-routine maintenance of existing trails protects and preserves environmentally sensitive areas. The systematic study (collection and analysis of data) of existing trails for the purpose of assessing their environmental impact and maintenance needs extends the life and usefulness of recreational trails.

Points

- 40 Project conducts a systematic study of existing trail facilities to assess their environmental impact and maintenance needs, and also makes environmental improvements to existing trail facilities.
- 30 Project involves making environmental improvements to existing trail facilities.
- 20 Project involves conducting a systematic study of existing trail facilities to assess their environmental impact and maintenance needs.
- 0 Project involves new trail construction.

- 3. Describe the degree to which the proposed project will facilitate access to and increase trail usage by persons with disabilities *over and above that which is required.***

Key consideration: All trail design, whether new construction or reconstruction, shall consider accessibility. However, points are awarded for efforts to provide additional accommodations, or for the systematic study (collection and analysis of data) of existing trails for the purpose of accommodating a wider variety of differently abled users.

Points

- 30 Project provides three or more additional accommodations.
- 20 Project provides for two additional accommodations.
- 20 Project conducts systematic study of existing trails.
- 10 Project provides one more additional accommodation.
- 0 Project provides no additional accommodations beyond normal trail amenities.

**4. Describe how the proposed project will add to the existing supply of lands dedicated and protected for trail development and usage. *This applies only to acquisition projects.***

Key consideration: Although all acquisition projects will be awarded some points, a higher range of points are awarded for projects to acquire real property which is threatened by encroaching development or in imminent danger of being lost forever. All lands that are acquired under this program are dedicated for trail purposes and will be afforded protection in perpetuity.

Points

- 50 Project is to acquire real property within a greenway corridor in imminent danger of being lost forever.
- 40 Project is to acquire real property within a greenway corridor.
- 30 Project is to acquire real property designated as a greenspace.
- 20 Project is to acquire real property associated with active recreation for trails.
- 0 Project is not an acquisition project.

**5. Describe how the proposed project will provide a new recreational opportunity where there are no available trail recreational opportunities.**

Points

- 50 Project creates a new recreational trail opportunity in a greenway corridor or greenspace, and no other trails exist there.
- 30 Project creates a new recreational trail opportunity by *connecting* to a greenway corridor or greenspace.
- 20 Project creates a new recreational trail opportunity.
- 10 Project does not create a new recreational opportunity, but provides a trailhead.
- 0 Project does not create a new recreational trail opportunity.

**6. Describe the degree to which the proposed project responds to citizen identified needs in the sponsor's comprehensive planning process. Copies of sections of plans that identify the needs must be provided.**

Points

- 20 The project addresses a need identified both in the sponsor's comprehensive plan and in a current greenspace or greenways plan.
- 5 The project addresses a need identified either in the sponsor's comprehensive plan or in a current greenspace or greenways plan.
- 0 Project does not address any needs identified in community planning efforts.

7. **Describe the degree to which the trail project involves partnerships between trail users, private interests within the area, and/or public agencies. A letter in which the partner describes its commitment must be provided. A letter of general support does not constitute a commitment.**

Key consideration: The project involves a partnership of various public and private sectors. Partnerships are created with other public agencies and/or with private recreational users, providers, adjacent landowners or other useful support groups. The partnerships may or may not be of a financial nature.

Points

- 50 Project involves four or more partners.
- 30 Project involves three partners.
- 20 Project involves two partners.
- 10 Project involves one partner.
- 0 Project involves no partners.

8. **Describe the degree to which the sponsor proposes to use grant funds to leverage greater public and/or private investments.**

Key consideration: The sponsor is able to obtain investments in the project that exceed the minimum match. The actual leveraging is assured beyond any funds committed for the initial match.

Points

- 10 Project involves leveraging of other public and/or private investments of 35% or more of the project cost.
- 5 Project involves leveraging of other public and/or private investments of 21% to 34% of the project cost.
- 0 Project involves no leveraging of additional funds beyond the required 20% match.

9. **Describe the degree to which the project provides viable connections or linkages to other trails, greenways, scenic corridors, natural, cultural, and recreational resources or community activities.**

Key consideration: Along with creating outdoor recreational opportunities, the project enhances the community's historic, cultural/educational, recreational and/or scenic resources by providing direct linkages. Linkages may include urban trails that directly connect community areas such as home, school, shopping, theatres, and others. *A sidewalk does not constitute a trail linkage.*

Points

- 20 Project links four or more resources.
- 15 Project links three resources.
- 10 Project links two resources.
- 5 Project links one resource.
- 0 No linkages identified.

**10. Describe how the trail project can accommodate a variety of motorized and/or non-motorized trail activities (hiking, equestrian, interpretive, water sport, all-terrain vehicle, mountain biking, etc.).**

Key consideration: The project accommodates different types of uses while maintaining compatibility with the trail's topography.

Points

- 20 Project involves two or more trail activities, being no less than one motorized and one non-motorized use.
- 15 Project involves two or more trail activities, being either motorized or non-motorized uses.
- 10 Project involves two or more trail activities, which require innovative time-sharing.
- 0 Project provides for only a single trail activity.

**11. Describe any unfinished trail projects for which the sponsor has received Recreational Trails Program funds in the past.**

Key consideration: Project sponsors' past performance in completing projects shall be considered when determining new grant awards.

Points (Deducted)

- 25 Project sponsor has outstanding grant(s). Progress has been made but not without substantial delays and time extensions.
- 50 Project sponsor has outstanding grant(s) and there has been insufficient progress or insufficient draws of grant funds.
- 50 Project sponsor has received funding and completed a project(s) that has since been converted to other uses.

**Section V – Grant Award Conditions**

The following is a checklist of additional documentation that may be required prior to issuance of a fully executed Project Agreement by DNR. Unless otherwise noted, it is the responsibility of the Project Applicant to secure the required documentation. Please see Exhibit A for more information and check the appropriate ones only.

- \_\_\_\_ Approval to Cross Public Road
- \_\_\_\_ Approval to Cross Public Utility Rights-of-Way
- \_\_\_\_ Water Quality Certification
- \_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_ Permit for Bridge over Waterway

**Section VI – Signatures**

1. \_\_\_\_\_  
Typed Name and Title of Authorized Official

\_\_\_\_\_  
Original Signature of Authorized Official Date

2. \_\_\_\_\_  
Typed Name and Title of Contact Person

\_\_\_\_\_  
Original Signature of Contact Person Date

**3. Service Delivery Strategy Self-Certification (to be completed by local governments only, all others please mark N/A)**

I hereby certify that the proposed project is consistent with the complete, agreed and adopted Service Delivery Strategy in accordance with the Service Delivery Strategy Law of 1997. Non-compliance with the Service Delivery Strategy Law or inconsistency with an adopted Service Delivery Strategy will result in no grant award.

\_\_\_\_\_  
Date Service Delivery Strategy Submitted to  
Department of Community Affairs

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

**Section VII – Application Checklist**

Your application includes your completion of Sections I through VI above plus your supporting documentation. Please review the checklist below and initial each item to insure that all the required information is provided. See Section II(B) of the Manual for a detailed description of the required support documentation.

**We require one unbound original and two unbound copies of your application. Applications that are received bound (spiral, notebook, etc.) in any manner will be returned to the Project Applicant, which may cause the Applicant to miss the deadline and keep the application from being scored.**

\_\_\_\_ Transmittal Letter

\_\_\_\_ Complete answers to Sections I through VI above

\_\_\_\_ Resolution

\_\_\_\_ Site map(s)

\_\_\_\_ Location map

\_\_\_\_ Narrative description of proposed project

\_\_\_\_ Permits, approvals, and/or documentation pursuant to Exhibit A

\_\_\_\_ Letters of commitment from the groups providing grant match

**Required if using donations of funds, labor, or materials as part of the minimum grant match.**

Please submit all of the above information to:

Department of Natural Resources  
Attn: Parks Trails/Grants Coordinator  
Parks, Recreation and Historic Sites Division  
2 Martin Luther King, Jr. Drive SE  
Suite 1352  
Atlanta, Georgia 30334