



# Grant Request Submittal Form

<b>Grant Title:</b> 2025 Recreational Trails Program (RTP) Grant
<b>City Project:</b> Pedestrian/biking trails at Salem Park and Fairington Park
<b>Grantor:</b> Federal Highway Administration and administered at the state level by the Georgia Department of Natural Resources
<b>Grant Purpose:</b> To support recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. To enhance trail opportunities by achieving results that would otherwise not be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. This grants fund on-the-ground trail projects for public outdoor recreation
<b>Grant Requirements:</b> <ol style="list-style-type: none"><li>1. Grant Term:<ul style="list-style-type: none"><li>• Grantees will have a stated Trail Completion Date in their Project Agreement. This date will be no more than 24 months from the date when the Project Agreement is executed</li></ul></li><li>2. Start Date:<ul style="list-style-type: none"><li>• Once an executed Project Agreement is in place, Grantees will be issued a Notice to Proceed which authorizes work to begin</li></ul></li></ol>

<p>3. Reporting Requirements:</p> <ul style="list-style-type: none"> <li>• Quarterly Progress Reports</li> <li>• Requests for Reimbursement</li> <li>• Detailed Pre-closeout Summary no less than 180 days before the Trail Completion Date</li> <li>• Final report once the project is completed.</li> </ul> <p>4. Trail Completion Date:</p> <ul style="list-style-type: none"> <li>• Projects must be completed by the Trail Completion Date as stated in the signed Project Agreement. No additional costs may be incurred after the Trail Completion Date.</li> </ul> <p>5. Closeout Period:</p> <ul style="list-style-type: none"> <li>• Grantee has up to 30 days after the grant's Trail Completion Date to submit a final Progress Report and completed Reimbursement for Request. Denote each as "Final."</li> </ul> <p>6. Public Access:</p> <ul style="list-style-type: none"> <li>• Any trail that has received RTP funding must remain open to the public for at least 25 years after receiving final reimbursement.</li> </ul>
<b>Maximum Grant Amount:</b> \$200,000.00
<p><b>Match Requirement:</b> 20% minimum (If federal funds are used as match, at least 5% of the total project cost must come from a non-federal source (23 U.S.C. 206). All sources of match must be identified in the grant application. To qualify for match, an item must be directly related to the project and have occurred no earlier than the signed Project Agreement date, but before the Trail Completion Date. The only exceptions to this are that (1) design and engineering costs and/or (2) the value of land acquisition can each count as match, so long as they occurred within 18 months prior to the Project Agreement being executed and are properly documented. <b>Matching funds will come from ARPA – Park Upgrades budgeted line item. Match amount will be contingent on the award amount (\$40K would be the maximum).</b></p>
<b>Retainage:</b> A minimum of 25% held until project closeout
<b>Eligible Applicants:</b> Qualified local governments (as determined by the Department of Community Affairs).

**Eligible Activities:**

1. New trail construction
2. Trail restoration
3. Trail head facilities
4. Land acquisition for trail purposes
  - Pedestrian (hiking, running, walking, and wheelchair access); biking and mountain biking; skating; water trail access; equestrian riding; off-road motorcycles, all-terrain vehicles (ATVs) or other off-road motorized vehicles

**Grant Term: 2 years**

**Application Process:** RTP Pre-applications will be accepted in 2025 as a competitive application process, followed by an invitation only Second-level Application process:

1. Pre-application **(September 1, 2025 – November 1, 2025)**
  - It is in this initial phase that the Applicant shares their basic data, contact information, project scope, answers administrative and qualitative criteria questions, and supplies required project documentation needed by GADNR to review and rank each project.
2. Successful Pre-applicants invited to Second-level Application **(February 2026)**
3. Second-level Application **(March 2026 – May 2026)**
  - In this stage Applicants supply a more detailed level of information than what was submitted in the Pre-application. They also submit required environmental reviews, as well as various legal documents.
4. Final approval of projects **(Fall/Winter 2026)**

**Award Process:** Fall/Winter 2026, Notification of Awards is released and Financial Workshops conducted for successful Applicants: trail work begins after the Project Agreement is signed.

City Department: Engineering

Staff Name and Title: Hari Karikaran, City Engineer

Signature:

A handwritten signature in blue ink, appearing to be 'V. Galan'.

Date: 8/14/2025