



# Georgia Outdoor Stewardship Program (GOSP) Educational Workshop

A group of five people, including children and adults, are hiking on a rocky trail in a forest. They are wearing colorful clothing and some are using trekking poles. The background shows a dense forest of tall trees.

**Taylor Brown**  
**Grants Unit Chief**  
taylor.brown@dnr.ga.gov  
404-463-8601

**Rob Stokes**  
**GOSP Coordinator**  
robert.stokes@dnr.ga.gov  
404-463-8570

# Georgia Outdoor Stewardship Program (GOSP) Educational Workshop

- Housekeeping items
  - Fire exits
  - Restrooms
  - Today and tomorrow's schedule
- Are you the Project Administrator or main point of contact? Will you be the one completing the applications?
- The GOSP rules, policies, applicant responsibilities, forms, and program manual will be available on our web page at: [www.gadnr.org/grants](http://www.gadnr.org/grants).

**NOTE: This workshop does not contain all of the information and applicant responsibilities associated with GOSP. Applicants must adhere to the entirety of the GOSP Manual and GOSP rule.**

- This presentation will be available at [www.gadnr.org/grants](http://www.gadnr.org/grants).
- Questions are STRONGLY encouraged today!

# GOSP Background

- For close to two decades, Partners and Non-Governmental Organizations sought after a funding mechanism, dedicated to securing the future of our critical natural resources.
- During the 2018 general election, GOSA (Georgia Outdoor Stewardship Act) was passed by voters with 83% voter approval.
- The Georgia Outdoor Stewardship Program became active on July 1, 2019, ushering in the inaugural 2019-2020 funding cycle.

# Mission

The mission of the Georgia Outdoor Stewardship Program (GOSP) Fund is to coordinate and administer funding to provide stewardship for state parks, state lands and wildlife management areas; support local parks and trails; and protect critical conservation land.

# Where Does GOSP Funding Come From?

- GOSA authorizes up to 80% of all moneys received by the state from sporting goods store sales and use taxes collected on outdoor recreation equipment from each preceding fiscal year.

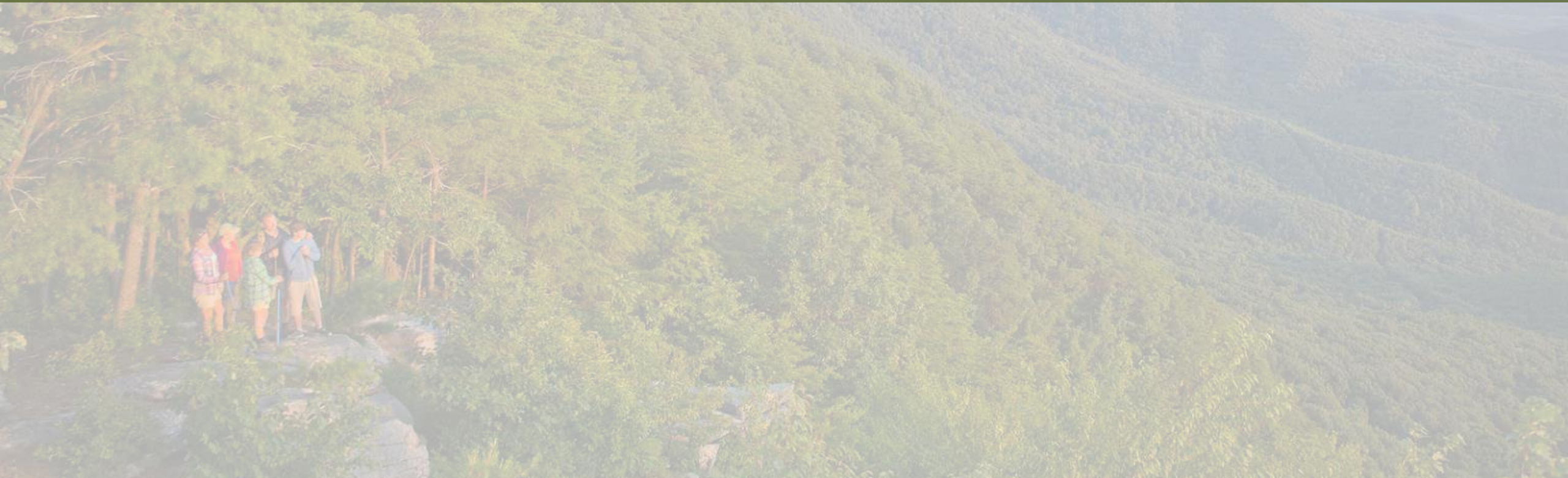
2019 – 2020 funding cycle authorized 40% of sales and use tax receipts.

- The actual amount for each cycle will be influenced by actual tax receipts from the previous year.
- Allocations for each funding pool (Local Parks and Trails of Regional Significance, State Stewardship, and State Acquisition) will be determined by the Board of Trustees prior to each cycle announcement.





# GOSP Terms



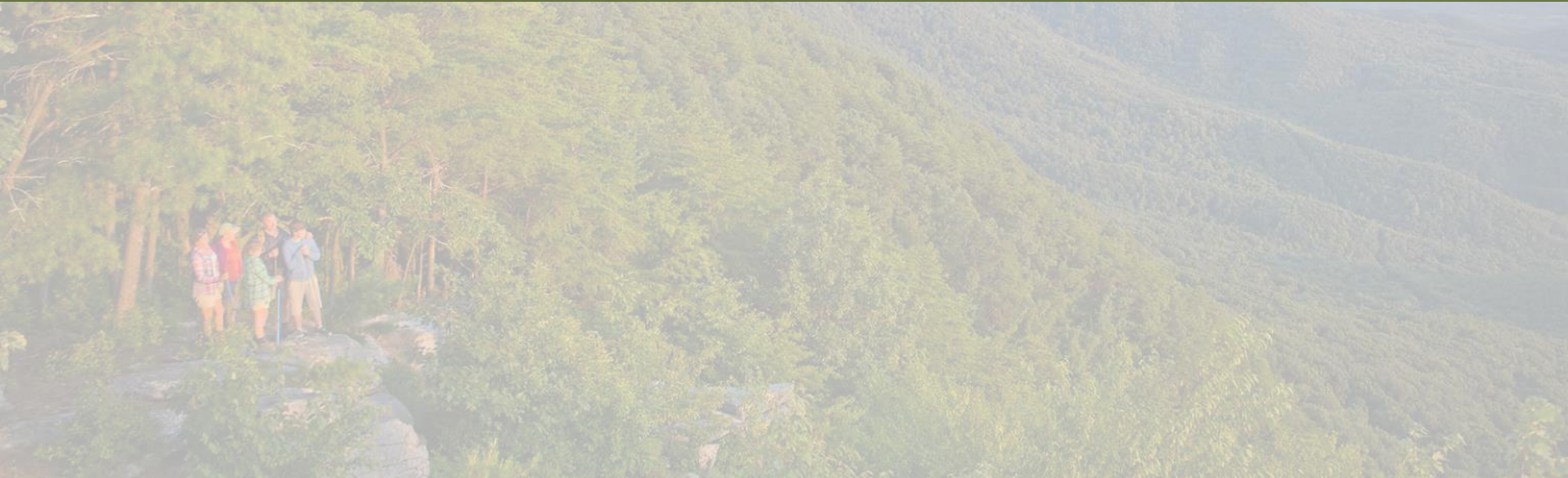
# Frequently Used Terms in GOSP

- “Natural-resource recreation” means recreation in the form of boating, hiking, camping, fishing, hunting, jogging, biking, walking or similar outdoor activities.
- “Regional Significance” can be defined as serving a greater community beyond the local area, adding value to neighboring or distant communities, adding to or enhancing Georgia’s state-wide resources, or impacting economic growth beyond the project’s host community.
- “Stewardship” can be defined as maintenance, restoration or improvement projects.





# GOSP Structure





# GOSP FY 2019-2020 Grant Cycle Timeline

July 1, 2019: GOSP  
Became Active

July 16 – August 2:  
Formal Workshops  
Throughout the  
State Are  
Conducted

September 1, 2019 –  
October 31, 2019:  
Pre-application  
Period is Open

November 4, 2019 –  
December 31, 2019:  
Applications Are Reviewed

January - February 2020:  
Board of Trustees and the  
DNR Board Approves  
Projects and 2nd Level  
Application Invitations are  
Sent to Prospective  
Grantees

May 30: 2<sup>nd</sup> Level  
Applications are  
due.

Q3-2020:  
Notification of  
Awards are  
Released

Funds Are Available  
After Attending a  
Financial Workshop  
and Mutually  
Signing a Project  
Agreement

# The GOSP Board of Trustees

- The Board of Trustees of the Georgia Outdoor Stewardship Trust Fund is the governing body to which eligible project applications shall be submitted for acceptance and funding.
- The Board of Trustees shall accept applications evaluate and approve these proposals in accordance with priorities established by the GOSA legislation and priorities established by the Board of Trustees.
- Projects approved by the Board of Trustees are then forwarded to the Board of Natural Resources and the appropriations subcommittees maintaining oversight authority over GADNR and GEFA.

# The GOSP Board of Trustees

The Board of Trustees consists of 11 members as follows:

## **Voting Members**

- The Commissioner of the Georgia Department of Natural Resources (Chairperson of the Board)
- The Director of the State Forestry Commission
- The Director of the Environmental Protection Division (EPD) of the Department of Natural Resources
- The Commissioner of Transportation
- Two members appointed by the Speaker of the House of Representatives
- Two members appointed by the President of the Senate

## **Ex Officio, Nonvoting Members**

- The director of the Coastal Resources Division of the Department of Natural Resources
- The director of the Wildlife Resources Division of the Department of Natural Resources
- The director of state parks of the Department of Natural Resources



# Minimum and Maximum Funding

Local parks and trails projects have a \$500,000 minimum and a \$3,000,000 maximum funding threshold.

There is no minimum or maximum amounts for State Stewardship or State Acquisition projects.

# Match, Reimbursement, and Term

- Grantees pay for 100% of the total project cost and then submit for reimbursement of 75% of eligible costs.
- Applicants must provide at least 25% of the total project cost as match.
- 25% of funding is held in retainage.
- Projects must be completed within 24 months of an executed project agreement

# Who Can Apply?

- All Qualified Local Governments
- Constituted Recreation Authorities
- State Agencies
- Nongovernmental Entities



# Qualified Local Governments

“Qualified Local Government” means any county or municipality meeting the definition found in paragraph 18 of subsection (a) of Code Section 50-8-2.

A county or municipality which:

- (A) Has a comprehensive plan in conformity with the minimum standards and procedures;
- (B) Has made its local plan implementation mechanisms consistent with those established in its comprehensive plan and with the minimum standards and procedures; and
- (C) Has not failed to participate in the department's mediation or other means of resolving conflicts in a manner which, in the judgment of the department, reflects a good faith effort to resolve any conflict.

Must be **currently** in good standing with the Department of Community Affairs (DCA).

# Constituted Recreation Authorities

“Constituted Recreation Authority”  
means any recreation authority registered  
with the Georgia Department of  
Community Affairs.

# State Agencies and Nongovernmental Entities

State Agencies – Any officially recognized Georgia State governmental body.

“Nongovernmental Entity” means nonprofit organizations **primarily concerned** with the protection and conservation of land and natural resources, as evidenced by its organizational documents.

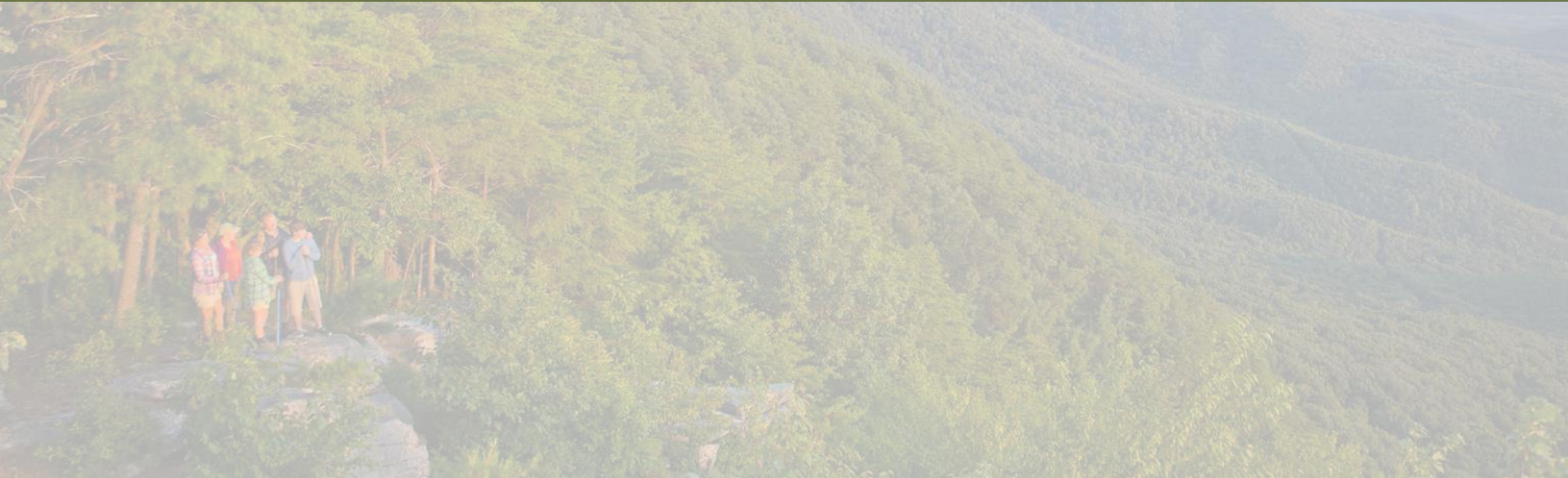


# Ineligibility

- Applicants that have active or previously awarded grants through the Georgia Department of Natural Resources (GADNR) which are currently deemed inactive by the Department.
- Entities not in good standing with the Department of Community Affairs (DCA).



# Application and Project Types



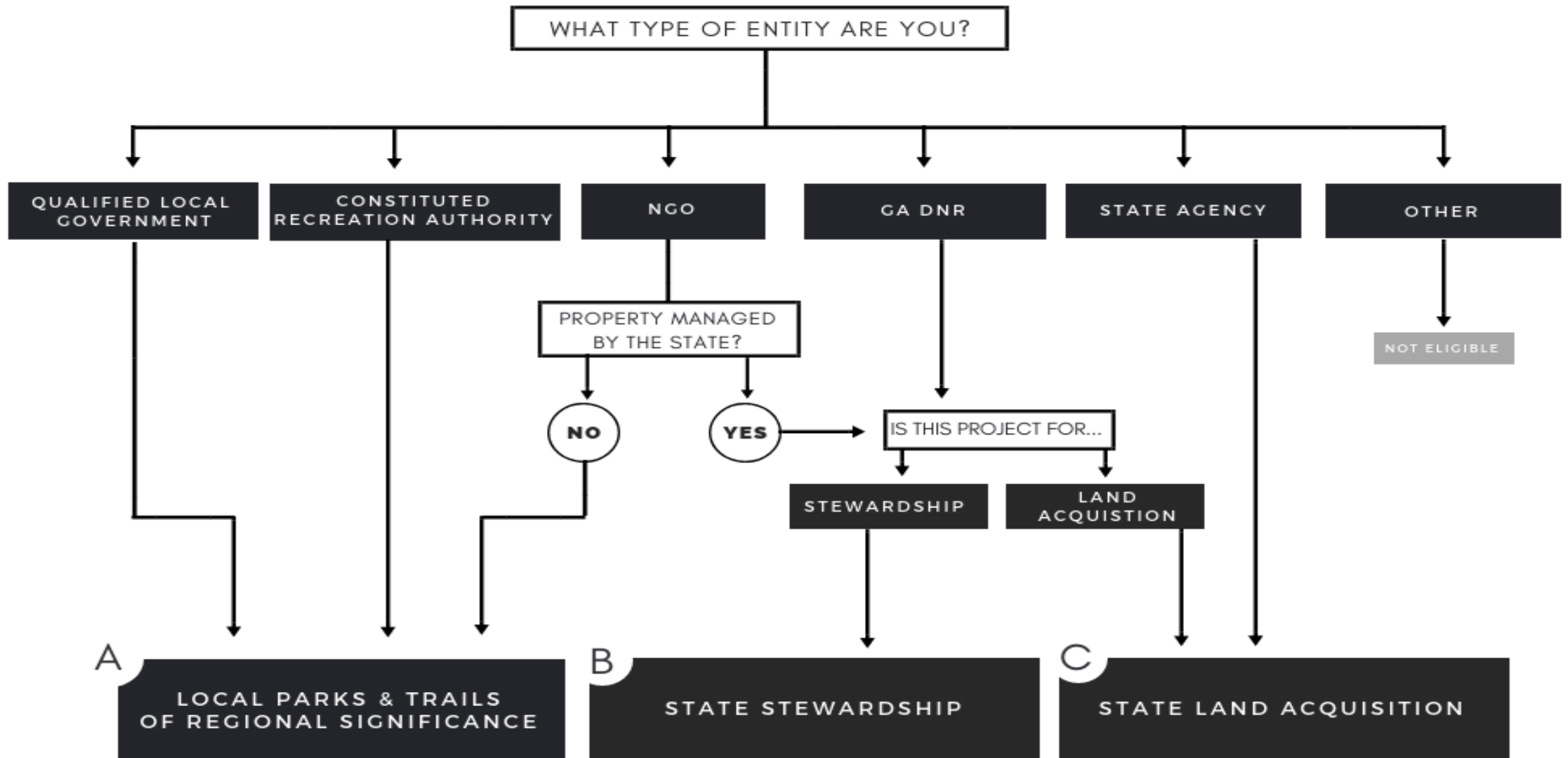
# Project Selection

Applicants may only submit **ONE** proposal per cycle.

Applicants may also submit a Recreational Trails Program (RTP) project, although it **may not** be for the same GOSP project



# Project / Applicant Flow Chart



# Local Trails and Parks of Regional Significance

These funding opportunities are specially reserved for **local governments, constituted recreation authorities, and nongovernmental entities** to acquire and/or improve **local** parks, trails, and conservation lands.

The Local Parks and Trails of Regional Significance Application shall be used to apply for any of the three distinct projects below:

- Acquisitions of property, to include conservation easements
- Local stewardship funding for maintenance, restoration or improvement projects
- **Combination projects** that involve both the acquisition of land, either through fee-simple, lease, or conservation easement purchase, **AND** a maintenance, restoration or improvement project.

# State Stewardship

State stewardship funding is available for **State of Georgia agencies and nongovernmental entities only**.

These entities may apply for maintenance, restoration or improvement projects to enhance public access, use or safe enjoyment of permanently protected conservation land and current State-owned parks.

# State Acquisition

State Land Acquisitions funding is available for **State of Georgia agencies and nongovernmental entities only**. These agencies may apply to acquire critical areas for the provision or protection of clean water, wildlife, hunting, for military installation buffering or for natural-resource based outdoor recreation.

The State Land Acquisition Application shall be used to apply for either of the two distinct projects below:

- Acquisitions of property, to include conservation easements
- **Combination projects** that involve both the acquisition of land, either through fee-simple or conservation easement purchases, **AND** a maintenance, restoration or improvement project.

# GOSP Loans

Moneys may also be made available in each fiscal year for loans to any qualified applicant to defray the costs of conservation land or of conservation easements placed upon property that ensure its permanent protection as conservation land.

Any such loan shall bear interest at a rate established by the Georgia Environmental Finance Authority (GEFA).





# GOSP Fundamentals



# Eligible Match Items

- Applicant funds
- Funds secured via external grant  
**(All external grant funding must be available at the time that a GOSP application is submitted.)**
- Financial donations from private organizations and individuals

# Eligible Match Items

- In-kind labor, equipment rental, and materials provided by the applicant  
(Labor rates not to exceed limits defined in [www.dol.gov/sca.aspx](http://www.dol.gov/sca.aspx))
- In-kind donations of labor, services, materials, and equipment from private organizations and individuals.
- Discounts for services, equipment rental, or materials (must be recorded as a donation)
- Professional service donations

# Eligible Reimbursement Items

- Expenses directly related to the acquisition of Real Property, Leases, or Conservation Easements
  - Appraisals
  - Independent appraisal reviews as required by GADNR
  - Legal fees directly associated with the conveyance of real property or conservation easements
  - Environmental reviews
- Permits
- Equipment rental costs
- Direct Materials
- Contractual services such as:
  - Legal fees **directly related** to the actual acquisition of a property
  - Appraisals
  - Surveys
  - Engineering and architectural Environmental reviews and/or surveys
  - Contractors and subcontractors directly related to the project scope

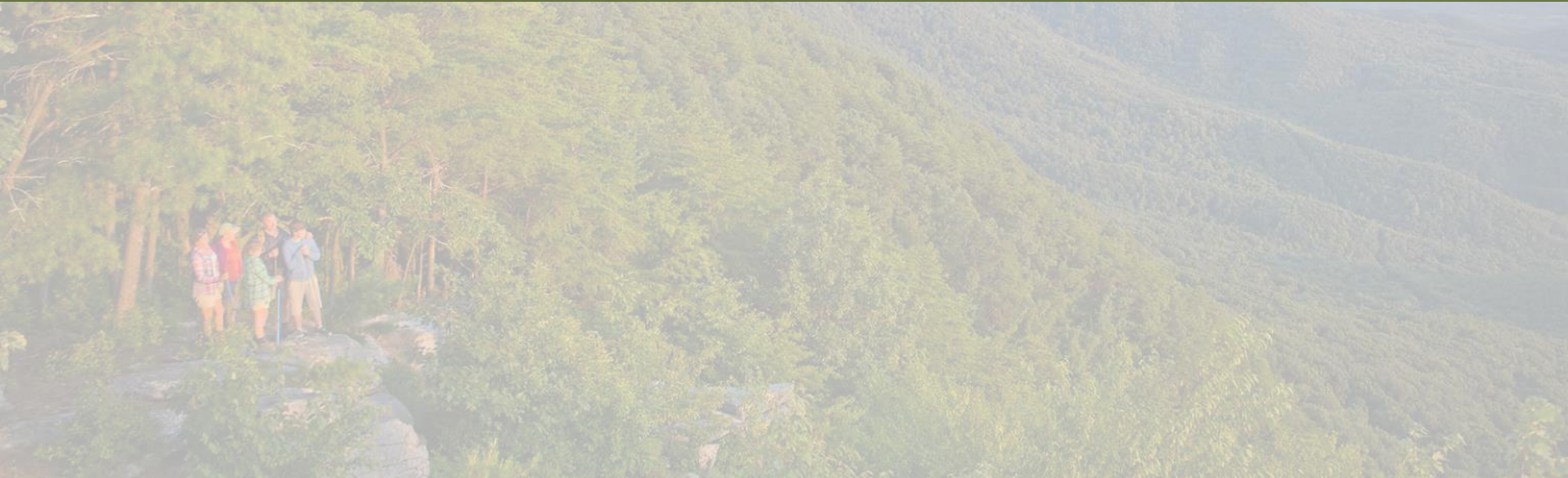
# Examples of Ineligible Match or Reimbursement Items

- Consulting services
- Indirect costs
- Equipment and tool Purchase
- Travel and Meals
- Incidental costs
- Meals
- Expenditures and/or items and donations older than 18 months prior to the mutually signed the signed project agreement date
- Administrative costs (office staff labor, facilities, overhead, etc.)
- Maintenance of equipment





# The Pre-Application



# The Pre-Application

- The Pre-Application is the initial stage of the competitive application process.
- Serves as the basis for selecting which projects advance towards approval.
- It is fundamentally comprised of weighted grading criteria, which accumulate a total score.
- GADNR and the Board of Trustees select Successful Pre-Applications to advance to the Second-Level Application.
- Selected projects will be invited to submit a Second Level Application.

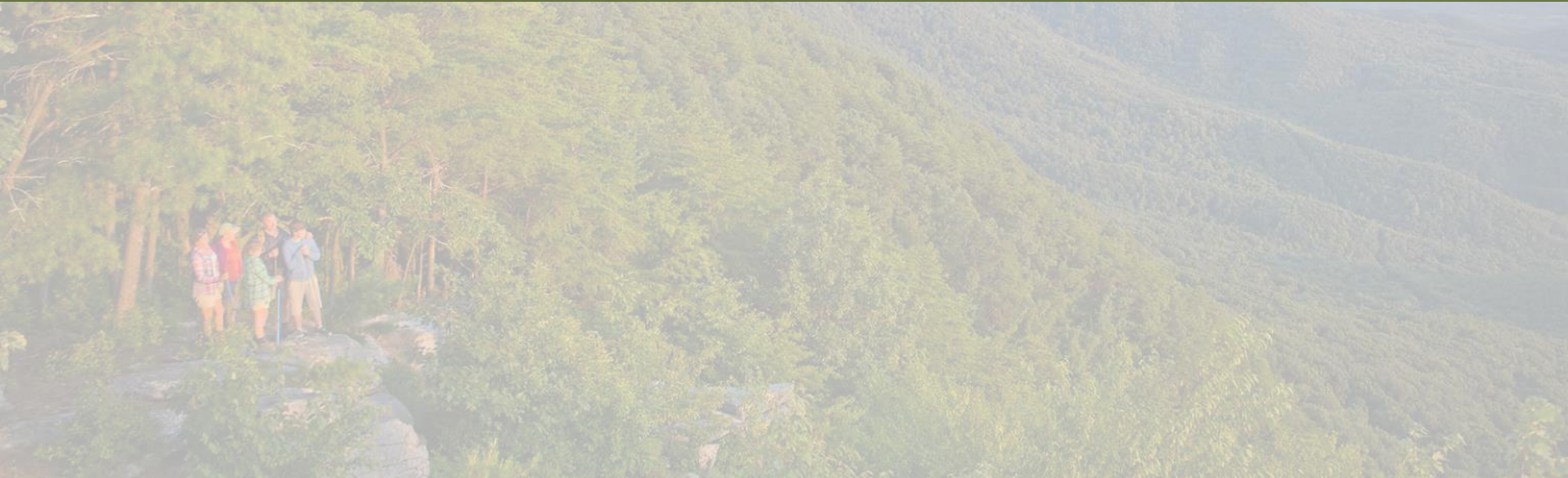
# The Pre-Application

- Not being able to satisfy every criterion does not mean that you will be denied.
- The Criteria was crafted to broaden the spectrum of eligible projects.
- We want you to be successful! Our goal is to maximize GOSP's impact **every cycle**.
- Maximizing your point potential
  - Submit a quality application
  - Understand what each question is trying to achieve and clearly address it.
  - Use facts, not fluff.
  - Be creative...but don't be too creative.





# Criteria – All Applicants



# Question 1 – Matching Funds

**Max Points**            **10 points**

**Criteria Question**    Can you provide matching funds greater than 25% of the total project?

**Scoring Metric**

- < 25.0% = ineligible
- 25.0% = 0 points
- 25.1% - 34.9% = 2 point
- 35.0% - 49.9% = 4 points
- 50.0% - 64.9% = 6 points
- 65.0% - 74.9% = 8 points
- ≥ 75.0% = 10 points

## Question 2 – Project Need

**Max Points**

**10 points**

**Criteria Question**

Does this project satisfy priority needs, as identified in a formalized planning document?

**Criteria Details**

Applicant must supply the name of the current planning document in which the project need is identified and upload the cover page and sections applicable to the project.

**Required Documents**

Comprehensive plan; county or regional master plan; trail system plan; capital improvements plan; regional water plan or land/use management plan, etc.

**Scoring Metric**

Applicant will receive the full 10 points if project need is addressed in the current, formalized planning document provided.



## Question 3 – Pre-Project Planning

<b>Max Points</b>	<b>10 points</b>
<b>Criteria Question</b>	Has any pre-project planning occurred and is the project ready to proceed?
<b>Criteria Details</b>	Applicant must detail any steps taken in project planning and describe how the project is ready to proceed. Applicant may upload any project plans and drawings, proposed project timeline, required permits, etc.
<b>Scoring Metric</b>	Applicant will receive the full 10 points if the pre-planning phase is complete and the project is ready to mobilize.

# Question 4 – Leveraging Funds

**Max Points**

**5 points**

**Criteria Question**

Will these funds be used as leverage when applying for an external grant outside of the Georgia Outdoor Stewardship Program? If so, will the project associated with the external grant be completed within two years of the Georgia Outdoor Stewardship Program award, if successful?

**Criteria Details**

Applicant must address the following:

- Name of the external grant
- Name of the organization making the grant available
- The core mission of the secondary grant
- How the secondary grant directly relates to any or all of the following:
  - Support of local parks and trails of state and regional significance
  - Provides stewardship of conservation land
  - The acquisition of critical areas for the provision or protection of clean water, wildlife, hunting, fishing, military installation buffering, or for natural resource-based outdoor recreation
- Have you already been awarded the external grant?
- If you have not already been awarded the external grant, when do you anticipate notification, or what date do you plan to apply?  
(Conditional GOSP approval may apply subsequent to this section)

**Scoring Metric**

Applicant will receive the full 5 points if the GOSP funds are being used as leverage to secure an external grant.

# Question 5 – Recreational Opportunity

**MAX POINTS**      **25 POINTS**

**Criteria Question**      Will this project provide nature-based recreational opportunities?

**Criteria Details**      Applicant must list all nature-based outdoor recreation opportunities (hunting, fishing, hiking, biking, boating, camping, wildlife viewing, etc.) provided by the acquisition or development of this property.

**Required Documents**      Map or other document showing the availability of all listed activities. (i.e. If applicant lists “camping” as an activity, applicant should mark the campsite on the property)

**Scoring Metric**      Applicant will receive 5 points for each activity, for up to 25 points total.

## Question 6 – Water Quality and Quantity Protection – Location

<b>Max Points</b>	<b>10 points</b>
<b>Criteria Question</b>	Is this project located in one of the listed water priority zones?
<b>Criteria Details</b>	Using the Watershed Technical Appendix (found at <a href="http://www.gadnr.org/grants">www.gadnr.org/grants</a> ) Applicant must describe the specific ways in which the project will contribute to improving water quality or water quantity in the specific area.
<b>Required Documents</b>	Map of identifying property and specific watershed with clear labels.
<b>Scoring Metric</b>	Applicant may score up to 10 total points.

## Question 7 – Water Quality and Quantity Protection – Best Management Practices

**Max Points**

**5 points**

**Criteria Question**

Will this project protect or restore lands that will improve the quality and quantity of surface water and groundwater and flow of springs through the use of best management practices (BMPs) provided using the Watershed Technical Appendix (found at [www.gadnr.org/grants](http://www.gadnr.org/grants)) ?

**Criteria Details**

Applicant must select each applicable best management practice used.  
Applicant must describe how the project design will implement this practice and how it will contribute to the improvement of the quality and quantity of surface water, groundwater or the flow of springs.

**Scoring Metric**

Applicant will receive the full 5 points for successfully demonstrating how the project will protect or restore lands through the use of best management practices.



## Question 8 – Cultural and Historical Value

**Max Points**      **10 points**

**Criteria Question**      Does this project include the acquisition or stewardship of land with a cultural or historical value?

**Criteria Details**      Applicant must demonstrate how the property has **formally recognized** local, regional or state-wide cultural and/or historical value and describe how this project adds to or enriches that value.

**Scoring Metric**      Applicant will be awarded points based off the property's historical and cultural value, supported by provided documentation.

# Question 9 – Ecological Value

<b>Max Points</b>	<b>15 points</b>
<b>Criteria Question</b>	Does this project include the acquisition or stewardship of land with a significant ecological value?
<b>Criteria Details</b>	Applicant must demonstrate the significant ecological value of the project such as, scenic features present, accessibility to the public; native plant and animal species of a conservation concern; habitat connectivity, etc.
<b>Required Documents</b>	Applicant must provide supporting documentation such as, pertinent sections of the State Wildlife Action Plan (SWAP), GA EPD documentation, photographs, maps, etc.
<b>Scoring Metric</b>	Applicant will be awarded points based off the property's ecological value, supported by provided documentation.

# Question 10 – Maintenance and Management Plan

**Max Points**

**15 points**

**Criteria Question**

Do you have an existing plan and budget to maintain and manage this property after the project is complete?

**Criteria Details**

Applicant must provide an approved management plan detailing hour of operation, fees, staffing, etc.

**Required Documents**

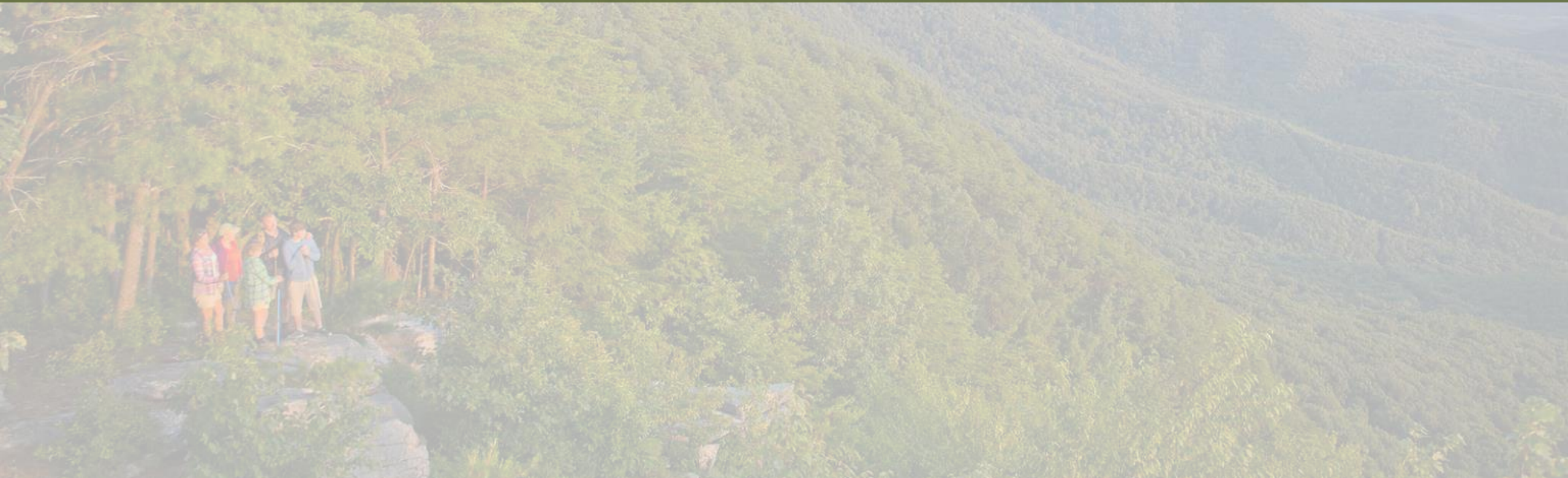
Management Plan; Proof of approved funding; Resolution of support for long-term maintenance.

**Scoring Metric**

Applicant will be awarded the full 15 points if a management plan, approved funding and a resolution stating support for long-term maintenance from the governing body are in place.



# Criteria – Local Parks and Trails



# Question 11 – Project Completion

<b>Max Points</b>	<b>10 points</b>
<b>Criteria Question</b>	Will this project be completed within a two-year timeline?
<b>Criteria Details</b>	Applicant must demonstrate how the project will be completed within the maximum 24-month project period.
<b>Required Documents</b>	Detailed two-year project timeline
<b>Scoring Metric</b>	Applicant will be awarded the full 10 points if a detailed project timeline is provided and shows the project will be completed in two years.

## Question 12 – Project Impact

**Max Points**

**15 points**

**Criteria Question**

Is this project regionally significant?

**Criteria Details**

Applicant must demonstrate how this project serves a greater community beyond the local area; provides value to neighboring or distant communities; or adds or enhances Georgia's state-wide resources beyond the host community.

**Scoring Metric**

Applicant will be awarded points based off the project's regional significance as demonstrated through the provided narrative.



# Question 13 – Economic Development

**MAX POINTS**      **15 POINTS**

**Criteria Question**      Will this project create opportunities or enhance the local economy?

**Criteria Details**      Applicant may provide a current comprehensive plan; current recreation master plan; current county or regional master plan; State Comprehensive Outdoor Recreation Plan; current capital improvements plan, recorded public hearing minutes; supporting documentation from the Chamber of Commerce; letters from local businesses, economic development organizations; etc.

**Scoring Metric**      Applicant will be awarded points based off the economic impact provided by the project as supported through the provided material.

## Question 14 – Recreational Connectivity

**Max Points**

**10 points**

**Criteria Question**

Will this project provide access or a connection to other outdoor recreation facilities or areas?

**Criteria Details**

Applicant must describe all connections made possible by this project.

**Required Documents**

Conceptual map of the proposed project, highlighting the outdoor recreation facilities connected and/or access created.

**Scoring Metric**

Applicant will be awarded points based on the number of facilities connected as demonstrated.

# Question 15 – Stewardship

<b>Max Points</b>	<b>20 points</b>
<b>Criteria Question</b>	Will this project promote the stewardship of natural resources?
<b>Criteria Details</b>	Applicant must demonstrate how this project will promote effective conservation and sustainable practices; assist the property remaining relevant to the community and encourage visitation and participation by providing a safe recreational experience for future generations.
<b>Scoring Metric</b>	Applicant will be awarded points based on level of stewardship identified.

## Question 16 – Water Access

**Max Points**

**10 points**

**Criteria Question**

Will this project improve or expand existing water access or provide access where none is currently available?

**Criteria Details**

Applicant must demonstrate how the project will improve water access.

**Required Documents**

Conceptual map of the proposed project, detailing the location of the new or expanded water access.

**Scoring Metric**

Applicant will be awarded the full 10 points if new water access is provided and documentation is provided.

## Question 17 – Outdoor Recreation Demand

<b>Max Points</b>	<b>10 points</b>
<b>Criteria Question</b>	Will this project fill a <b>void</b> for a specific nature-based recreation opportunity in the area <b>that currently does not exist in the area?</b>
<b>Criteria Details</b>	Applicant must <b>describe</b> how the nature-based recreation is absent and how the void will be satisfied. Acceptable nature-based outdoor recreation activities: hunting, fishing, hiking, biking, boating/camping, wildlife viewing, etc.
<b>Scoring Metric</b>	Applicant will be awarded the full 10 points if the project provides a new nature-based recreation opportunity.

# Question 18 – Interagency Cooperation

**Max Points**

**15 points**

**Criteria  
Question**

Is this project being developed by two or more governmental entities or with a nongovernmental entity **with a core mission of conservation?**

**Criteria  
Details**

Applicant must describe the partnership(s), scope and participation of each entity, including donations, volunteer hours, professional services, etc. (must include in your budget).

**Required  
Documents**

Letters of commitment from partner government agency/nongovernmental entity detailing level of commitment.

**Scoring  
Metric**

Applicant will be awarded the full 15 for acceptable partnerships and supporting documentation is provided. **The partner must provide a monetary value of some kind to receive points.**



# Question 19 – Partnerships (Non- Gov or NGO)

**Max Points**

**10 points**

**Criteria Question**

Will this project receive support from three or more partners, such as YMCA/YWCA, Boys and Girls Club, etc. ?

**Criteria Details**

Applicant must describe the partnership(s), scope and participation of each entity, donations, volunteer hours, professional services, etc. (must include in your budget). Note: Partnerships between governmental or nongovernmental entities with a core mission for conservation will not be considered for this criteria question.

**Required Documents**

Letters of commitment from partners detailing level of commitment.

**Scoring Metric**

Applicant will be awarded the full 10 points for acceptable partnerships and supporting documentation is provided. The partner must provide a monetary value of some kind to receive points.

## Question 20 – Public Support

<b>Max Points</b>	<b>5 points</b>
<b>Criteria Question</b>	Is there documented public support for the project?
<b>Criteria Details</b>	Applicant must demonstrate public support of the project.
<b>Required Documents</b>	Documentation may include letters of support from elected officials, citizens, user groups; public meeting minutes; proof of a public comment period posting; petitions, etc.
<b>Scoring Metric</b>	Applicant will be awarded the full 5 points if documentation shows public support of the specific project.

## Question 21 – Security

<b>Max Points</b>	<b>15 points</b>
<b>Criteria Question</b>	Do you have a plan to keep this area protected and secured?
<b>Criteria Details</b>	Applicant must describe the plan to keep this property secure from vandalism, loiterers, crime, etc. and include the methodology (i.e. video surveillance, patrols, controlled access at night, etc.). Applicant may upload formal security plan if it has been developed.
<b>Scoring Metric</b>	Applicant will be awarded the full 15 points if a formalized security plan has been created and is ready to implement.

## Question 22 – State Goals

**Max Points**

**15 points**

**Criteria Question**

Does this project overlap with the goals and strategies included in Georgia's State Wildlife Action Plan (SWAP) or Georgia's State Comprehensive Outdoor Recreation Plan (SCORP)?

**Criteria Details**

Applicant must **describe** how the proposed project overlaps with Georgia's SWAP and/or SCORP.

**Required Documents**

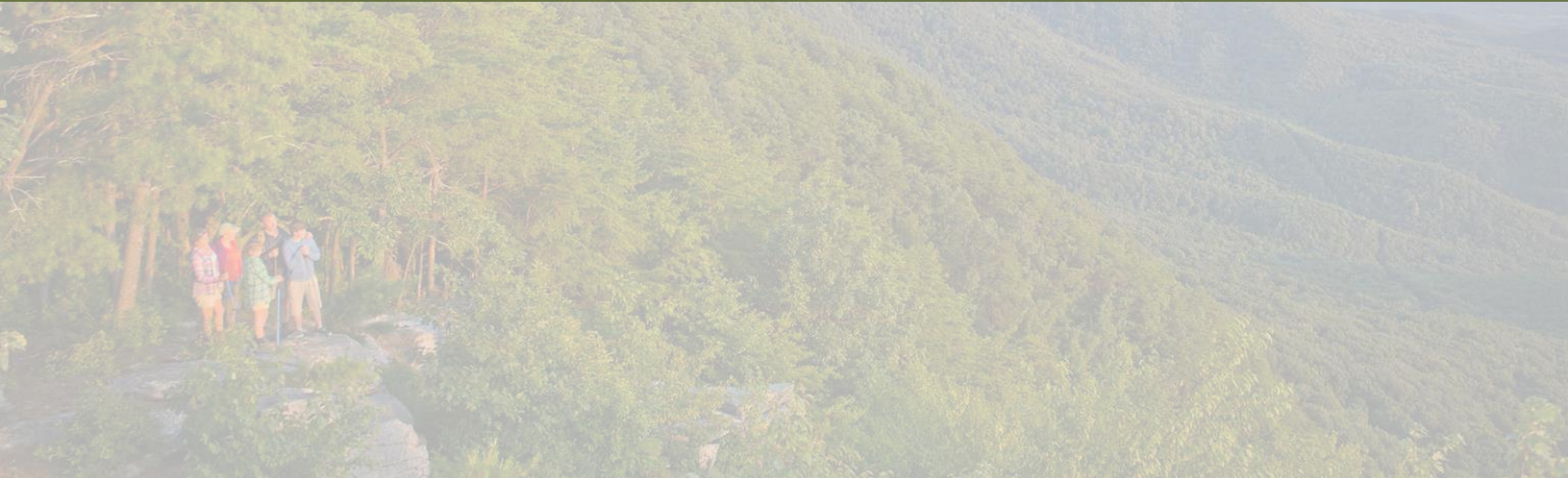
Copy of the pages of the SWAP and/or SCORP that support this finding.

**Scoring Metric**

Applicant will be awarded the full 15 points if the proposed project overlaps with SWAP and/or SCORP and documentation is provided.



# Criteria – State Stewardship



# Question 11 – Project Completion

<b>Max Points</b>	<b>10 points</b>
<b>Criteria Question</b>	Will this project be completed within a two-year timeframe?
<b>Criteria Details</b>	Applicant must demonstrate how the project will be completed within the maximum 24-month project period.
<b>Required Documents</b>	Detailed two-year project timeline
<b>Scoring Metric</b>	Applicant will be awarded the full 10 points if a detailed project timeline is provided and shows the project will be completed in two years.



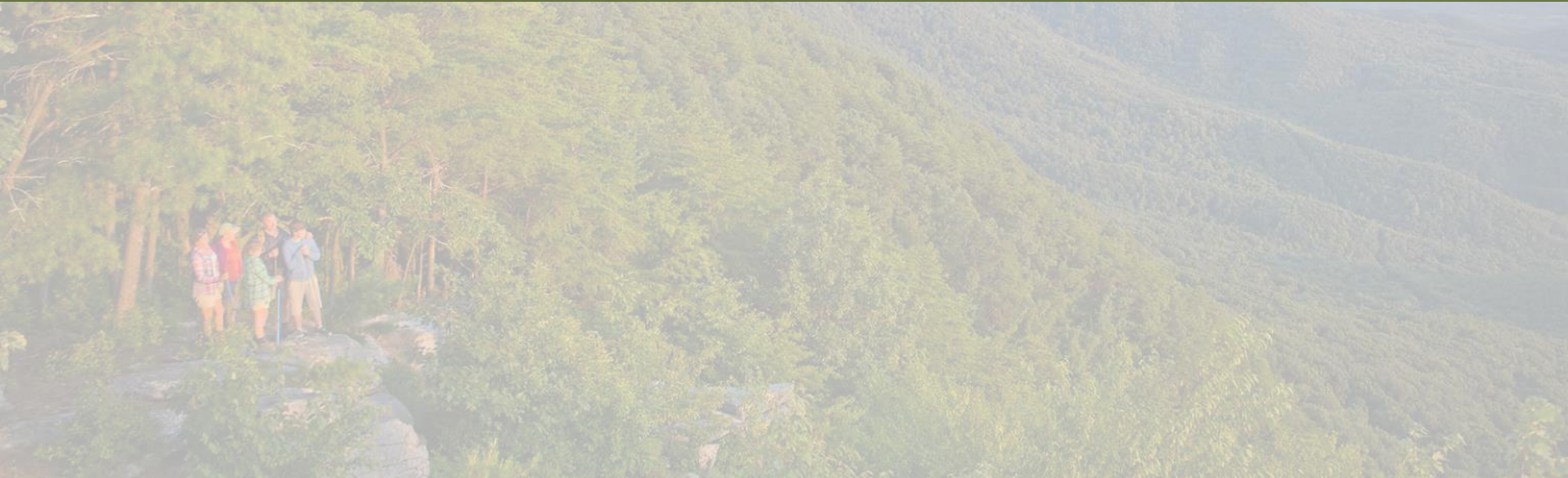
## Question 12 – Stewardship

<b>Max Points</b>	20 points
<b>Criteria Question</b>	Will this project promote the stewardship of natural resources?
<b>Criteria Details</b>	Applicant must demonstrate how this project will improve, rehabilitate and/or maintain an existing property, increase use at an existing property; or make significant improvements to the safety of an existing property.
<b>Scoring Metric</b>	Applicant will be awarded points based on level of stewardship identified.





# Criteria – State Acquisition



# Question 11 – U.S. Military Protection

**Max Points**

**10 points**

**Criteria**

Will the acquisition of this property help to protect lands, water and/or habitat as to ensure the sustainability of U.S. Military missions?

**Question**

**Criteria Details**

Applicant must select project characteristics identified in the application which may ensure the sustainability of U.S. Military missions.

**Required**

Maps, narrative to show specific examples, etc.

**Documents**

**Scoring Metric**

Full 10 points if property supports the sustainability of U.S. Military missions and documentation is provided.

# Additional Requirements of All Applicants

- Pre-Application Cover Letter
- Plat/Parcel map and legal description
- Preliminary Site Plan / Conceptual Plan
- Project Location map
- Property Boundary Map
- Photos of the site with Photo key
- **Generalized** cost estimate/Project Budget

# Additional Requirements of All Applicants

- A resolution adopted by the governing entity of the applicant authorizing the application and committing all necessary funds (100% funding with 75% reimbursable and 25% Match)
- Current copy of deed and lease or conservation easement if applicable
- Signed statement from landowner expressing support

# Additional Requirements of All Applicants

- Letters of financial commitment from sponsors and partners.
- Approvals to cross a public highway or a public utility right-of-way (if applicable)
- Two Appraisals (Acquisition only)
- Pre-applications must be submitted by the deadline or they will not be eligible.

# Project Budget – All Applicants

- Include Everything in your budget. Only included eligible items.
- Should be **GENERALIZED** in the Pre-Application.
- You must adhere to your budget. All project items must be completed to successfully close out at the end of your project and receive final reimbursement

**Budget changes may require a formal amendment request or completion of a new application - Be very conscious of this when considering changes**

Phase # <b>BUDGET</b>					
ITEM DESCRIPTION	GRANT FUNDS	MATCHING IN-KIND (\$)	MATCHING CASH (\$)	TOTAL	TOTAL GRANT LESS REIMB.
Design & Engineering (15% of Grant amount maximum)					\$ -
Direct Labor Costs Salaries or actual costs					\$ -
Special Service Purchase Contract					\$ -
Purchase or rental of equipment					\$ -
Construction contract					\$ -
Purchase of Materials					\$ -
Other ( please be specific)					\$ -
<b>TOTALS</b>					\$ -

**\*Volunteer labor rates:**  
General Laborer ( no skills required): \$ 11.40 per hour

\*\*\*Volunteers who donate job specific skills and/or equipment (for example, grading contractors, plumbers) can value their time and/or equipment at their standard rates but may not exceed the rate at: <https://www.wdol.gov/sca.aspx>

R1	0
R2	REIMB. REQUESTS GO HERE
R3	
R4	
R1	R1-R6 REIMB. #
R2	
R3	Beginning Date of Project
R4	
R5	End Date of Project
R6	
R1	Percentage Complete
R2	
R3	
R4	
R5	
R6	

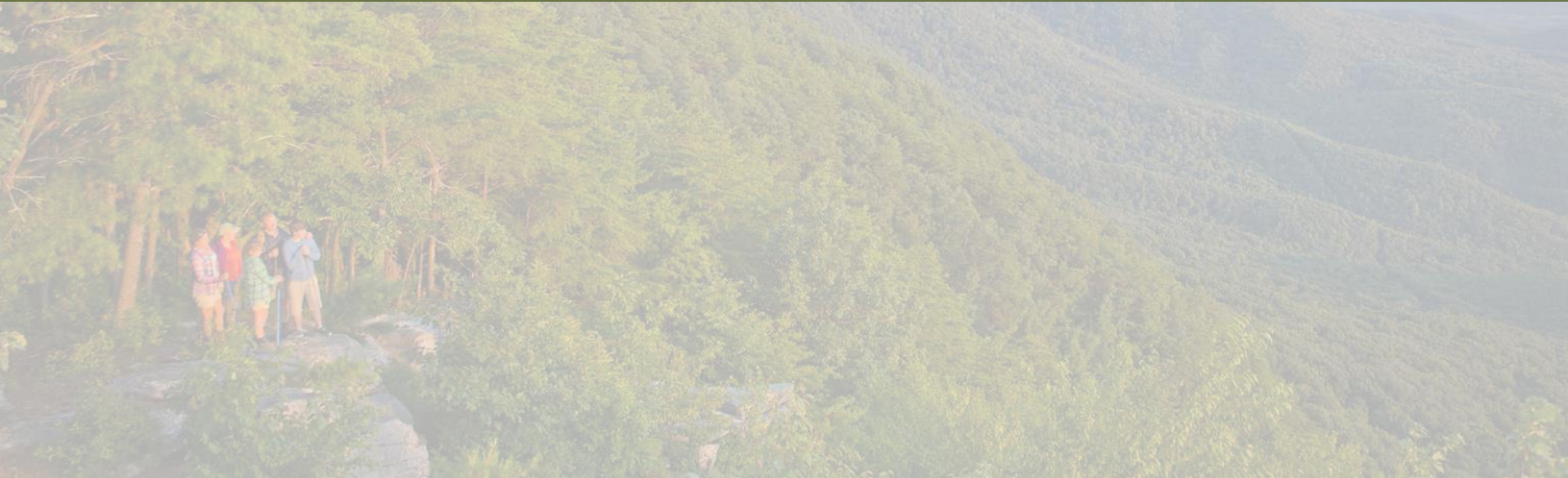


# Appraisals for Acquisitions or Donations

- The Applicant will complete two appraisals for all acquisitions (either fee or the acquisition of a conservation easement), and at least one of the two appraisals must be performed by a MAI certified appraiser.
- All appraisals must be completed to USPAP standards.
- All appraisals must be in narrative format.
- For a donation of fee, the applicant may complete an appraisal, accept an appraisal prepared by the donor, or accept a signed letter of value from the County Tax Assessor.
- For a donation of a conservation easement, the applicant may either complete an appraisal or accept an appraisal prepared by the donor.



# The Second-Level Application



# The Second-Level Application

- Responses to Each of the Second-Level evaluation criteria
- Second-Level Application Cover Letter
- **Detailed** Cost Estimate/Project Budget
- Project Description and Plans – All plans must be submitted in .pdf format
- Project Implementation Schedule
- Environmental Review Documents

# Environmental Review Documents

- Georgia Environmental Policy Act (GEPA) Environmental Checklist
- Phase 1 Environmental Assessment by a qualified and licensed **contractor**. This function is not provided by GADNR and should be sought after by the applicant.

Agency reviews to be completed by GADNR on behalf of the applicant:

- Wildlife Resources Division (WRD) Review
- Historic Preservation Division (HPD) Section 106 Review
- Georgia Department of Transportation (GDOT) Review
- Floodplain Encroachment Review

# Project Budget – All Applicants

- Include Everything in your budget. Only included eligible items.
- Should be **DETAILED** in the Second-Level Application
- You must adhere to your budget. All project items must be completed to successfully close out at the end of your project and receive final reimbursement

**Budget changes may require a formal amendment request or completion of a new application - Be very conscious of this when considering changes**

Phase # <b>BUDGET</b>					
ITEM DESCRIPTION	GRANT FUNDS	MATCHING IN-KIND (\$)	MATCHING CASH (\$)	TOTAL	TOTAL GRANT LESS REIMB.
Design & Engineering (15% of Grant amount maximum)				\$ -	\$ -
Direct Labor Costs Salaries or actual costs				\$ -	\$ -
Special Service Purchase Contract				\$ -	\$ -
Purchase or rental of equipment				\$ -	\$ -
Construction contract				\$ -	\$ -
Purchase of Materials				\$ -	\$ -
Other ( please be specific)				\$ -	\$ -
<b>TOTALS</b>				\$ -	\$ -

**\*Volunteer labor rates:**  
General Laborer ( no skills required): \$ 11.40 per hour

\*\*\*Volunteers who donate job specific skills and/or equipment (for example, grading contractors, plumbers) can value their time and/or equipment at their standard rates but may not exceed the rate at: <https://www.wdol.gov/sca.aspx>

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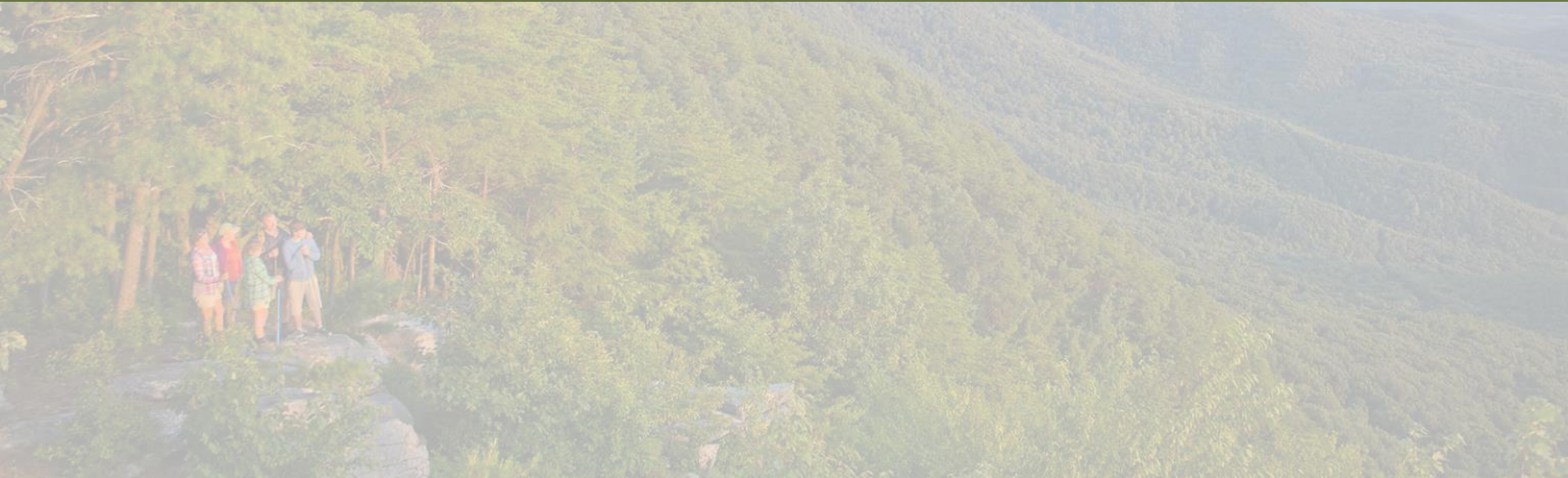
# Independent Appraisal Review

- All appraisals are subject to an independent appraisal review **for applicants who are invited to the second-level application stage only.**
- This is required by GADNR to ensure compliance to appraisal standards and consistency with current fair market values.
- GADNR will assign the independent appraisal reviewer and forward the appraisals to the reviewer on behalf of the Applicant.
- Costs for the independent appraiser are the responsibility of the Applicant and are eligible for GOSP Match.
  - Applicants will receive an invoice from the reviewer
  - Applicants should make payment directly to the reviewer





# Agreement and Project Launch



# After Your Application is Complete

- All applicants must attend a mandatory financial workshop prior to receiving a project agreement from GADNR.
- The day a mutually signed agreement is signed is considered “Day 1”. Grantees are eligible for funding and have 24 months to complete their project measured from Day 1.
- The reimbursement process will be covered in depth during the Financial Workshop.

# Request for Reimbursement

- Project costs are eligible for reimbursement only if the cost is incurred **after the signed agreement date.**
- 25% of the total anticipated project reimbursable amount will be retained until final project close out.
- Submit reimbursements often.
- You must include proof of payment and/or labor with each reimbursement.

# In-Kind and Donations

Donation / In Kind Accounting Form									
Donations					In Kind				
Date	Donated Material	Unit Value	Units	Total Donation	Date	Stock Material	Unit Value	Units	Total In Kind
Date	Donated Services	Unit/Hourly Value	Units/Hours	Total Donation	Date	Force Account Labor	Unit Value	Units	Total In Kind
Date	Donated Equipment Usage	Units/Hourly Rate	Units/Hours	Total Donation	Date	Contractual Services	Hourly Value	Hours	Total In Kind
Date	Donated Real Property	Per Acre Value	Acres	Total Donation	Date		Hourly Value	Hours	Total In Kind
Date	Donated Cash From Whom			Total Donation	Date		Hourly Value	Hours	Total In Kind
Date	Other not Listed in Schedule *	Units/Hourly Rate	Units/Hours	Total Donation	Date	Other not Listed in Schedule *	Units/Hourly Rate	Units/Hours	Total In Kind

Expenditure Schedule	Match?	Reimbursible?
<b>Grantee Expenditures</b>		
Capital expenditures for acquisition (incidental costs not allowed)	Y	Y
Equipment cost	Y	Y
Direct Materials	Y	Y
Contractual Services	Y	Y
Real Property	Y	Y
Pre award Design and Engineering 18 months or less before application	Y	Y
Post Award Design and engineering	Y	Y
Cash	Y	N/A
Appraisals	Y	Y
Pre award Environmental review/engineering 18 months or less before a	Y	N
Post award Environmental review/engineering	Y	Y
<b>In-kind and Donations</b>		
Grantee's own stock Materials	Y	N
Grantee Force account	Y	N
Grantee's own equipment use	Y	N
Work from other public agencies	Y	N
Equipment from other public agencies	Y	N
The costs of space in privately owned buildings	N	N
Donated Materials	Y	N
Donated services	Y	N
Donated real property	Y	N
Volunteer labor	Y	N
Donated cash	Y	N
Discounts accounted for as a donation	Y	N

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

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Grand Total

Grand Total



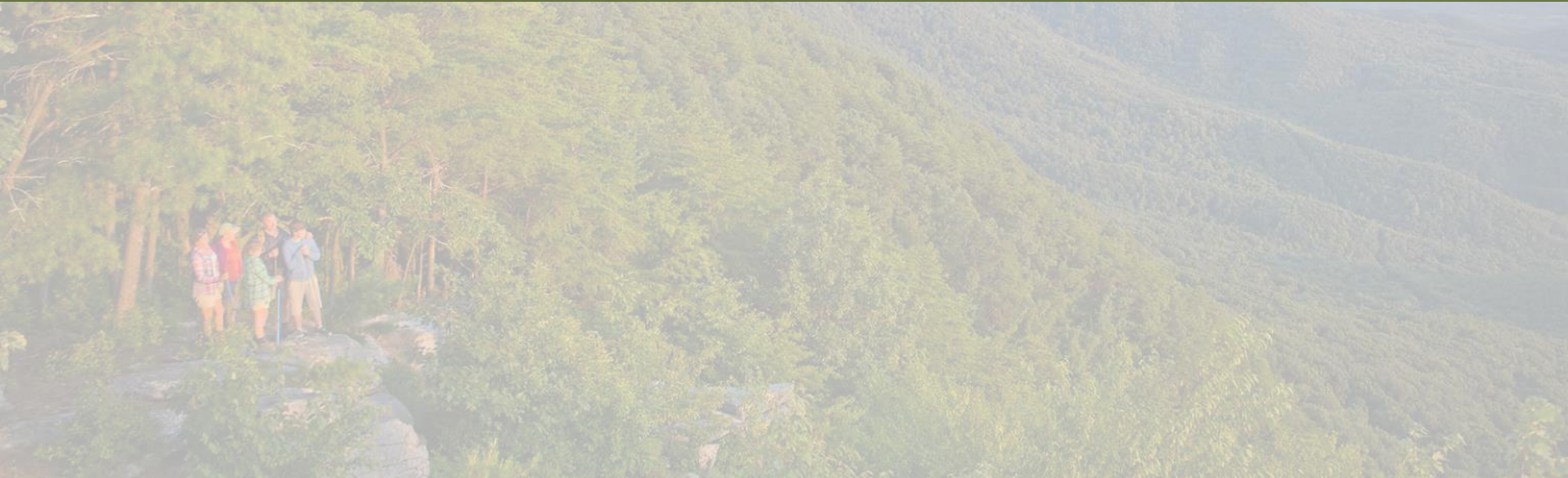
# Quarterly Reports

- Template available at [www.gadnr.org/grants](http://www.gadnr.org/grants)
- Quarter to date and project to date financial updates
- Progress report with supporting photos and receipts
- Addressing delays, potential changes, and/or cost overruns
- This is an official document signed by your Authorizing Officer





# Close Out and Post-Completion



# Close out

- Close out must occur within 45 days of project completion.
- Grantee completes a final quarterly report and marks it as “Final”. It shall include:
  - Indication that the project is complete, accessible, and open to the public
  - Photos of the completed work
  - “As built” plans in .pdf format
- Grantee completes a final reimbursement request and marks it as “Final”
- For acquisitions only – A copy of an updated property deed with required protective language **and recording stamp** from the local jurisdiction’s County Clerk’s office.

# Close out

- GADNR Audit of all documents and reimbursement requests and payments
- Audit of Match totals
- For Acquisitions: New deed with GADNR Protective Language included and recorded with the applicable County Clerk's Office (copy of stamped deed required)
- GADNR Final Inspection Completed
- Appropriate publicity executed both on site (signage) and on your entity's web page
- Mutually sign the Final GADNR Inspection Form

# 25% Retainage

- Final payment of the 25% retainage paid by GADNR upon satisfaction of all parties' commitments and responsibilities.
- If payment of the full 25% would create a shortfall of the applicant's match, GADNR will adjust the payable retainage amount accordingly.
- In the instance of funding overpayment by GADNR, the grantee is required to refund an amount back to GEFA equivalent to the overage.

# Long-term Obligations for GOSP Recipients

- All documents must be retained for at least 5 years.
- Funding recipients must retain legal control and oversight of the property.
- Funding recipients must properly maintain the property.
- Real Property or conservation easements acquired with GOSP funds shall remain protected as conservation lands into perpetuity.
- Grant recipients may charge reasonable user fees.

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

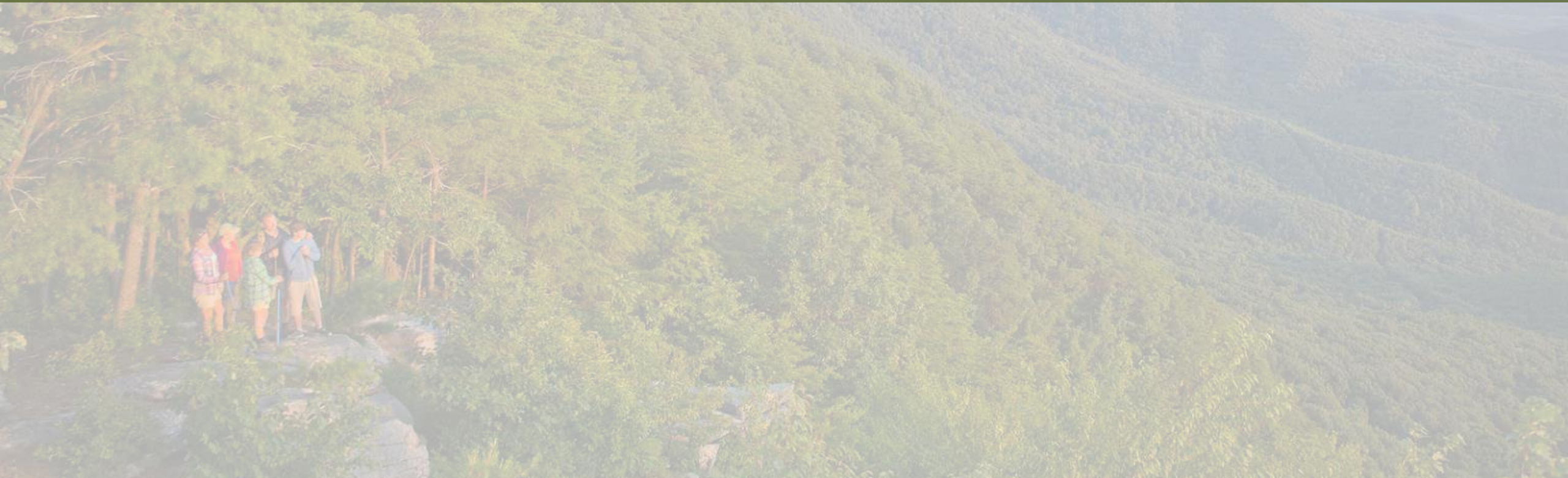
# Questions?

Thank you and please enjoy the  
park!





# The Full Application Practice



# The Online Application Process

- 100% online process
- Available at [www.gadnr.org/grants](http://www.gadnr.org/grants)
- Let's do a dry-run...





# Final Questions and Answers

