

# Recreational Trails Program Grant Lifecycle

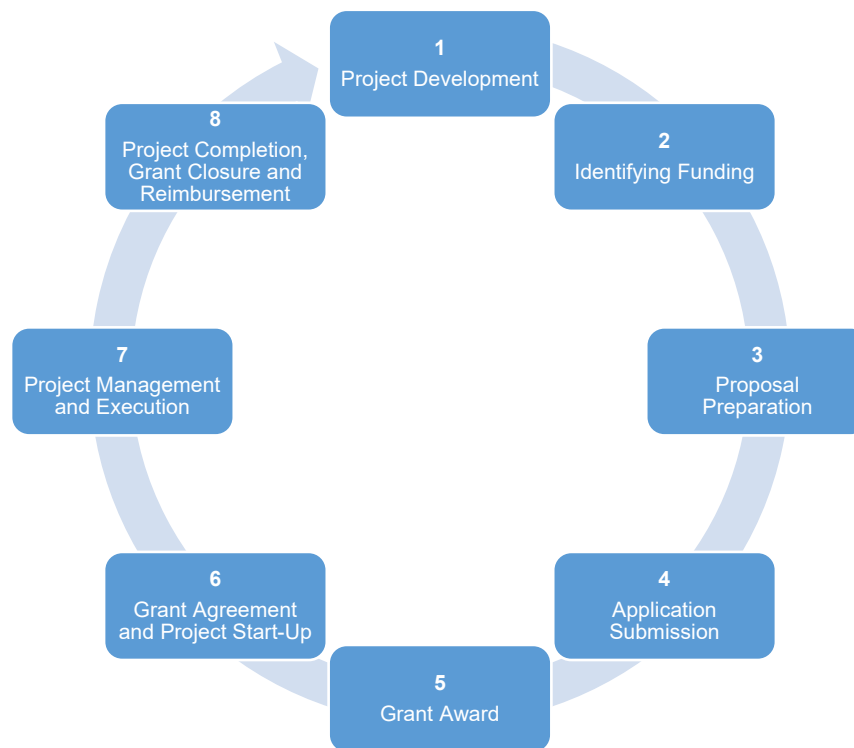


## What is the Grant Lifecycle?

The grant lifecycle refers to the entire process a grant goes through, from project development to implementation and closeout. This process may sometimes seem tedious and include complex elements, but it also has a lot of consistency and follows a relatively linear path.

It is comprised of three distinct phases: Pre-Award, Award, and Post Award.

1. **Pre-Award Phase:** The beginning phase includes processes related to the announcement of funding opportunities, project proposal preparations, application submission and agency review of grant applications.
2. **Award Phase:** Initiated by an official Award Memo, this phase occurs when an agreement is drafted and then executed by both parties to form a legally binding document.
3. **Post Award Phase:** The longest phase of the grant lifecycle, post-award processes include project start-up and management, reporting, completion, grant closure and reimbursement.



## How long is the grant lifecycle?

The duration of the grant lifecycle and its phases differentiate based on various factors, including grant type, grant program, awarding agency, and authorizing legislation. The duration of the Post Award phase varies the most because that is when project implementation occurs.

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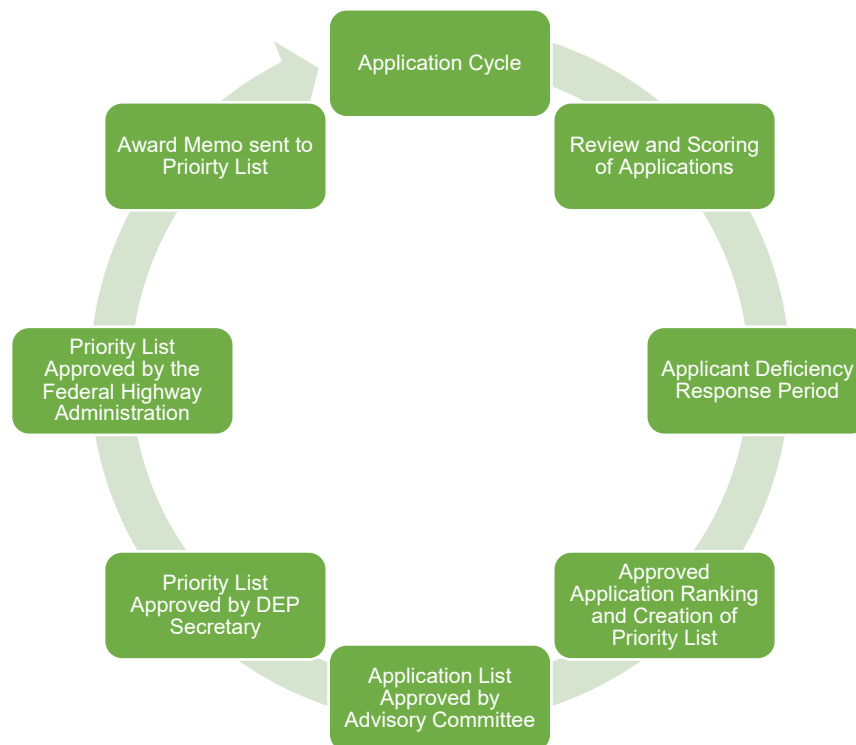
## Florida's Recreational Trails Program Grant Cycle

### Pre-Award Phase

Florida's Recreational Trails Program (RTP) is housed within the Department of Environmental Protection (Department), and administered through the Division of State Lands. Eligible applicants are invited to submit their project proposals during the advertised annual application cycle. All project locations must have adequate site control and meet programmatic requirements prior to application submission. Completed applications must be postmarked no later the final date of the application cycle.

Upon completion of the application cycle, Department staff will review and score submissions per [Rule 62S-2, F.A.C.](#) Once notified of deficiencies, applicants may retain eligibility by submitting all documentation missing from or not clear in the application within fifteen (15) working days from the date of the Department's written notification which identifies each missing or unclear item. As the deficiency response period closes, qualified applications are forwarded to the Recreational Trails Program Advisory Committee (TAC) for review. The TAC holds a Committee Meeting to review these projects, decide if their proposals meet RTP's funding purpose, and establish a Priority List.

As the recommended Priority List is finalized, the document is presented to the Department Secretary or their designee. It is reviewed, revised as necessary, and executed through signature. The approved Priority List is forwarded to the U.S. Department of Transportation's Federal Highway Administration (FHWA) for final review. FHWA's endorsement of the Priority List prompts Department staff to issue award memos for applicants with corresponding projects.



RTP Submission Cycle

Florida

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## **Award Phase**

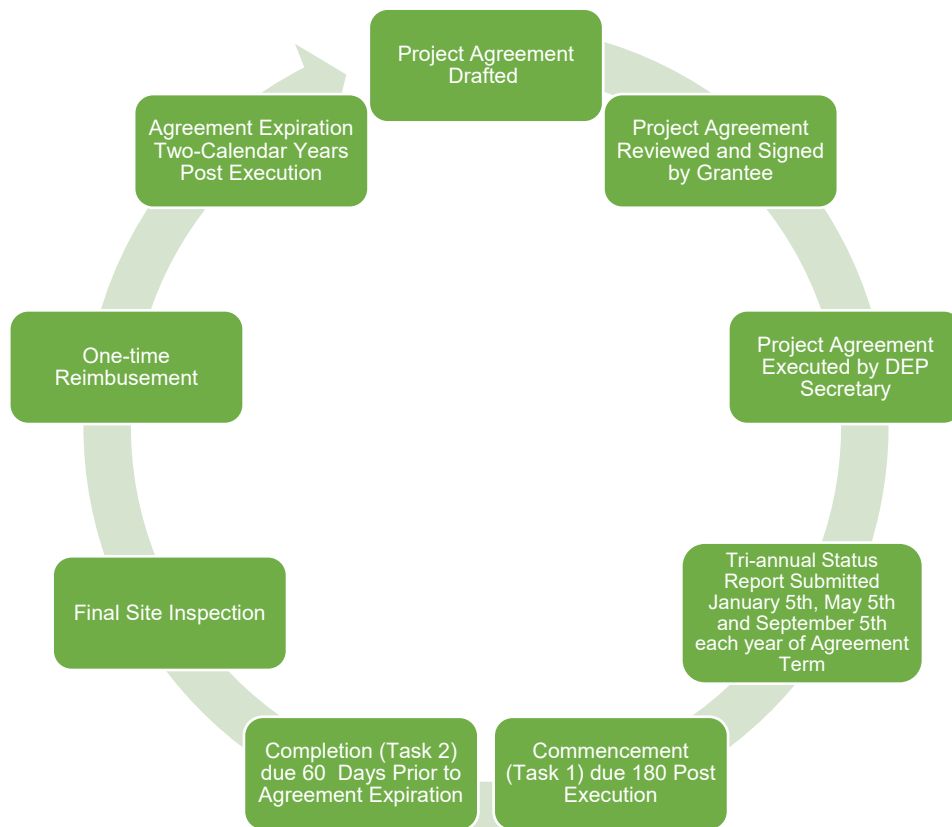
Post issuance of an award memo, the Department and grantee shall enter into a grant agreement that sets forth the responsibilities and duties of each party regarding administration of the approved project as outlined in the Application, pursuant Rule 62S-2.075(1) F.A.C. The grant agreement shall contain terms and conditions particular to each project. This document is forwarded to the grant manager for review and approval by the appropriate signatory authority. Upon its signature, the grant agreement is return to the Department and executed through a secondary signature from the Department's Secretary or designee.

## **Post Award Phase**

Florida's RTP grant agreements include a two-year term, starting upon the execution date. As the agreement is executed, new grantees will (a) have one hundred and eighty (180) calendar days to complete and receive approval of required NEPA documentation by FDOT and (b) have twelve (12) months to complete the commencement process outlined in Task 1. Activities include all tasks associated with project commencement, which may include planning, design, permitting, surveying and publication of invitations for contractual services. Tri-annual status reports are due on January 5<sup>th</sup>, May 5<sup>th</sup> and September 5<sup>th</sup> of the grant agreement term.

Project completion must be finalized sixty (60) calendar days prior to the expiration date of the agreement.

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## Florida's Recreational Trails Program Grant Cycle Estimated Timeline