

**GEORGIA COMMUNITY GREENSPACE PROGRAM**  
**Guidance For Preparation of a Progress Report for Fiscal Year 2002**  
**To Qualify for State Grant Funding During Fiscal Year 2003**

August 19, 2002  
**INTRODUCTION**

Purpose of Document

This document provides guidance to local governments on the annual reporting of their community greenspace programs. As stipulated in the Georgia Greenspace Administrative Rules 391-1-4-.12, a county which is eligible to receive a grant from appropriated funds, and whose original or continuation Community Program was approved in one fiscal year, need only submit an approvable progress report to qualify for such a grant in the subsequent fiscal year. The fiscal year for the State of Georgia runs from July 1 through June 30. Fiscal Year 2003 (FY-03) runs from July 1, 2002, through June 30, 2003.

Objective of Progress Report

The progress report is a consolidated report that describes the progress that all grantees within a county have made toward meeting the community greenspace goal. The Georgia Greenspace Commission will use the report to evaluate the grantees' progress. To prepare this consolidated report, the county must combine information for all jurisdictions into single tables and text descriptions. The report must be postmarked between the date on which the Department of Natural Resources (Department) certifies a county's eligibility for a given state fiscal year and November 30 of the same year. For example, to remain eligible to receive a greenspace grant award for FY-03, a previously approved county must send to the Department, postmarked no later than November 30, 2002, its report that describes the progress of its community greenspace program for FY-02.

A municipality that has established a separate trust fund must forward information on its progress in a timely manner to its host county for inclusion in the county's submittal. A municipality that lies within more than one county must submit such information for activities within each county to the respective county. A county must consolidate the information from each municipality into one report for submittal to the Greenspace Commission at the following address:

Georgia Greenspace Commission  
c/o Georgia Department of Natural Resources  
2 Martin Luther King, Jr. Drive, SE  
Suite 1454-E  
Atlanta, GA 30334-9000

## PREPARATION OF A PROGRESS REPORT

Each county that received a greenspace grant award during FY-02 and that the Department notifies of eligibility to receive greenspace funds for FY-03 must prepare and submit to the Commission a consolidated progress report for FY-02. The consolidated report must include the following information (see templates following p. 3 below):

- (1) A table (Table 1 on p. 4) showing the total acreage of permanently protected greenspace within the county that was, as of July 1, 2002, owned by: each federal agency, the state, the county, each municipality within the county, each conservation organization, and all other organizations or private individuals. For each category, identify the legal mechanism(s), as defined in Section 391-1-4-.02 (n) of Georgia Greenspace Rules, by which the property receives permanent protection.
- (2) A table (Table 2 on p. 4) showing the total acreage that first came into permanent protection during FY-02, by: each federal agency, the state, the county, each municipality within the county, each conservation organization, and all other organizations or private individuals; and that was owned as categorized in item (1) above. The county should report in this table all fee or easement acquisitions closed by any of these parties between July 1, 2001, and June 30, 2002.
- (3) Tables (Table 3 on p. 5 and table on p. 6) showing (a) the percentage of land in permanent protection; (b) the percent change in each type of protection; (c) total percentage of permanently protected greenspace within the county at the beginning and the end of the reporting period; and (d) the total combined percentage. Each of these figures is a percentage of the county's base acreage for calculating greenspace needs (see attached list of county base acreages). For example:
  - If a county's geographic area is 150,000 acres; and if at the beginning of the year the county had 300 acres protected by the federal government in fee-simple ownership but no other permanently protected land; then Table 3 would show that, at the beginning of the year, 0.2% of the county was permanently protected (300 acres out of 150,000 acres) and all of that land fell within the single category of fee-simple ownership by the federal government.
  - If, by the end of the year, the federal government had increased its ownership, by 150 acres, to 450 acres permanently protected; and if the county had permanently protected an additional 450 acres by having acquired and recorded a conservation easement; then Table 3 would show that the federal government's ownership is at year's end 0.3% (450 acres out of 150,000 acres) and has increased by 0.1% (150 acres out of 150,000 acres); and that the local government's increase is now 0.3% (450 acres out of 150,000 acres).
  - When complete, Table 3 would show that the total change in permanently protected land during FY-02 has gone from 0.2% (300 acres out of 150,000 acres) to 0.6% (900 acres out of 150,000 acres) an increase of 0.4% (600 acres out of 150,000 acres). As the years go by, the report will show how the county is approaching its goal of 20% protection.
- (4) Description and discussion of specific actions taken to implement the 10-year strategy, greenspace acquisition and protection, and program administration, as described in the community greenspace program submittal (see instructions on p. 7 below). This is the opportunity for the local governments to discuss all the actions they have taken during FY-02 to implement the program, such as public education and outreach efforts, adoption of new ordinances that encourage or require permanent protection of land, negotiations with

landowners for donations or sales, and applications for other grants to supplement state grant funding.

- (5) A brief discussion of the effectiveness of the local governments' strategies to achieve their greenspace goals during FY-02, and a summary of the changes in strategy proposed or new strategies, if any, in the community's program for FY-03 (see instructions on p. 7 below).
- (6) A description of any changes that either the county or grantee municipalities have made to their most recent future land-use maps for FY-02 (see instructions on p. 7 below). Please include, as an appendix, a legible copy of each revised map with a legend that identifies each land use depicted on the map, and indicate on each map the locations of the areas that were changed.
- (7) A table (Table 4 on p. 8 below) showing the county's and grantee municipalities' greenspace fund expenditures, the acreage purchased, a brief property description, and the use or proposed use of any developed areas on properties purchased in whole or part with state greenspace grant funds during FY-02.
- (8) A statement confirming that the permanent restrictions on the use of such property were documented in deed or other instrument of acquisition as stipulated in the grant award agreement (see instructions at the top of p. 9 below).
- (9) A description as an appendix (if not already submitted with the 60-day acquisition report required by the grant award agreement), to include a location map and a plat of survey, of each property or interest in property acquired using state greenspace grant funds; the method(s) used to ensure permanent protection for such property; and the proposed or actual use(s) of the property interest (see instructions at the top of p. 9 below).
- (10) A table (Table 5 on p. 9 below) that identifies the county's and each grantee municipality's population and grant share for FY-03. Each county that is allocating funds based on population should complete this table to document the basis of the grant award amounts. Each county that has a different basis for allocating funds should instead briefly describe the procedure used and identify the grant award amounts, by jurisdiction, that result from applying the procedure.
- (11) Complete contact information for each grantee jurisdiction's greenspace program coordinator for FY-03 (see instructions at the top of p. 10 below).
- (12) Detail tables for the county and municipalities. It is not necessary to complete or submit these tables, but they may help collect the data required to complete the other tables required for this report.

**COUNTY/MUNICIPALITY GREENSPACE VISION**

***Table 1: Permanently Protected Greenspace in \_\_\_\_\_ County at the Beginning of the FY-02 Reporting Period*** (example)

<b>Facility Name )</b>	<b>Ownership</b>	<b>Acreage</b>	<b>Protection Mechanism</b>
ABC National Monument	National Park Service	x,xxx	Federal ownership and management for conservation, historic preservation, or recreational purposes
DEF State Park	State	x,xxx	State ownership and dedication as a Heritage Preserve
GHI County Park (L&WCF)	County	xxx	Purchased with Land and Water Conservation Fund <i>or</i> permanent conservation easement <i>or</i> permanent restrictive covenant
JKL City Nature Preserve	City	xx	Permanent conservation easement
Scenic easement	JKL Land Trust	xx	Permanent conservation easement
<b>Totals</b>		<b>x,xxx</b>	

***Table 2: Greenspace Permanently Protected During the FY-02 Reporting Period*** (example)

<b>Facility Name</b>	<b>Ownership</b>	<b>Acreage</b>	<b>Protection Mechanism</b>
ABC National Monument	National Park Service	xxx	Federal ownership and management for conservation, historic preservation, or recreational purposes
GHI County Park	County	xx	Purchased with greenspace grant funds
Flood plain	County	xx	Permanent easement donated by landowner
Scenic easement on _____ River	County	xx	Permanent easement donated by landowner
JKL City Park	City of _____	xx	Purchased with greenspace grant funds
MNO City Park	City of _____	x	Purchased with greenspace grant funds
Subdivision floodplain easements	City of _____	xxx	Permanent conservation easement
Scenic easement	JKL Land Trust	xx	Permanent conservation easement
<b>Totals</b>		<b>xxx</b>	

**Table 3: Percent Change in Greenspace Protection in \_\_\_\_\_ County During FY-02, as a Percentage of the County's Geographic Area.** Provide data in percent values (example)

	Percentage of the County in Permanently Protected Greenspace						
	All Federal	All State	County	All Municipal	All Conservation Organizations	All Private Ownership	Row Totals
Permanently protected percentage at beginning of the reporting period (July 1, 2001)	x.xxx	x.xxx	0.xxx	0.xxx	0.xxx	0.xxx	x.xxx
Method of protection							
Federal ownership/cons. mgt.	x.xxx						x.xxx
State ownership/Heritage Prsv.		0.xxx					0.xxx
Conservation easement			0.xxx	0.xxx	0.xxx	0.xxx	0.xxx
Permanent restrictive covenant			0.xxx	0.xxx		0.xxx	0.xxx
Condition of grant award			0.xxx	0.xxx			0.xxx
Corps wetland mitigation			0.xxx	0.xxx			0.xxx
<b>Total Percentage</b>	<b>x.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>x,xxx</b>
Permanently protected percentage at the end of the reporting period (June 30, 2002)	x.xxx	x.xxx	0.xxx	0.xxx	0.xxx	0.xxx	x.xxx
Method of Protection							
Federal ownership/cons. mgt.	x.xxx						x.xxx
State ownership/Heritage Prsv.		0.xxx					0.xxx
Conservation easement			0.xxx	0.xxx	0.xxx	0.xxx	0.xxx
Permanent restrictive covenant			0.xxx	0.xxx		0.xxx	0.xxx
Condition of grant award			0.xxx	0.xxx			0.xxx
Corps wetland mitigation			0.xxx	0.xxx			0.xxx
<b>Total Percentage</b>	<b>x.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>x.xxx</b>
<b>Total Combined Percentage</b>	<b>x.xxx</b>	<b>x.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>0.xxx</b>	<b>x.xxx</b>

Federal ownership and conservation management: \_\_\_\_\_%  
State ownership and Heritage Preserve dedication: \_\_\_\_\_%  
Conservation easement: \_\_\_\_\_%  
Permanent restrictive covenant: \_\_\_\_\_%  
Condition of grant award: \_\_\_\_\_%

What was the total percentage of the county in greenspace at the beginning of the reporting period? \_\_\_\_\_%

What was the total percentage of the county in greenspace at the end of the reporting period? \_\_\_\_\_%

What is the percentage of change in greenspace within the county? \_\_\_\_\_%

**NOTE:** All of the above figures are in relation to the county's base acreage for greenspace calculation. For example:

- A county with a base acreage of 150,000 acres that contains 300 acres of national park land at the beginning of FY-02 and 450 acres of national park land at the end of FY-02 would reflect 0.2% federally protected land at the beginning of the year and 0.3% federally protected land at the end of the year, with an increase of 0.1% (=0.3%-0.2%).
- If during FY-02 the amount of land in local protection under permanent restrictive covenant rises from none at the beginning of the year to 450 acres by the end of the year, the increase would be 0.3% (0.3%-0.0%).
- Thus the total increase in the county's protected land area for the fiscal year would be 0.4% (=0.1% federal+0.3% local).

**Implementation of the County's Strategies for Greenspace Acquisition, Permanent Protection Tools, and Program Administration During FY-02**

Describe the county's and its participating municipalities' progress during FY-02 towards implementing the strategies proposed in \_\_\_\_\_ County's program submittal to acquire greenspace properties (including land gifts), enhance local ordinances, policies, and regulations, and establish other measures (including additional funds that were sought) for greenspace protection and program administration. Include actions that were unsuccessful, or that have not yet been resolved, such as applications submitted for other grants, land negotiations that are still in progress, or bond referendums that failed. The description should briefly discuss the specific actions that were implemented by each jurisdiction. If a jurisdiction took no actions, please briefly explain the causes of the delays in implementing its strategies and provide a revised schedule showing the date by which that local government will implement its proposed strategies.

Briefly describe the effectiveness of the strategies that have been implemented as proposed by local governments during FY-02 to achieve their greenspace goal.

Summarize any changes in strategies or new strategies that will be pursued for the county's program during FY-03.

Briefly describe any changes in the county's and/or municipalities' most recent future land-use maps that occurred during FY-02. If changes were made, indicate on the map the location of those changes and provide six copies of each revised map.

If a municipality elects to become a grantee participant or to withdraw as a participant of the county's program for FY-03, discuss those changes and how they affect the strategies that have been established or proposed to achieve the county goal.

For cities that have elected to withdraw as a grantee municipality from the county's program during FY-02, explain reasons for such withdrawals.

**Table 4: Greenspace Grant Funds Spent in Whole or in Part for Each Property Acquisition during FY-02 and the Use or Proposed Use of the Property as Stipulated in the Grant Award Agreement**

Property Identification (name/location)	Funds Expended	Acres Purchased	Property Description	Type Use	Improved or Developed Acres	Percent of Total Acres
ABC Park	\$xx,xxx	xxx		Public Facilities Picnic tables Bathroom(s) Shelter(s)	xx	xx
DEF Greenway	\$xx,xxx	xxx		Trails and Paths Impervious surface	xx	xx
GHI Wildlife Management Area	\$xxx,xxx	x,xxx		Access Facilities Parking areas Boat ramp(s) Access road(s) Observation deck(s)	xxx	xx
<b>Totals</b>		<b>xxxx</b>			<b>xx</b>	<b>xx</b>

**NOTE:** Public facilities, trails and paths, and access facilities each must make up less than 5% of the total Greenspace Property purchased partly or entirely with state greenspace funds. The total developed area of Greenspace Property purchased in whole or in part with state greenspace funds shall not exceed 15% of the total property.



**Grant Award Agreement Compliance**

Provide a statement to confirm that the properties described in Table 4 were permanently protected by documentation in a deed or other instrument of acquisition as required by the grant award agreement.

A county or a municipality that has acquired property using greenspace grant funds in whole or in part and has not submitted documents to comply with Section II. A.5, Section II. A.12, Section II.B, and Section II.D of its grant award agreement, must provide that information in the county’s Progress Report, if the purchase was made more than 60 days prior to the submittal of the Progress Report.

**Table 5: Population and Grant Award Shares to be Requested during FY-03 for Each Local Government with a Separate Trust Fund (example)**

<b>Jurisdiction</b>	<b>Population (for year _____)</b>	<b>% of Total Population</b>	<b>Grant Award Share for FY-03 (provide if possible)</b>
County plus municipalities that have not established separate trust funds	100,000	50.0%	\$400,000
City A	50,000	25.0%	200,000
City B	30,000	15.0%	120,000
City C	15,000	7.5%	60,000
City D	5,000	2.5%	20,000
<b>Totals</b>	<b>200,000</b>	<b>100.0%</b>	<b>\$800,000</b>

**NOTE:** Local governments may jointly agree to allocate funds on some basis other than population. If that is the case for your county, please describe your basis for allocating funds and, if possible, identify the amount of the grant award share for each jurisdiction that has established a separate trust fund. For example, Chatham County and its municipalities have established a coordinated used to rank properties proposed for acquisition and to allocate state grant funds among the various jurisdictions each year. Several other counties allocate funds among participating jurisdictions on some basis other than population alone.

**Contact Information for FY-03**

Please provide the following information for the FY-03 Community Greenspace Program Coordinator for each separate grantee jurisdiction:

Name

Title

County or City Name

Street Address and Suite (if applicable)

Post Office Box (if applicable)

City, State, Zip

Telephone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

e-mail:

***This detail tables may be useful to summarize the data needed for the report. The County need not submit these tables.***

\_\_\_\_\_ County Progress Summary for FY-02

Protection Method	Land Type	Proposed or Current Use	Program Goal (acres)	Permanently Protected at Program Start (acres)	Protected Acres		Protected Percentage	
					Prior to FY-02	During FY-02	Prior to FY-02	During FY-02
Federal ownership								
State ownership								
Local ownership								
Greenspace funds								
HMGP								
L&WCF								
404 mitigation								
Perm easement (negotiated)								
Perm easement (regulated)								
Perm restrictive covenant								
Private easement								
Totals								

City of \_\_\_\_\_ Progress Summary for FY-02

Protection Method	Land Type	Proposed or Current Use	Program Goal (acres)	Permanently Protected at Program Start (acres)	Protected Acres		Protected Percentage	
					Prior to FY-02	During FY-02	Prior to FY-02	During FY-02
Federal ownership								
State ownership								
Local ownership								
Greenspace funds								
HMGP								
L&WCF								
404 mitigation								
Perm easement (negotiated)								
Perm easement (regulated)								
Perm restrictive covenant								
Private easement								
Totals								