

# COUNTY OPPORTUNITY GRANTS PROGRAM

## GRANTS MANUAL



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Director, Equal Opportunity Program  
U.S. Department of the Interior  
National Park Service  
PO Box 37127  
Washington D.C. 20013-7127



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# SECTION 1 - THE PROGRAM

**1.1 HISTORY OF THE PROGRAM** - The County Opportunity Grant Program is part of a larger program established in 1983 to provide revenue from RV (recreational vehicle) registration fees to counties for park and recreation sites and programs. The grant program provides funding on a project basis for the acquisition, development, rehabilitation, and planning of county park and recreation sites that provide camping facilities. OAR 736-070-030.

**1.2 ELIGIBLE APPLICANTS** - All counties are eligible to apply for County Opportunity Grants. The county must own the land outright or have a long-term lease of not less than 20 years. In cases involving properties that are owned by the county, but operated and maintained by other public entities (i.e. Metro, Crook County Park & Recreation District), there must be an interagency agreement between the county and the other public entity regarding the operation and maintenance of the site or facility.

**A.** Counties that do not have an established park system, as defined in OAR 736-07-005 (19), and have a population of under 30,000 are eligible to apply for grants to develop or improve campgrounds within or adjacent to fairgrounds.

**1.3 TYPES OF ELIGIBLE PROJECTS** - Grant funds are to be used specifically for the acquisition, development, rehabilitation, and planning of county park and recreation areas that provide, or will provide in the future, camping facilities.

**A. ACQUISITION PROJECTS** - Acquisition of property for public camping facilities include new areas or additions to existing parks. A real estate appraisal will be required and must conform to Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the Uniform Standards for Federal Land Acquisitions. (See Appendix 9.7 for recommended format for appraisals)

**NOTE:** The reason federal guidelines are used for acquisitions under this program is to ensure that county applicants have the option of later applying for federal Land and Water Conservation Fund assistance.

**B. DEVELOPMENT PROJECTS** - Development projects may be for new campgrounds or additions to existing campgrounds and also for support facilities such as restrooms, parking lots, landscaping, sewer/water/electrical systems. The projects may include, picnic facilities, playground areas, trails or other facilities that will enhance the overnight camping experience.

- C. REHABILITATION PROJECTS** - Rehabilitation projects are those types of projects that are needed to help meet the access requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Rehabilitation projects also include the upgrading of existing facilities such as remodeling of restrooms and shower facilities, campsites and replacement of sewer/water/electrical systems in overnight campgrounds.

- D. PLANNING PROJECTS** - These include development of plans for future development of county park and recreation areas that provide camping facilities. Feasibility studies and park master plans that evaluate properties for future park and recreation potential are eligible. A grant proposal may be for a park master plan or feasibility study of a single property, or it may include several properties. In all cases, the planning project must relate to the county's provision of overnight camping opportunities.

#### **1.4 INELIGIBLE PROJECTS**

- A.** Ineligible facilities include projects related to courthouse grounds, fairgrounds (except as described above under 1.2A, ports, museum grounds and other county facilities in which recreation is a secondary function.
- B.** Recreation complexes for organized sports (i.e. baseball, soccer) are ineligible.
- C.** Indoor facilities, cabins, yurts, park manager's residences, maintenance buildings, equipment, and commercial type amusement centers are also ineligible.
- D.** Routine maintenance such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities are ineligible.

- 1.5 MATCHING REQUIREMENTS** - Grants from counties with a population of 30,000 and under will require a 25 percent local match. Grants from counties over 30,000 population will require a 50 percent local match. Matching funds for specific projects may be reduced or eliminated as determined by the Director, if so recommended by the Advisory Committee. Local funds may include local budget funds, federal revenue sharing funds, local agency labor or equipment, other grants, donations of land, labor, equipment, or any combination of the above.

**1.6 CIVIL RIGHTS REQUIREMENTS** - County applicants are required to assure that as a condition of receiving County Opportunity Grant Program assistance, it will comply with all local, state and federal laws relating to non-discrimination. (See Appendix 9.3)

**1.7 CONVERSIONS** -The State/Local Agreement includes a clause that says that land within the project boundary will be used only for park or recreational purposes, applicant controls or will control the land, and that the applicant will not change the use of, sell, or otherwise dispose of land within the project boundary, except upon State approval. If the applicant converts land within the project boundary to use other than for park and recreation purposes or disposes of such land by sale or otherwise, applicant must provide replacement property. The replacement property must be equal to the fair market value of the converted property, as measured by appraisals, on the date of their conversion or disposal. The recreation utility of the replacement property must be equal to that of the lands converted or disposed.

**1.8 CONTROL AND TENURE** – a) The county must own, operate and manage the site; b) the county operates and manages the site; and the county possesses the site pursuant to a fixed term lease of not less than 20 years, with a fixed payment schedule and no profit-sharing between the county and the lessor; c) the county owns the site or holds possession pursuant to a long-term lease as described in subsection (b) above; the county leases or subleases it to another public entity whose purposes include the provision of park and recreation opportunities; and the other public entity manages the site in accordance with the county’s written policy on parks and recreation; or d) the county owns the site or holds possession pursuant to a long-term lease as described in subsection (b) above; the county contracts with a concessionaire for the operation of less than all aspects of the park or campground; the county selects the concessionaire through an open, competitive process; and the county retains control of management and the right to possession of the site.



## SECTION 2 – HOW TO APPLY

- 2.1 APPLICATION PACKET** - There are two types of application packets. One is for planning projects and the other is for an acquisition, development or rehabilitation projects. To apply, fill out the appropriate packet.

**YOU MUST USE THE FORMS PROVIDED. YOU MAY ATTACH ADDITIONAL PAGES AS NEEDED, HOWEVER, APPLICANTS ARE URGED TO BE BRIEF AND TO THE POINT.**

### Grant Application Forms

- 1) **County Parks Overview** - Description of County Parks System, including size of system; number of parks; attendance figures, if available; predominant uses of county parks system (camping, day use, etc.); location, size and major uses of the particular park associated with your grant request.
- 2) **Project Description or Planning Project Description** - Description of all elements of the proposed project and the need for assistance; location of project; the work elements to be done; who will do the work; who will provide supervision; and timeline for development. For acquisition projects – explain any interim uses of the property and the estimated start date of campground development.
- 3) **Need/Benefits of the Project** - Explain the need for, and benefits of the project, including what local or regional need it meets and who the primary users of the project will be; any social, economic, or other benefits resulting from the project; how it meets needs identified in the Statewide Comprehensive Outdoor Recreation Plan (SCORP); and explain how your county has an exceptional need for a grant, such as a limited parks operating budget, the lack of public camping opportunities within the county, or the overall lack of county parks and recreation areas and facilities.
- 4) **Planning and Public Involvement** - Description of any public involvement efforts that led to the selection of the project, including citizen involvement through public workshops, meetings or hearings; involvement of county parks board or local citizens' committees; development of a park master plan or other county parks plans; and other public involvement.
- 5) **Environmental Assessment** - Description of environmental impacts of proposed project; including any adverse, or beneficial, environmental impacts. Is the site in a flood plain or does it involve a wetland? Are there any threatened and endangered species on the site? Are there historic or cultural sites involved? What agencies or

persons did you contact to determine environmental impacts?  
(Please list agencies/persons contacted.)

- 6) **Accessibility for People with Disabilities** – Does your agency have an ADA Transition Plan and does your project meet current ADA guidelines?
- 7) **Source of Funding** – Provide additional information about the sources of funding that will be used as the county match, including how firm your county match is – have the funds been committed to this project by your Board of Commissioners or included in an approved parks budget? Describe any in-kind donations (volunteer labor, donated materials, etc.) Discuss your agency's ability to meet long-term maintenance costs for the project.
- 8) **Sustainability** – Please identify and show efforts to achieve sustainability as part of your proposed project. See Section 7 for a description and examples of sustainability as adopted by the Oregon Parks and Recreation Department. Governor Kulongoski issued an Executive Order No. EO 03-03. The Executive Order states, "Establish criteria for the evaluation of grant proposals that include consideration for use of sustainable materials, efficient use of energy, waste and hazardous substance, reduction and impact on ecosystems. Such criteria could apply to all projects through the Local Government Grant Program, County Opportunity Grant Program, Land and Water Conservation Fund, Recreation Trails Program and the All Terrain Vehicle Grant Program. (Proposed Implementation Deadline: January 2004.)"

## **2.2 ATTACHMENTS** - Attach the following in this order to the application packet:

- A. **PARK BOUNDARY MAP** - One of the most important attachments to the application is the park boundary map.
  - a. Use a sheet size no larger than 11"x14" to allow for filing.
  - b. The map must be to scale and the park boundary shown. The map should be sufficient to clearly show the major features of the park. Include the park name, date and directional arrows on the map.
  - c. Show existing facilities, including utilities. Show all known easements such as sewer, utility, and scenic easements.
  - d. Show proposed facilities that are included in the project application and facilities to be constructed in the future. The future facilities may be shown to scale or by notes indicated general use areas such as "future picnic area" or "future campground area."

- B. VICINITY MAP** - An area map that shows the location of the park within the town or county. This map will be used to assist staff in locating the project site.
- C. CONSTRUCTION DRAWINGS** - Copy pertinent floor plans, building elevations, etc., to show sufficient details of the project. The primary purpose of these drawings is to insure that the buildings are accessible and to allow committee members and grants staff sufficient detail to review what is being constructed prior to the funding meeting. Construction drawings should be no larger than 11" x 14" in size. (Excludes Planning Grants).
- D. PLANNING DEPARTMENT CERTIFICATION** - All proposed project applications must include a letter, either from the County or City Planning Department (whichever is appropriate) indicating that the project is in compliance with the Local Comprehensive Land Use Plan.
- E. PROPERTY DEED/LEASE AGREEMENTS** - If the county leases the property, a copy of the lease agreement must be included in the application. If the property is owned in fee by the county, a copy of the deed must be submitted. If property will be operated or managed by another public recreation agency (i.e. Metro, Crook County Park & Recreation District), attach a copy of the interagency agreement.
- F. ACQUISITIONS** - Acquisition projects will require a copy of the preliminary title report and if available, the appraisal narrative.

**2.3 NUMBER OF COPIES TO SUBMIT** - Applicants must submit ONE COPY of application packet, property deed/lease agreements, Planning Department Certification, and for acquisitions, one copy of the preliminary title report and/or an appraisal.

You must submit **Nine (9)** copies of the park boundary map, vicinity map and construction drawings. These will be distributed to the County Parks Assistance Advisory Committee.

Do not put the copies in notebooks or folders. Please staple in upper left hand corner.

**2.4 APPLICATION DEADLINE** - Project applications are due on the date announced by the Oregon Parks and Recreation Department.

- FAXES OR ELECTRONIC DELIVERIES WILL NOT BE ACCEPTED. NO EXCEPTIONS.
- APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. NO EXCEPTIONS.

- IF ANY DOCUMENT IS MISSING FROM THE CHECKLIST IN THE APPLICATION PACKET, IT WILL BE REJECTED. NO EXCEPTIONS.

It is to the applicant's benefit to deliver your packets early instead of at the last minute. If the packet is received early, the OPRD staff may have time to review it and to contact and assist you in ensuring all the correct documents are included.

If you have any questions please call Marilyn Lippincott at (503) 986-0711.

Send applications to:  
Oregon Parks and Recreation Department  
County Opportunity Grant Program  
Attention: Marilyn Almero Lippincott  
725 Summer St. NE, Suite C  
Salem OR 97301-1002  
website: <http://egov.oregon.gov/OPRD/GRANTS/county.shtml>

## SECTION 3 - USING THE VALUE OF DONATIONS IN YOUR APPLICATION

**3.1 DONATIONS** - Donations of cash, land, labor, equipment rental or materials from outside your agency may be used as a portion of your agency's matching share if identified in the project application. The use of donations must be related and be an integral and necessary part of the project proposal and occur during the project period. All donations must be documented.

In-kind contributions are eligible in a project only to the extent that there is an additional acquisition and/or development cost to be met by the grant funding requested for that project, which must be fully described and explained in the application.

The amount of donation that is matchable, is the value of the donation or the amount of cash spent by the sponsor for additional acquisition or development, whichever is less.

The value of eligible donations cannot exceed the actual cash expenditures of the project. Donations in excess of what was actually spent would constitute a profit to the applicant.

<b>EXAMPLES</b>	<b>YES</b>	<b>NO (Donations exceed cash)</b>
	\$ 50.00 Donations	\$ 75.00 Donations
	<u>\$ 50.00 Cash</u>	<u>\$ 25.00 Cash</u>
	\$100.00 Total Project Cost	\$100.00 Total Project Cost

**A. LAND** - A donation of land may be partial or total and must be handled the same as a total donation. The value of donated real property is determined by an appraisal made by a real estate appraiser in accord with Public Law 91-646. The appraisal must be reviewed by OPRD for approval. **Transfer of the property title must not occur prior to the execution of the State/Local Agreement.**

**B. VALUATION FOR VOLUNTEER SERVICES, MATERIAL AND EQUIPMENT** - Donations can be included in the project cost. The method and evaluation and charges for volunteer services, material, and equipment must be documented and approved by OPRD prior to donations being applied to reimbursement requests in order for such contributions to be considered as part of the sponsor's matching share. The following is a guide of how to determine the value of donations. You may use the information as a guide in estimating donations for your grant application.

**1. RATE FOR VOLUNTEER LABOR** - County applicant should consider who is donating the labor, the estimated hours and the rate or rates at which the labor will be credited to the project. There are two basic methods

of determining the rates to be used. Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the county. In cases where the kinds of skills required are not found in other activities of the County, rates should be consistent with those paid for similar work in the labor market in which the county would compete for the kind of services involved. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the county or other local government agencies in the immediate area pay their employees for performing similar duties.

The rates for volunteer labor should **not** include payroll additives or overhead costs. Use of donated labor must be documented.

Regarding inmate or other prescriptive labor, while their work cannot be considered "volunteer" and used as hourly match, the actual costs of their participation can be used. For example, if a county charges \$200 per day for the supervision of prescriptive labor, those costs can be used as match.

2. **VALUATION OF MATERIALS** - Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors. (See Appendix 9.5 – Donated Materials or Supplies Record Form)
3. **VALUATION OF DONATED EQUIPMENT** – The hourly rate for donated equipment used on a project shall not exceed its fair rental value. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment. Equipment operator services are valued separately and listed as donated labor. (See Appendix 9.6 – Donated Equipment Record).

**If you have any questions about the use of donations, please call OPRD.**

**3.2 FORCE ACCOUNT** – Force account refers to the use of your own staff, equipment, and/or materials. All or part of your matching share may be provided through force account. Documentation must be verified from your records and must be reasonable and necessary for property and efficient completion of the project.

**3.3 ALLOWABLE COSTS** – The rates, practices, rules and policies of your agency, as consistently applied, shall generally determine the amount of costs of each item charged to a project. In instances where your agency has no such basis, that of the State shall apply. The amount of each item of cost that may be matched shall not exceed the sponsor’s actual cash outlay for that item, or the fair market value of the item, whichever is less.

**3.4 NON-ALLOWABLE COSTS** – For real property acquisition, legal counsel or attorney fees not ordered or authorized in writing by OPRD are not allowed. Also, real estate, Realtor brokerage, or consultant fees not ordered or authorized in writing from OPRD are not allowed. The cost of appraisals, for an acquisition project, is not allowed nor are they eligible for match.



## SECTION 4 - PROJECT SELECTION

- 4.1 TECHNICAL REVIEW** - The Department staff will conduct a technical review of all applications. This includes reviewing for completeness, the application, ineligible project elements, land ownership/lease requirements and project funding (local match).

County applicants will be contacted to review project applications and to conduct preaward inspections of the project site.

Eligible applications will be forwarded to the Advisory Committee and ineligible applications will be returned to the county applicant.

The Department will make every effort to contact each grant applicant and inform them of any mistakes or discrepancies within their grant applications. If you have any questions on the application, please contact the Department at your earliest convenience.

- 4.2 COUNTY PARKS ASSISTANCE ADVISORY COMMITTEE** - All project applications are reviewed by an advisory committee composed of seven members appointed by the Director. The committee members serve non-concurrent four-year terms and represent the following interests:

- A. Two representatives of recreation vehicle owners;
- B. Three county representatives including one from a county under 20,000 population, and one from a county parks department;
- C. One representative for people with disabilities; and
- D. One citizen representative.

The Director from the committee membership appoints the chair.

Project applicants must make a presentation before the County Parks Assistance Advisory Committee in order to be placed on the priority list for funding.

The advisory committee will recommend funding priorities to the Director. The Director shall establish funding priorities, taking into consideration the committee's recommendations and OPRD staff recommendations.

**4.3 SCORING CRITERIA** - The scoring criteria that will be used by the Advisory Committee, includes, but is not limited to the following:

- A. NEEDS/BENEFITS (0-10 Points)** - This criterion considers the extent to which the proposed project improves or increases the outdoor recreation opportunities in the service area. What user need does the project meet? What benefit does it provide to users? Does it address the needs of special or minority populations? County applicants should clearly relate the project to the overall park and recreation picture in the county.
- B. EXCEPTIONAL NEED - (0-10 Points)** - This criterion evaluates the extent to which the county demonstrates exceptional need for a grant, such as a limited park operating budget, the lack of public overnight camping opportunities within the county, or the overall lack of county parks and recreation areas and facilities.
- C. PLANNING AND PUBLIC INVOLVEMENT (0-10 Points)** - The committee will consider whether the project is part of a park or system master plan and meets the recreation need in the local comprehensive land use plan. It will also consider the extent of public interest and support for the project. Were there public workshops, meetings or other methods to gain citizen involvement and input on the proposed project?
- D. DESIGN AND ACCESSIBILITY (0-10 Points)** - The committee will consider the overall plan or design of the project, including the extent to which the design accommodates people with disabilities and special needs. Also, is the project part of the county's transition plan to meet ADA requirements? Is the project innovative, such as promoting energy conservation, or involving use of recycled materials?
- E. SOURCE OF FUNDING (0-10 Points)** - Under this criteria, applicants, will be asked to justify their request for financial assistance. It should include an explanation of the local matching funds that will be used, and evidence that the local match is solid. Applicants should also be prepared to discuss their ability to meet long-term maintenance costs for new projects.
- F. COMMITTEE MEMBER EVALUATION (0-10 Points)** - The seven-member Advisory Committee represents counties, recreation vehicle owners, people with disabilities and the general public. They also represent various geographic areas of the state. This criterion allows committee members to give an individual score based on a variety of factors, including their own knowledge and expertise.
- G. SUSTAINABILITY (0-5 Points)** – Grant applicants will need to identify and show efforts to achieve sustainability. (See Section 7 and Section 2.1.8)

## **SECTION 5 - PROJECT APPROVAL & INSPECTIONS**

**5.1 STATE/LOCAL AGREEMENTS** - The State/Local Agreement is an agreement between the State and the local applicant that documents project elements to be completed, funding limits and project period. A State/Local Agreement, signed by the state, constitutes project authorization.

**No project may begin without a fully signed Grant Agreement from the Department. All project costs and acquisitions must be incurred during the project period, as identified in the State/Local Agreement.**

County applicants have one year from the date of authorization to begin substantial work (i.e., the award of contracts or completion of at least 25 percent of the work, if done by force account). Applicants not conforming to this provision will have their projects cancelled. Funds recovered from cancellations will be reassigned to other projects on the priority list.

State/Local Agreements will expire two years after authorization.

**5.2 AMENDMENTS TO PROJECT AGREEMENTS** - Amendments may be made to the project agreement to delete work items that may decrease grant funds. Amendments that increase the grant amount will generally not be allowed. Project amendments for time extensions will be reviewed on a case-by-case basis. Requests must be made in writing and submitted to OPRD prior to the expiration of the agreement.

**5.3 INSPECTIONS** - Preaward, periodic and final on-site inspections may be made by the grants staff to view project sites prior to project award, periodic inspections to assure that the project is underway and on schedule and final inspections to assure that the project has been completed successfully.



## SECTION 6 - HOW TO BILL FOR REIMBURSEMENT

- 6.1 BILLINGS AND GENERAL COST PRINCIPLES** - These are guidelines for local governments participating in the County Opportunity Grant Program. In any program where reimbursement is requested for a portion of project costs, adequate records are essential. There should be definite supporting evidence for each item of cost claimed -- estimates are not sufficient.

County applicants may submit partial billings at any time after a significant portion of work has been completed on the project. Partial billings must be submitted quarterly, but not more than 90% of the grant amount will be reimbursed until the project is completed.

- A. QUARTERLY BILLINGS** - You must submit quarterly billings as agreed to in the signed State/Local Agreement. Include one copy of the state furnished billing form and a letter of transmittal, which includes a "status report" on the project. This status report is a simple statement of the percentage of work completed to date and a schedule for remaining work on the project.

Once work has begun, sponsor shall bill the state on a quarterly basis, for work completed during the quarters as follows:

By April 30 for the quarter beginning January 1 and ending March 31;  
By July 31 for the quarter beginning April 1 and ending June 30;  
By October 31 for the quarter beginning July 1 and ending September 30;  
By January 31 for the quarter beginning October 1 and ending December 31.

The total of partial payments shall not exceed 90% of eligible reimbursable costs. The final 10% will be reimbursed after the project has been completed.

Normally applicants with land acquisition projects will not be submitting quarterly billings.

In case you are audited you must be able to provide backup documentation to support your billing.

- B. FINAL BILLINGS** - Submit a cover letter with description of completed project, agency billing form, documentation, and pictures of the completed project. For acquisitions, attach a copy of the new deed.

**Submit copies of invoices as documentation for work completed that support your reimbursement requests.**

**6.2 HOW TO FILL OUT BILLING FORM** - A separate account should be established for each approved project in such a manner that project costs can be tracked according to the categories on the agency billing form.

- A. SALARIES AND WAGES** - On the billing form show any salaries or wages incurred during the quarter and project costs to date. For audit purposes you must retain payroll records. Include under salaries and wages, labor costs for the use of any equipment, except for donated labor, which should be included in donations.
- B. CONTRACT PAYMENTS** - On the billing form show costs incurred by contracts. For audit purposes, payments made your agency should be supported by a statement or invoice from the contractor or the project architect or engineer. You should also retain documentation of the bidding procedure and a copy of the final contract.
- C. EQUIPMENT, MATERIALS AND SUPPLIES** - Equipment rental cost for owned equipment should be supported by your agency's schedule of hourly rates. Rented equipment payments made by your agency must be supported by a statement or invoice showing costs and the time period equipment was rented.
- D. PROGRAM ADMINISTRATION, DESIGN AND ENGINEERING** - Costs for program administration, design and engineering plans, and land use and building permits from another agency, shall not exceed 20% of the total project costs. All must be supported by documentation.
- E. VALUE OF DONATIONS** - See Section 3.





## SECTION 7 - SUSTAINABILITY

Sustainability means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs from the joint perspective of environmental, economic and community objectives. Applicant should provide description of intent, strategies, documentation of results, and long-term management plans. Some examples of sustainability are given below:

### **A. Recycling**

- Increase the use of recycled projects for trail coverings
- Increase recycling products for park infrastructure
- Deconstruction of facilities versus demolition (reuse existing materials)
- Increase recycling of materials back to manufacturer
- Extend life cycle of building materials
- Provide recycle collection stations (glass, metal, paper, cardboard, plastic, organic materials)
- Project design indicating sustainability products for procurement
- 

### **B. Water Quality/Conservation**

- Increase water quality
- Diversion of rainwater from storm water infrastructure
- Improve quality of watersheds
- Efficiency in use of water for landscaped needs (reduce or eliminate)
- Increase building water use efficiency (improved/innovative fixtures)
- Increase stream quality for habitat and complexity
- Erosion and sediment controls
- 

### **C. Plant Conservation**

- Decrease invasive plants
- Protection, restoration and maintenance of native plants
- Provision of maintenance contract or schedule of plantings
- Increase streamside native vegetation
- 

### **D. Wildlife Conservation**

- Protection, restoration, and maintenance of native wildlife
- Use of Salmon Trout Enhancement Program (STEP) services

### **E. Energy Conservation**

- Minimize electrical, gas, oil, and propane energy use in facilities
- Increase electrical, gas, oil, and propane energy efficiency
- Increase use of photovoltaic panels, high temperature solar and/or geothermal, wind, biomass, and biogas energy sources

- Purchase green power from energy providers

**F. Pollution Control**

- Decrease amount of carbon dioxide emissions
- Eliminate use of Halon and CFC-base refrigerants from HVAC systems

**G. General Environmental Protection/Restoration**

- Placement of project within degraded or damaged areas
- Placement of project away from sensitive site elements
- Reduce site disturbance
- In-place sustainability management plans
- Utilization of professional ecologists in plan/project design/maintenance plans
- Purchase materials locally to reduce environmental impact of transportation
- Use of innovative waste water treatment to reduce burden on water system
- Integration of facilities into landscape
- Reduce thermal gradient differences between developed and underdeveloped areas to minimize impact on microclimates and habitat
- Use of certified wood.

Governor's Executive Order 03-03 <http://www.oregon.gov/Gov/pdf/ExecutiveOrder03-03.pdf>

## SECTION 8 - GLOSSARY

**ADA** - Americans with Disabilities Act of 1990 prohibits discrimination based on disability -- both in the private and public sector.

**ADAAG** - Americans with Disabilities Act Accessibility Guidelines.

**AMENDMENT** - A change to the cost, or work items included in the State/Local Agreement.

**APPLICATION** - A complete application packet with all questions answered, forms filled out, and attachments required for project review and approval.

**BIENNIUM** - The 24 month period beginning July 1 of each odd-numbered year and ending June 30 of the next odd-numbered year.

**COUNTY OPPORTUNITY GRANT PROGRAM OR GRANT PROGRAM** - A program funded by county RV registration fee revenues to provide grants on a project basis for the acquisition, development, rehabilitation and planning of county park and recreation areas that provide camping facilities.

**COUNTY PARK AND RECREATION AREA** - An area designated as a county park and recreational area in which the primary function is to provide recreational opportunities for the public such as overnight camp facilities, day use parks, community open spaces, and park waysides. Areas under county management in which recreation is a secondary function such as Courthouse grounds, fairgrounds, ports, and museum grounds, are excluded unless the county has a population of 30,000 or less, and the county does not have an "established park system as defined in the rules".

**COUNTY PARKS ASSISTANCE ADVISORY COMMITTEE OR ADVISORY COMMITTEE** – The committee, appointed by the Director, that reviews and prioritizes grant proposals for funding under the County Opportunity Grant Program.

**COUNTY APPLICANT** - The ultimate recipient of the grant funds and the agency responsible for implementation of the project.

**DEPARTMENT** - The Oregon Parks and Recreation Department

**DIRECTOR** - The Director of the Oregon Parks and Recreation Department  
– Michael Carrier.

**DONATION** - Receipt of land, labor, materials, or use of equipment without payment for it by the county applicant.

**FISCAL YEAR** - The twelve-month period beginning July 1 of any year and ending June 30 of the next year.

**STATE COMPREHENSIVE OUTDOOR RECREATION PLAN OR SCORP** - The document used to identify and assess Oregon's outdoor recreation needs.

**STATE/LOCAL AGREEMENT** - A document between the State and the county applicants that documents project elements to be completed and limits of reimbursement for the project.

**SUSTAINABILITY** – Means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs from the joint perspective of environmental, economic, and community objectives.

## **SECTION 9 - APPENDIX**

- 9.1 Documentation for an Acquisition Project
- 9.2 Documentation for a Development Project
- 9.3 Oregon Administrative Rules – Distribution of Recreational Vehicle License Fee Revenues to Counties
- 9.4 Civil Rights Requirements
- 9.5 Volunteer or Donated Labor Timesheet
- 9.6 Donated Materials or Supplies Record
- 9.7 Donated Equipment Record
- 9.8 Recommended Format for Federal Appraisal Reports



## 9.1 DOCUMENTATION FOR AN ACQUISITION

If your agency ever applies for federal funds for development on property acquired under the County Opportunity Grant Program, you must be able to document the acquisition. Here is a checklist for documenting an acquisition.

1. First contact with owner. If verbal, note date and subjects discussed, owner's reaction to county sponsor's interest in the acquisition.
2. Ten-year history of conveyance. This is frequently included in the appraisal report.
3. Invitation to the owner from the appraiser or county sponsor to accompany the appraiser while he is viewing the property for the purpose of making the appraisal.
4. Written offer of purchase must generally be (see #5) at not less than the review appraisal amount.
5. A properly documented waiver of just compensation, if required.
6. If purchase price exceeded the fair market value, is there adequate justification.
7. A copy of the deed to the purchasing agency.
8. A copy of the check or voucher (both sides) used to make the payment
9. A copy of the title insurance policy.
10. A copy of the vesting deed. This is the deed or deeds under which the seller acquired the property.
11. A copy each of any easements that affect the property, and a statement as to the effect of each easement on the proposed recreation use of the property.
12. A copy of any deeds referred to in the deed to the purchaser, the vesting deed or in the easements. These are called reference deeds.
13. A statement of unrecorded interests is required for each parcel. Unrecorded interests include such items as unrecorded sales contracts, leases, or easements, which are not part of the public record. The title insurance policy includes all of the recorded instruments, and therefore, is not necessary to repeat. Also, a statement of the effect on recreation utility of any unrecorded interests discovered must be made.
14. A statement on any liens by public agencies that are not included in the title reports.

15. One copy each (if applicable) of an assessor's map of the property, any official plats, county or private land surveys or documents pertaining to the vacation of platted streets or roadways.
16. A statement of payments made to the seller for relocation and other allowable costs in conformance with Public Law 91-646.

Additional points to remember for acquisitions. Acquisition costs are incurred on the date when the earliest of any of the following transactions takes place:

1. County applicant accepts deed, lease or other appropriate conveyance;
2. County applicant makes full payment for the property;
3. County applicant makes first payment in a series of space and time payments;
4. County applicant makes the first or full payment as stipulated in an option agreement; (the cost of the option, if included as part of the purchase price is allowed as a retroactive cost.)
5. County applicant makes the first partial or full payment to an escrow agent.

The above transactions should be used to determine whether an acquisition cost is incurred within the project period. Eligible acquisition costs will be reimbursed only after the county applicant has made payment and received satisfactory title and deed to the property.

## 9.2 DOCUMENTATION FOR DEVELOPMENT PROJECTS

Please attach copies of required documentation to final billings.

1. Project ledger sheet or other detailed listing of expenditures.
2. Affidavit of publication. Supplied by the newspaper when you advertise for bids.
3. Minutes of any meetings at which action is taken on bids received. Should be dated and signed by responsible official.
4. Contractor invoices (or final progress payment, if countersigned by contractor acknowledging payment of all prior charges, and if the cost of each major work item is shown).
5. All other invoices. Not monthly statements.
6. Cancelled checks to contractor. (Copy both sides)
7. All other cancelled checks (Copy both sides)
8. Employee time records
9. Individual earnings records for the calendar year, or payroll journals. Should show gross wages, withholdings and net pay for each pay period.
10. Equipment rental time records.
11. Detailed schedule showing how you computed owned-equipment rental rates. For donated equipment time, you may use hourly rates published in rental compilation or rental rate guide, or other publications, which provide national or regional average rates.
12. Detailed schedule showing how you computed rates for payroll additives (fringe benefits).



## 9.3 OREGON ADMINISTRATIVE RULES

### PARKS AND RECREATION DEPARTMENT CHAPTER 736, DIVISION 7 DISTRIBUTION OF RECREATION VEHICLE LICENSE FEE REVENUES TO COUNTIES

#### **736-007-0000 Purpose of Program and Rule**

(1) The purpose of the distribution of recreation vehicle license fee revenues to counties is to increase the resources available for acquiring, developing, maintaining, rehabilitating and operating county parks and recreation sites and programs. New revenues available to county governing bodies under this program should, to the extent possible, be used to supplement, rather than supplant, moneys currently appropriated for county parks and recreation purposes.

(2) These rules establish the procedures and requirements used by the Oregon Parks and Recreation Department when distributing recreation vehicle license fee revenues to counties, and the process for establishing priority order in which county grant projects shall be funded.

Stat. Auth.: ORS 390.117, 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 3-1994, f. & cert. ef. 4-22-94

**736-007-0005 Definitions** For purposes of OAR 736-007-0000 to 736-007-0040, the following definitions shall apply:

(1) "Department" - The Oregon Parks and Recreation Department.

(2) "Director" - The Director of the Oregon Parks and Recreation Department or designate.

(3) "RV" or "Recreation Vehicle" - Travel trailers, campers and motorhomes.

(4) "RV Registrations" - The total number of travel trailers, campers and motor homes registered at the time the distribution formula is

computed, as detailed in the most current "Oregon Motor Vehicles Registration by Counties" compiled by the Motor Vehicles Division.

(5) "County RV Registration Fee Revenues" or "Revenues" - That portion of the total revenues from the registration and licensing of recreational vehicles that is set aside in a sub-account of the Oregon Parks and Recreation Department's account within the State Treasury for the acquisition, development, maintenance, care and use of county park and recreation areas in accordance with ORS 366.512(2).

(6) "County Park and Recreation Area" - An area designated by the governing body under ORS 275.320 as a county park and recreational area in which the primary function is to provide recreational opportunities for the public such as overnight camp facilities, day use parks, community open spaces, and park waysides. Areas under county management in which recreation is a secondary function, such as Courthouse grounds, fairgrounds, ports, and museum grounds, are excluded unless the following criteria are met:

(a) The county has a population of 30,000 or less; and

(b) The county does not have an "established park system" as defined in these rules.

(7) "Campsite" - A site within a designated County Park and Recreation Area that is specifically designed for overnight occupancy, is open to the public a minimum of five months per year, and that contains a designated parking spur, picnic table, fireplace or stove and access to potable water and sanitary facilities. Campsites within areas where recreation is a secondary function, such as courthouse grounds, fairgrounds, ports, and

museum grounds, shall not be factored into the formula that allocates the distribution of RV registration fees among the county parks statewide.

(8) "Population" - The latest annual estimate of population of Oregon cities and counties as compiled by the Center of Population Research and Census.

(9) "County Park Assistance Program" or "Assistance Program" - A program funded by county RV registration fee revenues to provide regular allocation of moneys to the counties for the acquisition, development, maintenance, care and use of the county park and recreation areas as defined in section (6) of this rule.

(10) "County Park Assistance Allocation" or "County Allocation" - That portion of estimated county RV registration fee revenues available for distribution to the counties under the county park assistance program.

(11) "Certified County Park Assistance Allocation" or "Certified Allocation" - That portion of the county park assistance allocation certified for use by the counties during a given fiscal year.

(12) "County Opportunity Grant Program" or "Grant Program" - A program funded by county RV registration fee revenues to provide grants on a project basis for the acquisition, development, rehabilitation and planning of county park and recreation areas, as defined in section (6) of this rule, that provide camping facilities.

(13) "County Opportunity Grant Funds" or "Grant Funds" - That portion of county RV registration fee revenues available for the County Opportunity Grant Program.

(14) "Fiscal Year" - The twelve month period beginning July 1 of any year and ending June 30 of the next year.

(15) "Biennium" - The 24 month period beginning July 1 of each odd-numbered year

and ending June 30 of the next odd-numbered year.

(16) "Waiver of Retroactivity" - An exception that allows costs to be incurred prior to formal project approval.

(17) "County Parks Assistance Advisory Committee" or "Advisory Committee" - The committee that reviews and prioritizes grant proposals for funding under the County Opportunity Grant Program.

(18) "State Comprehensive Outdoor Recreation Plan" - Otherwise known as SCORP, the document used to identify and assess Oregon outdoor recreation needs.

(19) "Established Park System" - A county shall be considered as having an established park system if it has at least one park designated under ORS 275.320, and has allocated a budget for parks.

Stat. Auth.: ORS 390.117, 390.124 & 390.134

Stats. Implemented: ORS 390.134

Hist.: PR 2-1984, f. & ef. 1-20-84; PR3-1994, f. & cert. ef. 4-22-94; PR 5-1995, f. & cert. ef. 7-2-96

**736-007-0010 Eligibility** All counties are eligible to receive county RV registration fee revenues; however, use of these moneys is restricted to the acquisition, development, rehabilitation, maintenance, care and use of county park and recreation areas. At areas in which recreation is a secondary function, the funds shall be used only for parks and recreational facility purposes.

Stat. Auth.: ORS 390.117, 390.124 & 390.134

Stats. Implemented ORS 390.134

Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94; PR 5-1995, f. & cert. ef. 7-2-96

**736-007-0015 Distribution Formula** The following distribution formula shall be used for the distribution of revenues in accordance with the provisions of these rules:

(1) County Park Assistance Program -- Ninety percent of the estimated revenues to be received during each fiscal year shall be allocated to the counties in accordance with the following formula:

(a) Fifty percent based on the proportion of the number of campsites each county provides to the total number of such campsites provided by all the counties;

(b) Twenty percent based on the proportion of the number of RV registrations in each county to the state total of RV registrations;

(c) Thirty percent based on the proportion of each county's population to the total state population;

(d) For the purposes of implementing this section the effective date shall be November 4, 1993.

(2) County Opportunity Grant Program -- Ten percent of the estimated revenues to be received during each fiscal year shall be distributed through the Grant Program.

Stat. Auth.: ORS 390.117, 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94

**736-007-0020 Campsite Survey** (1) The Department shall ask each county to submit an inventory of its park and recreation areas containing campsites every two years to determine the number of campsites provided by each county.

(2) For purposes of the inventory described in subsection (1) of this rule, a campsite is "provided by" a county if:

(a) The county owns, operates and manages the site; or

(b) The county operates and manages the site; and the county possesses the site pursuant to a fixed term lease of not less than

20 years, with a fixed payment schedule and no profit-sharing between the county and the lessor; or

(c) The county owns the site or holds possession pursuant to a long-term lease as described in subsection (b) of this section; the county leases or subleases it to another public entity whose purposes include the provision of park and recreation opportunities; and the other public entity manages the site in accordance with the county's written policy on parks and recreation; or

(d) The county owns the site or holds possession pursuant to a long-term lease as described in subsection (b) of this section; the county contracts with a concessionaire for the operation of less than all aspects of the park or campground; the county selects the concessionaire through an open, competitive process; and the county retains control of management and the right to possession of the site.

(3) Group campsites that do not meet the definition of a campsite shall not be included in the inventory.

(4) Campsites which have not been eligible for inclusion in the inventory prior to January 1, 1996 shall not be considered eligible to be added unless they meet building code standards for recreational parks per ORS 446 and OAR 918.650.

Stat. Auth.: ORS 390.117, 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94; PR 5-1995, f. & cert. ef. 7-2-96

**736-007-0025 Distribution of Moneys -- County Park Assistance Program** (1) On or about January 1 of each year the Department shall estimate the total revenues available for use in the County Park Assistance Program for the next fiscal year. The Department shall use the distribution formula in OAR 736-007-0015 to estimate each county's allocation, and shall notify each county of the estimate.

(2) By July 15 of each year, each county governing body shall certify to the Department, on forms supplied by the Department, that it will comply with the administrative rules governing the County Park Assistance Program. The certification shall include a statement of the county's intended use of the revenues.

(a) The county has budgeted its allocation for expenditure in the next fiscal year; or

(b) The county will place its allocation in a dedicated parks and recreation fund for future expenditure; or

(c) A combination of subsections (a) and (b) of this section; or

(d) The county waives the use of its allocated revenues;

(e) A county may elect to receive less than its allocated revenues in any given fiscal year.

(3) Any county that does not certify by July 15 shall be deemed to have certified in accordance with subsection (2)(d) of this rule.

(4) The Department shall calculate the proportion of total certified allocations to total estimated revenues. This proportion will be used in determining the amount of actual revenues to be distributed to counties each month during the fiscal year.

(5) The distribution to counties that certified acceptance of revenues shall be made within 45 days after the end of each month. The amount shall be determined as follows:

Total actual revenues for month x

Total Certified Allocations  
Total Estimated Revenues x

County Certified Allocation  
Total Certified Allocations = Distribution

However, the amount distributed each month to Gilliam, Harney, Jefferson, Lake, Sherman,

and Wallowa counties shall be at least \$834. The effective date for implementing this rule shall be retroactive to July 1, 1994.

(6) Revenues allocated for the Assistance Program, but not distributed by this section, shall become available to the Grant Program.

(7) By September 1 of each year, the Department may ask each county to provide a report on the uses of the RV revenue for the prior fiscal year. The report form will be provided by the Department, along with an explanation of the need for the report.

Stat. Auth.: ORS 390.117, 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94; PR 4-1995, f. & cert. ef. 5-3-95

**736-007-0030 County Opportunity Grant Program** The County Opportunity Grant Program shall be administered as follows:

(1) Eligible projects - Grant funds are to be used specifically for the acquisition, development, rehabilitation, and planning of county park and recreation areas that provide camping facilities.

(2) Matching requirements - Grants from counties 30,000 population and under shall require a 25 percent local match. Grants from counties over 30,000 population shall require a 50 percent local match. Matching funds for specific projects may be reduced or eliminated as determined by the Director, based on demonstrated need for the project, lack of local funding, and upon recommendation by the Advisory Committee. Local funds may include local budget funds, federal revenue sharing funds, local agency labor or equipment, other grants, donations of land, labor, equipment, or any combination of the above.

(3) Application procedure:

(a) On or about July 1 of the first year of each biennium, the Department shall make an estimate of revenues available to be distributed

through the Grant Program during the biennium and shall notify each county of the estimate. Estimate shall include unassigned moneys from previous bienniums and project cancellations and underruns.

(b) By October 1 of the first year of each biennium, grant applications shall be sent to the Department on forms supplied by the Department and shall contain:

(A) Program Narrative – including all information necessary to determine the criteria under section (4) of this rule or other items as the Department requires;

(B) Vicinity Map;

(C) Park Master Plan/Project Boundary Map;

(D) Ownership Statement;

(E) Cost Estimates;

(F) Preliminary Title Report (if applicable);

(G) Environmental Assessment;

(H) Local Project Timeline;

(I) Other documentation that may be required by the Department.

(c) The Department shall perform a technical review of all applications. Eligible applications shall be forwarded to the Advisory Committee. Ineligible applications shall be returned to project sponsor.

(4) Grants Prioritization Process:

(a) The Advisory Committee will meeting during November of the first year of each biennium. Each project sponsor shall be allowed a presentation under a procedure established by the Committee. The Committee shall review all applications using project selection criteria, including but not limited to, the following.

(A) Extent the project meets the recreation needs identified in SCORP;

(B) Extent the project meets the recreation needs identified in the local comprehensive land use plan;

(C) Extent the project satisfies the following;

(i) Demonstrates user benefit, public interest and support;

(ii) Increases outdoor recreation opportunity in the service area;

(iii) Financial considerations, including cost/benefit ratio;

(iv) How well the project's design accommodates people with disabilities.

(D) Extent the county demonstrates exceptional needs, such as a limited parks operating budget, the lack of public overnight camping opportunities within the county, or the overall lack of county parks and recreation areas and facilities;

(E) Analysis of sponsor's past performance in completing and billing projects and maintaining existing facilities.

(b) The Committee will recommend funding priorities to the Director for all eligible projects submitted. The Director shall establish the funding priorities taking into consideration the Committee's recommendation;

(c) A signed state/local agreement shall constitute project authorization. It shall be executed by January 31 of the first year of each biennium. No project may begin without authorization from the Department unless a waiver of retroactivity has been issued by the Department. Projects not authorized within this time frame will be cancelled. Funds recovered from cancellations shall be reassigned to other projects on the priority list.

(5) Project Administration:

(a) Sponsors shall have one year from the date of authorization to begin substantial work (e.g., the award of contracts or completion of at least 25 percent of the work, if done by force account). Projects not conforming with this provision will be cancelled.

(b) All projects shall be completed and billed within two years from the authorization date. Projects will be inspected and audited by the Department or its designate prior to final grant payment. Partial payments up to 90 percent of the grant amount may be billed during the project for work completed;

(c) Project amendments that increase the project cost will generally not be allowed; however, amendment requests based on extraordinary circumstances will be reviewed on a case-by-case basis.

State. Auth.: ORS 390.117 & 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94; PR 5-1995, f. & cert. ef. 7-2-96

**736-07-35 County Parks Assistance Advisory Committee**

(1) The Advisory Committee shall be composed of seven members appointed by the Director. The committee membership, to serve nonconcurrent four-year terms, shall represent the following interests:

(a) Two representatives of recreational vehicle owners;

(b) Three county representatives including one from a county under 20,000 population, and one from a county parks department;

(c) One representative for people with disabilities;

(d) One citizen representative;

(e) The chair shall be appointed by the Director from the committee membership, considering, when possible, the recommendation of the Advisory Committee.

(2) Selection of committee representatives may be from a list of not less than two candidates for each position to be supplied by:

(a) The Association of Oregon Counties shall recommend candidates for the county representatives;

(b) The Good Sam Club or other recreation vehicle clubs shall recommend candidates to represent recreation vehicle owners;

(c) The Oregon Disabilities Commission shall recommend candidates to represent people with disabilities;

(d) Candidates for citizen representative may be requested from the Association of Oregon Counties, the Oregon Parks Association or other sources.

(3) The Advisory Committee shall meet during November of the first year of each biennium, and at other times upon the call of the Director. It will establish a priority order of eligible projects for the Grants Program; will review the biennial campsite survey, and the Assistance Program distribution.

(4) The travel, meals and lodging expenses of all members of the committee will be reimbursed by the Department according to rates established by the Department of Administrative Services and approved by the Director.

Stat. Auth.: ORS 390.117, 390.124 & 390.134  
Stats. Implemented: ORS 390.134  
Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94

**736-07-40 Assessment for Services**

(1) The Department will be incurring costs in the financial and programmatic administration and operation of the Assistance Program, Grant Program, and the Advisory Committee. Reimbursement of the Department's actual direct and identifiable costs shall be made from the county RV registration fee revenues in the sub-account of the Parks and Recreation Department's account in the State

Treasury. Such moneys shall be transferred to the Department account at the end of each month.

(2) At no time shall the amount transferred exceed the actual and identifiable costs.

(3) For the purposes of implementing this section, the effective date shall be November 4, 1993.

Stat. Auth.: ORS 390.117, 390.124 & 390.134

Stats. Implemented: ORS 390.134

Hist.: PR 2-1984, f. & ef. 1-20-84; PR 3-1994, f. & cert. ef. 4-22-94



## 9.4 CIVIL RIGHTS REQUIREMENTS

1. **Age Discrimination Act of 1975** prohibits discrimination based on age.
2. **Americans with Disabilities Act of 1990 (ADA)** provides for a clear and comprehensive prohibition of discrimination on the basis of disability in employment, state and local services--including transportation, public accommodations and services--including transportation and telecommunications.
3. **Architectural Barriers Act of 1968 (P.L. 90-480)** All facilities must be accessible to the physically handicapped. A copy of the Uniform Federal Accessibility Standards is available from the Oregon State Parks and Recreation Department. Any project application submitted which does not conform to these specifications will be returned for modifications.

Includes structural accessibility of buildings and facilities newly constructed, added to, or altered. Provides for standards in effect at design stage.

4. **Section 504, the Rehabilitation Act of 1973 (P.L. 93-112), as amended in 1978,** prohibits discrimination on the basis of handicap in program participation, services, and activities provided by federal financial assistance or by any federal agency. The law requires that programs and facilities be, to the highest degree feasible, readily accessible to and usable by all persons who have a disability, including mobility, visual, hearing, or mental impairments.
5. **Executive Order 11246, Equal Employment Opportunity and Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. Sects. 2000d to 2000d-4)** Title VI prohibits discrimination based on race, color or national origin in program participation and employment, where (1) the primary purpose of the grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of person, who are or should be benefiting from the grant. The provisions of Title VI of the Civil Rights Act of 1964 and Executive Order 11246 implementing the Act must be followed.

### **For More Information regarding ADA requirements contact:**

Regional Disability and Business Technical Assistance Centers - Region 10 includes Oregon, Washington, Idaho and Alaska. ADA information, assistance and copies of ADA documents supplied by the EEO Commission and the Department of Justice are available by calling 1-800-949-4232.

Website: <http://www.nwada.org/>



## 9.5

## Volunteer or Donated Labor Timesheet

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project.

Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Rates for volunteer should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. The time of a person donating services will be valued at the rate of pay as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e., plumber doing work on pipes, mason doing work on a brick building). If this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the grantee would pay their employees for performing similar duties.

Date	Hourly Rate	Hours Worked (From – To)	Description of Work	Initials

\_\_\_\_\_  
Signature of Person Volunteering or Donating Time Date

\_\_\_\_\_  
Project Supervisor Signature Date

Total Hours Worked \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Rate of Pay Total Value of Hours This Sheet



**9.6**

**Donated Materials or Supplies Record**

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Donor: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Prices assessed to donated materials included in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors.

Date	Description of Donated Materials or Supplies	Fair Value of Donation	Is this full retail value?

\_\_\_\_\_  
 Signature of Person Donating Materials or Supplies Date

\_\_\_\_\_  
 Project Supervisor Signature Date

Total Value of Donation This Sheet \$ \_\_\_\_\_



**9.7**

**Donated Equipment Record**

Project Title: \_\_\_\_\_ Project #: \_\_\_\_\_

Donor: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment.

Date	Description of Equipment Used	Hourly Rate of Donated Equipment	Number of Hours Used

\_\_\_\_\_  
 Signature of Person Donating Equipment Date

\_\_\_\_\_  
 Project Supervisor Signature Date

Total Value of Donation This Sheet \$ \_\_\_\_\_



## 9.8 RECOMMENDED FORMAT FOR FEDERAL APPRAISAL REPORTS

### Part I Introduction

- A-1. Title page
- A.2 Letter of transmittal
- A.3 Table of contents
- A.4 Appraiser's Certification
- A.5 Summary of salient facts and conclusions
- A.6 Photographs of subject property
- A.7 Statement of assumptions and limiting conditions
- A.8 Scope of the appraisal
- A.9 Purpose of the appraisal
- A-10 Summary of appraisal problems

### Part II Factual Data – Before Acquisition

- A-11 Legal Description
- A-12 Area, city and neighborhood data
- A-13 Property data:
  - a. Site
  - b. Improvements
  - c. Fixtures
  - d. Use history
  - e. Sales history
  - f. Rental history
  - g. Assessed value and annual tax load
  - h. Zoning and other land use regulations

### Part III Data Analysis and Conclusions – Before Acquisition

- A-14 Analysis of highest and best use
- A-15 Land valuation
- A-16 Value estimate by cost approach
- A-17 Value estimate by sales comparison approach
- A-18 Value estimate by income capitalization approach
- A-19 Correlation and final value estimate

### Part IV Factual Data – After Acquisition

- A-20 Legal description
- A-21 Neighborhood factors
- A-22 Property data
  - a. Site
  - b. Improvements
  - c. Fixtures
  - d. History
  - e. Assessed value and annual tax load
  - f. Zoning and other land use regulations

### Part V Data Analysis and Conclusions – After Acquisition

- A-23 Analysis of highest and best use
- A-24 Land valuation
- A-25 Value Estimate by cost approach
- A-26 Value estimate by sales comparison approach
- A-27 Value estimate by income capitalization approach
- A-28 Correlation and final value estimate

### Part VI Acquisition Analysis

- A-29 Recapitulation
- A-30 Allocation and explanation of damages
- A-31 Explanation of special benefits

### Part VII Exhibits and Addenda

- A-32 Location map
- A-33 Comparable data maps
- A-34 Detail of comparative data
- A-35 Plot plan
- A-36 Floor plan
- A-37 Title evidence report
- A-38 Other pertinent exhibits
- A-39 Qualifications of appraiser

Source: Interagency Land Acquisition Conference – Uniform Appraisal Standards for Federal Land Acquisitions – Washington D.C. 2000, Published by the Appraisal Institute in cooperation with the U.S. Department of Justice.

