

**2003-2007 OREGON STATEWIDE COMPREHENSIVE
OUTDOOR RECREATION PLAN**

JANUARY 2003

**APPENDIX J
OPEN PROJECT SELECTION PROCESS
PROJECT REVIEW AND SCORING**



Nature
HISTORY
Discovery

Prepared by the
Oregon Parks and Recreation Department

APPENDIX J

OPEN PROJECT SELECTION PROCESS

PROJECT REVIEW AND SCORING

TECHNICAL REVIEW

As part of the Land and Water Conservation Fund (LWCF) grant evaluation process, Oregon Parks and Recreation Department (OPRD) and National Park Service (NPS) grants personnel conduct a technical review of all grant applications. Each submitted grant application packet will need to include all of the materials requested in Section 2 (The Application) of the Current Land and Water Conservation Fund Oregon Grants Manual. Ineligible or incomplete applications will be returned to the project sponsor with an explanation of why their application was returned. Project applicants are encouraged to contact OPRD grant staff with questions regarding the LWCF grant application process.

PROJECT PRIORITY SCORING SYSTEM

Projects presented to OPRD for grant funding will be scored according to the criteria, rating factors, and points shown in the following "Project Priority Scoring System."

Staff evaluation of multiple site projects will be scored using an individual site weighting formula that is based on a prorated share of the total project cost.

Sample formula for a 3-site project:

(Site A's score x Site A's % of the total project cost) + (Site B's score x Site B's % of the project cost) + (Site C's score x Site C's % of the project cost) = Total Staff Evaluation Criteria Score.

Oregon Outdoor Recreation Committee (OORC) Member Scoring will be calculated for the project as a whole, for multiple sites.

A project's final score will be the sum of the total Staff Evaluation Criteria Score and the OORC Committee Member Score. The Committee

Member Score will be calculated as an average of the sum of all individual committee member scores. The highest possible score for a project will be 200 points (120 possible Staff Evaluation points and 80 OORC Committee Member points). The priority rank of a project will depend on its score relative to other projects and in relation to the amount of LWCF grant funds available each year.



STAFF EVALUATION CRITERIA

1. COMPLIANCE CRITERIA (0 POINTS)

Due to the large number of requests for LWCF funds, the following set of compliance criteria were developed to ensure that:

- Project sponsors with active and previously awarded grants through OPRD are in full compliance with federal and state programs (for past LWCF funded projects see post-completion responsibilities included in the current Land and Water Conservation Fund Oregon Grants Manual),
- Funds are expended and projects completed within the agreement period, and
- Each new project proposal satisfies the requirements of the LWCF Act.

Note: No scoring points will be awarded for compliance criteria. Failure to comply with or lack of sufficiently demonstrated progress with the following compliance criteria (A and B) may result in the disqualification of consideration for new grant assistance during the current grant review period.

A. GRANT PERFORMANCE AND COMPLIANCE

The successful completion of projects in a timely and efficient manner is an important goal of the LWCF grant program. A project sponsor's past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.

- a. The project sponsor is on schedule with all active OPRD administered grant projects. Yes No
(See Compliance Schedule in Section 2 of the LWCF Grants Manual)
- b. The project sponsor is in compliance with applicable guidelines at previously assisted project sites (e.g. no unresolved conversions, overhead utility lines, maintenance issues and open to the public). Yes No

B. ACCESSIBILITY COMPLIANCE

The Americans with Disabilities Act (ADA) is a law ensuring equal access to parks and recreational facilities and services. In Oregon, there is a need for the retrofitting of existing facilities constructed before current ADA accessibility requirements were in place.

- a. Project sponsor has provided evidence of a board or city council adopted/approved ADA Transition Plan. Yes No

Note: Sponsor must provide a completed ADA Transition Form included in Section 2 of the LWCF Grants Manual and agree to make a copy of the plan available upon request.

2. READINESS TO PROCEED (13 POINTS)

OPRD intends to ensure that available LWCF grant dollars are used in a timely manner once funding is awarded to a project sponsor.

A. Permit Status*

Project sponsor has demonstrated, through sufficient documentation:

- Correct zoning _____ points (2 points)
- Construction plans completed _____ points (2 points)
- Land use and development permits in hand _____ points (2 points)

* Permit Status points will not be awarded to acquisition projects.

B. Acquisition Status*

Project sponsor has demonstrated, through sufficient documentation:

- Completed appraisal _____ points (2 points)
- Preliminary Title Report _____ points (2 points)
- Level 1 or higher Environmental Assessment _____ points (2 points)
- Proof of willing seller or donor _____ point (1 point)

* Acquisition Status points will not be awarded to development projects.

3. PARTNERSHIPS CRITERIA (17 POINTS)

Sponsors are encouraged to develop project applications involving partnerships between the sponsor, other agencies, or non-profit organizations to provide park and recreation opportunities at the project site(s). Project sponsors are also encouraged to seek out financial commitment to providing necessary project maintenance and upkeep.

Note: Donations of land, cash, labor, equipment or materials cannot occur until written authorization to proceed has been received from OPRD.

A. Public-Sector Partnerships

Priority points are awarded on a percentage basis, dependent on the amount of matching share contributions made by other public-sector agencies or groups.

- a. The project provides land and/or cash donations from other public-sector agencies or groups as part or all of the sponsor's matching share of the project. _____ points (0-4 points)

$$\frac{\text{contribution value in dollars}^*}{\text{total match in dollars}} \times \text{total points possible}$$

- b. The project provides donated labor, equipment and/or materials (force account or donated) from other public-sector agencies or groups as part or all of the sponsor's matching share of the project _____ points (0-2 points)

$$\frac{\text{contribution value in dollars}^*}{\text{total match in dollars}} \times \text{total points possible}$$

*Contribution value should only include officially eligible LWCF match contributions.

B. Private-Sector Partnerships

Priority points are awarded on a percentage basis, dependent on the amount of matching share funds to be received through private-sector donations.

- a. The project provides private land and/or cash donations from the private sector as part or all of the sponsor's matching share of the project. _____ points (0-5 points)

$$\frac{\text{contribution value in dollars}^*}{\text{total match in dollars}} \times \text{total points possible}$$

- b. The project provides donated labor, equipment _____ points (0-4 points)
 and/or materials from the private sector as part or
 all of the sponsor’s matching share of the project.

$$\frac{\text{contribution value in dollars}^*}{\text{total match in dollars}} \times \text{total points possible}$$
- c. Sponsor provides proof of private long-term, _____ points (0-2 points)
 outside, financial maintenance commitment (or
 endowment) for the project.

***Contribution value should only include officially eligible LWCF match contributions.**

4. SCORP CRITERIA (90 POINTS)

A primary purpose of the Statewide Outdoor Recreation Plan is to guide the distribution of LWCF grant dollars in the state. The current SCORP involved representatives from 70 public-sector provider organizations (including representatives from federal, state, county and municipal agencies, Park and Recreation Districts, Ports, and Native American Tribes) and many citizens and interest groups in the process of identifying top statewide and regional recreational issues. In addition, the planning process inventoried existing public and private-sector recreational resources and facilities across the state and included a survey of 4,400 state residents to identify regional recreation need. The following SCORP criteria are based on the findings of this comprehensive statewide planning effort.

A. Statewide SCORP Issues

Statewide SCORP issues were identified during the current SCORP planning process. Project proposals addressing Statewide SCORP issues will receive additional priority points. Statewide SCORP issues are included below.

Note: Identify each Statewide SCORP issue addressed in the project proposal. Points will be awarded for each Statewide SCORP issue that is addressed in the project application.

STATEWIDE SCORP ISSUES

- Issue A Major Rehabilitation* of Existing Outdoor Recreational Facilities
- Issue B Recreational Trails/Trail Connectivity
- Issue C Land Acquisition
- Issue D Ball Fields (baseball, softball, soccer and football)
- Issue E Water-Based Recreation Resources and Facilities

*Major Rehabilitation projects involve the restoration or partial reconstruction of eligible recreation areas and facilities which is necessitated by one or more of the following:

- the recreation area or facility is beyond its normal life expectancy,
- the recreation area or facility is destroyed by fire, natural disaster or vandalism,
- the recreation area or facility does not meet health and safety codes/requirements,
- the recreation area or facility requires rehabilitation to ensure critical natural resource protection,
- the recreation area or facility does not meet access requirements of the Americans with Disabilities Act, and
- changing recreational needs (e.g. changes in demographics within the service area) dictate a change in the type or recreation area or facility required.

Major Rehabilitation projects do not involve routine maintenance or repair work. Routine maintenance/repair includes work such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities merely maintaining portions of such facilities in a sound and useful state.

- a. Statewide SCORP issues addressed in the project proposal.

If the project addresses:

0 statewide issue:	0 points
1 statewide issue	10 points
2 statewide issues:	20 points
3 statewide issues:	30 points
4 statewide issues:	40 points
5 statewide issues:	50 points

Points awarded: _____ (0 - 50 points)

Note: The project sponsor must clearly demonstrate how the project addresses each specific statewide issue.

B. Regional SCORP Issues

Regional SCORP issues were also identified in the current SCORP planning process. Project proposals addressing appropriate regional SCORP issues will receive additional priority points. Regional SCORP issues are included below.

Note: Locate the project sponsor's region and identify each regional SCORP issue addressed in the project proposal. Points will be awarded for each regional SCORP issue that is addressed in the project application.

REGIONAL SCORP ISSUES

Region 1: Includes Clatsop, Tillamook, Lincoln and Coastal-Lane Counties

Issue A	Camping facilities
Issue B	River access facilities and rehabilitation of existing river access facilities
Issue C	Non-motorized recreational trails

Region 2: Includes Columbia, Washington, Multnomah, Hood River, Yamhill, Clackamas, Polk and Marion Counties

Issue A	Land acquisition to keep pace with population growth and rising land costs
Issue B	Major rehabilitation of existing outdoor recreation facilities
Issue C	Non-motorized recreational trail connectivity

Region 3: Includes Benton, Linn, and non-coastal Lane Counties

Issue A	Major rehabilitation of existing recreation facilities
Issue B	Non-motorized recreational trail connectivity

Issue C	Providing river and water access
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Region 4: Includes coastal Douglas, Coos, and Curry Counties

Issue A	Major rehabilitation of existing recreation facilities
Issue B	Park improvements on historic properties
Issue C	Preserving or acquiring coastal access and view sheds

Region 5: Includes non-coastal Douglas, Josephine, and Jackson Counties

Issue A	Major rehabilitation of existing recreation facilities
Issue B	Environmental/Interpretive Centers in parks
Issue C	Non-motorized trail connectivity

Region 6: Includes Wasco, Gilliam, Morrow, and Umatilla Counties

Issue A	Major rehabilitation of existing recreation facilities
Issue B	Camping and associated support facilities
Issue C	Non-motorized recreational trails and associated support facilities

Region 7: Includes Jefferson, Wheeler, Crook, and Deschutes Counties

Issue A	Non-motorized recreational trail connectivity
Issue B	Acquire land or conservation easements for the protection of natural areas, open space, and water access in and around urbanized areas and developing areas
Issue C	Camping and day-use areas/facilities and major rehabilitation of existing facilities to include accommodations for group use

Region 8: Includes Klamath County

Issue A	Youth recreation facilities in small communities* in the region
Issue B	Multi-use trails in small communities* and connecting small communities* in a regional trail network
Issue C	Secure current and additional access to public lands and waters

* Small communities are defined as any community within the region other than Klamath Falls.

Region 9: Includes Lake County

Issue A	Indoor or outdoor swimming pool facilities
Issue B	Restroom facilities at recreational areas
Issue C	Major rehabilitation of existing campground and forest camp facilities

Region 10: Includes Grant, Baker, Union, & Wallowa Counties

Issue A	Provide recreational access to public lands
Issue B	Major rehabilitation of existing outdoor recreation facilities
Issue C	Winter recreation facilities

Region 11: Includes Harney and Malheur Counties

Issue A	Outdoor swimming pools and major rehabilitation of existing outdoor pools
Issue B	Urban non-motorized multi-use trails
Issue C	Major rehabilitation of existing outdoor recreation facilities

- a. Regional SCORP issues addressed in the project proposal.

If the project addresses:

0 regional issue:	0 points
1 regional issue:	10 points
2 regional issues:	20 points
3 regional issues:	30 points

Points awarded: _____ (0 - 30 points)

Note: The project sponsor must clearly demonstrate how the project addresses each specific regional SCORP issue.

C. SCORP Regional Needs Assessment Criteria

The 2001 Oregon Statewide Outdoor Recreational Inventory and the Oregon Outdoor Recreation Survey were designed to allow for a comparison of the supply of existing recreation facilities with the current use of those facilities to determine need for additional recreational facilities in each of the 11 SCORP planning regions. Projects satisfying recreational need identified in this SCORP needs assessment process will receive additional priority points.

The results of this needs assessment are included in the following "SCORP Regional Facility Needs List."

Note: This assessment is designed to identify region-wide need based on current use of existing recreational facilities within the region. It is very likely that local need may exist within a particular region that is not identified in this region-wide assessment. Scoring priority for local need is addressed in Criteria 5A.

SCORP REGIONAL FACILITY NEEDS LIST

- **Region 1 (Clatsop, Tillamook, Lincoln, and Coastal-Lane Counties)**
 - Golf
 - Swimming in an outdoor pool
 - Hiking on surfaced or unsurfaced Local Community (LC) and Back country (BC) Trails
 - Fishing/Crabbing from a dock or pier
 - Backpacking
 - **Region 2 (Columbia, Washington, Multnomah, Hood River, Yamhill, Clackamas, Polk and Marion Counties)**
 - Golf
 - Swimming in an outdoor pool
 - Backpacking
 - **Region 3 (Benton, Linn, and Non-Coastal Lane Counties)**
 - Swimming in an outdoor pool
 - **Region 4 (Coastal Douglas, Coos, and Curry Counties)**
 - Swimming in an outdoor pool
 - **Region 5 (Non-Coastal Douglas, Josephine, and Jackson Counties)**
 - Swimming in an outdoor pool
 - Fishing/crabbing from a dock or pier
 - **Region 6 (Wasco, Gilliam, Morrow, and Umatilla Counties)**
 - Non-motorized boat ramp use (canoeing white water kayaking, white water rafting, sea kayaking and windsurfing)
 - Fishing/crabbing from a dock or pier
 - **Region 7 (Jefferson, Wheeler, Crook, and Deschutes Counties)**
 - Non-motorized boat ramp use, (canoeing, whitewater kayaking, whitewater rafting, sea kayaking, and windsurfing)
 - Swimming in an outdoor pool
 - Running/walking for exercise on surfaced LC Trails and BC Trails
 - Biking on surfaced LC Trails and BC Trails
 - **Region 8 (Klamath County)**
 - No need identified
 - **Region 9 (Lake County)**
 - Hiking, biking, backpacking, horseback riding, walking and running on surfaced trails
 - Walking for pleasure on surfaced LC Trails and BC trails
 - Downhill skiing/ snowboarding/ telemarking at commercial areas
 - Running/walking for exercise on surfaced LC or BC Trails
 - Biking on surfaced LC or BC Trails
 - **Region 10 (Grant, Baker, Union, and Wallowa Counties)**
 - Running/walking for exercise on surfaced or unsurfaced LC or BC Trails
 - Biking on surfaced LC or BC Trails
 - Golf
 - **Region 11 (Harney and Malheur Counties)**
 - Running/walking for exercise on surfaced or unsurfaced LC and BC Trails
 - Golf
 - Freshwater Beach Activities
 - Camping at developed sites (bicycle, boat, horseback, ocean beach, ATV, car and snow camping)
 - Fishing/crabbing from a dock or pier
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a. Regional Facility Need

- If a project does not meet a facility need identified in applicant's SCORP planning region no points will be awarded.
- If a project meets one or more facility needs identified in the applicant's SCORP planning region: _____ points (10 points)

Note: The project sponsor must clearly demonstrate how the project addresses a specific regional facility need included in the above "SCORP Regional Facility Needs List."

OORC COMMITTEE MEMBER EVALUATION CRITERIA

5. LOCAL NEEDS AND BENEFITS CRITERIA (55 POINTS)

A. Local Need

Project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. The assessment of these needs should be based upon coordinated, long-range planning with a minimum of a 5-year planning horizon.

- a. The extent to which the project will satisfy priority needs, as identified in a current local planning document (park and recreation master plan, or city or county comprehensive plan). _____ points (0-15 points)

Note: The local planning document must be adopted/approved by the applicable governing body.

B. Need for Recreational Variety

Project sponsors are also encouraged to develop new and different recreation opportunities to better serve recreation needs in their service areas. OPRD would also like to encourage new applicants who have not received prior LWCF funding to participate in the program.

- a. The extent to which the project will provide a more balanced mix and wider variety of park and recreation opportunities/facilities within the applicant's jurisdiction or intended project service area _____ points (0-5 points)

Note: Priority points will be awarded based on the number of types of park and recreation opportunities/facilities provided (not including support facilities).

- b. The project provides a park and recreation opportunity not currently offered in the sponsor's jurisdiction or intended service area. _____ points (0-5 points)

- c. The project sponsor has never received LWCF funding. _____ points (0-5 points)

C. Need for Recreation Opportunities for Special Populations

Projects are encouraged that provide close-to-home recreation opportunities for special populations such as low income, minority, youth, elderly or the disabled (where it is demonstrated that these populations exist and they will have easy access to the proposed park/recreational facilities).

Note: Committee members will evaluate this criteria based on information provided by the project sponsor (e.g. census tract information for the project service area). It is up to the applicant to prove and document that the project provides for such need.

- a. The project provides close-to-home opportunities for low income, minority, youth, elderly or disabled citizens. _____ points (0-10 points)

D. Community Health and Wellness

According to the U.S. Center for Disease Control (CDC), a sedentary lifestyle is a major contributor to an alarming increase in major health problems such as heart disease and diabetes within the American population. Applications for the development of facilities promoting physical activity are encouraged.

- a. The extent to which the project provides active recreation opportunities promoting physical well-being within the sponsor's service area. _____ points (0-15 points)

6. SITE SUITABILITY CRITERIA (5 POINTS)

A. Site Suitability Evaluation

- a. The extent to which the site is suitable for the proposed development (e.g. minimizes negative impacts on the environment, surrounding neighborhood). _____ points (0-5 points)

7. FISCAL CONSIDERATION CRITERIA (5 POINTS)

A. Fiscal Review

Under this review, project sponsors will be asked to justify their request for financial assistance.

- a. The extent to which the project:
 - is cost comparable to other facilities of its type in their geographic area,
 - is justifiable in terms of the quantity and quality of recreation opportunities the facility will provide, and
 - sponsor has budgeted enough money to successfully complete the project.

Points awarded: _____ (0 - 5 points)

8. PUBLIC INVOLVEMENT CRITERIA (5 POINTS)

OPRD encourages public involvement efforts that focus specifically on the need, priority and public support for this particular recreation project (e.g. workshops, public input meetings, surveys).

A. Public Participation

The project will receive points if the applicant included and encouraged public involvement during project planning.

- a. The project sponsor has provided evidence of _____ points (0-5 points) public participation and involvement in planning the project.

9. DISCRETIONARY COMMITTEE MEMBER CRITERIA (10 POINTS)

A. Committee Member Assessment

The Oregon Outdoor Recreation Committee (OORC) membership is representative of state geographic regions, agencies and communities. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment.

The intent of the following criteria is to ensure that project proposals are consistent with the original intent of the LWCF Act. As a result, the following project evaluation criteria were taken from the current L&WCF Grants-in-Aid Manual, published by the National Park Service.

OORC members will examine project criteria such as the following:

- Recreational areas funded through LWCF grants must be maintained for recreation use in perpetuity. The OORC is concerned about the project sponsor's ability to commit adequate resources for continuing project operation and maintenance needs. Sponsors should show evidence of a commitment to long-term operation and maintenance that their organization has demonstrated at existing park resources. In those cases where the applicant does not presently have an operation/maintenance responsibility for an existing park, information about other public facilities or resources within the sponsor's jurisdiction may be presented.
- A development project is considered to be questionable, elaborate, or borderline with respect to the basic intent of the LWCF Act if serious questions arise concerning the following:
 - Project Cost: Consideration will be given to the degree to which a significant portion of the State's annual apportionment is requested for one project, for one project sponsor or for one facility that does not serve the full range of the general public.
 - Limited Use: Under the LWCF grant program, the National Park Service encourages funding of multiple-use facilities serving a wide range of recreational interests and abilities including the elderly and handicapped as well as the more active and highly skilled recreationists. Project sponsors should provide evidence that the project is designed for such multiple use.
 - Competition With the Private Sector: Consideration will be given to the degree to which the private sector is already providing similar facilities of the type and quality needed to meet identified recreation demands.
- LWCF grant policies generally favor projects providing for active recreation participation rather than providing spectator opportunities. Project sponsors should provide evidence that their project includes, at most, modest seating areas* related to playfields and other eligible

facilities and that seating has not been expanded solely to provide capacity for a limited number of special events.

*Some bleachers or other modest seating areas may be incorporated where needed into eligible recreation facilities to serve the handicapped, elderly and other nonparticipants in the facility's major recreation activity.

Finally, the OORC is aware that timing can often be a critical factor in the acquisition of valuable recreational properties. The intent of the following criteria is to provide priority for project proposals showing an urgent need for time-sensitive land acquisitions.

- Project sponsors that demonstrate an "extreme urgency" relative to the review and approval of a proposed grant application will be given priority. Projects will be considered urgent if they have the potential to fail, and as a result lose a "once-in-a-lifetime" opportunity due to: the needs of a landowner to immediately convey the property, the loss of said property; pending land use/development actions; or the potential loss of the local sponsor financial match if no action is taken.

Note: Opportunities that may be lost as a result of sponsors budget cycles or other activities within the control of the project sponsor will not be considered as "urgent."

Each committee member will determine the number of points awarded for each project.

- a. Assessment Score: _____ points (0-10 points)