



2026 RTP Grant Cycle Webinar

Oregon Parks and Recreation Department
Jodi Bellefeuille, RTP Grant Coordinator



Webinar Overview

Slides will be emailed to attendees and posted online with a link to the webinar recording

OPRD Grant Programs & Resources

RTP Overview

Eligibility Requirements

Other Program Rules

Online Application Process

Evaluation Criteria

Grant Management

Q&A



*Willamette National Forest,
Ray Benson Sno Park trail signage*



OPRD's Recreation Grants

Recreational Trails Program (RTP)

- Staff contact: Jodi Bellefeuille
- Letters of intent due September 30, apps due November 16

Land and Water Conservation Fund (LWCF)

- Nohemi Enciso
- Opens September 14! Applications due November 16

Local Government Grant Program (LGGP)

- Jennifer Dimsho
- Typically opens every January

All Terrain Vehicle (ATV) Grant Program

- Ian Caldwell and Mike Law
- Opens September 10 and December 4!

County Opportunity Grant Program (COG)

- Julian Fedorchuk
- Open now! Applications due October 1





OPRD Recreation Grant Programs

Program Eligibility

	Recreational Trails Grant Program	Land & Water Conservation Fund	Local Govt Grant Program	County Opportunity Grant Program	ATV Grant Program
Local Governments	X	X	X	X**	X
State Agencies	X	X*			X
Federal Agencies	X				X
Tribal Governments	X	X			X
Nonprofits	X				X

*State agencies eligible for LWCF are limited to OPRD, ODFW, ODF, and DSL

**Counties only



Navigating the Program

Online Grants System:

<https://OPRDGrants.org>

Program Information:

Oregon.gov/oprd/GRA

Contact Information:

Jodi.bellefeuille@oprds.oregon.gov

503-856-6316



6 New Applications Available ▾

2 Organizations ➔

RTP - Motorized: start by 09/30/2026

RTP - Non-Motorized: start by 09/30/2026

COG - Acquisition: due on 10/01/2026

COG - Development: due on 10/01/2026

COG - Planning: due on 10/01/2026

COG - Rehabilitation: due on 10/01/2026

Recreational Trails Program

Grants Overview

All-Terrain Vehicle Grant Program

County Grant Program

The Recreational Trails Program (RTP) is a federally funded grant program administered by the Oregon Parks and Recreation Department. Since 1993, Oregon has funded over 500 projects with RTP funds to develop, improve, or expand motorized and non-motorized trails and their facilities.

Program Overview

Overview



Grant Cycle Schedule

2026-2027 Schedule



Grant Program Guidance and Forms

Policy Manual



Workshops





Technical Resources for Recreation and Trail Planning

This webpage includes links to resources developed by OPRD or external organizations. Land managers and their partners are encouraged to explore these resources for funding opportunities, design and planning guidelines, accessibility standards and best practices, maintenance and management resources, resources for stewardship partnerships, and more.

Statewide Planning Documents



Funding Resources for Recreation Projects



Accessibility and Inclusion



Recreational Trail Resources



NEW: <https://www.oregon.gov/oprd/BWT/Pages/Technical-Resources-for-Recreation-Planning.aspx>

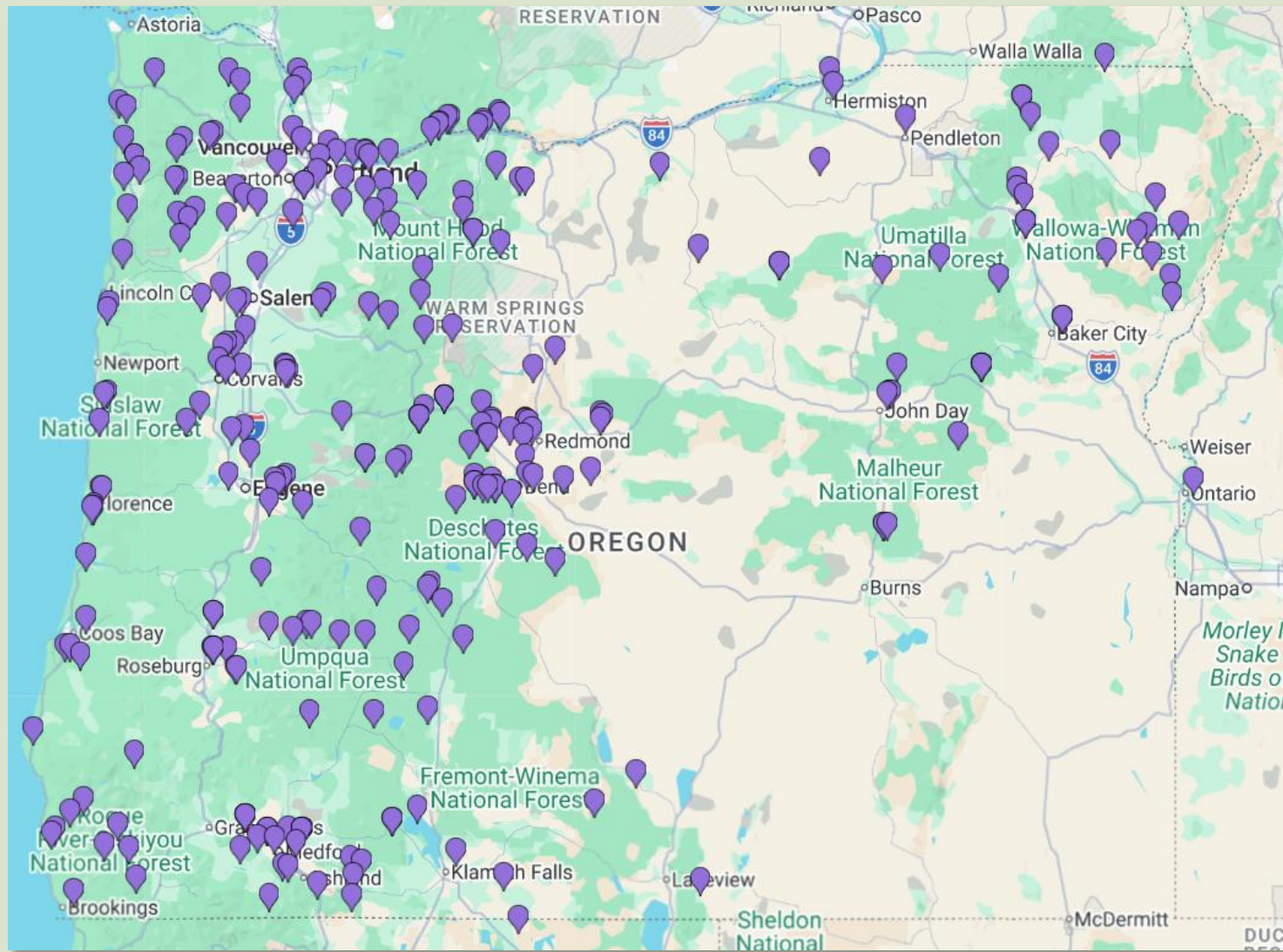


Accessibility Guidance ✕

The following information is provided as a resource for land managers and RTP applicants. Additional resources on accessibility, diversity, equity, and inclusion can be found under the Resources section on this page, through the Oregon Trails Coalition and American Trails links.



RTP Projects Funded

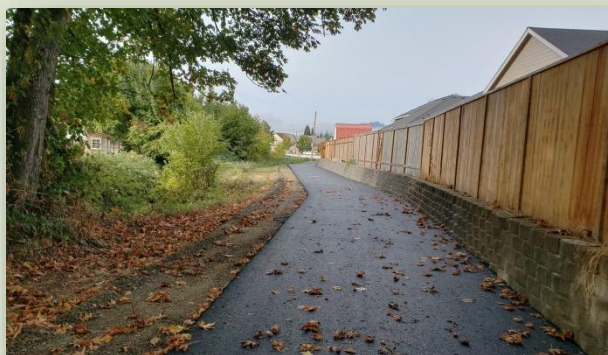


Over 500 RTP grants have been awarded for projects in Oregon



RTP Overview

Purpose: to provide, expand, and improve public recreational trail opportunities for motorized and non-motorized use

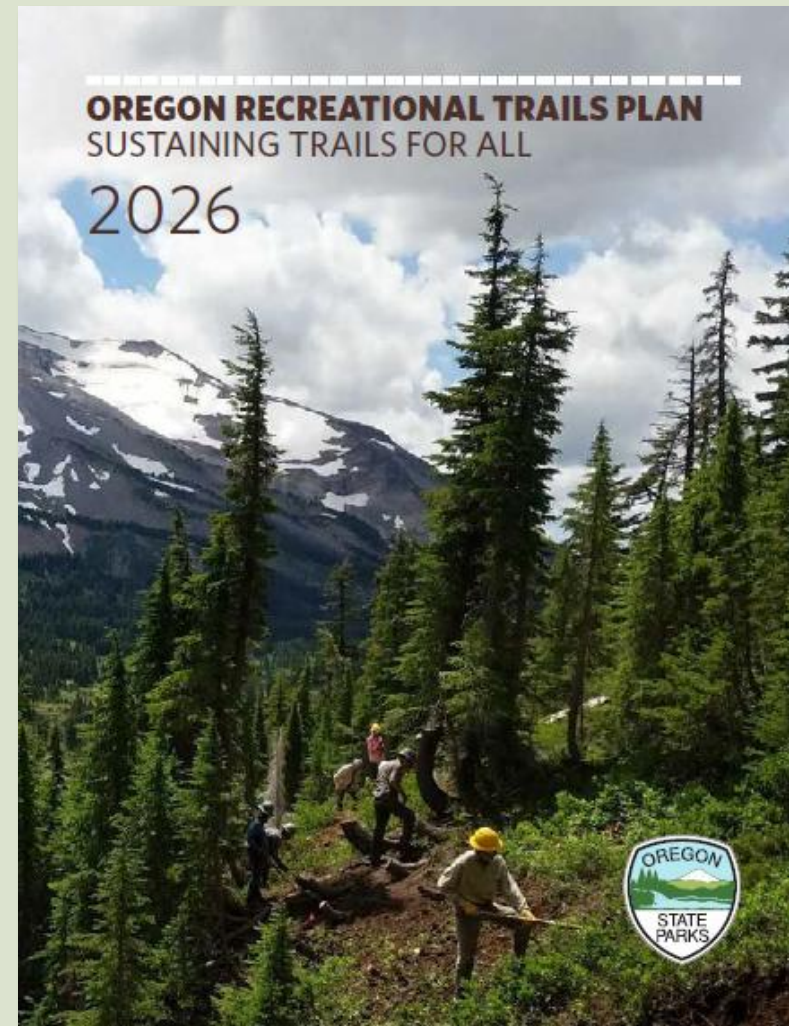




2026 Update

Scoring categories and application questions updated based on the 2026 Oregon Recreational Trails Plan.

Refer to **Section 4** of the grant manual. References included throughout the application.



New Trails Plan approved Feb. 2026



U.S. Department
of Transportation
**Federal Highway
Administration**

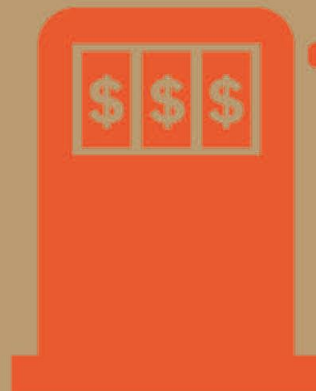


**Oregon
Department
of Transportation**



The Recreational Trails Program

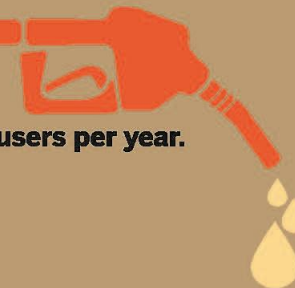
Improving America's Trails Since 1991



\$270+M

Paid in federal taxes by
non-highway recreational users per year.

Off-highway recreational activities are taxed
at 18.4 cents per gallon.



\$84M

Shared with other users.

Recreational Trails Program

- Over 25,000 projects funded.
- Benefitting tens of millions of diverse trail users.
- Administered by states (20% match required from states).
- Funded at less than 1/3 of the revenues generated.
- Applies user pay-user benefit principle of Highway Trust Fund to recreational trails.

**HIGHWAY
TRUST FUND**

Coalition for Recreational Trails
www.rectrails.org
1/10/20



RTP Overview: 2026 Grant Cycle Schedule

Letters of Intent Due Online	September 30, 2026 (11:59 PM)
Applications Due Online	November 16, 2026 (11:59 PM)
RTP Grant Committee Meeting	March 10-11, 2027
OPRD Commission Approval	April 2027 (date tbd)
Notice to Proceed Anticipated	Fall 2027 (earliest, varies by project)

Committee recommendations announced to applicants following their meeting

Projects may not start until Notice to Proceed received



*BLM Prineville,
Cline Buttes Area Trailheads*



RTP Overview: 2026 Funding

Base Funding	
Motorized Set Aside	Non-Motorized
\$445,000	\$1,037,051
Total Available = \$1,482,051	

- **2026 funding subject to continuing resolution**
- **Moto vs. Non-Moto:** Apply under one of these categories. Projects are scored and ranked separately within categories. If your project includes both use types, select the primary use type.
- **E-bikes?** They don't make a project motorized for purposes of RTP. OHVs or snowmobiles must be allowed to qualify for motorized funding.



RTP Overview: Funding Basics

Funding is **federal**

Funding is **competitive**

Grant payments are generally made on a reimbursement basis

Grant request amounts

- Minimum: \$10,000
- \$200,000 recommended max for non-motorized proposals
- No max for motorized proposals

Match requirement is 20% of project cost

- Total project cost includes valuation of volunteer labor, in-kind labor, or other donations
- Project match percentage applied for cannot be lowered after grant awarded



RTP Overview: Funding Basics, Continued

Grantees must be able to track and document match if funded

- Consider: How will you track staff time? Other donated or in-kind match?

Grant term (project period): approximately 2 years, plan accordingly

Federal agency applicants: 5% of total project cost (grant + match) must be from a non-federal funding source, some federal sources exempt from this (LWCF, FEMA, CDBG, etc.)



2020-2025 Grant Cycles

	Funds Requested	Funds Awarded	Proposals Received	Projects Funded	Average Award Amount
Motorized	\$3,630,595	\$3,195,361	30	24	\$133,000
Non-Motorized	\$14,878,681	\$8,038,334	135	69	\$116,000

Lists of past funded projects are posted on the OPRD RTP webpage



RTP Overview: Is my project a good fit?

- ✓ A primary purpose of the project is to provide or enhance public outdoor **recreational trail opportunities** for users
- ✓ The project meets an unmet need, solves a problem, or provides other benefits to trail users
- ✓ The project has gained public support and input through a public planning process
- ✓ The scope and budget are realistic
- ✓ For projects on federal land, NEPA approvals are in place
- ✓ Necessary steps have been taken related to land use approval, permits, and environmental review – to ensure that the project will be shovel ready and can be completed within 2 years, beginning in 2027/2028
- ✓ For non-profit partner applicants, the project has been vetted and approved by the land manager



Eligibility Requirements: Applicants

- Local governments
- State agencies
- Federal agencies
- Tribal governments
- Other gov't entities that manage public recreation areas
- Non-profits
 - Must be a registered nonprofit for at least three years prior to application
 - Land manager approval required
 - Coordinate with land manager on planning, application, and project implementation
 - Need a Unique Entity Identifier (UEI)



*Mt. A Line Trail
Rogue Valley Mountain Bike Association
Supported by RTP
Credit Ryan Hawk*



Eligibility: Project Types

Construction of new recreation trails

New trail systems, expansions, linkages, bypasses, etc.

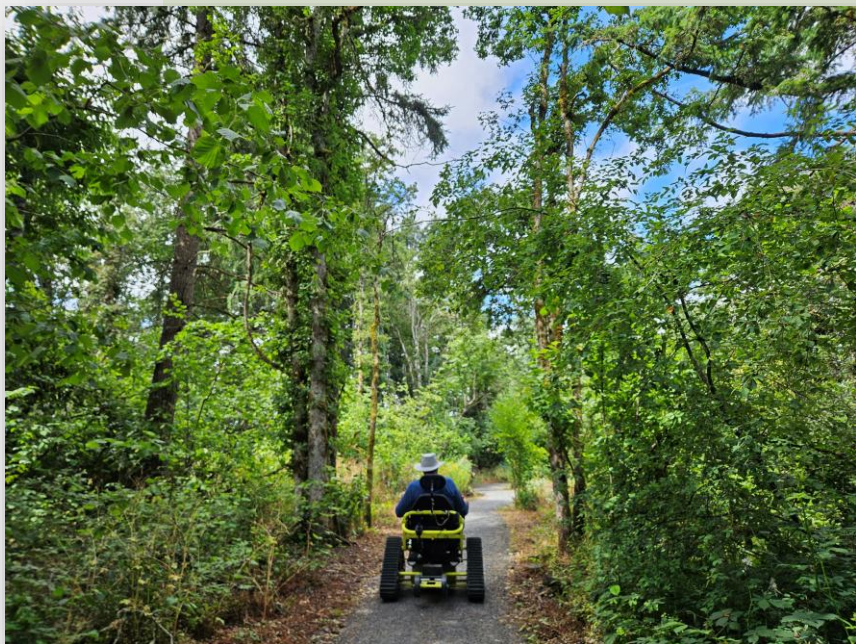




Eligibility: Project Types

Restoration and improvements of existing trails

Reroutes, wildfire restoration, bridge replacements, accessibility improvements, signage, etc.



Realignment for environmental protection + accessibility improvements



Improving mountain bike features



Bridge replacements



Wildfire restoration



Eligibility: Project Types

Trailhead Facilities

Parking areas, staging areas, restrooms, kiosks, etc.



*City of Cascade Locks,
HCRHST & PCT Hub*



*COHVOPS,
Rim Butte Jeep Trails & Trailheads*



*Deschutes National Forest,
Kapka Sno Park*

Facilities must have a direct and primary relationship with a recreational trail



Eligibility: Project Types

Water Trail Facilities

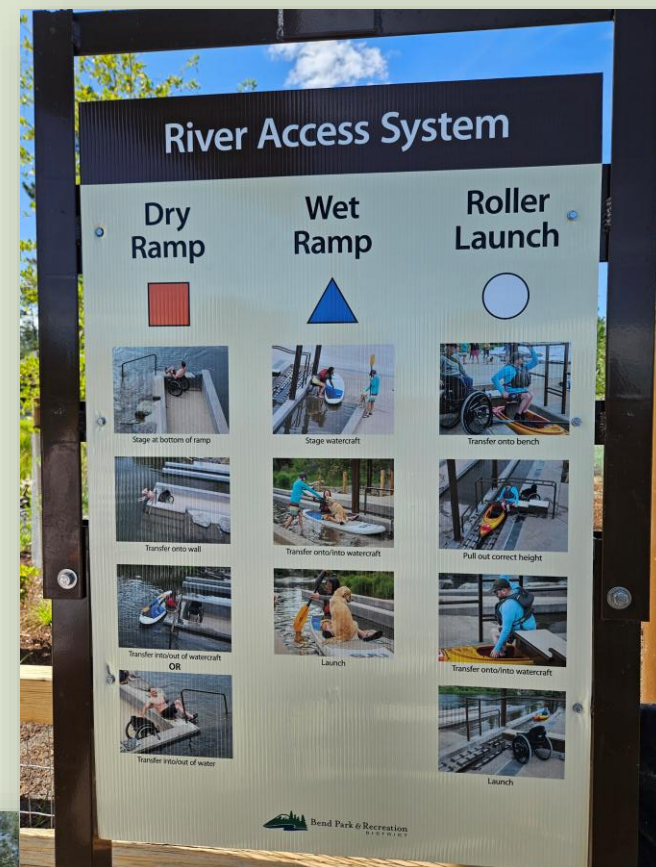
- Eligible recreational trail type under RTP
- Must be along a designated water trail or other body of water providing paddling corridors between public access points
- If trail isn't designated, use maps or other visuals to demonstrate use



City of Hillsboro,
Rood Bridge Park Boat Launch, Tualatin River Water Trail



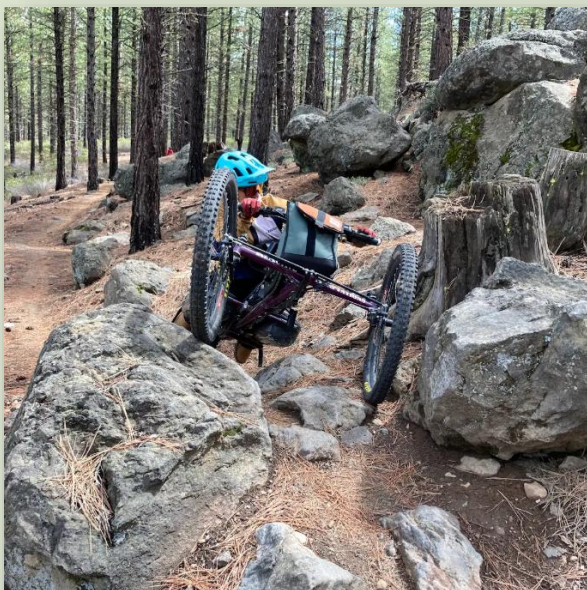
Oregon State Parks,
Dispersed campsite upgrades, Willamette River Water Trail



Bend Parks & Recreation District
Millers Landing
Supported by LGGP



Eligibility: Project Types



Assessments for Trail Accessibility or Maintenance

- **Accessibility:** assessing existing trails for accessibility improvements and/or to provide information to users. Project can be just for an assessment, or assessments can be wrapped in with a construction project.
- **Maintenance:** assessing trails to develop a maintenance plan. May not be competitive.



Eligibility: Project Types



Land or Easement Acquisition for Trail Development

- Must comply with federal acquisition guidelines (Uniform Act, Yellow Book appraisal)
- Appraisal costs incurred within 18 months of Notice to Proceed eligible as match
- Appraisals older than one year from application date need to be updated
- Proof of willing seller required
- Appraisals must be completed and submitted with the application



Eligibility: Project Types

User Facing Safety & Education

Trail safety education, printed materials, signage, videos, public training, etc.



Limited to 5% of annual apportionment, approximately \$80,000

Limited to one federal fiscal year (October-September)

Projects submitted and evaluated in category of primary use (moto or non-moto)

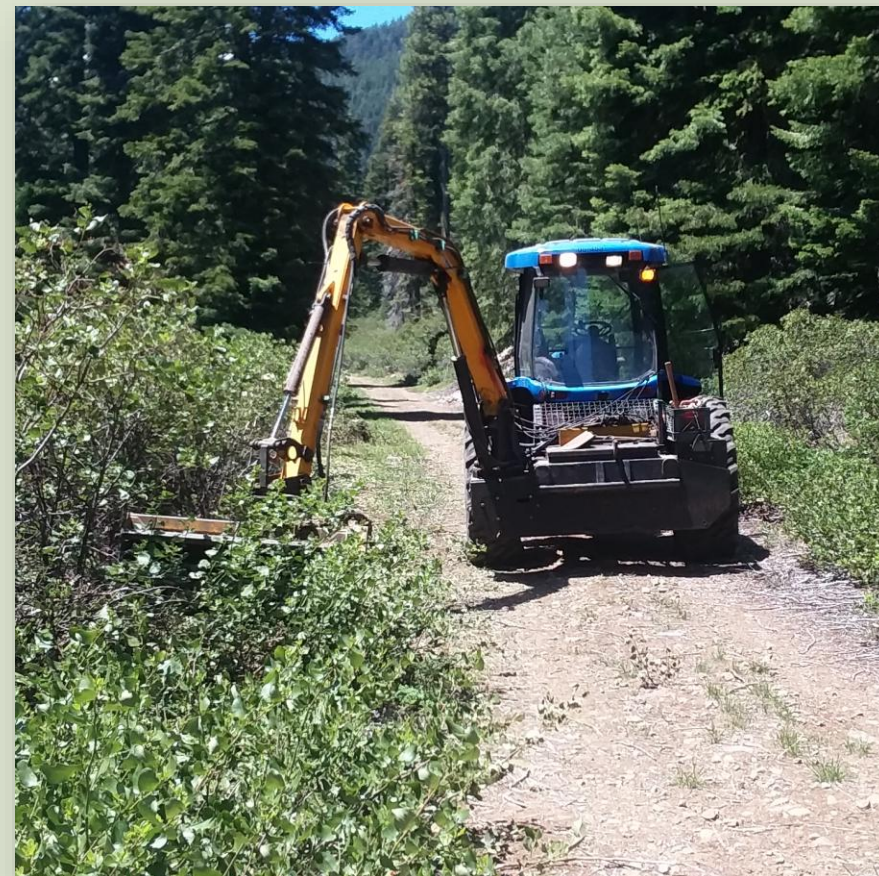


Eligibility: Project Types

Equipment for Trail Building and Maintenance

- Purchasing equipment dedicated to trail building and/or trail maintenance is eligible
- Equipment = \$10,000 or more per unit
- Nonprofits: need documentation of partnership with land manager(s) (letter, agreement, etc.)
- **Waived for projects when the total of federal funds is less than \$500,000:** All steel and iron parts must be certified as U.S. sourced and final assembly must take place in the U.S. (Buy America)

See policies 2.3A and 2.4 for more information



*Chiloquin Ridge Area Trail Restoration,
Oregon State Snowmobile Association*



Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements - complete list in policy 2.3B

Planning / Engineering Costs

- Limited to 15% of the total project cost included in the RTP budget for construction projects
- Includes final design, engineering, land use or building permits
- Does NOT include accessibility assessments or cultural resource surveys

Pre-Agreement Expenses

- Planning/engineering costs eligible as match if incurred within 18 months prior to Notice to Proceed
- Pre-approval required, include in budget and describe in relevant application question
- Cannot include construction, ground disturbance

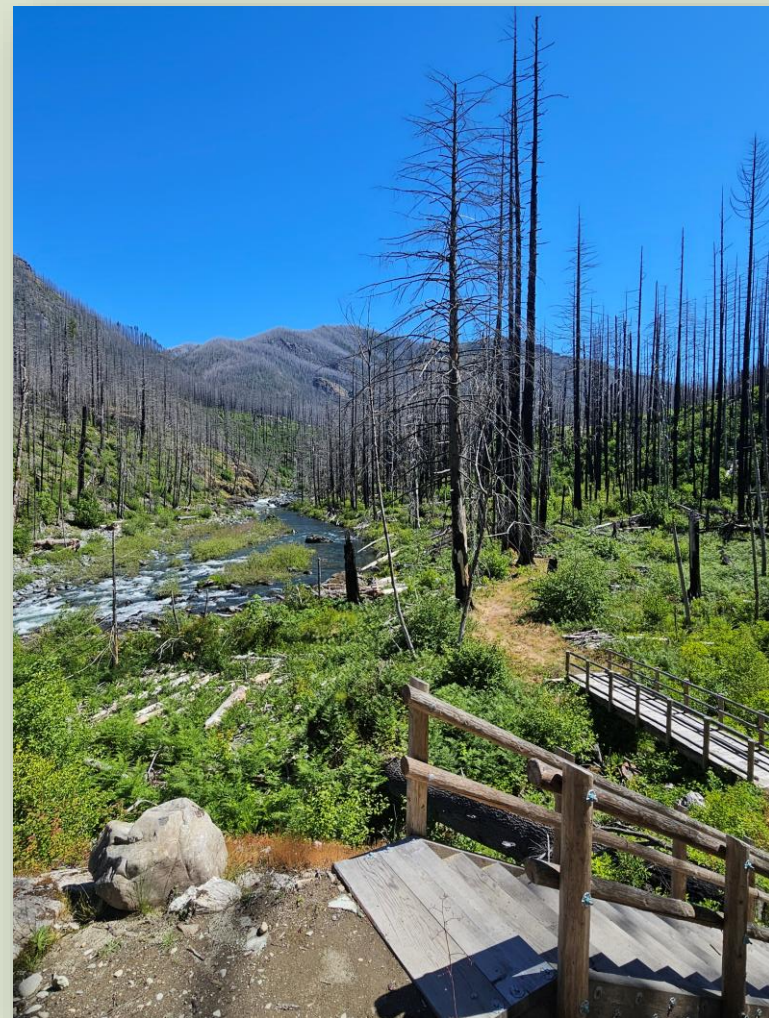


Conditional Project Elements

Staff Salaries & Benefits –

Recently updated

- Eligible for match: wages of staff implementing the project
- Eligible for reimbursement:
 - Govt Agencies Grantees: only wages for temporary or seasonal employees hired for the project
 - **Nonprofit Grantees:** wages of any paid staff implementing the project
- Documentation: hours must be tracked and documented



*Little North Santiam Trail Restoration,
National Forest Foundation & Willamette National Forest
Supported by RTP*



Conditional Project Elements

Skill Building Facilities & Bike Parks

- Pump tracks and other skill building facilities that are tied into or enhance a trail system are eligible
- Skill building features incorporated into a recreational trail are eligible
- Standalone pump tracks or other skill building facilities are not eligible
 - LGGP or LWCF a better fit for these



Salem Area Trails Alliance, Silver Falls Newt Loop



John Day Bike Park, trails funded by RTP



Conditional Project Elements

- **Interpretive Signage**

- Incidental costs for natural and cultural interpretive signage are eligible within a trail construction or restoration project
- Also eligible as a safety & education project
- Factor in time for consultation

- **Lighting**

- Incidental costs for lighting at a trailhead or along a trail are eligible

- **Law Enforcement and Emergency Services**

- RTP does not fund law enforcement or emergency service operations, facilities, or equipment
- However, minimal use of projects funded by RTP may be allowed (example: storing search and rescue equipment in a snowmobile groomer shed)



*Deschutes National Forest,
Whychus Creek Overlook Trailhead*



*COHVOPS,
Rim Butte Jeep Trails*



Conditional Project Elements

Transportation Facilities

- Sidewalks, bike lanes, and other active transportation facilities are generally not eligible for RTP. However, if a bike lane or sidewalk is necessary to complete a missing link in a regional trail, a case may be made to demonstrate the recreational need and why transportation funds are not being used.
- Applicants are required to consult with ODOT's Pedestrian and Bicycle Program staff (contact Jodi first)

Road Right of Way

- Additional requirements apply for projects located in the ROW of a federal-aid highway
- Link in manual to determine which highways this applies to
- Davis Bacon applies, inmate labor restricted



*City of Ontario,
Treasure Valley Connector Trail*

Other Eligibility Considerations

- RTP does not fund park pathways that mainly serve to connect park facilities (example: pathways from playground to bathroom, parking lot to sport field)
- RTP funds projects, not programs, not ongoing operations & maintenance



*Sisters Community Recreation Center Park
Walking path and other amenities supported by LGGP*



Ineligible Project Elements

Not eligible for grant reimbursement or as match

- Budget contingencies (ineligible as a line item, spread out instead)
- Planning
- Food (exceptions for backcountry, overnight crews)
- Gifts
- Indirect and overhead costs
- Landscaping (beautification ineligible, mitigation planting eligible)
- Legal fees
- Time spent completing the RTP grant application, progress reports, and reimbursement requests





Ineligible Project Elements



*Photo credit Katie Sox;
Central Oregon Trail Alliance &
Ochoco National Forest,
Trail Rehabilitation*

- **Roads**
- **Maintenance**
 - Work that is or should be conducted on a frequent basis to keep trails up to standard
 - Work that doesn't impact the trail location, design, or structure
 - Cannot be used as match
 - Volunteer labor must be distinct from their maintenance work under an existing partnership and be clearly tied to the project goal
 - Federal agencies might use the term "maintenance" for work that RTP considers eligible as heavy restoration



Eligible Match Sources

Minimum match: 20% of project cost

Actual match based on approved budget

Match must be necessary for the specific project

- Cash
- In-Kind
- Force Account
- Grants
- Donations (cash, items, services)
- Volunteer Labor



Photo Credit Kyle Miller

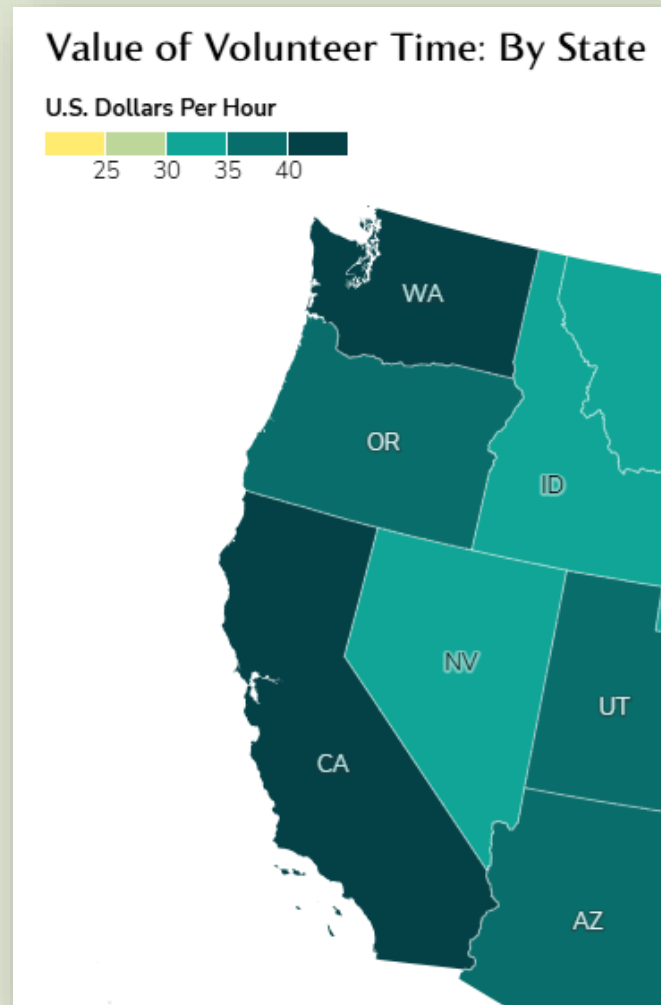


Eligible Match: Volunteer Labor

Select one method for the entire project:

- **Option 1:** [Independent Sector](#) rate for Oregon
 - \$37.66/hour (typically updated every April)
 - View full report for state-specific rate
 - Recommended for simplicity
- **Option 2:** Department of Labor or BOLI rates
 - Wage rate determined by duties and county
 - Use general laborer rates unless performing specialized work (example: engineer, archaeologist)

Optional volunteer tracking templates provided by OPRD. Allowable to use your existing tracking system if similar information is collected.



Independent Sector



Ownership and Public Access

Ownership documentation required with the application (non-federal land)

- Fee simple title,
- Lease,
- Easement, or
- Other legally binding use agreement

RTP Grant Agreement Language – Use of Project Property:

- *“Grantee warrants that the land within the project boundary...shall be dedicated and used for the purpose described in the Application for a period of **no less than 25 years** from completion. Grantee agrees to not change the use of, sell, or otherwise dispose of the land...except upon written approval by OPRD.”*



Ownership and Public Access

RTP Grant Agreement Language – Public Access

- *“The Grantee shall allow opened and encumbered public access to the completed Project to all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence.”*

User fees not prohibited at RTP assisted sites

Land managers maintain discretionary management responsibilities

- Example: seasonal closures for wildlife protection, temporary closures for timber or wildfire management
- Describe known restrictions in the application



Cascade Head Scenic Research Area

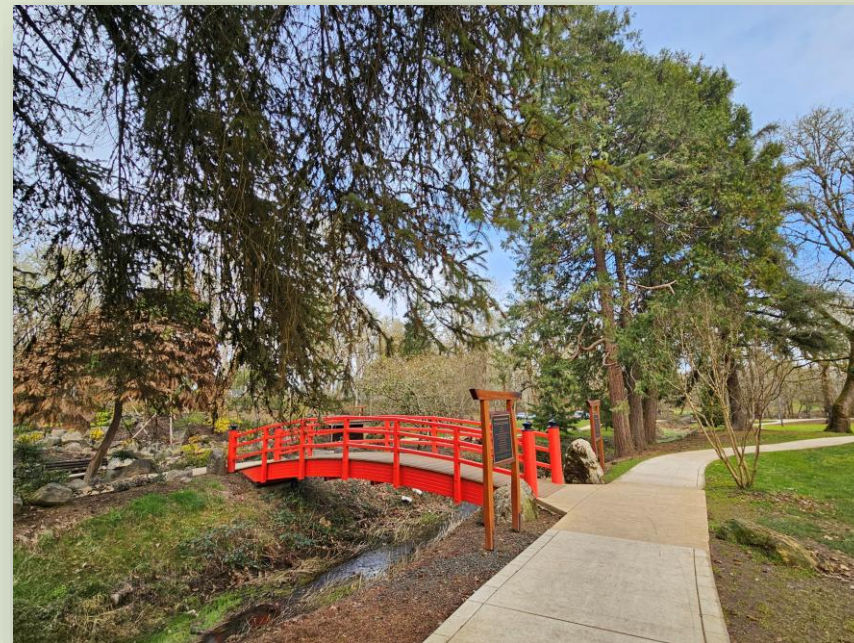


Environmental Review

Projects are assessed to:

- Ensure minimal environmental impacts
- Show compliance with the National Environmental Policy Act (NEPA)
- Ensure necessary approvals, permits, and mitigation measures are in place

Review process varies for federal and non-federal land. Refer to manual and application attachment checklist.



*City of Dallas,
Japanese Garden and Trail Restoration*

*Connector trails supported by RTP
Garden and bridge supported by LGGP*



NEPA & Section 106 Review: Federal Lands

- NEPA Documentation:
 - Letter or form indicating that the project falls under a categorical exclusion, or
 - Decision memo, copy of EA or EIS if applicable
- Section 106 Documentation:
 - Completed Heritage Review form if the project falls under the agency's Programmatic Agreement with SHPO, or
 - Alternative PA documentation used by the agency, or
 - Copy of SHPO's concurrence letter

*Indicate on the application if these items are pending,
proposal will not move forward if NEPA not done*



United States Department of Agriculture

Record of Decision



Environmental Review: Non-Federal Land

- For all projects that include on-the-ground work, submit with the application:
 - RTP Environmental Screening Form
 - Completed State Agency Review Forms
- These and other requirements apply differently to projects on tribal lands, contact Jodi

Environmental and Cultural Resource Review Forms for Projects on Non-Federal Land

- [RTP Environmental Screening Form \(DOC\)](#)
- [RTP Environmental Screening Form \(PDF\)](#)
- [State Agency Review Form](#)
- [Transmittal Memo](#)
- [State Agency Contact List](#)

Forms received after application submission can be emailed to Jodi during the technical review period. Application asks if you're waiting on any of the agencies to respond.





Environmental Review: Non-Federal Land

Intergovernmental Consultation / State Agency Reviews

- State Natural Resources Agencies, required:
 - Dept. of State Lands (DSL)
 - Dept. of Fish and Wildlife (ODFW)
 - Dept. of Environmental Quality (DEQ)
- Others, based on project type:
 - Example: Dept. of Forestry, State Marine Board, ODOT, Dept. of Agriculture
 - Refer to the Agency Contact List for more information

State natural resource agencies use the consultation forms to communicate requirements such as permits needed or other recommendations for improvements



Environmental Review: Non-Federal Land

State Agency Review Steps

1. Complete the RTP Environmental Screening Form
2. Complete a Transmittal Memo for each agency
3. Edit the Consultation/Review Form to include your contact info
4. Email to each agency:
 - Transmittal Memo
 - State Agency Consultation/Review Form
 - Environmental Screening Form
 - Map
 - Site Plan

STATE OF OREGON NATURAL RESOURCE AGENCY CONTACT LIST for Review of Proposed Grant Funded Projects		
Mandatory Contact List: Submission to these 3 agencies is required.		
☐ DSL	☐ ODF&W	☐ DEQ
AGENCY	CONTACT	SPECIAL REQUIREMENTS
☐ Oregon Department of State Lands (DSL)	Chris Stevenson Jurisdiction Coordinator 775 Summer ST NE STE 100 Salem, OR 97301 503-986-5246 christine.stevenson@state.or.us	• Submit by email • Allow 4 weeks for review • Only submit projects with ground alteration • No resubmittals please • Please include the following info: • County • Latitude/Longitude • Township • Accurate Site Map • Range • Tax Lot(s) • Section
☐ Oregon Dept of Fish & Wildlife (ODF&W)	Joy Vaughan Land Use & Waterway Alterations Coordinator 4034 Fairview Industrial DR SE Salem, OR 97302 503-947-6089 joy.v Vaughan@state.or.us	• Submit by email • Joy will forward your review request to the appropriate district biologist.
☐ Dept of Environmental Quality (DEQ) Northwest Region	David Kunz 700 NE Multnomah St Ste 600 Portland, OR 97232 503-229-5336 kunz.david@deq.state.or.us	• Submit by email • Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties.
Western Region	Mary Camarata 185 E 1 st Ave STE 100 Eugene, OR 97401 541-687-7435 mary.camarata@state.or.us	• Submit by email • Serving Yamhill, Polk, Marion, Lincoln, Benton, Linn, Lane, Douglas, Coos, Curry, Jackson, and Josephine Counties.
Eastern Region	Greg Svelund 475 NE Bellevue DR, #110 Bend, OR 97701 541-633-2008 svelund.greg@state.or.us	• Submit by email • Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, Lake, Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler

*Refer to the State Agency Contact List for email addresses and other details. **Agencies must be given at least 30 days to respond. Recommended to start this step right away!***



Environmental & Land Use: Non-Federal Land

- Application asks which agencies applicant is waiting to hear back from, if any
- Application asks what follow-up has or will take place in response to any comments received from state agencies or land use authority
- Applicants might be asked for a shape file, case-by-case





Environmental Review: Non-Federal Land

U.S. Fish and Wildlife Review

- Copy of an IPaC report must be attached to the application
- [Link to run report](#) included in manual and application attachment checklist
- Upload report under “Other”
- RTP Environmental Screening Form asks about impacts to federally listed species, refer to IPaC when completing that section
- OPRD will consult with USFWS about projects selected for funding and T&E species in project area

The screenshot shows the IPaC web application interface. At the top, it says "IPaC Information for Planning and Consultation" and "U.S. Fish & Wildlife Service" with a "LOG IN" link. The interface is divided into two main sections. The left section contains a "Find location" step with a search bar containing "Minto-Brown Island City Park, IN". Below the search bar, it says "Or skip this step and: UPLOAD GEOMETRY" and a note "Selection by state or county is no longer available." The right section shows a map of the project area, with a blue location pin and labels for "Minto-Brown Island Park", "Minto Island Rd S", and "Croisan Creek". The map includes a zoom control in the top left corner.

*A user account is not required
Start by searching for the park or general project location*



Environmental Review: Non-Federal Land

IPaC Information for Planning and Consultation U.S. Fish & Wildlife Service LOG IN

1 Find location

2 Define area
Draw the area where activities will occur
Select a drawing tool
SKETCH
POLYGON
LINE
Other options:
UPLOAD GEOMETRY
Selection by state or county is no longer available.

3 Confirm

Layers ADD

Draw an approximate polygon of the project area
or upload a shape file

Click Confirm and Continue

IPaC Information for Planning and Consultation U.S. Fish & Wildlife Service LOG IN

Explore location
LOCAL OFFICE OR FISH AND WILDL OFC -

LOCATION Marion County, Oregon
CHANGE LOCATION

Resources

ENDANGERED SPECIES	9
BALD & GOLDEN EAGLES	2
MIGRATORY BIRDS	16
FACILITIES	
WETLANDS	✓
PRINT RESOURCE LIST	

What's next?
Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.
DEFINE PROJECT

Endangered species
Listed species¹ and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries²).
Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).
Additional information on endangered species data is provided [below](#).
The following species are potentially affected by activities in this location:

THUMBNAILS LIST

Birds

 Threatened CH Marbled Murrelet Brachyramphus marmoratus	 Threatened CH Northern Spotted Owl Strix occidentalis caurina Wherever found	 Threatened CH Streaked Horned Lark Eremophila alpestris strigata Wherever found
--	--	---

Click Print Resource List

When prompted, Click "I'm printing this page for other purposes"

Print/Save as an Adobe PDF

Upload to application under "Other"



Cultural Resource Review: Non-Federal Land

- SHPO review forms no longer required with the application
- Instead, cultural resource section of the RTP Environmental Screening Form expanded
- OPRD staff will compile information for a SHPO submittal later in the process
- Cultural resource survey highly likely to be required unless already done (at the applicant's expense)



Amanda Trail



SHPO Review: Non-Federal Land



- If FHWA, a tribe, and/or SHPO request an archaeological survey, it's at the expense of the applicant
 - Must be done prior to Notice to Proceed
 - Expense can be counted as pre-agreement match
 - Expense cannot be reimbursed
 - Archaeological monitoring during project implementation can be included in the budget
 - **Budget for a cultural resource survey unless one has already done**
- FHWA consults with tribes about projects recommended for funding on non-federal land. May result in questions, project modifications, request for survey, etc.
- Inadvertent Discovery Plan (IDP) incorporated into grant agreements, required in (sub)contracts



Build America, Buy America

Buy America and the Build America, Buy America Act requirements have been waived for projects when the total of federal funds in the project budget is less than \$500,000.

Projects must comply with the following requirements if the Total Project Cost is \$500,000 or more:

- FHWA Buy America Law: if the total steel or iron incorporated into a project exceeds \$2,500 – melting and all manufacturing processes must take place in the U.S.
- 2021 Build America, Buy America Act: expands Buy America requirements to most construction materials and certain manufactured products.

If Buy America applies, research product availability and cost as you build your budget and scope.

Refer to policy 2.4 for complete information



Application Process & Materials

Application & Forms

OPRD utilizes an [online grants application system](#). The application can be accessed online when the grant cycle is open. Interested applicants must have an account on OPRD Grants to apply and can request an account at any time.

Applicants will either select a motorized or non-motorized application, depending on primary use of the trails or project area.

[Online Application Instructions](#): refer to these instructions to navigate the application system on OPRD Grants

[2026 Application Worksheet](#): A list of application questions that can be used to prepare your responses but cannot be submitted in place of the online application

[Application Attachment Checklist](#): A list of required attachments and forms that must be submitted with your application

Application Forms:

- [RTP Land Manager Approval Form](#)
- [Project Timeline Template](#)
- [Land Use Compatibility Form \(LUCS\)](#)
- [Trail Accessibility Assessment Memo](#)

Environmental and Cultural Resource Review Forms for Projects on Non-Federal Land

- [RTP Environmental Screening Form \(DOC\)](#)
- [RTP Environmental Screening Form \(PDF\)](#)
- [State Agency Review Form](#)
- [Transmittal Memo](#)
- [State Agency Contact List](#)

OPRD RTP Webpage

13 Files

[RTP GRANT MANUAL](#)

[RTP Grant Manual Updates](#)

[Online Grant Application Instructions](#)

[Checklist for Application Attachments](#)

[Pre-application Worksheet](#)

[RTP Environmental Screening Form - Blank](#)

[State Agency Review Form - Blank](#)

[State Agency Transmittal Memo form](#)

[State Agency Contact List](#)

[Land Manager Approval Form - Blank](#)

[Land Use Compatibility Statement \(LUCS\) - Blank](#)

[Project Timeline Template](#)

[Trail Accessibility Assessment Memorandum - Blank](#)

Online Application



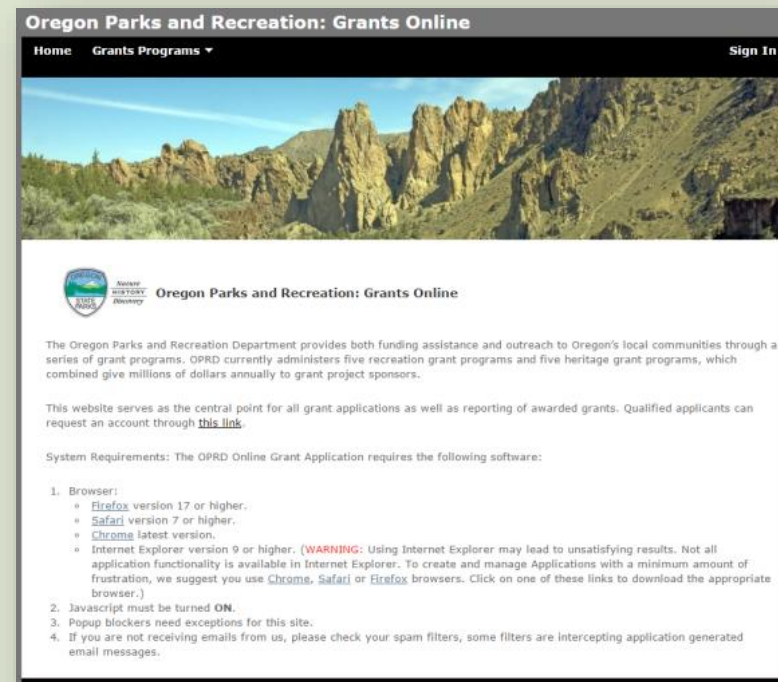


Online Application Process

<https://oprdragrants.org>

Existing Users: Sign on using your email address as username

New Users: Follow links to request an account

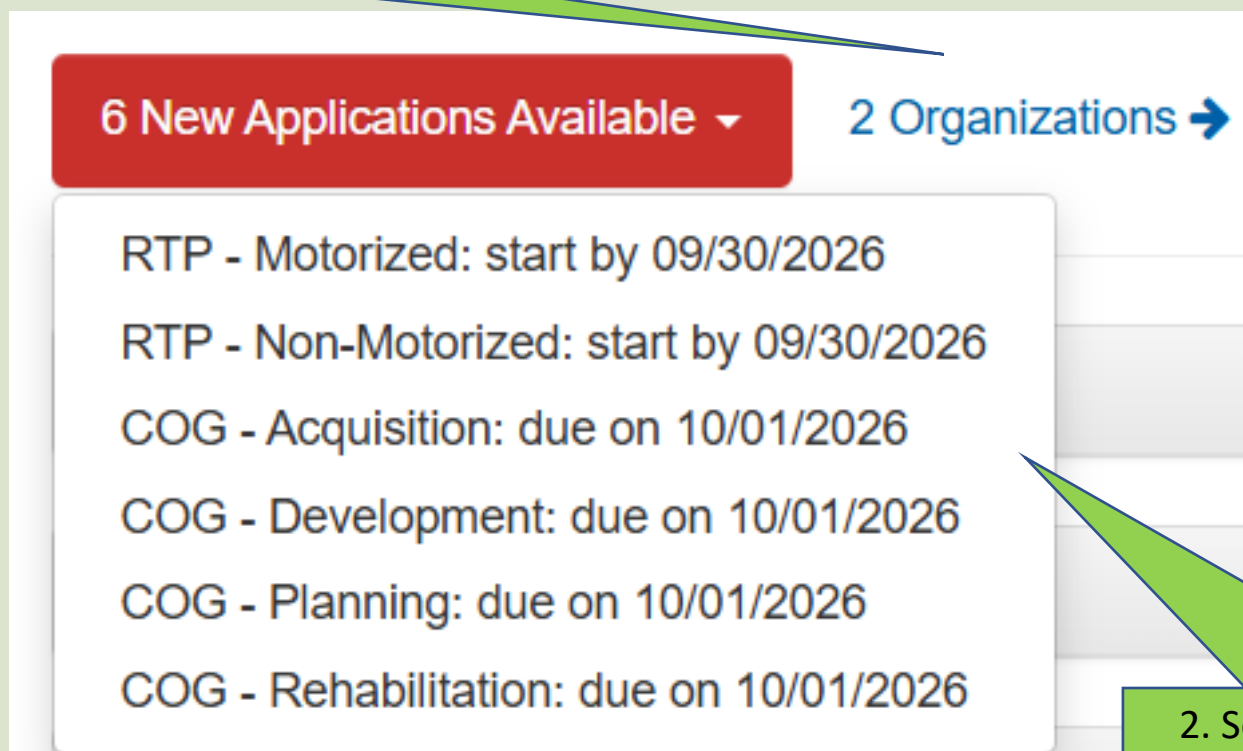


Need written permission from the applicant organization to allow consultants or other partners to access their grants account



Online Application Process

1. If your user account is associated with more than one organization, select the appropriate organization before initiating an application.

A screenshot of a web interface for the online application process. At the top, there is a red button that says "6 New Applications Available" with a downward arrow, and a blue link that says "2 Organizations" with a rightward arrow. Below these, a white box contains a list of applications with their respective due dates.

RTP - Motorized:	start by 09/30/2026
RTP - Non-Motorized:	start by 09/30/2026
COG - Acquisition:	due on 10/01/2026
COG - Development:	due on 10/01/2026
COG - Planning:	due on 10/01/2026
COG - Rehabilitation:	due on 10/01/2026

2. Select the appropriate application. This list will include all open programs that your organization is eligible for.



Letter of Intent (LOI)

Main Purpose: High level screening of project eligibility, potential issues.
NOT a formal letter.

LOI's are not used for selecting projects. Keep to the basic facts (don't need to sell your proposal). You are not held to the scope or dollar amount submitted on the LOI.

▲ Project Information

Project name *

Sunnyville Forest Trail

Brief description of project *

Phase 2 of the Forest Trail project includes extending the trail 3 miles, installing wayfinding signage, and adding a kiosk at the trailhead that was developed under Phase 1.

Project Location *

Sunnyville neighborhood in Happy City, OR. Near the intersection of J and 100th St.

Approximate grant request *

75000

Save Letter

Submit Letter

Nevermind



Letter of Intent (LOI) - Tips

- Make sure to select the correct organization and contact person
- **Save** and **Submit**
- Once approved, the remainder of the application questions can be accessed

A screenshot of a web form interface. At the top, a light blue banner contains the text "This application requires a Letter of Intent, please provide the following information:". Below this is a green banner with the text "Letter of Intent submitted", which is circled in red. At the bottom, a light gray banner contains a blue triangle icon followed by the text "Contact Information".

This application requires a Letter of Intent, please provide the following information:

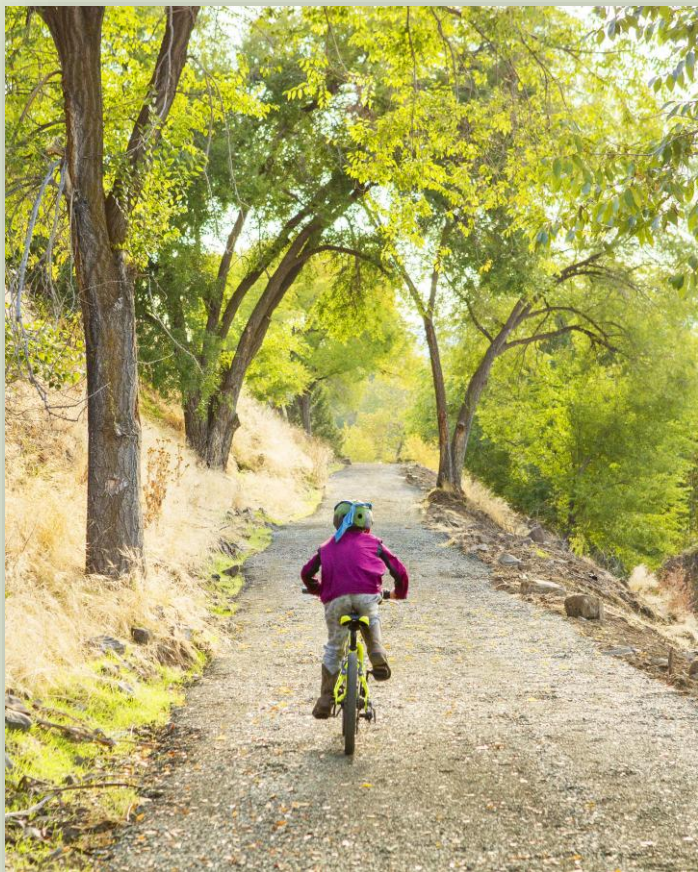
Letter of Intent submitted

▲ Contact Information

Note: After briefly seeing this message, and before it's approved, it will look like you still need to submit. I will approve or contact you with questions within a few days. Contact me if you're unsure.



Application Sections



*Photo Credit Tanni Wenger Photography Studios,
City of John Day, Innovation Gateway Trail System*

- Contact Information
- Project Information
- Project Budget Worksheet
- **Revised:** Supplemental Project Information
 - Environmental: Federal Lands
 - Environmental: Non-Federal Lands
 - RTP Committee Evaluation Criteria
 - Supplemental Miscellaneous
 - Attachments



Getting Started

- Use Chrome or Firefox
- Follow instructions and refer to manual
- Save often
- Keep a backup copy of your responses using the pre-application worksheet
- **Non-profit partners:** review your application with the land manager to ensure project timeline, roles, and deliverables are clear



*Restoration of winter warming shelters,
Deschutes National Forest*



Getting Started

Get started early on attachments and responses that require coordination, particularly:

- **Federal Lands:** NEPA and Section 106
- **Non-Federal Lands:** RTP Environmental Screening Form, State Agency Review Requests, Land Use Compatibility Statement
- **All:** Requesting letters of support, Land Manager Approval Form



Getting Started

- **Reminder:** the scope and budget are incorporated into a **grant agreement** for approved projects. Keep the scope realistic. **You will be held to it.**
- The project planning stage comes before the application process
- Know your audience, application should focus primarily on benefits to recreational trail users
- Be clear and concise for reviewers
- Don't assume that staff and committee members know your trail system, user needs, etc.



Using AI? Proceed with Caution

OPRD does **NOT** use AI to screen or evaluate applications

- While AI can be a very helpful tool for grant writing or proofreading, OPRD has observed the following pitfalls:
 - Objectively inaccurate responses
 - Responses that don't answer the question, or only define the question
 - Answers that are buried
 - References to an AI tool pasted into the response
 - Inaccurate information about scopes, accessible design, your agency, etc.
- Takeaways:
 - When using AI: proofread, proofread, proofread (humans!)
 - Respect your community, submit an accurate application
 - Respect the time of staff and committee members



Contact Information

- Select:
 - Project Contact (required)
 - Reimbursement Contact (optional)

A screenshot of a web application titled "RTP Non-Motorized Application". At the top, there are three buttons: "Save Application" (blue), "Submit Application" (blue), and "Cancel" (orange). Below these is a red bar with a "Delete Application" button and a close icon. The main section is titled "Contact Information" with a green checkmark icon. It contains four fields: "Applicant" (set to "OPRD"), "Project Contact *" (a dropdown menu showing "Ben Cox"), "Address" (a list of names with "Ben Cox" selected), and "Reimbursement Contact" (empty). The list of names includes: Alex Phillips, Anna Krug, Austin Bertelson, Barbara Lee, Ben Cox, Ben Fisher, Carrie Lovellette, Casey Nielsen, and Chris Gerdes.

Select from a list of all active users connected to your organization. All users can edit the application, not just the Project Contact you select.

- Contact information can't be edited on the application
- Edit on your home page:

A screenshot of a web interface showing a table of users. At the top, there is a link "70 People" circled in red. Below it is a table with two columns: "Name" and "Role".

Name	Role
Alex Phillips	Authorized
Austin Bertelson	Authorized
Barbara Lee	Authorized
Ben Cox	Authorized

Click on the People tab and find your name. Follow the edit and save links. You may only edit your own information.



Organization Information

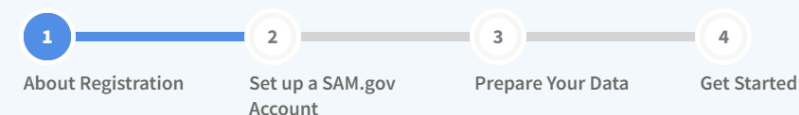
- **Unique Entity ID (UEI) and federal tax ID required**
 - UEI replaced DUNS numbers in 2022
 - Required for entities that receive federal funds
 - If your organization didn't already have a DUNS and you haven't requested a UEI, request through SAM.gov. Start that process NOW.

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



<https://sam.gov/entity-registration>



Project Information

- **Project Name**

- Carries over from the LOI, can be edited on the application
- Be short but specific enough to identify the project

- **Brief Project Description**

- Describe deliverables in 1-2 sentences (225 character limit)
- Not for making a case
- Used for our federal agreements & public reports

Brief Project Description Examples

The grant would fund restoration of the 1.33-mile Twilight Trail in Prescott Park. Project will involve removing rock protrusions, grading, adding a trail signage kiosk, installing three culverts and two benches.

Purchase a winter trail groomer for operation by the Klamath Basin Snowdrifters Snowmobile Club and the Oregon State Snowmobile Association (OSSA)

Heavy restoration of priority trails within the Eagle Cap Wilderness, including heavy logout in burned areas and construction of 8 structures (small bridges and puncheon).

Construct approximately 5 miles of new non-motorized trails for Phase II of the Jack-Ash Trail project in Jackson County OR.



Project Information

- Project start and end dates
 - Actual start date based on federal approval and grant agreement
 - **Earliest start is late summer or fall of 2027**
- Site name, city, and county or counties
- Site description
- Approximate acreage
- Latitude and longitude
 - Attachments will provide more detail
 - Choose a central location or trailhead
 - Google map will open, zoom in until you can select a point on the map

The screenshot shows the "Oregon Parks and Recreation: Grants Online (Testing)" web application. On the left, there is a sidebar with a list of counties: Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, and Yamhill. Below this list are fields for "Site Description", "Site Acreage", "Latitude", and "Longitude". A "Find Lat/Lng" button is located next to the latitude and longitude fields. The main content area is partially obscured by a "Set Latitude / Longitude" dialog box. This dialog box contains a Google Map of Oregon, with a yellow location pin placed over the Umatilla National Forest area. Below the map, there is a text input field for "lat: lng:" and a "Nevermind" button. The dialog box also includes a "Map" tab and a "Satellite" tab, and a "Zoom in closer to select your site on the map." instruction.

If map is blank, zoom in until locations show



Project Budget Worksheet





Project Budget Worksheet

This section auto-fills

Financial Information

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *

\$0.00

Match Amount *

\$0.00

Total Project Cost *

\$0.00

Grant %

0 %

Match %

0 %

Project Budget Worksheet

Add Worksheet Item

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Totals				\$0.00	\$0.00	\$0.00	

Total Project Cost

\$0.00

Total Match from Sponsor

\$0.00

Grant Funds Requested

\$0.00

Add budget line items by clicking here



Project Budget Worksheet

- Enter by item and as related to project scope
- Enter unit of measurement:
 - Item or lump sum (LS)
 - Linear foot (LF)
 - Hours
 - Etc.
- Cost per unit (value)
- Identification of matching fund source, as applicable
- System will calculate totals

Project Budget Worksheet [Add Worksheet Item](#)

Description *

Quantity Needed *

Unit of Measure *

Cost / Unit

Does this item include Match?
☒

Match Amount *

Source of Funding

Check here if the source of your funds is from another Grant?
☐

▲ Project Budget Worksheet

Description *	Trail planner - final design (pre-agreement cost)
Quantity Needed *	1
Unit of Measure *	LS
Cost / Unit	10,000
Does this item include Match?	☒
Match Amount *	10,000
Source of Funding	Agency budgeted funds
Check here if the source of your funds is from another Grant?	☐

Example: pre-agreement expenses, 100% match

▲ Project Budget Worksheet

Description *	Trail Construction: Flow Trail Segment
Quantity Needed *	5000
Unit of Measure *	linear feet
Cost / Unit	12.00
Does this item include Match?	☒
Match Amount *	12,000
Source of Funding	
Check here if the source of your funds is from another Grant?	☒
Grant Name	MTB Grant Program
Grant Type	private
Granting Agency	MTB Assoc.
Grant Status	Approved

Example: expense split between RTP and another grant



Project Budget Worksheet

Verify grant and match amounts, percentages before submitting

Requested Amount *	\$94,000.00
Match Amount *	\$25,615.00
Total Project Cost *	\$119,615.00
Grant %	78.58546168958742 %
Match %	21.414538310412574 %

Match should be at least 20%

Request	Source of Funding	
\$80,000.00		 
\$3,000.00		 
\$5,000.00		 
\$6,000.00	Donated funds	 
\$0.00	ABC Trails Alliance	 
(\$3,200.00)	Force Account	 
\$0.00	Force Account	 
\$90,800.00		

There should not be any negative amounts in the request column



Project Budget Worksheet

- Brands, vendors, or contractors shouldn't be named unless the applicant has an existing agreement (refer to Section 5 of manual for procurement rules)
- Identify all elements included in grant or match:
 - Labor (contracted, volunteer, project management, field staff, etc.)
 - Equipment (rental costs if applicable, in-kind rates, FEMA rates, etc.)
 - Materials
 - Other services (permitting, engineering, design, archaeological monitoring, etc.)
- Expenses paid for outside of the grant or match should NOT be included in the budget
 - Indicate in the scope if necessary to explain the project, be clear whether included in grant/match
- Factor inflation/contingency into line items for each specific element



Supplemental Section

Project Information

- Select primary project category
- Select trail user groups: motorized & non-motorized
- For projects on non-motorized trail systems, describe the land manager's e-bike policy (for federal RTP reporting purposes)

Environmental Information

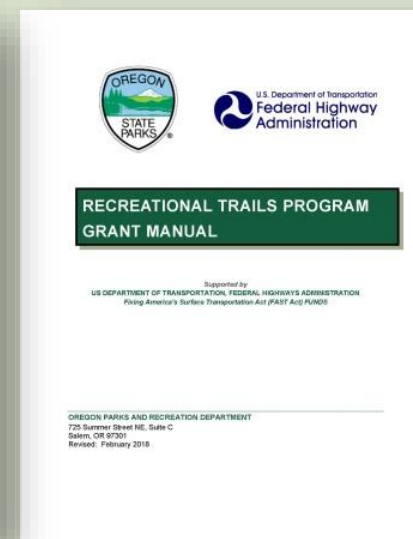
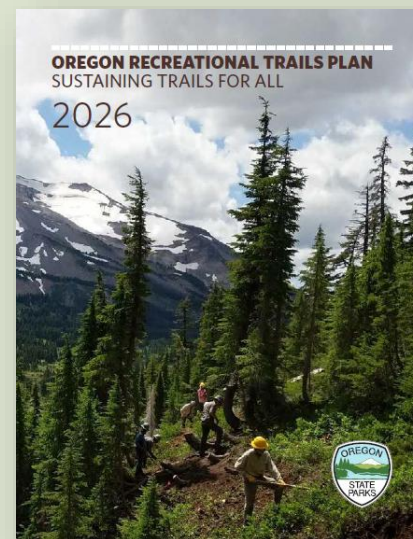
- Respond to either the federal or non-federal land questions
- Indicate the status of any pending environmental or Section 106 documentation





Supplemental Section: Technical Review & Evaluation Criteria

CRITERIA TYPE	POSSIBLE POINTS
OPRD TECHNICAL REVIEW	
Technical Review and Compliance	0
RTP COMMITTEE EVALUATION CRITERIA	
Project Scope, Plan, and Readiness	20
Statewide, User, and Local Needs	20
Maintenance and Stewardship	10
Youth Conservation or Service Corps	5
Reducing Barriers to the Outdoors	5
Balancing Recreation and Conservation	5
Public Support	5
Project Urgency	5
Fiscal Considerations	5
Discretionary	20
Total Points	100



*Refer to Section 4 of the RTP Grant Manual
for detailed guidance*



Supplemental Section: Technical Review & Evaluation Criteria

Committee Scoring Rubric; RTP Grant Manual, Appendix B

APPENDIX B RTP ADVISORY COMMITTEE SCORING RUBRIC

RTP Scoring Rubric

This document provides guidance to RTP Advisory Committee members on scoring applications submitted for RTP funding. Section 4 of the RTP Policy Manual provides more detailed guidance for applicants on these scoring categories and their related application questions.

Project Scope, Plan, and Readiness, 0-20 points: The intent of this category is to award points to project proposals with well planned, clear, and realistic scopes that are ready to proceed. This category considers other application information such as the project site plan and budget.

17-20 Points	13-16 Points	9-12 Points	5-8 Points	0-4 Points
The project scope is well defined, well planned, well designed, and the project is ready to proceed.	The project scope is moderately defined, planned, designed, and the project is ready to proceed.	The project scope could use improvements and/or the project may not be ready to proceed.	The project scope needs significant improvements to the plan or design and/or is not ready to proceed.	The project scope is unclear, poorly planned, poorly designed, and/or not ready to proceed.

Statewide, User, and Local Needs, 0-20 points: The intent of this category is to award points to projects meeting statewide and/or locally identified needs. This includes needs identified in the Statewide Trails Plan, needs specific to the intended user group(s), and needs identified through a local planning process. Applicants are referred to the grant manual for a list of statewide and user-specific needs.

17-20 Points	13-16 Points	9-12 Points	5-8 Points	0-4 Points
- The proposal clearly demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project strongly meets those needs.	- The proposal demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project moderately meets those needs.	- The proposal moderately demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project moderately meets those needs.	- The proposal moderately demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project doesn't meet those needs well.	- The proposal does not demonstrate that the project meets statewide, user, and/or locally issues and needs; and - The project doesn't meet those needs.



Supplemental Section: OPRD Technical Review (0 points)



Grant Performance & Compliance

- Is the applicant in compliance with other OPRD grants? Are active projects on track?
- Non-compliance may be cause for denial or for special conditions to be placed on the award

Minimum Policy Requirements, Projects Suitability & Readiness

- Is the project eligible? Does it meet the intent of federal RTP guidelines?
- Are all budget and scope elements eligible?
- Is the application complete?
- Is the project ready to proceed?



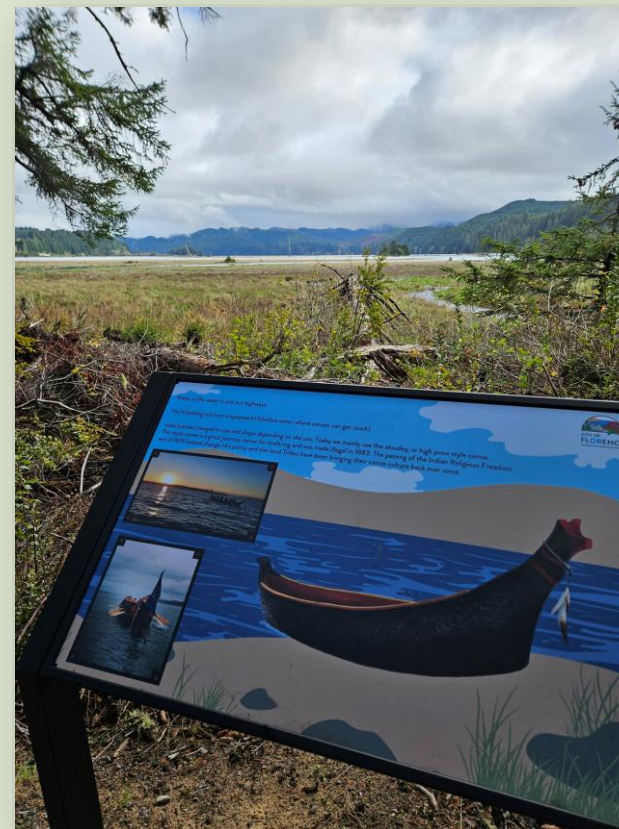
Supplemental Section: Scope, Plan, & Readiness (0-20 points)

Committee Evaluation

- To understand the objectives of the proposal
- To evaluate the appropriateness of RTP and competitiveness of the project
- To ensure funds are used timely and awarded to projects that are well planned and publicly vetted

OPRD Compliance Evaluation

- To evaluate the eligibility of the project & readiness to proceed
- If awarded, these responses are used for evaluation of project completion



*Siuslaw Estuary Trail, City of Florence
Supported by RTP*



Supplemental Section: Scope, Plan, & Readiness (0-20 points)

- **What** are the deliverables?
- **Why** this project?
- **How** will work be completed, and by **who**?
- **When?** Readiness, permits, next steps, procurement
- **Accessibility:** assessment, features, planned improvements



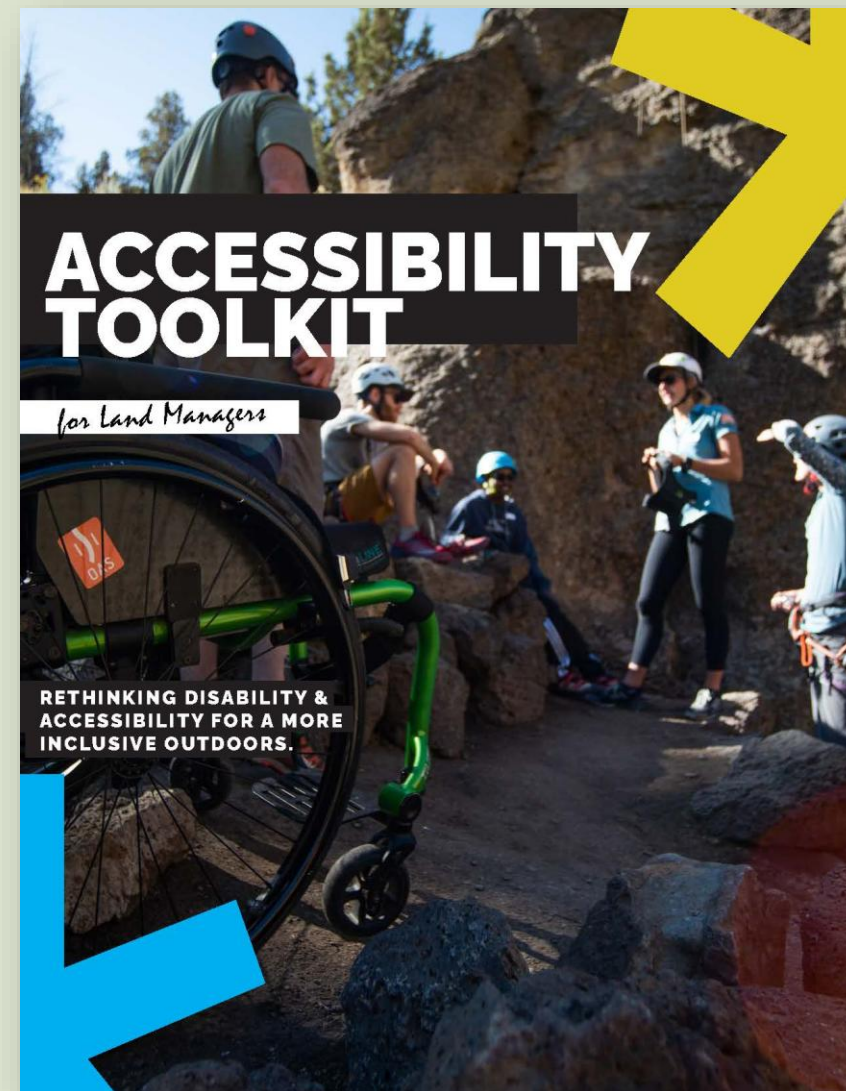
*Cline Buttes Recreation Area,
Supported by RTP*



Supplemental Section: Scope & Plan (0-20 points)

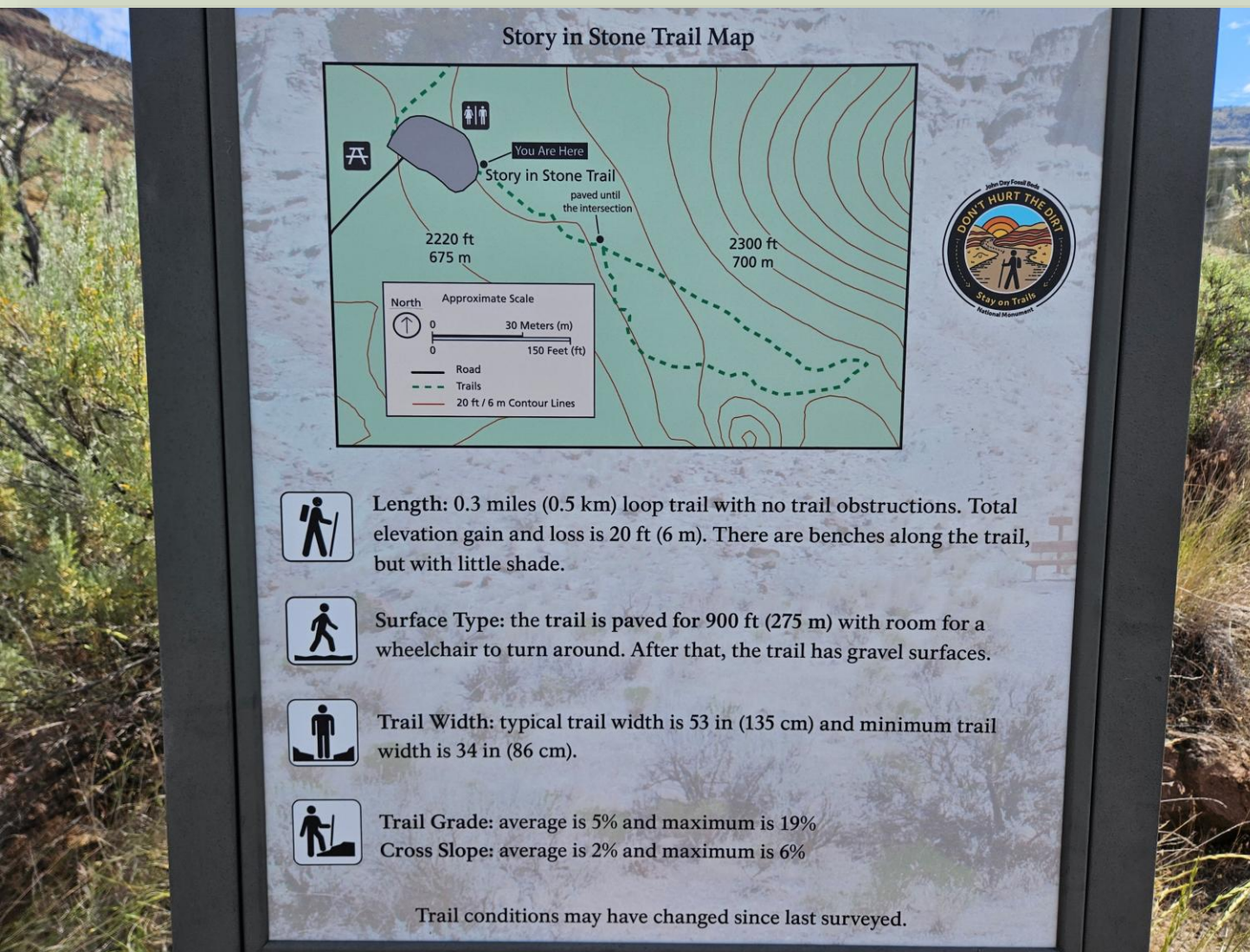
Accessibility Evaluation

- Reference ADA and ABA standards
- Variety of resources on OPRD's website
- Describe if/how trail users with disabilities were consulted with
- Complete and upload the Accessibility Assessment Memo if it's a trail designed primarily for hiking/pedestrian use



Willamette Partnership's Accessibility Toolkit for
Land Managers

A link to the guide and other accessibility resources are
on the RTP webpage and in Section 2 of the manual



GUIDELINES FOR PROVIDING TRAIL INFORMATION TO PEOPLE WITH DISABILITIES



Click [image](#) for PDF version of this document.



October 2013

Revived and refreshed April 2020, but not revised.

Refer to ABA guidelines for the minimum information that should be provided on trail signs, including:
Length of trail, type of trail surface, typical and minimum trail tread width, typical and maximum trail grade, and typical and maximum cross slope



Supplemental Section:

Statewide, User, & Local Needs (0-20 points)

Intent: to award points to projects that meet statewide and/or locally identified needs.

Application Questions:

1. Describe how the project addresses statewide needs identified in the 2026 Statewide Trails Plan.
2. Describe how the project addresses user-specific needs identified in the 2026 Trails Plan.
3. Describe how and to what extent the project addresses local needs identified in the land manager's local planning document (park & rec plan, comp. plan, trails master plan, federal resource mgmt. plan, etc.).



User-Specific Need Actions - Examples

Non-motorized trails:
Expand & connect
system

- Create trail systems with mix of difficulties
- Increase accessible opportunities for people with disabilities (e.g. adaptive MTB trails)

ATV/OHV trails: New
riding opportunities

- Create new riding opportunities, especially for Class 3 (dirt bikes) and Class 4 (side-by-sides)

Snowmobile trails:
Avalanche and safety
education

- Develop safety and etiquette materials
- Develop programs to reduce user conflicts and wildlife impacts

Water Trails: Improve
water and paddling
access

- Provide restrooms at access points
- Provide aquatic invasive species infrastructure following "Drain, Clean. Dry." practices

Refer to Section 4 of the RTP Grant Manual for a comprehensive list of statewide and user needs



Supplemental Section: Maintenance & Stewardship (0-10 points)

Intent: to award points to proposals that demonstrate the land manager's maintenance commitment and capacity, including partnerships that contribute.

Application Question: Describe the land manager's current maintenance capacity, maintenance partnerships relevant to the proposal, and how the project will be maintained.



The Oregon State Snowmobile Assoc. (OSSA) maintains winter trails using snow groomers purchased with RTP support



Supplemental Section:

Youth Conservation or Service Corps (0-5 points)

Intent: to award points to proposals that will utilize a youth conservation or service corps, or similar organization to implement the project.

Application Question: If a youth conservation or service corps, or similar group, will be used to complete the project, describe their role.

- **2025 update:** clarified what types of groups this includes
- Scored on a range: how significant is their role? Is a commitment in place?



Northwest Youth Corps Tribal Stewards members clearing logs for the PCTA's Jefferson Park restoration and reroute project



Supplemental Section: Youth Conservation or Service Corps (0-5 points)



Oregon

Service and Conservation Corps Based in State

Heart of Oregon Corps

Lomakatsi Restoration Project

Northwest Youth Corps

US Forest Service Job Corps – Angell Job Corps Civilian Conservation Center

US Forest Service Job Corps – Timber Lake Job Corps Civilian Conservation Center

US Forest Service Job Corps – Wolf Creek Job Corps Civilian Conservation Center

Corps that Send Crews to State

Mt. Adams Institute

- Federal RTP guidance allows sole sourcing of “qualified” corps (policy 5.4B)
- The Corps Network maintains a list of these: <https://corpsnetwork.org/find-a-corps/>
- Corps engage youth, young adults (18-30), and veterans (up to 35) in service projects
- Points may be awarded for partnering with similar groups on your project, must follow state procurement law

The Corps Network members that work in Oregon





Supplemental Section: Reducing Barriers to the Outdoors (0-5 points)

Intent: to award points to applicants demonstrating a commitment to accessibility, inclusion, and fostering welcoming spaces in their work and project planning.

Application Question: Describe how the proposal or related actions will reduce barriers to the outdoors.



*Northwest Youth Corps Tribal Stewards Crew,
Trillium Lake boardwalk replacement,
National Forest Foundation*



Supplemental Section: Reducing Barriers to the Outdoors (0-5 points)

Barriers to Trail Use



Transportation to recreation areas is difficult

Lack of accessible features for people with disabilities

Lack of information about accessible features

Lack of social support or people to recreate with

Cost of trips to visit natural areas

Lack of appropriate gear or clothing

Personal health

Refer to Section 4 of the RTP Grant Manual for recommended actions and investment priorities. Examples:

- Providing accurate and detailed trail info online and on site
- Offering free of charge recreation opportunities

Examples of barriers identified by Oregon residents



Supplemental Section: Balancing Conservation & Recreation (0-5 points)

Intent: to award points to proposals that demonstrate alignment with actions recommended for balancing conservation of natural areas with recreation by visitors.

Application Question: Describe how the proposal or related actions support the recommended strategies to balance conservation and recreation.

Refer to Section 4 of the RTP Grant Manual for a list of recommended actions



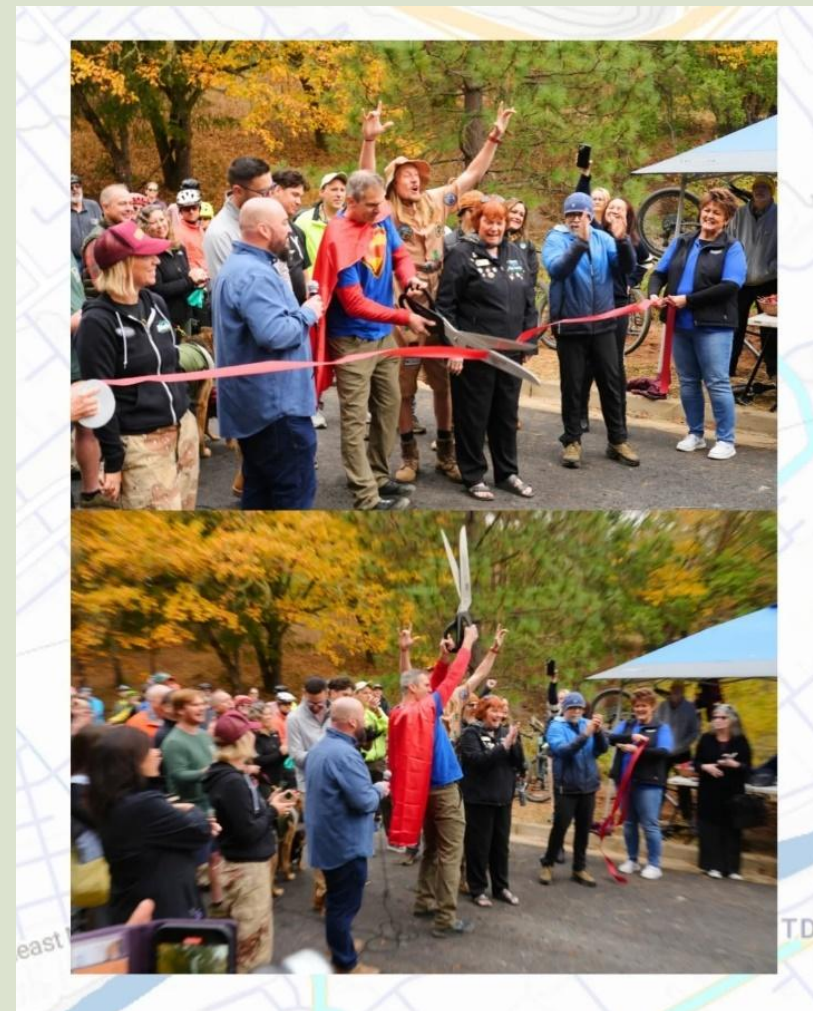
*A trail rerouted away from an Eagle nesting area,
Central Oregon Trail Alliance & BLM*



Supplemental Section: Public Support (0-5 points)

Application Attachment: Upload letters of support

- Minimum of 5 letters recommended
- Give people time to write letters, give them background
- Recommended: combine into one attachment, use cover sheet to list the letters
- Recommended: collect letters from users or community groups who will benefit from the project
- Less impactful:
 - Form letters. Instead, encourage author to use their own words, provide some points to help. Talk through it with them.
 - Letters from public agencies, politicians. Provide these in addition to your other letters.



*Dollar Mountain Trail System,
City of Grants Pass
Supported by LGGP*



Supplemental Section: Public Support (0-5 points)

Application Question: In addition to attaching letters of support, describe how public support for the project has been demonstrated, including any public processes that have taken place to receive input.



*A **summary** of comments received during public meetings, rural tourism studios, or online surveys can be uploaded to the Letters of Support category, if applicable.*



Supplemental Section: Project Urgency (0-5 points)



Intent: to give priority points for project proposals that have an urgent need

Application Question: Describe is and how the project has an urgent need to be completed.

Address as relevant:

- How are critical RTP funds to completion of the project?
- Do temporary alternatives exist if RTP funds are not awarded?
- Consequences to user is the project is not funded? Will the trail be closed or condition made worse?
- Consequences to the applying entity if the project isn't funded? Are those factors within your control?



Supplemental Section:

Fiscal Considerations (0-5 points)

Intent: to award points to proposals that demonstrate a strong financial need, superior leveraging of funds and partnerships, and a sustainable funding strategy.

Application Questions:

- Describe how critical RTP funds are to project implementation.
- For phased projects, describe the overall funding strategy.
- Nonmotorized applications only: If requesting over the recommended \$200,000 maximum, use this space to make a case about why RTP funds are the best fit for your needs.

Non-profit partner applicants: coordinate your response with the land management agency



Supplemental Section; Discretionary Committee Member Criteria (0-20 points)

Committee members may award projects additional points based upon their subjective evaluation, such as:

- Superior design
- Universally accessible design
- Superior leveraging of funding or partnerships
- Enhancement of regional or statewide significant trails
- Potential for legacy
- Exceptional meeting of an unmet need
- And more...





Supplemental Section: Miscellaneous

OPRD Recreation Grant Performance:

- List active grants and describe your performance and compliance with active and past OPRD grant awards (brief summary)

Organizational Structure:

- Briefly describe the org structure of the applying entity. Govt entities: departments responsible for managing projects and trails. Non-profits: mission and role with managing projects, maintaining trail systems, etc.

Non-Profit Partners:

- If the applicant is a non-profit partners of a public land management agency, describe the land manager's involvement
- Describe experience following state/fed procurement laws

Buy America:

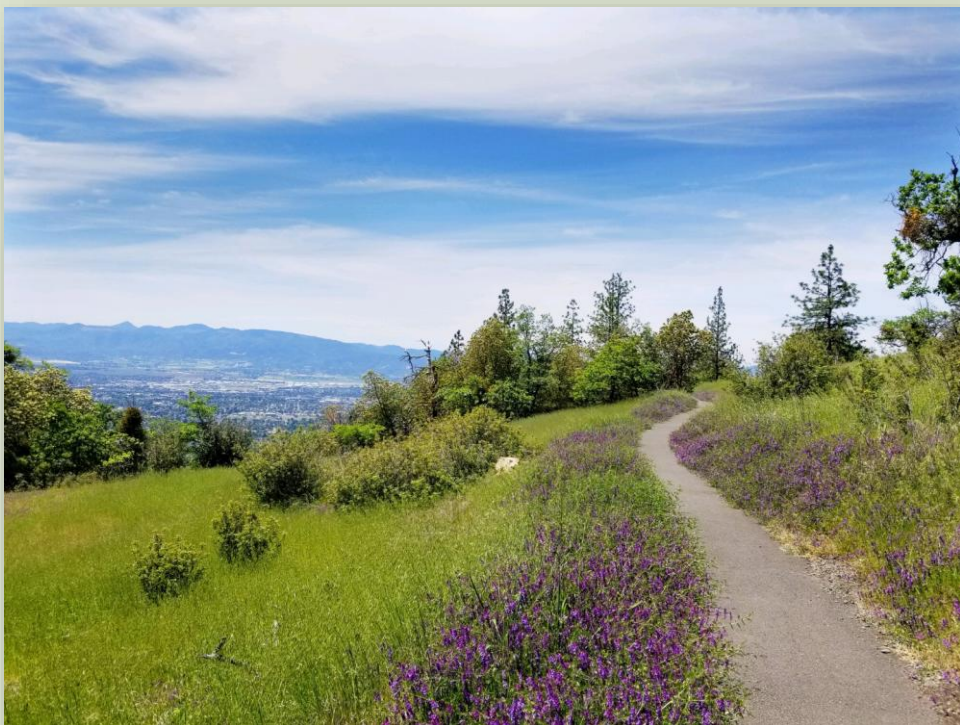
- For projects with federal funds totaling \$500k+, has the applicant verified the availability of Buy America compliant products and materials?



*Mt. Hood National Forest,
LaDee Flats Staging Area*



Supplemental Section: Miscellaneous



Prescott Park, City of Medford

Miscellaneous Financial:

- Indicate if any pre-agreement planning costs are included in your budget and when those costs will be incurred.
- Indicate if you do not have the financial capacity to manage a reimbursement-based grant. Jodi will follow up to discuss options.
- Indicate whether prevailing wage applies to the project.



Application Attachments

Refer to the **Application Attachment Checklist** for a list of what documents apply to your project

Refer to the RTP Grant Manual for documentation guidance (sections 2 & 3)



▲ 14 of 12 Required Attachments

✓ Land Manager Approval Form - Completed

Land Manager Approval Form

pdf

Land Manager Approval

pdf

✓ Land Use Compatibility Statement (LUCS) - Completed

Land Use Compatibility Statement

pdf

✓ Letters of Support

Letter of Support

pdf

The application can't be submitted until something has been uploaded under each required attachment category

Upload a document marked as "N/A" for attachments that don't apply to your project



Application Attachments: Tips



*Buzzard Butte Trail System,
Siuslaw National Forest*

- Get started early: some attachments require an outside entity to reply
- Each document should be clear to staff and Committee members: use cover sheets, captions, notations, keys, etc.
- Combine documents into one file when appropriate
- Attachments can be deleted until you submit the application, cannot add or delete files after you submit (except during technical review)



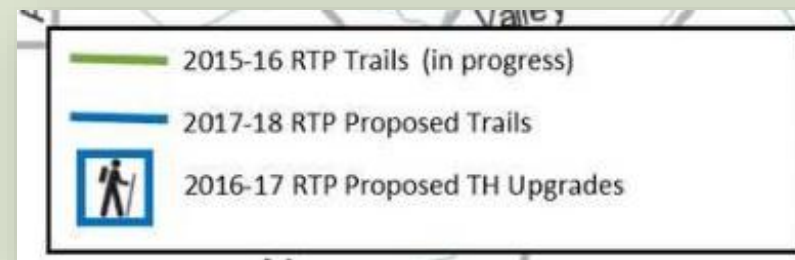
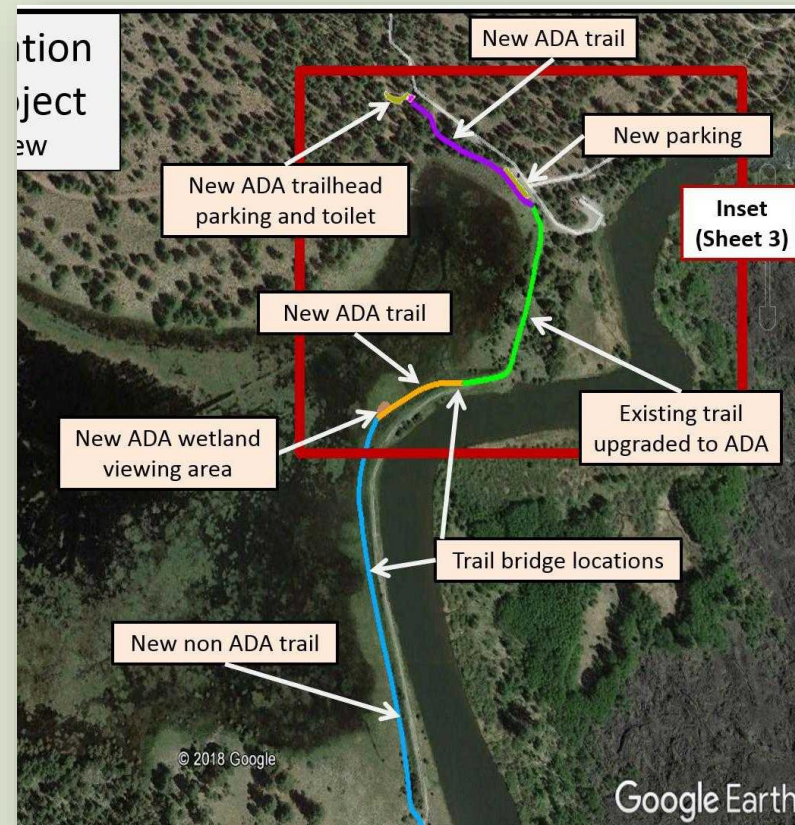
Attachments: Maps

Vicinity Map: Broad identification of location

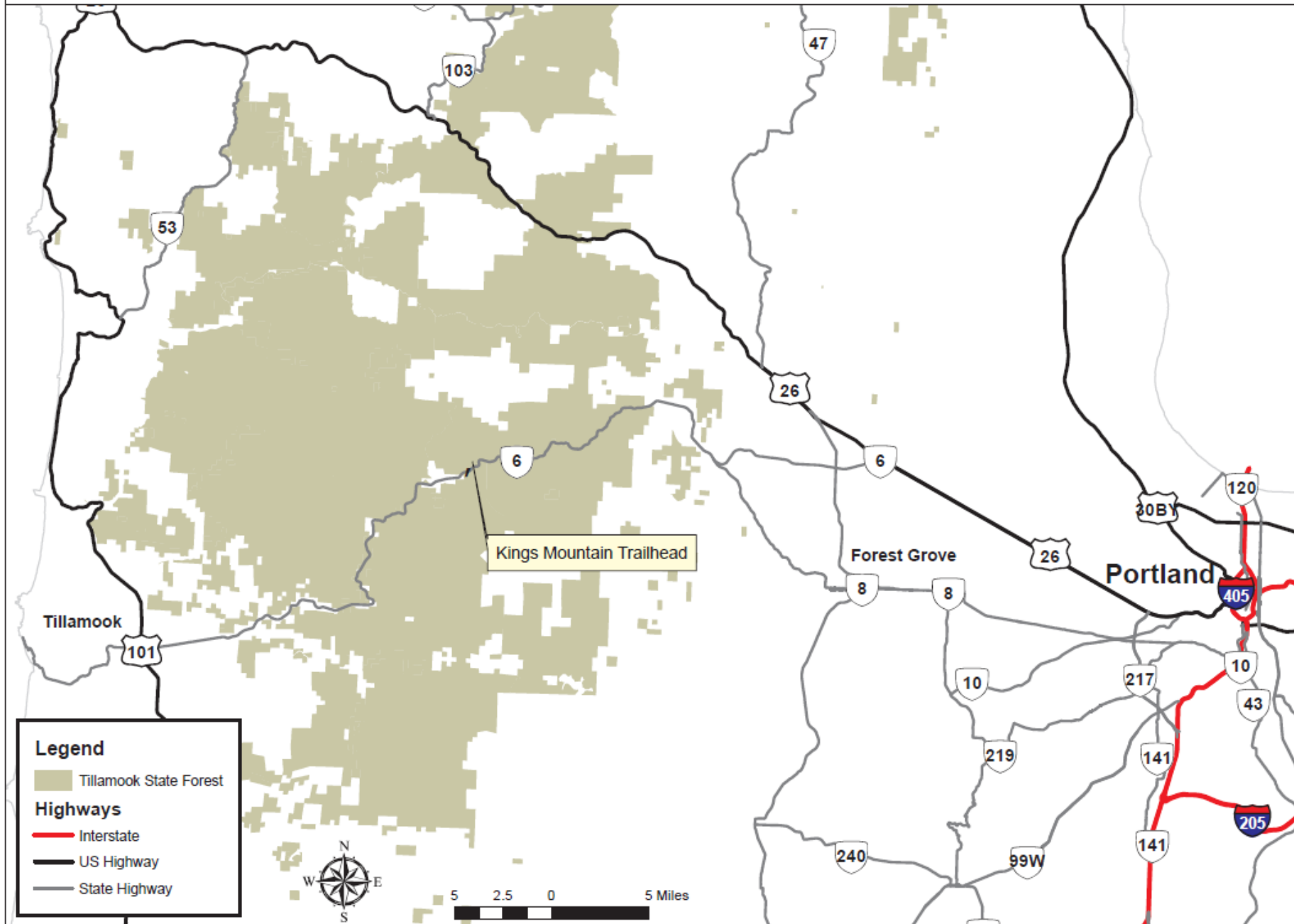
Park Boundary Map: Boundary of park or trail system, identifies site in relation to geographic features and facilities

Site Plan: Design document(s) for the project that clearly indicate project elements

- Multiple documents can be submitted (example: engineering plan + trail system map indicating project sections)
- Clearly note existing facilities, proposed facilities included in the RTP scope, proposed facilities not included in the RTP scope
- Used for environmental and cultural resource review
- Used for verification of project completion



Kings Mountain Trailhead Vicinity Map



Example
Vicinity Map



Attachments:

Property Ownership, Land Use Compatibility



*Family Man trails at Post Canyon,
Hood River County*

Property Ownership:

- Deed, lease, agreement, or other legally binding public use agreement
- If multiple ownership interests, submit a tax lot map identifying control over each property

Land Use Compatibility Statement (LUCS):

- Completed by the local planning office
- Verifies that the proposed activity complies with local land use requirements
- May include comments about required permits or other actions
- Notice to Proceed may be contingent on approved Conditional Use Permit (CUP), etc.



Attachments:

Land Manager Approval Form

Land Manager Approval Form:

- Required for all projects that include on-the-ground work or assessments
- Non-profit partners: good opportunity to meet with the land manager to make sure all parties are aware of grant requirements, project timeline, roles

Land Manager Letter of Support:

- For non-profits proposing safety & education projects or equipment purchases, submit a letter of support from the land manager as relevant
- Support letters demonstrate partnership and justify need



- Template provided or use your own format
 - Include steps after the Notice to Proceed is issued, as relevant
 - Design, permitting, procurement, construction, closeout, etc.
 - Remove categories/steps not relevant to your project
- No construction? A brief explanation can be uploaded instead

Project: RTP Example Project													Applicant: OPRD Grant Department											
Project Phases	Grant - Year 1												Grant – Year 2											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Notice to Proceed	NTP																							
Design		D	D	D	D																			
Permitting					P	P	P	P	p	P														
Bid/Award											B	B	B											
Construction													C	C	C	C	C	C	C	C				
Closeout																					X	X		



Photos

- Recommended for construction projects:
 - Visualize site for new trail development
 - Demonstrate overcrowding, unsafe conditions, or need for expanded trailhead
 - Justify need for restoration, equipment replacement
 - Restoration: show trail damage AND some of the scenery or other “draw” that the trail system provides access to
- Do NOT upload HEIC photos directly to the application, put in a document or other format
- Best practice to combine into a single document with captions for each photo



*Gearhart Mountain Wilderness,
Rogue River-Siskiyou National Forest*



Photo Attachment – Examples:

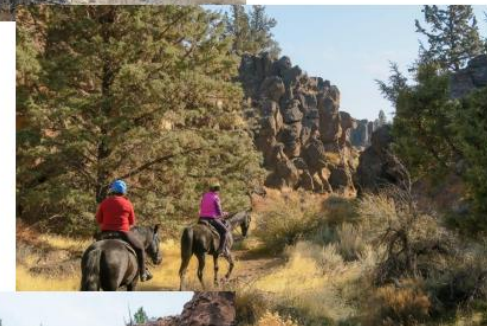


Figure 8, Detail of bridge on ~7066 West Fork Wallowa showing rotten-broken stringer log.



Figure 9, Bridge on ~7060 North Fork Catherine Creek with 8 failed log stringers

To minimize conflicts, the trails at Cline Buttes generally separate different types of trail users. However, the trail through Dry Canyon is open to horses, hikers, and motorcycles, and several near-wrecks have been reported. The proposed trail through Dry Canyon would separate motorized and non-motorized users and improve the safety of both.





“Other” Attachments

NEPA and Section 106 Documentation: Upload under “Other”

IPaC Report: Upload under “Other”

Accessibility: Complete the accessibility assessment memo for single-use hiking trails and multi-use trails designed primarily for hiking.

Other: Examples of safety and education materials, examples of comparable equipment, appraisal and proof of willing seller, etc.





Application Submission & Technical Review

- Due November 16, 2026, by 11:59pm
- Technical review period:
 - Focused on **eligibility** and **completeness**
 - Applicants given a 1-2 week deadline to submit corrections, etc.

Online Grant Application Instructions Recreational Trails Program

The Oregon Parks and Recreation Department's (OPRD's) recreation grant programs utilize an online grant application. These instructions are intended to assist with the online application process and may not address every possible scenario that could occur. For more information on how to respond to the application questions and learn more about the grant policies, refer to the relevant grant manual. Contact the individual OPRD grant coordinator for assistance.

System Requirements:

The OPRD Online Grant Application requires the following software:

1. Browser:
 - [Firefox](#) version 7 or higher.
 - [Safari](#) version 4 or higher.
 - [Chrome](#) version 10 or higher.
 - Internet Explorer version 9 or higher (**WARNING:** Using Internet Explorer is not recommended. We suggest you use [Chrome](#), [Safari](#) or [Firefox](#) browsers. Click on one of these links to download the appropriate browser.)
2. Javascript must be turned ON.
3. Popup blockers need exceptions for this site.
4. If you are **not** receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

Note: Screen shots and photos within these instructions are only samples of what an application looks like. They may vary from the application in the online system. Please see the Grant Manual for specific information on application content.

Questions?

For the Recreational Trails Program (RTP), contact Jodi Bellefeuille for assistance.
jodi.bellefeuille@oregon.gov or 503-856-6316

*Use OPRD's online application
instructions*



Grant Meeting: March 10-11, 2027

- Hybrid meeting: applicants can choose to present virtually or in-person
- Public meeting: anyone can stream the entire meeting including committee discussion
- Presentations are required for any grant requests over \$50,000
- Presentation + Q&A limited to 20 minutes
- Applicants will be emailed about presentation time slots, due dates for submitting PowerPoints, presentation tips, etc.





RTP Advisory Committee

The RTP advisory Committee is responsible for reviewing and scoring grant applications, and recommending projects for funding to the OPRD Commission and Federal Highways

User Representatives		
Hiking	Biking	Water Trails
Equestrian	OHV (2)	Snowmobiling
Other Representatives		
Accessibility	BLM (non-voting)	USFS (non-voting)

- Members spend at least one month reviewing applications
- Individual project scores are averaged to develop the ranking list, then voted on
- Members recuse from scoring application if they work for the land manager, non-profit applicant organization, etc.
- Members also represent other recreation sectors (local, state, federal land managers; trail groups; tourism; industry; etc.)



RTP Overview: 2026 Schedule

Grant Committee Meeting	March 10-11, 2027
OPRD Commission Approval	April 2027
Other steps: SHPO review (non-federal projects), approved projects incorporated into ODOT's STIP, Federal Highways' formal approval of projects, ODOT and Federal Highways authorize funding, DOJ legal sufficiency review of grant agreements, routing the agreement for signature	
Notice to Proceed Anticipated	Fall 2027 (earliest, varies by project)

Projects may not start until a Notice to Proceed is received



Grant Management Requirements

Grant Requirements: Project Sponsors are responsible for reviewing their agreement, program grant manual, and following up with questions

Grant Term: Approximately two years, identified in the agreement

Scope Changes: Request must be submitted with justification at least 30 days prior to the end date (realistically much earlier)

- May be denied if too far outside of approved scope
- Submit much earlier if changes require updated environmental or SHPO review

Extensions: Requests must be submitted with justification at least 30 days prior to the end date

- Multiple OPRD approvers, FHWA in some cases
- Significant delays may impact future grant requests



Reporting: Reimbursement Requests

Online Reporting System: Submitted on the OPRD Grants website

Frequency:

- Must be submitted **every six months from the date of Notice to Proceed** to keep funding active
- No more frequently than monthly
- OPRD has 30 days to review and respond with questions or approve request

Documentation:

- Must show grant expenses & match (invoices, proof of payment, volunteer labor, etc.)
- Individual requests must stay, at a minimum, within the approved match %

Advance Payments: considered on a case-by-case basis, restrictions apply

Retainage: OPRD holds 10% of funds until project verified as completed

Exceptions: limited exceptions may be made to allow advance payments, etc.



Reporting: Progress Reports

Online Reporting System: Submitted on the OPRD Grants website

Frequency:

- Quarterly, even if no activity (following calendar quarters)
- Progress reports must be current in order to submit a reimbursement request

Content:

- Describe work completed, delays, updates to timeline
- Attach photos when possible
- If major delays, contact Jodi directly



*Siskiyou Mountain Club,
Kalmiopsis Wilderness Trail Restoration*



Project Completion

Final Reports: Submitted on <https://oprgrants.org>

- Final reimbursement request
- Final progress report
- Photos of the completed work, updated site plan

Final Site Visit: may be arranged with the grant coordinator or other OPRD staff

Publicity:

- Acknowledge OPRD support at the project site
- Signs can be requested or incorporated into the Project Sponsor's signage
- Notify the Grant Coordinator if a grand opening or other public event is planned
- Consider inviting elected officials, issuing press release, etc.



*Kelsay Valley Trail Restoration
Oregon Equestrian Trails & Umpqua National Forest*



Procurement Requirements

Procurement:

- Transactions must be documented and conducted to provide free and open competition
- State requirements, at a minimum, must be followed (ORS 279)
- Thresholds:
 - Small purchases (<\$25,000)
 - Intermediate purchases (3 bid rqst min.) (\$25,001 - \$250,000)
 - Competitive sealed bids or proposals (>\$250,000)
- Sole-sourcing allowed for qualified youth conservation or service corps (policy 5.4B)





Procurement Requirements



Procurement – Prevailing Wages:

- Federal Davis-Bacon wage requirements do **NOT** apply to RTP unless project is within a highway right of way.
- Application asks whether state prevailing wage requirements apply to the project. Refer to grant agreement in manual appendix and to BOLI for state laws/rates.



Retention Requirements

- OPRD and **Grantees are subject to state and federal audits**
- Records must be retained for at least six years following the date of closeout or last action, including:
 - Invoices, receipts, timesheets, account statements, bidding documents, travel logs, volunteer labor forms, Buy America certificates, etc.





oregonstateparks



**This is who turns your project dreams
into grant funded realities.**

Jodi Bellefeuille

jodi.bellefeuille@opr.d.oregon.gov

503-856-6316