



Local Government Grant Program

2026 Grant Cycle Webinar

Oregon Parks & Recreation Department
Presented by: Jennifer Dimsho



St. Helens Riverwalk Phase I





Introduction

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Q & A

Michele Scalise, Grants and Community Programs Manager

Jodi Bellefeuille, Recreation Grants Team Lead, RTP Coordinator





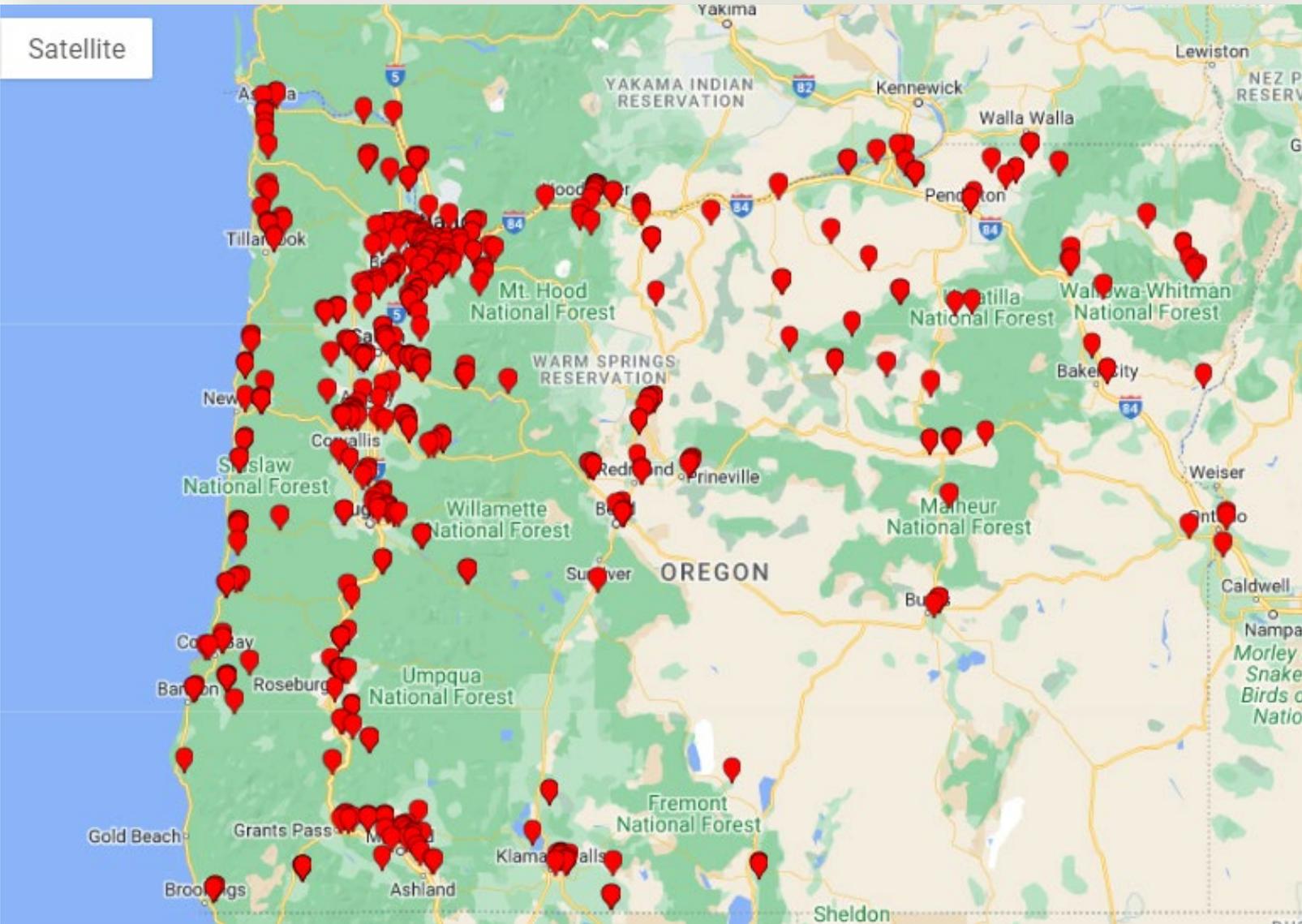
Agenda

- History
- Funding
- Eligibility
- Matching Requirements
- Project Types
- Scoring Criteria
- Required Attachments
- Online Application Instructions
- LGGP Advisory Committee
- Grantee Responsibilities
- Q & A



Prescott Park, Medford





Over **\$100 million** has been awarded to local government outdoor recreation projects since **2000**.





Oregon Park & Recreation Department Recreation Grants

- Land and Water Conservation Fund (LWCF)
- Recreational Trails Program (RTP)
- All Terrain Vehicle (ATV) Grant Program
- County Opportunity Grant Program (COG)

Learn more: <http://www.oregon.gov/oprd/gra>





National Park Service Planning Assistance

Rivers, Trails, and Conservation Assistance Program (RTCA)

Technical assistance program for conceptual planning, outreach and stakeholder engagement, inventories and assessments, action planning, and more.

Open now:

<https://www.nps.gov/orgs/rtca/apply.htm>



Dollar Mountain Trail System in Grants Pass

Planning supported by RTCA, trail development supported by LGGP and Travel Oregon





History

- In **1998**, voters passed Ballot Measure 66 - *Oregon Lottery Revenues for Parks and Conservation*
- **7.5%** of State Lottery proceeds were dedicated to the Oregon Parks and Recreation Department
- **12%** of OPRD's share was dedicated to the **Local Government Grant Program**
- In **2010**, voters passed Ballot Measure 76, which would trigger an increase to **25%** of OPRD's share being dedicated to the **Local Government Grant Program** if State Lottery proceeds exceeded 150% of the funds transferred in the 2009-11 biennium





Local Government Grant Program Funding

YEAR	APPLICATIONS RECEIVED	AVAILABLE FUNDING
2022	77	\$14,000,000
2023	55	\$14,000,000
2024	79	\$34,000,000
2025	61	\$17,000,000
2026	?	\$17,000,000





Local Government Grant Program Funding

2026 LGGP Funding Allocation	
Planning Grants	\$ 300,000
Small Grants (20%)	\$ 3,340,000
Large Grants (80%)	\$ 13,360,000
Total Available for Funding	\$ 17,000,000





Funding Limits

- **Planning Grant** max requests **\$50,000**
Average Award in 2025 (mean) . . . **\$45,000**
- **Small Grant** maximum request **\$100,000**
Average Award in 2025 (mean) . . . **\$85,000**
- **Large Grant** maximum request **\$1,000,000**
Average Award in 2025 (mean) . . . **\$714,000**
- **Acquisition Grant** max request **\$1,000,000**
Typical Range: **\$500,000 - \$1,000,000**





Reimbursement Grant

- Grantee will initially pay **all** project expenses (except for land acquisition projects)
- Grantee submits full accounting of project expenses and payments and requests **reimbursement** for the State's percentage of the project





Eligible Applicants

Local Government Agencies

- Cities
- Counties
- Park and Recreation Districts
- Port Districts
- Metro



Japanese Garden, Dallas, Oregon





Matching Requirements

- **50% Match** required for:
 - **Cities & Districts** with a population greater than **25,000**
 - **Counties** with a population greater than **50,000**
- **40% Match** required for:
 - **Cities & Districts** with a population between **5,000** and **25,000**
 - **Counties** with a population between **30,000** and **50,000**
- **20% Match** required for:
 - **Cities & Districts** with a population under **5,000**
 - **Counties** with a population under **30,000**

NOTE: Park Districts must provide the population of their service district.

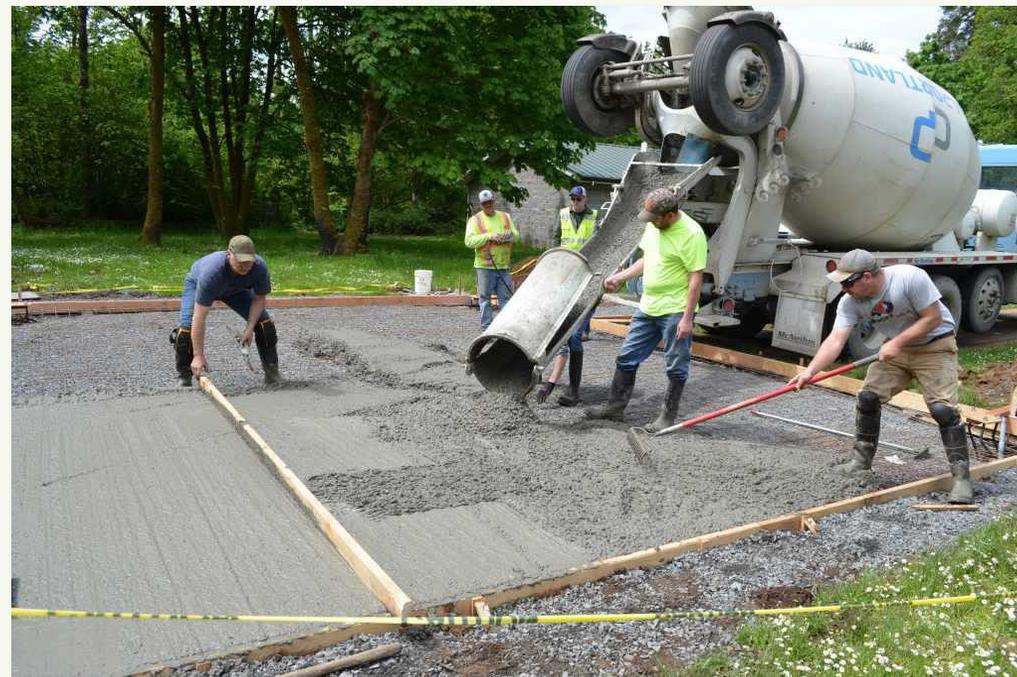




Matching Requirements

Eligible Match may include:

- Local agency **budgeted funds**
- Local agency **labor** and **equipment**
- Agency **materials** and **supplies**
- **Federal** grants and funds
- Other eligible **grants**
- Private **donations**
- **Volunteer** Labor



McCormick Park, St. Helens, Oregon





Matching Requirements

Value of Land

- Acquired within the past six years
- Supported by an appraisal

Pre-agreement Costs

- Within past two years
- Cannot exceed 15% of total cost
- Must be identified in the budget





Donations

Volunteer Labor

- The time of a person donating their services as a volunteer will be valued at a rate paid as a general laborer
- If the volunteer is professionally skilled in the work being performed on the project (i.e. mason doing brick work or a landscape architect designing the project), then the wage rate that individual is normally paid for performing this service may be charged to the project

Timesheets will be required to document volunteer labor.



City Park Playground, Joseph



Donations

Donated Materials

- Value claimed should be **reasonable** and should not exceed **current fair market prices**



Donated Equipment

- The hourly rate for donated equipment used on a project shall not exceed the **fair-market rental value**





What does LGGP fund?



City Park Playground, Joseph





Project Types

- Acquisition
- Development
- Rehabilitation Projects
- Small Community Planning



Rassekh Park, Lake Oswego

- Only public **outdoor** park and recreation areas and facilities are eligible.
- Areas and facilities must be **open and accessible** to the public-at-large.





Acquisitions

Acquisition of **land** and **waters** for public recreation areas and facilities, including:

- Property for new parks
- Additions to existing parks
- Trails
- Open spaces



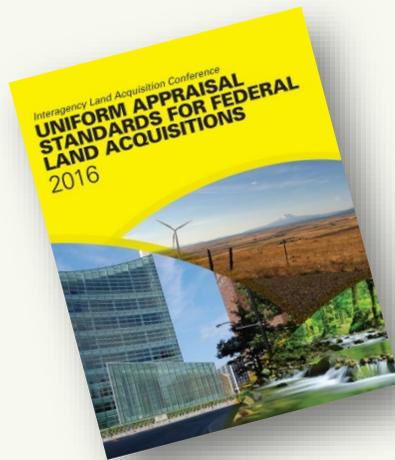
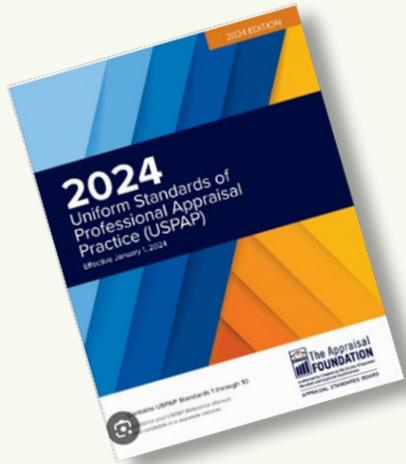
Ford's Pond, Sutherlin





Acquisitions

Appraisals



- Real property in Acquisition projects must be appraised to establish value
- In most cases, appraisals should conform to the **Uniform Standards of Professional Appraisal Practice (USPAP)**
- **Uniform Appraisal Standards for Federal Land Acquisitions** – aka “Yellow Book Appraisals” are also accepted





Acquisitions

Appraisals



- Once an Appraisal is initiated, it should be reviewed by a **qualified appraisal reviewer** (Desk Appraisal)
- Initiating the **Appraisal** and the **Appraisal Review** are the responsibility of the applicant
- Completed Appraisal and Appraisal Review are due at application deadline
- **Appraisal Costs** can be included in the project budget as part of the Match
- **Waiver Valuation** may be used if the property is valued under \$25,000





Acquisitions

Waiver of Retroactivity

- May be granted for Acquisition opportunities that may be lost due to timing
- The Waiver of Retroactivity must be requested and approved by OPRD prior to the Acquisition
- The Waiver in no way guarantees grant project approval





Acquisitions

Pre-Existing Structures

- Must list all structures and intended use for outdoor recreation or disposition

Interim Use

- Property should be open to the public for some form of recreational use
- Development shall take place within two (2) years of acquisition





Development Projects

Development projects create new outdoor recreation facilities in accordance with:

- **Statewide Comprehensive Outdoor Recreation Plan (SCORP)**
- Recreation elements of **local Comprehensive Plans**
- **Park Master Plans**
- Other **local planning efforts**



Scouter Mountain Natural Area, Metro





Development Projects

Outdoor Recreation Facilities

Playfields, playground equipment, picnic areas, trails, water trails, bike facilities, outdoor swimming facilities, skate parks, boating, fishing, camping, spectator facilities, natural play areas, sport courts, covered shelters, splash pads



Stewart Park, Roseburg



Bohemia Park, Cottage Grove



Development Projects

Support Facilities

Roads, parking areas, restroom buildings, kiosks, interpretive signage, lighting, walkways, and landscaping



Thatcher Park, City of Forest Grove

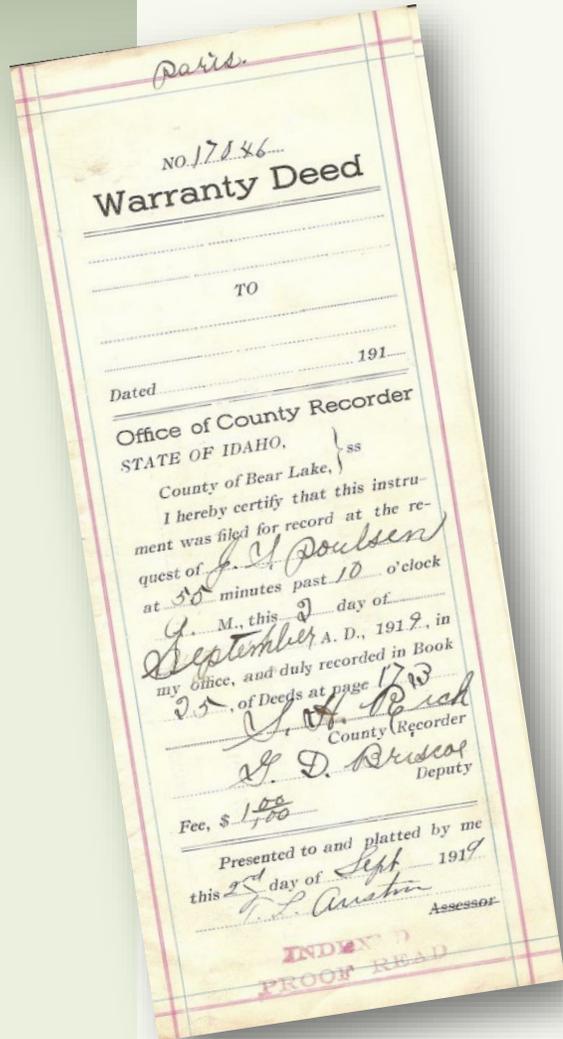




Ownership / Control of Property

Facilities may be developed on land and water that is:

- **Owned** in fee simple by the applicant (Deed)
- **Leased** land or **Easements** that provide control of the property for a minimum of **25 years**





Rehabilitation Projects

Major rehabilitation means the repair, restoration, or reconstruction of existing facilities

- Does not meet **access requirements** of the Americans with Disabilities Act (ADA)
- Facility is beyond its **normal life expectancy** or obsolete
- Destroyed by **fire, natural disaster** or **vandalism**
- Does not meet **health and safety** or **building code** requirements
- **Changing recreational needs** dictate a change in the type of recreation area or facility required





Ineligible Projects

- **Indoor facilities** such as community centers, indoor swimming pools, historic buildings, meeting rooms, maintenance buildings and equipment
- **Routine maintenance / repair** includes work such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities for maintaining facilities
- **Professional facilities** and areas designed for semi-professional or professional arts or athletics (e.g., professional type outdoor theaters, professional rodeo arenas, intercollegiate or interscholastic sports facilities)
- **Exhibit areas** for academic, historic, economic, entertainment or non-recreational purposes





Ineligible Projects

- **Exclusive use areas** only open to one particular group or organization
- Acquisition of **historic sites** to be used for museums or primarily archaeological excavations
- Acquisition of land to be used primarily for construction of **indoor facilities**





Small Community Recreation Planning

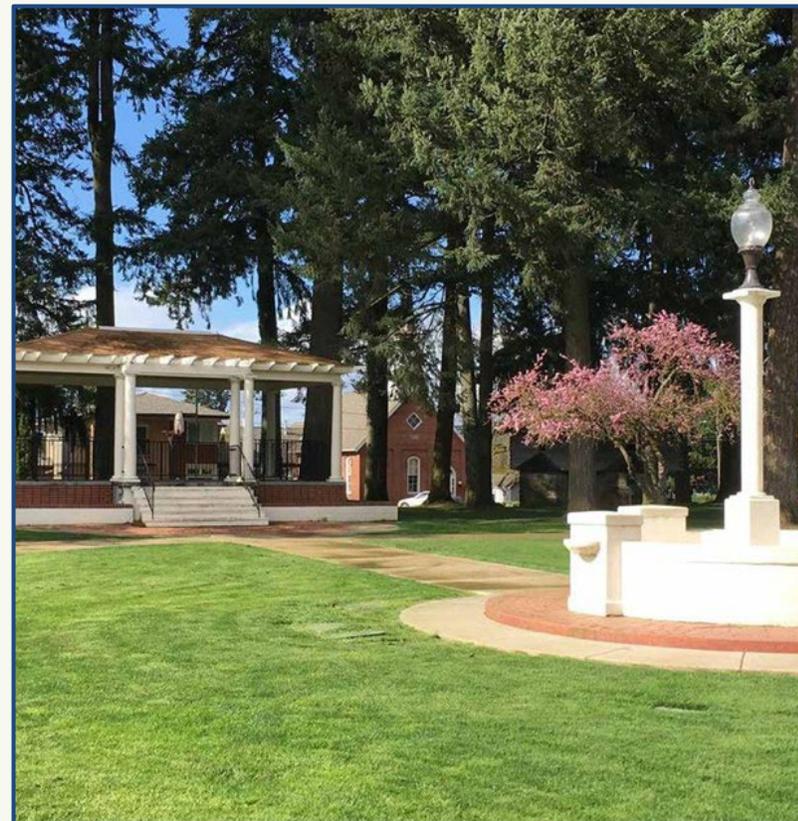
Eligible Applicants

- **Cities and Districts** with a populations less than 10,000
- **Counties** with populations less than 50,000

Eligible Planning Projects

- **System-wide** Park and Recreation Plans
- **Site-Specific** Park and Outdoor Recreation Plans*
- **Community or Regional Trail System** Plans

*Not intended for Construction Documents or Engineered Plans



2025 PARKS & RECREATION
MASTER PLAN

October 2025





Small Community Recreation Planning

- **Maximum Planning Grant Award: \$50,000**
- **20% Match required for**
 - **Cities or Districts** with a population less than **5,000**
 - **Counties** with a population less than **30,000**
- **40% Match required for**
 - **Cities or Districts** with a population between **5,000** and **10,000**
 - **Counties** with a population between **30,000** and **50,000**



Small Community Recreation Planning

- Planning projects generally utilize specialized **consultants** to work with local citizens and agencies to develop the plan.
- The planning project should include substantial **public participation**.
- **Goal:** To have a Master Plan that will guide future park or trails development.





Scoring Criteria

Statewide

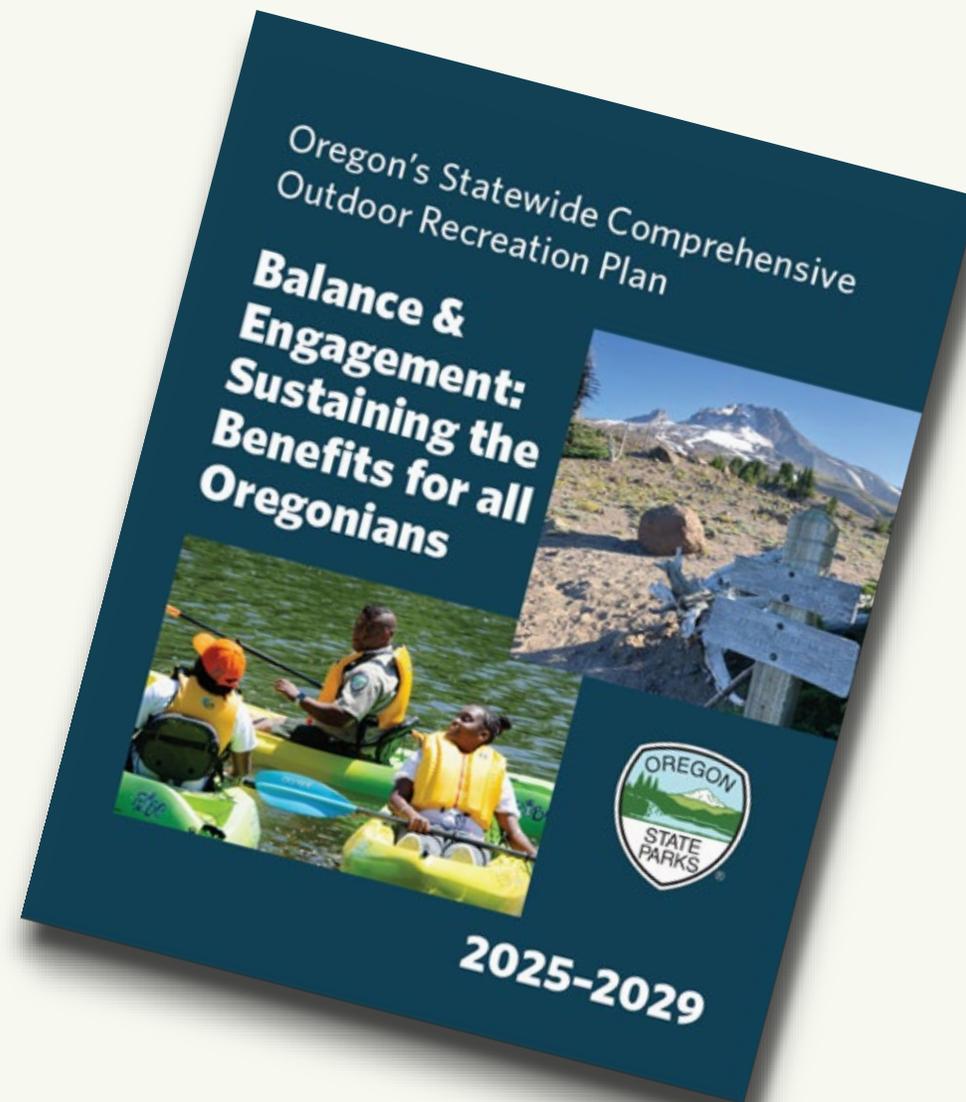
Comprehensive

Outdoor

Recreation

Plan

2025-2029



<https://www.oregon.gov/oprd/PRP/Pages/PLA-scorp.aspx>





LGGP Scoring Criteria

CRITERIA	Possible Points
1. SCORP: Consistency with Statewide Priorities	0 - 20
2. SCORP: Diversity, Equity and Inclusion	0 - 10
3. SCORP: Accessibility Accommodations	0 - 5
4. SCORP: Balancing Conservation and Recreation	0 - 5
5. SCORP: Local Needs and Benefits	0 - 25
6. SCORP: Physical Activity Benefits	0 - 5
7. SCORP: Universal Design Concepts / Inclusive Outdoor Recreation Opportunities	0 - 10
8. SCORP: Need for Major Rehabilitation or Site Suitability	0 - 5
9. Community Support	0 - 5
10. Financial Commitment	0 - 10
11. Sustainability	0 - 5
12. Readiness to Proceed	0 - 5
13. Discretionary Committee Criteria	0 - 15
Total Points Possible	125





SCORP Criteria

Consistency with Statewide Priorities (0-20 points)

Select the statewide priorities that your project will address, using either the Close-To-Home priorities or Dispersed Area priorities. (See Tables 11.1 & 11.2, page 152 of the 2025-29 SCORP)

11.1 - Public recreation provider identified need (state-wide level)

11.2 - Oregon resident identified need (state-wide level)

- Close-to-home area: located within an Urban Growth Boundary, unincorporated community boundary, or in a Tribal Community.
- Dispersed area: located outside these boundaries





Consistency with Statewide Priorities (0-20 points)

Table 11.1 Statewide Priorities—Oregon Provider Survey

Close-to-home Priorities	Dispersed-area priorities
Restrooms	Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Community trail system	Restrooms
Accessibility and opportunities for people with disabilities (i.e., trails for hand cycles or trail chairs)	Connecting trails into larger trail systems
Children's playgrounds and play areas built with manufactured structures like swing sets, slides, and climbing apparatuses	Interpretive displays
Outdoor sports courts (pickleball, tennis, basketball, hockey, volleyball, in-line skating, hockey)	Day-use hiking trails
Sports fields (soccer, baseball, football)	Tent campgrounds and facilities (car camping)

Table 11.2 Statewide Priorities—Oregon Resident Outdoor Recreation Survey

Close-to-home Priorities	Dispersed-area priorities
Restrooms	Restrooms
Free-of-charge recreation opportunities	Free-of-charge recreation opportunities
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead	Nature and wildlife viewing areas
Nature and wildlife viewing areas	Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)	Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Natural/dirt or other soft surface walking trails	Natural/dirt or other soft surface walking trails





SCORP Criteria

Diversity, Equity, and Inclusion Priorities (0-10 points)

- Outdoor Recreation Needs of The Low-Income Population (Table 11.3)
- Outdoor Recreation Needs of Underserved Racial/Ethnic Communities (Tables 11.4-11.7)
- Outdoor Recreation Needs of Additional Underserved Communities (Table 11.8)
- Needs Identified for the Rural Population (Table 11.9)
- Describe how the needs have been identified through citizen involvement, such as public workshops, public meetings, or surveys.
- Describe your organization's **Diversity, Equity, and Inclusion Strategy** as it relates to this project





Diversity, Equity, and Inclusion Priorities (0-10 points)

Table 11.3 Low-Income Population—
SCORP Funding Priorities

Camping Opportunities
Provide drive-in tent campsites
Provide cabin and yurt sites
Close-to-Home Priorities Within Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Nature and wildlife viewing areas
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Community Recreation Program Needs
Farmers' markets
Community gardens
Outdoor concerts and movies
Educational activities (e.g., environmental, health, computer, orienteering and geocaching, historical tours)
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Dispersed-Setting Priorities Outside Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Nature and wildlife viewing areas

Table 11.4 Asian Population—
SCORP Funding Priorities

Camping Opportunities
Provide drive-in tent campsites
Provide cabin and yurt sites
Close-to-Home Priorities Within Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Community Recreation Program Needs
Farmers' markets
Community gardens
Outdoor sports (youth and adult)
Quiet zones for reading, meditating, or games (e.g., chess, cards)
Dispersed-Setting Priorities Outside Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Nature and wildlife viewing areas
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Public pools and/or waterparks

Table 11.5 Black/African American Population—
SCORP Funding Priorities

Camping Opportunities
Provide cabin and yurt sites
Provide drive-in group sites
Close-to-Home Priorities Within Urban Growth Boundaries
Restrooms
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Free-of-charge recreation opportunities
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Children's playgrounds and family-friendly areas
Community Recreation Program Needs
Educational activities (e.g., environmental, health, computer, orienteering and geocaching, historical tours)
Farmers' markets
Community gardens
Outdoor concerts and movies
Functional strength training (training the body for activities performed in daily life)
Dispersed-Setting Priorities Outside Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas

Table 11.6 Mixed Race Population—
SCORP Funding Priorities

Camping Opportunities
Provide drive-in tent campsites
Provide cabin and yurt sites
Close-to-Home Priorities Within Urban Growth Boundaries
Free-of-charge recreation opportunities
Restrooms
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Community Recreation Program Needs
Farmers' markets
Community gardens
Outdoor concerts and movies
Educational activities (e.g., environmental, health, computer, orienteering and geocaching, historical tours)
Dispersed-Setting Priorities Outside Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas
Natural/dirt or other soft surface walking trails





SCORP Criteria

Accessibility Accommodations (0-5 points)

Will the project satisfy one or more of the needs identified in Table 11.10? (See 2025-29 SCORP, page 156)

Table 11.10 Households with disabilities—
SCORP Funding Priorities

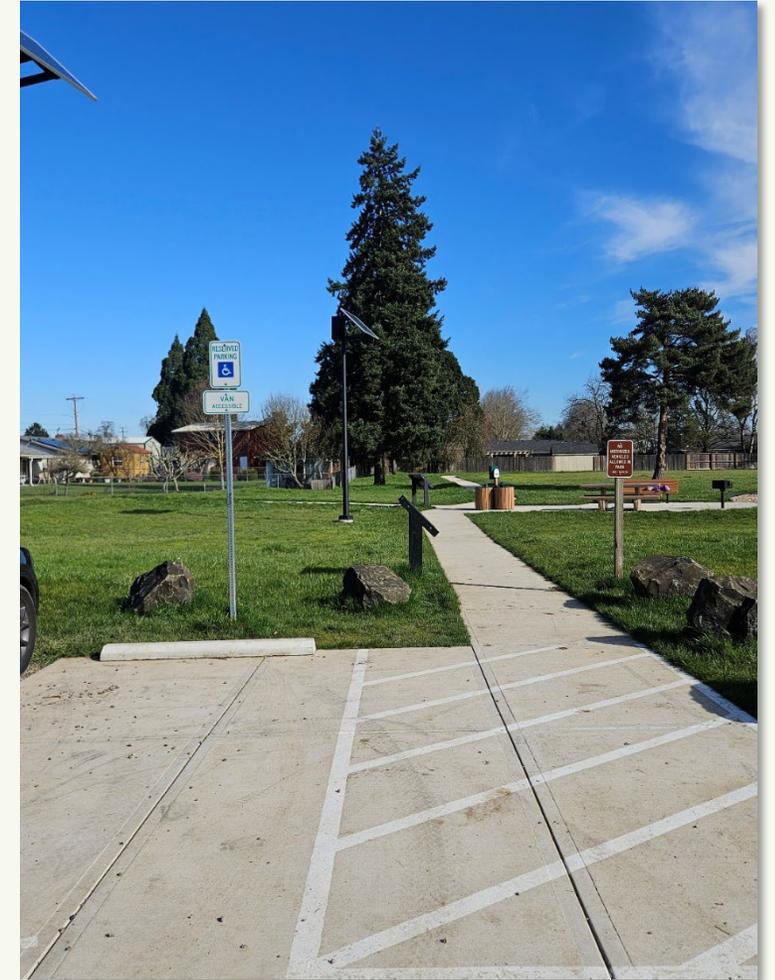
Camping Opportunities
Provide drive-in tent campsites (ADA accessible)
Provide cabin and yurt sites (ADA accessible)
Close-to-Home Priorities Within Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas
Community Recreation Program Needs
Farmers' markets
Community gardens
Seniors' activity centers
Outdoor concerts and movies
Educational activities (e.g., environmental, health, computer, orienteering and geocaching, historical tours)
Dispersed-Setting Priorities Outside Urban Growth Boundaries
Restrooms
Free-of-charge recreation opportunities
Accessibility and opportunities for people with disabilities (e.g., trails for hand cycles or trail chairs)
Directional signs and details about trails (e.g., distance, difficulty, elevation gain) at the trailhead
Nature and wildlife viewing areas





Accessibility Compliance

All facilities developed with grant funds **must** be **designed** and **built** in conformance with all state and federal regulations (i.e. Americans with Disabilities Act Accessibility Guidelines (ADAAG), State Building Codes).



Parkdale Park, Marion County





SCORP Criteria

Balancing Conservation and Recreation (0-5 points)

Describe how this project expands opportunities in existing recreation areas. If applicable, explain how this project will address crowding while also decreasing the burden on current natural resources.



Tillamook Coast Old Growth Forest Trail, City of Rockaway Beach





SCORP Criteria

Local Needs and Benefits (0-25 Points)

Needs identified through at least one of these:

- Public recreation provider identified need (SCORP):
Use Tables 11.11-11.46. Use either close-to-home or dispersed area priorities, not both.
- Oregon resident identified need (SCORP):
Use Tables 11.47-11.49 for close-to-home areas, or 11.50 for dispersed areas
- Local Planning Document, Park Master Plan
- Public Workshops, public meetings, etc.



La Raíz Park, Beaverton





SCORP Criteria

Physical Activity Benefits (0-5 points)

- Does the project satisfy one of the five physical activity infrastructure priorities included in Table 11.51?
- Is the project located in one of the physical activity priority counties listed in Table 11.52

Table 11.51 Statewide Physical Activity

Infrastructure Priorities
Trails for walking, hiking, biking, and rolling
Fields for dog parks, playing sports such as soccer, softball, baseball, football, ultimate frisbee, disc-golf, lacrosse, etc.
Courts for playing sports such as tennis, pickleball, basketball, badminton, futsal, beach volleyball, etc.
Places for nature immersion and nature observation
Places for camping, including RV, tent, and yurts/cabins
Children's playgrounds and family-friendly areas

Table 11.52 Physical Activity Priority Counties

Clackamas	Grant	Jefferson	Malheur	Morrow	Sherman	Wheeler
Crook	Hood River	Lincoln	Marion	Polk	Tillamook	Yamhill





SCORP Criteria

Universal Design / Inclusive Outdoor Recreation Opportunities (0-10 points)

Describe how your project goes beyond ADA and strives to incorporate Universal Design concepts and design considerations.

6

LOW PHYSICAL EFFORT

The design can be used efficiently and comfortably and with a minimum of fatigue.



- GUIDELINES**
- 6a. Allow user to maintain a neutral body position.
 - 6b. Use reasonable operating forces.
 - 6c. Minimize repetitive actions.
 - 6d. Minimize sustained physical effort.

- EXAMPLES**
- Lever or loop handles on doors and faucets
 - Touch lamps operated without a switch

[Center for Universal Design: Guidelines](#)





SCORP Criteria

Need for Major Rehabilitation (0-5 points)

- a. Beyond its normal life expectancy
- b. Destroyed by fire, natural disaster or vandalism
- c. Does not meet health and safety codes/requirements
- d. Requires rehabilitation to ensure critical natural resource protection
- e. Changing recreation needs
- f. Does not meet access requirements of the Americans with Disabilities Act





Other Scoring Criteria

Community Support (0-5 points)

- Letters of support
- Survey analysis from park users, neighbors, stakeholders, etc.

Financial Commitment (0-10 points)

- Does agency budget demonstrate financial commitment?
- Is the match secure?
- How did you develop your project budget?
To what extent has enough money been budgeted to successfully complete the project?



Benton Park Playground, La Grande





Other Scoring Criteria

Sustainability (0-5 points)

- Describe how sustainability was considered in the intent, strategies, and long-term management plans for the proposed project.
- Examples may include: sustainable design methods, projects that will have a minimal impact on the surrounding ecosystem, projects that will result in user protection of natural resources such as water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration.





Other Scoring Criteria

Readiness to Proceed (0-5 points)

- Project applicants should demonstrate that the project is compatible with land use requirements and the degree to which site plans, construction plans, or other planning documents have been completed.
- List potential permit requirements, their status, or any issues associated with receiving a permit.
 - Land Use & Building Permits
 - Army Corp of Engineers
 - Division of State Lands
- Demonstrate how you will complete the next steps
- If available, attach an estimated project timeline in the “Other” attachments category.





Other Scoring Criteria

Readiness to Proceed (0-5 points)

- **Land Use Compatibility Statement** to be signed by the Planning Department who has authority over your project
 - Planner will list any land use permits already received or to be required with your project
 - Only OPRD's specific form is accepted!



**Oregon Parks and Recreation Department
Local Government Grant Program – Project Application**

Land Use Compatibility Statement (LUCS)

What is a LUCS? A Land Use Compatibility Statement (LUCS) is the form OPRD uses to ensure that proposed projects are consistent with local land use requirements.

How to Complete the LUCS: The applicant completes Section 1. Section 2 must be completed by the local Planning Official. The applicant then submits the completed LUCS to OPRD as part of the Grant Project Application.

SECTION 1: Applicant & Site Information			
Print Applicant Name:		Applicant Signature:	
Property Owner Name:			
Subject Property Address (Or adjacent to):			
Site Description:			
Describe the planned use for the property:			
Township(s)	Range(s)	Section(s)	Tax Lot(s)
SECTION 2 must be filled out by a Local Planning Official			
SECTION 2: Determination of Compliance with Local Land Use Requirements			
The subject property is: <input type="checkbox"/> Inside <input type="checkbox"/> Outside City Limits <input type="checkbox"/> Inside <input type="checkbox"/> Outside UGB			
Current Comprehensive Plan Designation:		Current Zoning:	
Is a Comprehensive Plan or Zoning Amendment Proposed? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If YES, list the proposed plan designation:		Proposed zoning:	
Does the activity, use, or development require land use review to determine compliance with land use regulations? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If NO , it means that no local land use review is needed. Skip to Local Planning Official Information below.			
If YES , what is the status of the land use application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Under Review <input type="checkbox"/> Not Yet Received			
List file number(s):		Is the decision final: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Comments:			





Required Attachments

▲ 0 of 16 Required Attachments Add Attachment

File *	For *	Description *
<input type="text" value="Browse..."/> Picture1.jpg		
Additional Attachment		Additional Attachment
Construction Drawings		Construction Drawings
LWCF Park Boundary Map - 6(f)(3) Map		LWCF Park Boundary Map - 6(f)(3) Map
Land Use Compatibility Statement (LUCS) - Completed		Land Use Compatibility Statement (LUCS) - Completed
Letters of Support		Letters of Support
PD/ESF - Completed		PD/ESF - Completed
Photos		Photos
Property Deed or Easement or Lease Agreement		Property Deed or Easement or Lease Agreement
Resolution to Apply for Grant		Resolution to Apply for Grant
SHPO Clearance Form - Completed		SHPO Clearance Form - Completed
SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map		SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map
SHPO Submittal Form - Completed		SHPO Submittal Form - Completed
Site Plan		Site Plan
State Agency Review - Completed		State Agency Review - Completed
Urban Growth Boundary Map		Urban Growth Boundary Map
Vicinity Map		Vicinity Map

▲ 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

- Must submit document for each required attachment.
- Upload a document marked as “N/A” for attachments that don’t apply to your project.
- System will not allow you to submit until all mandatory questions are answered and all attachments uploaded.
- Combine files when possible (such as photos and letters of support, clearly labeled)





Required Attachments

Park Boundary Map Example





Required Attachments

Environmental Checklist

- **ALL** applicants are required to fill out the Environmental Checklist
- The completed Checklist will be included in your submittals to state agencies for comment (if required by your application type)

ENVIRONMENTAL CHECKLIST

Project Name:
Organization/Sponsor Name:
1. Brief Project Description: What is the Proposed Action? What will this grant fund?
2. Alternatives to Proposed Action(s): Are there project Alternatives? If so, please describe.

3. Environmental Impacts Checklist

ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
		None	Minor	Major	
	Will the project <u>.....</u> ?				Note conditions or <u>attach</u> documentation for all Minor or Major Impacts. Attach additional pages if necessary.
Access Control	Change access to properties (close, change location, make one way)				
Air Quality	Degrade air quality				
Bicycle and	Impact bicycle and/or				





Required Attachments

State Agency Review Forms

Development and Rehabilitation Projects are required to receive feedback via the State Agency Feedback forms from these agencies:

- OR Dept. of State Lands (DSL)
- OR Dept. of Fish & Wildlife (ODF&W)
- OR Dept. of Environmental Quality (DEQ)
- Other Relevant State Agencies (See contact list)

Planning and Acquisition Projects are not required to receive State Agency Feedback forms.

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
<input type="checkbox"/> Oregon Department of State Lands (DSL)	Chris Stevenson Jurisdiction Coordinator 775 Summer ST NE STE 100 Salem, OR 97301 503-798-7622 chris.stevenson@dsl.oregon.gov	<ul style="list-style-type: none"> • Submit by email • Allow 4 weeks for review • Only submit projects with ground alteration • No resubmittals please • Please include the following info: <ul style="list-style-type: none"> • County • Latitude/Longitude • Township • Accurate Site Map • Range • Tax Lot(s) • Section
<input type="checkbox"/> Oregon Dept of Fish & Wildlife (ODF&W)	Nancy Taylor Waterway and Habitat Incentives Coordinator 4034 Fairview Industrial DR SE Salem, OR 97302 503-947-6099 nancy.c.taylor@odfw.oregon.gov	<ul style="list-style-type: none"> • Submit by email • Allow 4 weeks for review • Nancy will forward your review request to the appropriate district biologist. • Consultation not needed if there is no ground disturbance and if all work is in an existing footprint (e.g., bathroom remodel).
<input type="checkbox"/> Dept of Environmental Quality (DEQ): send to the contact person listed for your county below		
Northwest Region: Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties	Melyssa Graeper 4301 3 rd St, Suite 206 Tillamook, OR 97141 503-509-4636 melyssa.graeper@deq.oregon.gov	<ul style="list-style-type: none"> • Submit by email • Allow 4 weeks for review
Western Region (A): Yamhill, Polk, Marion, Lincoln, Benton, Linn, and Lane Counties	Mary Camarata 165 E 7 th Ave Suite 100 Eugene, OR 97401 503-983-2277 Mary.Camarata@deq.oregon.gov	<ul style="list-style-type: none"> • Submit by email • Allow 4 weeks for review
Western Region (B): Coos, Curry, Douglas, Jackson and Josephine	Mary Camarata 165 E 7 th Ave Suite 100 Eugene, OR 97401 503-983-2277	<ul style="list-style-type: none"> • Submit by email • Allow 4 weeks for review





Required Attachments

Instructions for **Environmental Checklist** and **State Natural Resources Agency Review** of proposed grant supported projects



Applicants applying for Oregon Parks and Recreation Department (OPRD) grant support for a proposed project are required to request project review from certain State Natural Resource Agencies. Currently, applicants are required to contact:

- 1) **Oregon Department of State Lands** (DSL)
- 2) **Oregon Department of Fish and Wildlife** (ODFW)
- 3) **Oregon Department of Environmental Quality** (DEQ)

Included in this packet are:

- 1) Environmental Check List
- 2) State Natural Resource Agency Contact List
- 3) State Agency Contact Memo template
- 4) State Agency Review form

Goal: For grant applicants to send a completed Environmental Checklist packet to each of the three specified agencies – DSL, ODF&W and DEQ. In addition, submittal to state agencies if relevant to the project. Refer to the descriptions below to determine if consultation is needed

Instructions:

- 1) Complete the **Environmental Checklist** for the proposed project.
- 2) Review the **State Natural Resource Agency Contact List** to determine which agencies you need to contact. For example, if the project does not involve ground disturbing activities, you will not need to contact DSL. You will need to contact the Oregon State Marine Board (OSMB) if your project is near or at an existing boating access site or if the project creates waterway access. Review each agency's specific instructions.
- 3) Prepare a **State Agency Contact Memo** addressed to each State Natural Resource Agency that you determine appropriate to review the proposed project.
- 4) Add a **brief description** of the project to the State Agency Contact Memo.
- 5) Prepare and include a **Project Location Map** and a **Site Plan Map**.
- 6) Prepare and include a **State Agency Review form** with your project and contact information included.

State Agency Review Forms

- Follow the instructions on page 1 of the Environmental Checklist for transmittals to State Agencies
- Submit your review requests to State Agencies **early**
- State Agencies have **30 days** to respond
- If they do not respond, that is the same as “We have no comment”





Required Attachments

SHPO Requirements

- OPRD will submit your Project to the **State Historic Preservation Office (SHPO)** before you receive grant funding
- All applicants are required to complete two SHPO Forms and provide a map
 - **SHPO Clearance Form** (Built Environment Resources Assessment)
 - **SHPO Submittal Form** (Archaeological Assessment)
 - **SHPO Map** (1 of the options below)
 - 7.5 min USGS Topo Map showing Township, Range, and Section
 - 1 Sq. Mi. Map showing roads and/or geographic features
 - .kmz file map created from Google Earth

OREGON SHPO CLEARANCE FORM
Do not use this form for ODOT or Federal Highway projects or to record archaeological sites

This form is for: **federal** cultural resource reviews (Section 106); **state** cultural resource reviews (ORS 358.653)

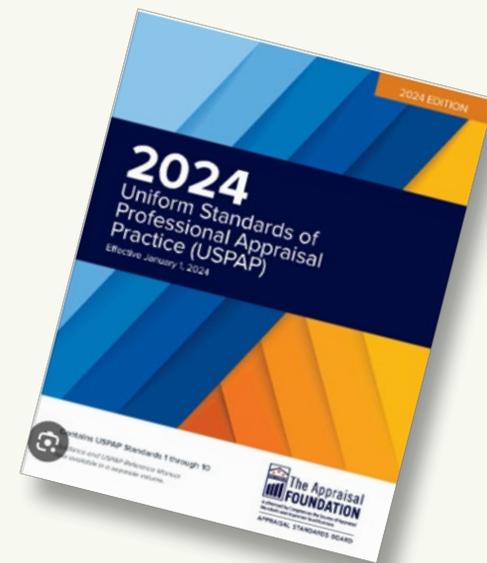
SECTION 1: PROPERTY INFORMATION		SHPO Case Number:	
Property Name:			
Street Address:			
City:		County:	
Agency Project #		Project Name:	
<small>If there is not a street address, include the Township, Range, and Section, cross streets, or other address description</small>			
Owner:	<input type="checkbox"/> Private	<input type="checkbox"/> Local Gov	<input type="checkbox"/> State Gov
		<input type="checkbox"/> Federal Gov	<input type="checkbox"/> Other: _____
Are there one or more buildings or structures? <input type="checkbox"/> YES <input type="checkbox"/> NO – If no, skip to Section 2 and append photo(s)			
Is the property listed in the National Register of Historic Places? <input type="checkbox"/> YES – Individually <input type="checkbox"/> YES – In a district <input type="checkbox"/> NO			
Original Construction date: _____ <input type="checkbox"/> Check box if date is estimated			
Siding Type(s) and Material(s):		Window Type(s) and Material(s):	
Has the property been physically altered? <input type="checkbox"/> No Alterations <input type="checkbox"/> Few Alterations <input type="checkbox"/> Major / Many Alterations			
SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY - Check the appropriate box			
<small>The purpose of this review is to avoid impacts to properties that are "eligible" (historic) or already listed in the National Register of Historic Places. Fully establishing historic significance can be very costly and time consuming. Therefore initial evaluations are based on age (50 years or greater) and integrity (historic appearance), which are the minimum qualifications for listing in the National Register. Additional documentation may be needed further in the process, but typically initial evaluations allow the review process to proceed expeditiously.</small>			
<input type="checkbox"/> The property is considered Eligible at this time because it is already listed in the National Register or			
<ul style="list-style-type: none"> • is at least 50 years old and retains its historic integrity (minimal alterations to key features) • has potential significance (architectural or historical) 			
<input type="checkbox"/> The property is considered Not Eligible at this time because it:			
<ul style="list-style-type: none"> • is less than 50 years old or is 50 years or older but there have been major alterations to key features • is known to have no significance, based on National Register-level documentation and evaluation 			
SECTION 3: APPLICANT DETERMINATION OF EFFECT - Check the appropriate box			
<input type="checkbox"/> The project has NO EFFECT on historic properties, either because there is no eligible property involved or because the property will not be impacted physically or visually.			
<input type="checkbox"/> The project will have a minor impact on a property that is eligible or already listed in the National Register, and therefore there is NO ADVERSE EFFECT . Minor impacts include replacement of some, but not all, siding, doors, or windows, etc.			
<input type="checkbox"/> The project will have a major impact on a property that is eligible or already listed in the National Register, therefore there is an ADVERSE EFFECT . Major impacts include full or partial demolition, complete residing, full window replacement, etc.			
STATE HISTORIC PRESERVATION OFFICE COMMENTS – Official use only			
Eligibility: <input type="checkbox"/> Concur with the eligibility determination above.			
<input type="checkbox"/> Do not concur with the eligibility determination above.			





Required Attachments – Acquisition Projects

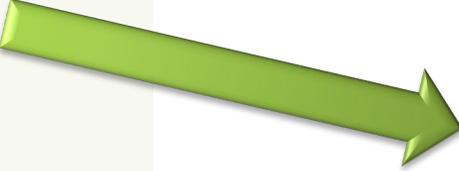
- Has an **Appraisal** been completed within last 12 months?
 - An acquisition application will **not** be reviewed without an appraisal.
- Has **Appraisal Review** been completed?
- Is there **Proof of Willing Seller**?
- Will development occur **within 2 years** of acquisition?
- Will the property be **open to the public** after acquisition?





Online Grant Application Instructions

<https://www.oregon.gov/oprd/GRA/Pages/GRA-Iggp.aspx>



Land and Water Conservation Fund

Local Government Grant Program

Recreational Trails Program

Oregon Heritage Grants

Endangered Invertebrates Grants

Overview +

Grant Cycle Schedule

2026 LGGP Schedule +

Grant Program Guidance and Forms

Grant Manual +

Workshops +

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 [oprdgrants.org](#) to apply and if needed, can request an account at any time.

[Online Grant Application Instructions](#)

Pre-Application Worksheets:

Use the three worksheets below as a guide when preparing answers for the Online Application. Your answers can then be cut and pasted from the Worksheet to the Online Application.

- [Development/Rehabilitation Project Worksheet](#)
- [Planning Project Worksheet](#)
- [Acquisition Project Worksheet](#)

Salem, OR 97301
503-951-1317

For questions related to an active grant, contact:
[Jodi Bellefeuille](#)
Recreation Grants Team Lead
503-856-6316

Resources

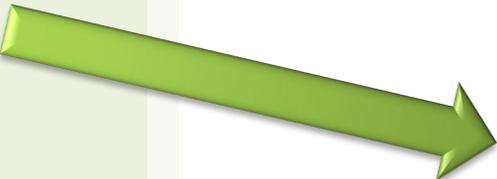
- [Online Grants System](#)
- [SCORP](#)
- [Statewide Trails Plan](#)
- [Parkland Mapping Project](#)
- [Potential Outdoor Recreation Funding Sources](#)
- [Potential Trail Funding Sources](#)





Pre-Application Worksheets

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- [Acquisition Project Worksheet](#)

- It is **HIGHLY RECOMMENDED** to use these pre-application worksheets and copy/paste your responses into the [OPRDgrants.org](https://www.oprdgrants.org) system
- Save your online application **OFTEN** to avoid losing work





Project Budget

- Include sufficient line items to show all major work elements
- Do not include “**Contingency**” as a line item: Spread your % over existing items
- It is recommended to build **inflation** into your budget if your project will not start construction for a year
- **Design & Engineering** is limited to **15%** of the **Total Project Cost**
- **Pre-agreement costs** are allowed, but they must be identified in budget and there there are limitations (See [Grant Manual](#) or contact Coordinator)

General Conditions/insurance/bond/mobilization/project administration
Site Work
Futsal Courts Construction (pavement/post tensioned concrete, court base aggregate, cement-amended subgrade, sport court surface)
Perimeter Fence
Stormwater Management Facilities
Concrete for access paths and spectator's areas
Site Furniture (shade system, bleachers, trashcans, ADA benches, signage, futsal nets)
Landscape
Lighting
Cultural Resources Survey (pre-award cost)

Example budget breakdown



Project Budget

Refer to the [Online Grant Application Instructions](#) for more details

Auto-filled

Requested Amount *	\$655,200.00
Match Amount *	\$655,200.00
Total Project Cost *	\$1,310,400.00
Grant %	50 %
Match %	50 %

▲ [Project Budget Worksheet](#)

Add Worksheet Item

Project Budget Worksheet

Architectural & Engineering (pre-award cost, incurred xx/xx/xxxx)	\$97,000.00	 
Athletic Fields: Baseball field development	\$733,900.00	 
Athletic Fields: Intallation of athletic field amenitites	\$74,800.00	 
General Site Improvements: Develop circulation paths or access routes	\$42,900.00	 
General Site Improvements: Install fencing/barriers	\$192,800.00	 
General Site Improvements: Install site furnishings	\$10,500.00	 
General Site Improvements: Landscaping improvements	\$73,600.00	 
Parking: Parking development	\$15,000.00	 
Permits: Obtain permits	\$13,000.00	 
Utilities: Install power utilities	\$22,400.00	 
Utilities: Install stormwater system	\$34,500.00	 

Source of Funding Worksheet

Cash (Agency budgeted funds)	\$600,000.00	 
RTP Grant (Grant - Rcreational Trails Program Grant FHWA Federal grant(pending))	\$55,200.00	 

Auto-filled

Total Project Cost	\$1,310,400.00
Total Match from Sponsor	\$655,200.00
Grant Funds Requested	\$655,200.00



Technical Review

Technical Review is focused on **eligibility** and **completeness**.

- Is application complete, including all attachments?
- Are all project elements eligible?
- Is the applicant in compliance with other OPRD grants? Are active projects on track? Serious instances of non-compliance may be cause for denial or for special conditions to be placed on the award
- Is application ready to go to the Advisory Committee?





LGGP Advisory Committee

- Composed of **ten members** who represent the following:

- Counties **west** of the Cascades
- Counties **east** of the Cascades
- **Cities** over 15,000 population
- **Cities under 15,000 population***
- **People with Disabilities**
- **Park and Recreation District, METRO or Port District**
- Oregon Parks and Recreation Department
- **Public-at-Large (2)**
- **Public at Large (1)*** represents a historically underrepresented community

***Open Recruitment for 2 members is active* For more information or to apply:**

<https://oregonstateparks.jotformgov.com/260484795649172>





LGGP Advisory Committee

- Committee will meet **via ZOOM** in late **September** or early **October** to hear project presentations for **Large Grant requests** (greater than \$100,000)
- Committee members establish a priority list for funding
- Priority list is then forwarded to OPRD Commission for review and approval.





No Project Presentations for...

- **Small Grants** – Requests for \$100,000 or less
- **All Planning Grants**

These applications are reviewed and scored by an OPRD Committee separate from the LGGP Advisory Committee



Kiwanis Park, City of Umatilla





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 scope, accessible design, your agency, etc.
- Takeaways:
 - When using AI: proofread, proofread, proofread
 - Respect your community, submit an accurate application
 - Respect time of staff and committee members





Grantee Responsibilities

DO NOT START
Project Work until a
NOTICE TO PROCEED (NTP)
Letter is received





Grantee Responsibilities

- **Quarterly Progress Reports**
- **Accurate Record Keeping**
 - Assign a project code for easier tracking
 - Track staff time used as Match
 - Volunteer Timesheets
 - Donated Materials and Supplies
 - Donated Equipment
- **Request for Reimbursements**
 - Include copies of all project bills/invoices
 - Include confirmation that all project bills have indeed been paid with an Accounts Paid Report, or copies of canceled payment checks with account numbers blocked out
 - We **cannot** approve a request for reimbursement that does not include the minimum grantee match participation rate (e.g., minimum match percentage)





Grantee Responsibilities

- Complete project within project period, usually **two years**
 - **Amendments/extensions** are possible but not guaranteed
- **Development/Rehabilitation Projects** must be dedicated for park and recreation purposes for a minimum of **25 years**
- **Acquisition Projects** must be dedicated for park and recreation purposes **in perpetuity**
 - **Notice of Grant** must be recorded on the deed with the County
- **Conversion** - The act of “converting” LGGP funded property or facilities out of public outdoor recreation use
 - Converted property must be replaced
- Plan for staff transitions





Project Completion

- **Final Report**

- Final reimbursement request
- Final progress report
- Photos of the completed work, updated site plan
- All submitted on <https://oprgrants.org>

- **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 ribbon cutting is planned





Links

- LGGP Website
<https://www.oregon.gov/oprd/GRA/Pages/GRA-lggp.aspx>
- LGGP Manual
https://www.oregon.gov/oprd/GRA/Documents/LGGP_Manual_2026.pdf
- Online Grant Application Website (*Chrome or Firefox preferred*)
<http://OPRDGrants.org/>
- Jennifer Dimsho, LGGP Coordinator
jennifer.dimsho@oprd.oregon.gov / 503-951-1317





QUESTIONS?

St. Helens Riverwalk Phase I

