

# LOCAL GOVERNMENT GRANT PROGRAM



## 2026 GRANT APPLICATION MANUAL

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**OREGON PARKS AND RECREATION DEPARTMENT**  
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## Quick Facts

<b>Program Title:</b>	<b>Local Government Grant Program (LGGP)</b>
<b>Program Website:</b>	<a href="http://OPRDGrants.org">OPRDGrants.org</a> or <a href="http://www.oregon.gov/oprd/GRANTS/Pages/local.aspx">http://www.oregon.gov/oprd/GRANTS/Pages/local.aspx</a>
<b>Program Purpose:</b>	To award grant fund assistance for outdoor park and recreation areas and facilities, acquisition of property for park purposes, bicycle and pedestrian recreation and transportation trails, bicycle recreation opportunities, and non-motorized water-based recreation.
<b>Eligible Projects:</b>	Property Acquisition, Development, Rehabilitation and Planning
<b>Eligible Applicants:</b>	Cities, Counties, Metropolitan Service Districts, Park and Recreation Dist., and Port Districts
<b>Funding Source:</b>	Oregon Lottery Funds for Natural Resources
<b>Funding Available:</b>	Approximately <b>\$15 million</b> annually
<b>Funding Type:</b>	Reimbursement Grants
<b>Small Grants:</b>	<b>\$100,000</b> maximum award. Application only. No presentation required.
<b>Large Grants:</b>	<b>\$1,000,000</b> maximum award. Application plus presentation to LGGP Advisory Committee required.
<b>Matching Requirements:</b>	<b>50% match</b> required for: <ul style="list-style-type: none"><li>• Cities and districts with a population over 25,000</li><li>• Counties with a population over 50,000</li></ul> <b>40% match</b> required for: <ul style="list-style-type: none"><li>• Cities and districts with a population between 5,000 and 25,000</li><li>• Counties with a population between 30,000 and 50,000</li></ul> <b>20% match</b> required for: <ul style="list-style-type: none"><li>• Cities and districts with a population under 5,000</li><li>• Counties with a population under 30,000</li></ul>
<b>Planning Projects:</b>	<b>\$50,000</b> maximum award. Application only. No presentation required.
<b>Eligible Planning Grant Applicants:</b>	<ul style="list-style-type: none"><li>• Cities, Park, Recreation and Port Districts with populations less than 10,000, and</li><li>• Counties with populations less than 50,000</li></ul>
<b>Planning Grant Matching Requirements:</b>	<b>20% match</b> required for: <ul style="list-style-type: none"><li>• Cities or districts with a population less than 5,000</li><li>• Counties with a population less than 30,000</li></ul> <b>40% match</b> required for: <ul style="list-style-type: none"><li>• Cities and districts with a population between 5,000 and 10,000</li><li>• Counties with a population between 30,000 and 50,000</li></ul>

## 2026 Grant Cycle

<b>March</b>	Applications Available online
<b>March</b>	Application Workshop Webinar
<b>June</b>	Applications Due
<b>September/October</b>	Presentations to LGGP Advisory Committee
<b>November</b>	OPRD Commission review
<b>December/January</b>	Project Agreements and Notice to Proceed Letters processed

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Geiser Pollman Park Playground, Baker City, OR

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U. S. Department of Interior  
National Park Service  
PO Box 37127  
Washington D.C. 20013-712

## SECTION 1 - THE PROGRAM

**1.1 HISTORY AND PURPOSE OF THE PROGRAM.** The Local Government Grant Program (LGGP) was created by initiative petition filed on March 11, 1998, adopted by the citizens of Oregon on November 3, 1998, and approved by the 1999 Legislature. The Oregon Parks & Recreation Commission adopted administrative rules for the distribution of state lottery funds to eligible local governments and the process for establishing the priority order in which projects are funded. The Oregon Lottery Funds for Natural Resources Amendment was adopted on November 2, 2010, which continued the lottery funding. In November 2022 the rules were amended and approved by the Oregon Parks Commission (OAR 736-006-0100 – OAR 736-006-0150).

The funds are to be distributed for outdoor park and recreation areas and facilities, acquisition of property for park purposes, trails, bicycle recreation opportunities, and non-motorized water-based recreation. The Local Government Grant Program and program budget are administered by the Oregon Parks and Recreation Department (OPRD).

### 1.2 ELIGIBLE APPLICANTS

- A. **ELIGIBLE AGENCIES** - Local government agencies, which under state law have an obligation to provide public recreation facilities, are eligible to apply for funding assistance. This includes **cities** (municipal corporations); **counties** (political subdivisions); **metropolitan service districts, park and recreation districts, and port districts.**
- B. **INELIGIBLE AGENCIES** - Ineligible agencies include schools, non-profit organizations, service clubs, and non-park special service districts, such as irrigation or fire districts.
- C. **APPLICANTS WITH ACTIVE PROJECTS** – Project Sponsors that have **two active** local government grants may not apply until at least one project has been completed. Project Sponsors are permitted to submit **two applications** per cycle, but if the sponsor has an active project, typically only one application may be submitted. Exceptions to the two-application limit may be considered on a case-by-case basis depending on available funding and expected completion date of open projects.

**1.3 ELIGIBLE PROJECTS** - Only public outdoor park and recreation areas and facilities are eligible. Areas and facilities must be open and accessible to the public-at-large. Projects eligible for funding assistance are **development, rehabilitation, planning, and land acquisition** for projects that are consistent with the outdoor recreation goals and objectives contained in the **Statewide Comprehensive Outdoor Recreation Plan (SCORP)**, and/or recreation elements of local comprehensive plans and local master plans.

- A. **DEVELOPMENT PROJECTS** – Grant funds are available for the development of outdoor recreation facilities in accordance with SCORP, recreation elements of local comprehensive plans and local master plans.

#### 1. Eligible Development Projects

- a. Projects include recreation facilities such as sports and playfields, playgrounds and playground equipment, picnic facilities, trails, water trails, biking trails, bike and pedestrian pathways, outdoor swimming facilities, boating facilities, fishing and hunting facilities, winter sports facilities, camping facilities, outdoor exhibit or interpretive facilities, spectator facilities, and renovated facilities, etc.
- b. Projects may also include support facilities such as roads, parking areas, utilities, sanitation systems, restroom buildings, kiosks, bathhouses, walkways, and landscaping.

- c. A project may consist of one or more improvements.
- d. A project may consist of the complete or partial development of one site, or it may consist of a series of developments on a number of geographically separated areas within the same site.
- e. The development project must be a logical unit of work to be accomplished in a specific time frame and able to stand on its own as a viable project not dependent on future development.
- f. Development projects will be subject to the conversion requirements outlined in Section 7.1.
- g. For large development projects that are applied for in phases, there is no guarantee that funding will be available for future phases.
- h. OPRD is not obligated to reimburse a Project Sponsor for any development costs incurred prior to Project Sponsor's receipt of a written Notice to Proceed from OPRD. Do not start project work before receiving a Notice to Proceed letter.

## 2. Ineligible Development Projects

- a. Any indoor facilities such as community centers, indoor swimming facilities, historic buildings, park managers' residences, maintenance buildings and equipment. Indoor meeting rooms, auditoriums, libraries, study areas, restaurants, lodges, motels, cabins, food preparation equipment, kitchens and equipment sales.
- b. Commercial-type amusement centers are not eligible.
- c. Routine maintenance such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities.
- d. Professional facilities and areas designed primarily for semi-professional or professional arts or athletics, such as professional type outdoor theaters, professional rodeo arenas, recreation complexes for professional arts or athletics, and intercollegiate or interscholastic sports facilities.
- e. Exhibit areas that function primarily for academic, historic, economic, entertainment or other non-recreational purposes.
- f. Exclusive use areas such as group camps designated for specific groups or for which specific groups will be given priority access, and facilities to be used exclusively by the handicapped are not eligible unless the facilities are available to the general public.
- g. Operational equipment such as buoys, ropes, life jackets, or boats for marinas are not eligible.
- h. Maintenance equipment such as lawn mowers or portable sports equipment such as portable net systems that are not fixed to the sport court.
- i. Wetland mitigation banking.
- j. **Bundling** – Bundling is defined as submitting one grant application that includes projects for different sites. Applications that consist of different projects at different sites will typically not be accepted. Bundling of projects can occur where the applicant can demonstrate that substantial cost savings are obtained for work of a similar nature. An example would be a project of re-paving parking lots at two separate sites that are within reasonable proximity to each other.

## 3. Ineligible Project Expenses

- a. Consumables such as food and drinks provided at a work party are not eligible as match or for reimbursement under the Local Government Grant Program.
- b. Legal Counsel or Attorney fees not ordered or authorized in writing by OPRD.
- c. Real Estate, Realtor Brokerage, or real property consultant fees not ordered or authorized in writing by OPRD.

- d. Costs not directly related to the proposed project.
- e. Costs for grant application writing.

**B. REHABILITATION PROJECTS** - Major rehabilitation means the repair, restoration, or reconstruction of facilities, which is necessitated by obsolescence, facility destroyed by natural disaster, vandalism, fire, building code changes, health code requirements, or normal wear and tear not attributed to lack of maintenance. Rehabilitation projects are those that help meet the access requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, to meet the requirements of public health and safety laws and to bring a facility up to standards of quality and attractiveness.

**C. PLANNING PROJECTS** – Planning projects generally entail the use of specialized consultants and expert professionals to work with local citizens and organizations to develop a county, community or site-specific park and recreation plan. OPRD requires that the planning project or process include a planning team to guide the planning process, substantial public participation, engagement of potential user groups and stakeholders, and that at least two public meetings be held. Planning Projects result in the creation of a master plan. **However, Planning Projects are not intended to assist with engineered plans.** Planning projects must be completed within two years of grant approval.

**1. Eligible Applicants**

Eligible planning project applicants include **Cities, Park or Recreation Districts, and Port Districts**, serving communities with populations less than **10,000** residents, and **Counties** with populations less than **50,000**.

**2. Award Amounts**

The maximum award for planning grants is **\$50,000**. Currently, approximately \$300,000 of state lottery funds will be available each year for planning grants, depending on available funding.

A **20%** local match is required for cities or districts with a population less than **5,000**, and for counties with a population less than **30,000**. Other larger eligible cities, districts, and counties, must provide a match of **40%** of the total project costs. If allocated funds for planning project grants are not fully awarded, remaining funds will be made available to other Local Government Grant programs.

**3. Eligible Planning Projects**

a. **System-Wide Park and Recreation Plans** - A municipal, county or district-wide plan that identifies system needs, available resources, and required capital project investments to accomplish short and long-term park, recreation, and open space objectives of the community. The planning process must include substantial citizen involvement, inventory of existing conditions and facilities, analysis of issues and community needs, and specific recommendations that include specific actions, priorities, and costs. The planning process must include the adoption of the planning document through the local land use approval process.

b. **Site-Specific Park and Outdoor Recreation Plans** - These planning efforts target a specific site that has been identified in a system-wide park and recreation plan or in a city or county comprehensive plan. Site-specific planning projects include public outreach and an analysis process that leads to a detailed plan for full development or redevelopment of a park or other

recreational-use site. The plan must address priorities identified in a system-wide or comprehensive plan. The planning process must include the adoption of the planning document through the local land use approval process.

c. **Community or Regional Trail System Plans** - A community or regional trail system plan provides guidance in the development of transportation, recreation, and open space networks that traverse a community or region. Only non-motorized trail plans will be considered and they should connect important origins and destinations such as neighborhoods, schools, parks, natural areas, employment centers and other services. The planning process includes inventory, mapping and analysis of existing and proposed trail corridors and hubs that influence the development of the trail systems. Except for limited short segments, the planned trail system should be physically separated from the street and sidewalk system. Water trail planning will also be considered as a non-motorized trail project if primarily designed for watercraft such as canoes, kayaks, rafts, and drift boats. The planning process must include the adoption of the planning document through the local land use approval process.

4. **Ineligible Planning Projects** - The following planning projects are not eligible for funding under the Local Government Grant Program:

- a. City or County Comprehensive Plans
- b. Transportation System Plans
- c. Motorized Trail Plans
- d. Engineering or Construction Documents

5. **Ineligible Planning Project Expenses** – Generally, consumables such as drinks and refreshments provided at planning meetings are not eligible as match or for reimbursement under the Local Government Grant Program.

D. **ACQUISITION PROJECTS** - Acquisition of land and waters for public outdoor recreation areas and facilities, including new areas or additions to existing parks, forests, wildlife areas, open spaces, beaches and other similar areas dedicated to outdoor recreation are eligible for assistance. Areas acquired may serve a variety of outdoor recreation activities including but not limited to: walking for pleasure, sightseeing, swimming and other water sports, fishing, picnicking, nature study, boating, hunting and shooting, camping, horseback riding, bicycling, snowmobiling, skiing and other outdoor sports and activities.

1. **Methods of Acquisition** - Acquisition of lands and waters, or interests therein (such as easements), may be accomplished through purchase, transfer, gift, or other means that will assure the desired public use. Most acquisitions must conform to the following:

- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, P.L. 91-646, as amended, and the **Uniform Standards of Professional Appraisal Practice (USPAP)**.
- **Note: Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA)**, also known as a Yellow Book Appraisal, may be applied if federal funds are being used for the acquisition. <http://www.justice.gov/enrd/land-ack/Uniform-Appraisal-Standards.pdf>

- a. Every reasonable effort should be made to acquire real property by negotiated purchase.
- b. Real property must be appraised using the **Uniform Standards of Professional Appraisal Practice (USPAP)**, and the property owner given a **Statement of Just Compensation** for the

- property. In no event can the amount established as just compensation be less than the amount of the approved appraisal. However, this does not preclude the property owner from donating a portion or all of the value to the sponsor. Property owners shall be afforded an opportunity to accompany the appraiser during the inspection of the property.
- c. In determining the boundaries of a project, the sponsor should take into account human considerations, including the economic and social effects of the acquisition and subsequent development on owners and tenants in the adjacent area, in addition to engineering and other factors.
2. **Acquisition of Structures and Impoundments** - Project Sponsors must list all structures and impoundments and their proposed use for outdoor recreation or disposition.
  3. **Acquisition for Delayed Development** - State-funding assistance may be available to acquire property for which development of outdoor recreation facilities is planned for a future date. In the interim, the property should be open for those public recreation purposes that the land is capable of supporting or that can be achieved with a minimum public investment.

If development will be delayed for more than **two years** from the date of acquisition, the Project Sponsor must include the following information in the project application:

- a. Reasons for immediate acquisition of the property.
  - b. Facilities to be developed and timeline for development.
  - c. Non-recreation uses to be continued on the property and date such non-recreation uses will be terminated. If non-recreation use on the property is not terminated within 3 years from date of acquisition, then conversion requirements outlined in Section 7.1 may apply. Determination is based solely upon the state's discretion.
  - d. Type of public recreation access to be provided during the interim period.
  - e. Demonstration that income derived during the interim period will be used on the project site.
4. **Ineligible Acquisition Projects**
    - a. Acquisition of historic sites and structures will not receive LGGP funding assistance except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes.
    - b. Acquisition of museums and sites to be used for museums or primarily archeological excavations.
    - c. Acquisition of areas and facilities designed to be used primarily for semi-professional and professional arts and athletics are not eligible.
    - d. Acquisition of areas to be used mainly for the construction of indoor facilities.
    - e. Acquisition of areas to be used primarily for game refuges and fish production purposes.
    - d. Acquisition of areas to be used primarily for agricultural land.

5. **Acquisition Procedures**

- a. An acquisition that occurs prior to grant approval and prior to OPRD's Notice to Proceed will not be eligible for program assistance unless a **Waiver of Retroactivity** has been approved in writing by OPRD prior to the acquisition.
- b. For acquisition opportunities that may be lost due to the required time it takes to go through the grant application process, OPRD may authorize such acquisitions to occur prior to grant approval by the Project Sponsor requesting a **Waiver of Retroactivity for Land Acquisition**. This does not guarantee that the future grant application will be approved.

- c. At any point in the grant process the Project Sponsor may contact the landowner to determine if the land is available for acquisition, to determine if the owner is willing to sell, donate, or partially donate the subject property.
  - d. Independently prepared appraisal reports will need to be reviewed prior to acceptance by OPRD.
  - e. Regardless of the Waiver of Retroactivity, the Project Sponsor may proceed with final property acquisition upon receipt of OPRD's Notice to Proceed.
  - f. Partial reimbursement, up to 90% of the grant amount, may be requested for the acquisition. Final payment will be made after all required documentation is reviewed and approved by OPRD. **NOTE:** OPRD may advance the full grant amount for real property acquisition if the funds are to be disbursed in Escrow. Funds to be disbursed in Escrow require advance notification from the Project Sponsor to OPRD. Wire transfer of funds to Escrow will be made after all required documentation is reviewed and approved by OPRD staff.
  - g. OPRD will only approve reimbursements or funding disbursed in Escrow upon evidence that no liens or encumbrances remain on the property with the following exceptions and those of record: utility easements, ingress/egress easements, conservation easements, previously dispensed mineral rights, or other such encumbrances that, within the opinion of OPRD, do not limit the purpose for which the property is being acquired.
  - h. The Project Sponsor will record a **Notice of Grant** on the property being acquired.
  - i. Once the acquisition is complete, a program acknowledgment sign must be posted. OPRD will prescribe the format for signage.
  - j. The sponsor may have a purchase agreement in place prior to a grant award but title should not be transferred prior to OPRD's Notice to Proceed.
6. **Appraisals** - In most cases for acquiring real property, a self-contained appraisal report, written to **Uniform Standards of Professional Appraisal Practice** (USPAP) standards will be required prior to any granting of funds. If Federal funding will be involved in the project, either now or in the future, the appraisal should conform to **Uniform Appraisal Standards for Federal Land Acquisitions** (UASFLA / Yellow Book). A **Waiver Valuation** may be provided in lieu of a self-contained appraisal based upon the conditions defined below.

Normally, appraisals older than one year are required to be updated to reflect changes in the market.

7. **Appraisal Review** - Once an appraisal is initiated it should be reviewed by a qualified appraisal reviewer. Arranging the Appraisal and Appraisal Review are the responsibility of the applicant. The Appraiser and Appraisal Reviewer typically work in cooperation so they can confer on methodology and conclusions. The Appraisal fee and Review fee may be included in the project budget as a pre-agreement expense and applied as part of the applicant's Match requirement.

The Project Sponsor should provide an electronic copy of the appraisal and the appraisal review, or the waiver valuation and any associated documentation in a format acceptable by OPRD.

a. **Definitions**

- **Self-Contained Appraisal Report:** A written appraisal report that contains all the information required by USPAP with extensive detail. Contrast with *Summary Appraisal* or *Restricted Appraisal*.

- **Limited Appraisal Report:** An appraisal of real estate under and resulting from invoking the Departure Provision of USPAP. **Example:** A limited appraisal may omit one or more Appraisal Approaches. Invoking a departure provision must not cause a user of appraisal services to become confused or misled. The appraisal may be provided in any report format: Self-Contained, Summary or Restricted.
- **Summary Appraisal Report:** A written appraisal report that contains a moderate amount of detail. Contrast with Self-Contained Appraisal Report. Normally not accepted by OPRD. **Example:** A summary appraisal report has abbreviated region and neighborhood analyses; otherwise it provides the same information as a self-contained appraisal report.
- **Restricted Appraisal:** An Appraisal Report that contains minimal detail and is intended to be received or relied upon by the client only, not any other party, including OPRD.
- **Departure Provision:** Section of the USPAP that allows an appraiser to deviate from a Complete Appraisal thus providing a Limited Appraisal. The *departure provision* is allowed only in situations where it would not cause a user (appraisal reader) to be misled or confused. **Example:** A certified residential appraiser was estimating the value of single-family residences. There were numerous recent sales of comparable houses in the area. No new homes were being built, and nearly all houses were owner occupied, so the appraiser believed that the income approach and the cost approach were less relevant. A departure provision was invoked to allow the appraisal using only the market approach.
- **Uniform Standards of Professional Appraisal Practice (USPAP):** Considered the quality control standards applicable for real property, personal property, intangibles, and business valuation appraisal analysis and reports. USPAP was first developed in the 1980's by a joint committee representing the major U.S. and Canadian appraisal organizations.
- **Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) (“Yellow Book”):** These standards have been prepared to promote uniformity in the appraisal of real property among the various agencies acquiring property on behalf of the United States. It should make no difference to the landowner whose property is being acquired which agency is acquiring his land. The federal standards are considered as “Supplemental Standards” to the USPAP. Because of the yellow cover, the UASFLA publication is often referred to as the “Yellow Book.”
- **Waiver Valuation:** A Waiver Valuation may be submitted to OPRD instead of an appraisal if the Project Sponsor determines that the valuation task is uncomplicated and the anticipated value of the proposed acquisition is estimated at less than **\$25,000**, based on a review of available data.

The basic concept is that the valuation will be prepared by a knowledgeable person who is aware of the general market values in the project area. It is not intended that the person preparing the valuation be an appraiser. The requirement for offering the owner the opportunity to accompany the appraiser does not apply to waiver valuations. This will further streamline the process.

There is no specific requirement for "approval" of the waiver valuation (reviewing either the valuation itself or the decision to use a waiver valuation.)

The waiver valuation is used for uncomplicated takings where the total compensation is expected to be less than \$25,000 and an in-depth analysis is not required to value the remainder property. The decision to perform a waiver valuation as opposed to an appraisal

is not made merely on the basis of the anticipated total compensation for the parcel. Other factors, such as tenant-owned improvements, land-locking, proximity damages, familiarity of past acquisitions/condemnations trends in the project area, past acquisitions from the same property owners, must be given serious weight and consideration in the valuation format decision.

The person performing the waiver valuation must have sufficient understanding of the local real estate market to be qualified to make the waiver valuation.

In the event that a parcel involves the acquisition of tenant-owned improvements, the Project Sponsor shall obtain a self-contained appraisal. Tenant-owned improvements are defined as buildings, structures or other improvements which would be considered to be real estate if owned by the owner of the real property on which they are located. A self-contained appraisal shall also be prepared when the acquisition creates a land-locked remainder or uneconomic remnant and proximity damages to a structure.

- b. The Project Sponsor shall secure at least one appraisal of the appropriate type by a qualified person for each parcel to be acquired. Standards for appraisals used should be consistent, to the extent appropriate, with the current USPAP (Standard) or UASFLA (Federal).

8. **Documentation** - Evidence of title, title insurance, or other means considered reasonable and adequate must be submitted to OPRD before requesting reimbursement or disbursing funds from Escrow. (See Appendix 9.1)

9. **Acquisition of Interest in Real Property** - The acquisition of easements, rights-of-way, etc., will be viewed in the same light as full takings. Documentation of value by appraisals will be the same.

#### 10. **Waiver of Retroactivity**

- a. OPRD intends that local government assistance be awarded for acquisitions not yet undertaken, rather than for acquisitions already begun or land already acquired. A Waiver of Retroactivity will be made only when immediate action is necessary and the time necessary to process a grant application will result in a significant opportunity being lost. A Waiver of Retroactivity allows land acquisitions prior to grant approval. **Note:** Waiver of Retroactivity will not be approved for construction and/or development projects.
- b. Under no conditions does a Waiver of Retroactivity commit OPRD to future funding of a grant application.
- c. A Waiver of Retroactivity must be approved by OPRD prior to the acquisition.
- d. **To request a Waiver of Retroactivity**, Project Sponsors must submit in writing to OPRD:
  - Cover letter addressing the reasons, scope and urgency of the waiver.
  - An assurance that the Project Sponsor understands that the granting of a waiver will in no way commit OPRD to future funding of a grant application.
  - Location and boundary map
  - Proposed conceptual development plan
  - Environmental checklist
- e. A project application must be submitted for funding as soon as possible after the granting of a Waiver of Retroactivity.

11. **Combined Acquisition & Development Projects** – If you believe a project may be eligible for a combined acquisition and development application, please contact the LGGP coordinator for instructions.

#### 1.4 OWNERSHIP

- A. **CONTROL AND TENURE** - Facilities may be developed on land and water owned in fee simple by the Project Sponsor or where ownership of less-than-fee interests such as facilities on leased land or easements that provide control of the property commensurate with the proposed development. Park and recreation areas and facilities acquired and/or developed using LGGP funds must be dedicated for park and recreation purposes for a minimum of 25 years. For lands included in a project proposal, the Project Sponsor must have title or adequate control and tenure of the project area in order to provide reasonable assurance that a conversion under Section 7.1 will not occur without OPRD approval.
- B. **DEVELOPMENT OF FACILITIES ON LANDS WITH LEASES OR EASEMENTS MUST BE:**
  1. Leased from the Federal Government for **25 years** or more; if the lease is for less than 25 years, a letter of intent to renew the lease will be required from the federal agency.
  2. Leased from one public agency to another for **25 years** or more, provided that safeguards are included to adequately ensure the use requirement contained in Section 7.1. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor would assume compliance responsibility for the grant-assisted areas in the event of default by the lessee or expiration of the lease.
- C. Properties that are subject to reversionary interests upon discontinuation of the recreation use, or outstanding interests such as mineral rights and utility easements, may be eligible under certain conditions and reviewed by OPRD.
- D. Outdoor recreation areas and facilities located on **public school grounds** for coordinated use by the general public and by public schools may be eligible for grant assistance provided such facilities are not part of the normal and usual program and responsibility of the educational and athletic program requirements of a school. Project Sponsor must sign school lease agreements for at least 25 years. The land within the project boundary must be owned by or leased to the project sponsor. The site of a joint-use facility must be permanently signed to indicate that the primary use of the facility is by the public, with the school having the authority to schedule classes or events at specified times.
- E. Outdoor recreation and support facilities may be located in primary or potential **tourist market areas**, provided their primary purpose is for public outdoor recreation as opposed to entertainment, and provided they do not create unfair competition with the private sector.
- F. Outdoor recreation and support facilities may be located on **historic sites** or in conjunction with historic structures. This includes picnic areas, walkways and trails on a historic property as well as visitors centers oriented to the outdoor facilities and environment. The restoration and preservation of historic structures are not eligible for funding, but development work must maintain the historical integrity of the site.

- 1.5 **LEASING FOR OPERATION OF GRANT FUNDED PROJECTS** - A Project Sponsor may provide for the operation of a grant funded facility by leasing the facility to a private organization or individual. All lease agreements for the operation of grant funded facilities by private organizations or individuals must address the following:

- A. In order to protect the public interests, the Project Sponsor must have a clear ability to periodically

review the performance of the lessee and terminate the lease if its terms and the provisions of the grant agreement, including standards of maintenance, public use, and accessibility are not met.

- B. The lease document shall clearly indicate that the leased area is to be operated by the lessee for public outdoor recreation purposes in compliance with the policies and procedures for this program.
- B. The lease document shall require that the area be identified as being publicly owned and operated as a public outdoor recreation facility in all signs, literature and advertising and that the lessee be identified as such so as not to mislead the public into believing that the area is private. Signs shall be posted identifying the facility as being open to the public.
- D. The lease document shall require that all fees charged by the lessee to the public must be competitive with similar public facilities.
- E. The lease document should make clear that compliance with all civil rights and accessibility legislation is required.

## 1.6 DESIGN CRITERIA

- A. Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the project area.
- B. Plans and specifications for the project should be in accord with established engineering and architectural practices.
- C. All facilities developed with grant funds must be designed in conformance with all state and federal regulations (i.e. Americans with Disabilities Act Accessibility Guidelines (ADAAG), State Building Codes).
- D. Projects should incorporate the principles of sustainability in their planning and design.
- E. Emphasis should be given to the health and safety of users, accessibility to the general public, and the protection of the recreation and natural values of the area.
- B. Projects should maintain or restore historical and cultural integrity of the site.

## 1.7 MATCHING REQUIREMENTS – Local Government Grant Program applicants must provide:

- A. At least **50 percent match** required for:
  - 1. Cities and districts over 25,000 population
  - 2. Counties over 50,000 population
- B. At least **40 percent match** required for:
  - 1. Cities and districts with a population between 5,000 and 25,000
  - 2. Counties with a population between 30,000 and 50,000
- C. At least **20 percent match** required for:
  - 1. Cities and districts under 5,000 population
  - 2. Counties under 30,000 population

Population is determined by the Portland State University Population Research Center.

- D. The **Project Sponsor match** may include local budgeted funds, local agency labor or equipment, federal revenue sharing, other eligible grants, state and county inmate labor, donated funds, the value of private donated property, equipment, materials, labor, the value of land acquired within the past six year period, cost of appraisals and pre-agreement planning costs (see Section H below), or any combination thereof. Regarding inmate or other prescriptive labor, while their work cannot be considered “volunteer” and used as hourly match, the actual costs of their participation can be used. For example, if a county charges \$500 per day for the supervision of prescriptive labor, those costs can be used as match.
- E. State grant assistance is provided on a reimbursement basis except for land acquisition projects. The Project Sponsor must initially pay project costs in full, during project periods, then submit Requests for Reimbursement for the grant portion of the project in accord with procedures outlined in Section 6.
- F. The **value of land** owned by the Project Sponsor may be used as the Project Sponsor’s matching share if it has been acquired within the past **six-year** period, the land must be dedicated for park and recreation purposes and must be within the boundary of the proposed project. The value of land owned by the Project Sponsor may only be used as the Project Sponsor’s matching share if it has never been previously dedicated, platted, managed, or acquired for public park or recreation use, the appraised value of land acquired was within the past six year period, a copy of the appraisal is provided, and the land must currently be dedicated for park and recreation purposes.
- G. **Lands already within public domain** that were previously dedicated, platted or managed or acquired for public park, recreation and open space use can only serve as project sponsor’s matching share if the property was acquired within the past six year period.
- H. **Pre-Agreement Planning Costs** - It is recognized that some costs must be incurred before a proposed project application can be submitted to OPRD with the required descriptive and cost data.
1. For development and rehabilitation projects, the costs of site investigation and selection, site planning, feasibility studies, ADA transition plan or compliance studies or reports, preliminary design, environmental assessment, archaeological survey, preparation of cost estimates, construction drawings and specifications, appraisals, surveys, and similar items necessary for project preparation may be eligible to be used as match, although incurred prior to project approval. In order to be eligible for match, these costs must be included in the project application and identified in the project budget. **Pre-agreement, engineering, and administration costs submitted as match are generally limited to 15% of the total project cost.**
  2. For acquisition projects, appraisal and boundary survey costs to the purchaser may be eligible to be used as match, may be included in the project application, and should be identified in the project budget. Other incidental costs related to an acquisition are not eligible to be used as match.
  3. All such pre-agreement planning costs incurred within **two (2) years** prior to project submission may be allowable. The Project Sponsor must document and justify the amounts of such pre-agreement costs, and indicate the periods during which they were incurred. **Pre-agreement, engineering, and administration costs submitted as match cannot exceed 15% of the total project costs (see Section 6.2.D).**
  4. **Ineligible Pre-Agreement Planning Costs:**
    - a. Legal Counsel or Attorney fees not ordered or authorized in writing by OPRD.
    - b. Real Estate, Realtor Brokerage, or real property consultant fees not ordered or authorized in writing by OPRD.
    - c. Costs not directly related to the proposed project.

d. Costs for grant application writing.

- I. **Administration Costs** – Administrative costs by the Project Sponsor are eligible for match but as with volunteer match requirements, time sheets will be required. “Program Administration” is defined as activities focused on planning, monitoring and keeping a project moving forward. Program Administration does not include time devoted to preparing grant applications, progress reports or reimbursement requests. Overtime is not an eligible cost. **Administration, engineering, and other pre-agreement costs submitted as match cannot exceed 15% of the total project cost.**
- J. **Double Counting of Match is Prohibited** – Project Sponsor match can only be applied to one project budget at a time. For example, if the applicant applies to both the Local Government Grant Program (LGGP) and the Land and Water Conservation Fund (LWCF) for different elements of the same project, each project application must have its own dedicated Match. If the applicant has \$100,000 available to use as Match, the \$100,000 must be split between the LGGP application and the LWCF application.

## 1.8 FUNDING CYCLES / LIMITS

- A. **FUNDING CYCLES** - Funding cycles will be on an annual basis or as specified by the Director.
- B. **SMALL GRANT REQUESTS** – Small grants are projects with a maximum grant request of **\$100,000**. Up to twenty percent (20%) of available funds will be set aside for small grants.
- C. **LARGE GRANT REQUESTS** – The remainder of available funds will be for large projects with a maximum grant request of **\$1,000,000**.
- D. **PLANNING GRANT REQUESTS** - The maximum award for planning grants is **\$50,000**. Currently, approximately \$300,000 of state lottery funds will be available each year for planning grants, depending on available funding.

Eligible planning grant applicants include **Cities, Park and Recreation Districts, and Port Districts** serving communities with populations less than **10,000** residents, and **Counties** with populations less than **50,000**.

- E. As per OAR 736-006-0150 under certain conditions, such as reduction or increase of these funds, an emergency procedure for awarding or canceling grants may be initiated at the discretion of the Director.

## 1.9 CIVIL RIGHTS REQUIREMENTS - Projects Sponsors must ensure that as a condition of receiving state funding assistance, they will comply with all local, state and federal laws relating to non-discrimination.

- A. **AGE DISCRIMINATION ACT OF 1975** prohibits discrimination based on age.
- B. **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)** provides for a clear and comprehensive prohibition of discrimination on the basis of disability in employment, state and local services, including transportation, public accommodations and services, and telecommunications.

The Architectural and Transportation Barriers Compliance Board (Access Board) website at [www.access-board.gov](http://www.access-board.gov) includes the latest ADA Accessibility Guidelines.

- C. **ARCHITECTURAL BARRIERS ACT OF 1968 (P.L. 90-480)** - All facilities must be accessible to the physically handicapped.

- D. **SECTION 504, THE REHABILITATION ACT OF 1973 (P.L. 93-112), AS AMENDED IN 1978 (43 CFR 17, SUBPART B)** Section 504 requires that no qualified persons shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity.
- E. **EXECUTIVE ORDER 11246, EQUAL EMPLOYMENT OPPORTUNITY AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964** (P.L. 88-352, 42 U.S.C. SECTS. 2000 D TO 2000D-4) 43 CFR 17, Subpart A - Title VI prohibits discrimination based on race, color or national origin in program participation and employment, where (1) the primary purpose of the grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of person, who are or should be benefiting from the grant. The provisions of Title VI of the Civil Rights Act of 1964 and Executive Order 11246 implementing the Act must be followed.
- F. **ACCESSIBILITY FOR PEOPLE WITH DISABILITIES.** An ADA Transition Plan or Self Certification is required in order to receive a grant for most projects. If you do not have one, please contact the DBAC Northwest. DBTAC Northwest ADA Technical Assistance Hotline Toll Free 800-949-4232, on the web: [www.dbtacnorthwest.org](http://www.dbtacnorthwest.org).

## 1.10 SUSTAINABILITY

In 2003, Governor Kulongoski issued Executive Order No. EO 03-03. <https://www.oregon.gov/gov/eo/eo-03-03.pdf> The Executive Order states:

"Establish criteria for the evaluation of grant proposals that include considerations for use of sustainable materials, efficient use of energy, waste and hazardous substance reduction and impact on ecosystems. Such criteria could apply to all projects through the Local Government Grant Program, County Opportunity Grant Program, Land and Water Conservation Fund, Recreational Trails Program and the All-Terrain Vehicle Grant Program. (Proposed Implementation Deadline: January 2004)."

Sustainability means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives. Grant Applicants will need to identify and show efforts to achieve sustainability as part of their proposed project. Applicants should provide descriptions of intent, strategies, and long-term management plans. Some examples of sustainability efforts are given below.

### RECYCLING

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

### WATER QUALITY / CONSERVATION

- Increased water quality
- Diversion of rainwater from storm water infrastructure
- Improve quality of watersheds

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

## **PLANT CONSERVATION**

- Decreased invasive plants
- Protection, restoration and maintenance of native plants
- Provision of maintenance contract or schedule of plantings
- Increase stream-side native vegetation

## **WILDLIFE CONSERVATION**

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

## **ENERGY CONSERVATION**

- Minimize electrical, gas, oil, and propane energy use in facilities
- Increase electrical, gas, oil, and propane energy efficiency
- Increase use of photovoltaic panels, high temperature solar and/or geothermal, wind, biomass, and biogas energy sources
- Purchase green power from energy providers
- Investigate energy savings practices such as timer lights, use of hand dryers instead of paper towels, etc.
- Purchase energy efficient lighting and equipment.

## **POLLUTION CONTROL**

- Decreased amount of carbon dioxide emissions
- Eliminate use of Halon and of CFC-based refrigerants for HVAC systems

## **GENERAL ENVIRONMENTAL PROTECTION / RESTORATION**

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

## **SUSTAINABLE TRAILS**

A sustainable trail system will allow for carrying more visitors into a natural area with little impact on the surrounding ecosystem. They will require less maintenance through sound construction techniques and using materials that are designed for long term self-sustaining use and by using on-site materials as much as possible.

The trail project will result in a well-designed, managed and sustainable trail or trail system. The applicant should provide description of intent, strategies, documentation of results, and long-term management plans.

Sustainable Trail Design includes, but is not limited to:

- Trails aligned using the natural topography of the land (contour trail)
- Hydrology: Trails aligned to ensure that water exits the tread often
- Rolling dips, not water bars should be the standard water drainage feature
- Grade reversals to allow slow, shallow sheeting of water, instead of volume and velocity that will lead to violent erosion
- Half Rule – trail grade should not exceed half of the natural cross slope
- 10% Rule: Average grade of the trail should not exceed 10%. Maximum grades up to 20% only for short sections, less than 50 linear feet
- Out slope of the tread should be 5-9% for natural surface trails
- Full bench construction
- Trail flow:
  - Who will use the trail and what will they want?
  - Tight & technical trail or open & flowing?
  - Trail loops that build upon themselves
  - Connects control points (facilities, scenic overlooks, historical sites, rivers/lakes, etc.)
- Design keeps users on the trail
- Existing soil and environmental conditions
- Initial Capital Costs vs. Maintenance and Long-term Durability

## SECTION 2 - APPLICATION PROCEDURES

### 2.1 ONLINE GRANT APPLICATION

Applicants apply to the Local Government Grant Program by completing an online grant application at [OPRDGrants.org](https://www.oregon.gov/oprd/Grants.org). For more information on how to access and navigate the online application, see the “**Online Application Instructions**” Manual located under **Applications & Forms menu** on the Local Government Grant Program website: <https://www.oregon.gov/oprd/GRA/Pages/GRA-lggp.aspx>

Applicants with an existing account simply need to sign in and select: **New Applications Available** Then select the desired application: **Development, Rehabilitation, Acquisition, or Planning.**

**Applicants who do not have an access account should visit [OPRDGrants.org](https://www.oregon.gov/oprd/Grants.org) and request a user account.**

A Pre-Application Worksheet is available on the LGGP website, under the Application and Forms menu. These worksheets contain the questions that will be asked on the online LGGP grant application and are designed to help applicants prepare answers in advance.

#### A. APPLICATION INFORMATION

##### 1. Project Information:

- a. **Project Name:** Enter a brief descriptive title of the project. For example, “Example Park Playground Replacement Project”, or “Example Park Expansion Acquisition Project”.
- b. **Brief Project Description:** Briefly describe the project. Summarize the project in 40 words or less. Use the most concise description possible. Do not go into details of the entire project. A more detailed description should be reserved for the Program Narrative section of the application.
- c. **Start Date/End Date:** Provide the estimated start and end dates for the project. The actual start date is dependent on a Notice to Proceed and the end date will be identified in a grant agreement (approximately a two-year term).
- d. **Project Site:** Enter the name of the park or site where the project will be located, the acreage of the entire park, and latitude and longitude of the site.
- e. **Site City/Town/Area:** Enter the city or closest city where the project is located.
- f. **Site Description:** Briefly describe the site where work is to be performed. This is a very high-level description of the site. For example, “Flat area with trees and grass.”

2. **Financial Information:** Please follow the Financial Information Panel instructions in the [Online Application Instructions Manual](#) to properly enter the information into the online form. The financial information fields will auto-fill as you add and save worksheet items. Refer to Page 10 for minimum matching requirements.

Funding sources should not be displayed in the Project Budget Worksheet section. The Source of Funding Worksheet section should only show the total match from each funding source. Do not show the match distributed among the various project elements.

##### 3. Supplemental:

- a. The **Project Narrative** describes all elements of the project and the need for assistance. The program narrative should be clear, concise, and should clearly articulate what is being proposed and why it is needed. Please note the word count maximums.
- b. Please limit narrative responses to 400 words or less.

- c. SCORP Criteria: Refer to Chapter 11 of the [2025-2029 SCORP](#) for guidance on the remaining questions in the supplemental section of the application.

**B. ATTACHMENTS** - Attachments should be in an electronic format and uploaded with the online grant application. Forms required as an attachment are available for download within the application. Instructions on how to upload documents are included in the "Online Application Instructions" Manual located under Applications & Forms menu on the LGGP website:  
<https://www.oregon.gov/oprd/GRA/Pages/GRA-lggp.aspx>

Please combine files into a single document when appropriate, such as photos and letters of support. The following Attachments will be required for most applications, depending on project type:

1. **Construction Drawings/Design Plan or Restoration Work Plan** - Applications involving enclosed eligible support facilities must include a schematic floor plan. Copies of pertinent floor plans, building elevations, etc., must show sufficient details of the proposed project. Plans must be scaled drawings showing size, function, and spatial relationships of all building elements. The primary purpose of these drawings is to ensure that the buildings are accessible and to allow committee members and grants staff sufficient detail to review what is being constructed. Plans and specifications must be approved by OPRD prior to project approval.
2. **Environmental Checklist** – All project proposals must be assessed for their environmental effect. The Environmental Checklist must provide pertinent information of sufficient scope and depth of the project. Whenever possible, an environmental impact should be quantified. In all cases, the level of activities involved should be given -- number of trees to be removed, cubic yards of debris to be removed, cubic yards of fill to be required, etc. For projects with property rights outstanding, the environmental information must also explain how the Project Sponsor plans to ensure that the environment will not be affected significantly. An Environmental Checklist should include the following:
  - a. **The Proposed Action** - Describe the proposed action, a statement regarding the need for it, a description of what the action is designed to accomplish, location of the project, its scope, site description, the level of impact-causing activities, any adverse or beneficial environmental impacts resulting from the project and, if applicable, its relation to other federal, state, or local projects and proposals.
  - b. **Alternatives to the Proposed Action** - Include a brief description of alternatives, such as study, develop, and describe appropriate alternatives to recommend courses of action in any proposal that involves unresolved conflicts concerning alternative uses of available resources. The environmental impacts of the proposal and the alternatives should be presented in comparative form and should define the issues, pros and cons of a reasonable range of alternatives, and provide a clear basis for choice between them by OPRD and the public.
  - c. **Environmental Impacts of Proposed Action** - An Environmental Checklist is provided as part of the application packet and must be completed and signed by the project applicant. "Impacts" are defined as causing direct or indirect changes in the existing environment, whether beneficial or adverse, which are anticipated as a result of the project proposal or related future actions.

The environmental screening form should address impacts of the proposed project, including environmental damage that could be caused by users, upon the physical and biological

environment as well as upon cultural, aesthetic, and socio-economic conditions. Elements of impact that are unknown or only partially understood should be indicated. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described. Please attach additional pages or documentation if necessary.

The environmental documentation should be free of project justification and personal bias. Do not rely on generalities -- specific facts are essential. All statements and conclusions should be supported, and quantified where possible. Use graphics to help explain the project. Be concise, clear and to the point. Adverse impacts should be addressed as fairly as beneficial impacts.

Mitigation measures are not necessarily independent of the proposed action and its alternatives and should be incorporated into and analyzed as part of the proposal and appropriate alternatives. Where appropriate, major mitigation measures may be identified and analyzed as separate alternatives in and of themselves where the environmental consequences are distinct and significant enough to warrant separate evaluations.

2. **Land Use Compatibility Statement (LUCS)** - All proposed project applications must include a completed Land Use Compatibility Statement to ensure that proposed grant funded projects are consistent with local land use requirements. This must be filled out and signed by the appropriate staff who have land use jurisdiction over the location of the proposed project.
3. **Letters of Support** - Letters of support from volunteer organizations, neighborhood associations, community members, businesses partners, actual “users,” or other resources to demonstrate community support and the need for the project. **Please submit no more than 3-5 letters and combine them into one document if possible.** The quality of the letters of support is preferred over the quantity. Choose the letters that most strongly support your project. Do not use multiple form letters signed by different organizations.
4. **Map - Location / Vicinity** - An area map that shows the location of the project site within the city, county, park district, METRO or port district. This map must show the project site in relation to highways, local roads/streets, landmarks, etc.
5. **Map – Park Boundary/Site Plan** - One of the most important attachments to the application is the park boundary map and site plan. You may have one map that covers the requirements of the park boundary map and site plan.

Only land to be utilized for public outdoor recreation is eligible for state assistance. A boundary map is required for all acquisition, development and rehabilitation projects and should accurately reflect the proposed project and the existing facilities and uses on the park site.

The conceptual site plan for an acquisition project should indicate how and where the site is to be developed for future public outdoor recreation use and non-recreation uses. If non-recreation uses are planned or anticipated, these area/facilities should be identified on the map. Maps should include the following:

- a. Project Sponsor and Project Name
- b. Directional Arrow and Scale
- c. Map must be current and dated

- d. Acquisition area and parcel boundaries for each parcel to be acquired. Park boundaries should be scaled using a metes and bounds or other sufficient legal description. For land acquisition projects that will expand an existing park, the boundary map must include the entire area of the existing park and the parcels to be acquired.
  - e. Locate and label all easements, overhead utilities, existing facilities, structures, and improvements, internal and adjacent roads (rights-of-way), and future and proposed streets.
  - f. The map should be sufficient to clearly identify significant natural features of the park, such as tree lines, water bodies, tributaries, geographic features, floodways and floodplains, etc.
  - g. Label “proposed facilities and/or improvements” that are included in the project application. Future facilities are to be shown to scale by notes indicating general use areas such as "future picnic area" or "future playground." **During project close-out, this site plan/map will be used to determine consistency of the completed work with the project application. Any changes to the proposed improvements will need to be documented with an “as-built” or “as-constructed” map during closeout.**
6. **Map – Urban Grown Boundary** – This map must clearly include the urban growth boundary and city limits and/or service area limits. This map will determine relevance of certain geographical SCORP criteria and eligibility.
  7. **Other** - Documents not covered in any other category of attachments. Examples attachments to include in this section are anticipated project timelines, Documentation to support partnerships with other agencies, volunteer maintenance agreements, cooperative agreements, signed memoranda of understanding, or other demonstrated maintenance agreements. If you choose not to submit “Other” attachments, you will need to upload a place-holder document which simply states Not Applicable. This will allow you to continue with the submission process.
  8. **Photos** - Photos are required for Development and Rehabilitation applications. **Please combine multiple photos into one document for ease of review.**
  9. **Property Deed or Easement or Lease Agreement** - Facilities may be developed on land and water owned in fee simple by the Project Sponsor or where ownership of less-than-fee interests, such as easements, that provide permanent control of the property commensurate with the proposed development. A copy of the property deed, easement, or lease agreement must be submitted with the application to OPRD. If property is leased, a copy of the lease agreement must be submitted with the application.
  10. **Resolution to Apply for a Grant** - Attach Resolution from City Council, County Board of Commissioners, Park & Recreation District Board of Directors, Port Directors or METRO Council to apply for grant funding assistance. (See Appendix 9.4 for “Sample”)
  11. **(Development/Rehabilitation Only) State Agency Review Forms** - Complete the Environmental Checklist. Then see Appendix 9.2 for listings of State Natural Resource Agencies that should be consulted to ensure compliance with state and federal laws and that project proposals do not have a significant impact on the environment. Planning and Acquisition Projects do **not** need to complete the State Agency Review forms.

Submit the completed Environmental Checklist to the State Natural Resource Agencies along with a **boundary map** that includes project items. Please note there are certain State Natural Resource Agencies that you are required to contact. Depending on your project, you may need to contact additional agencies on the list.

Use the **Sample Transmittal Memo** in Section 9.2 as a cover sheet when contacting Natural Resource Agencies.

Provide the Natural Resource Agencies a copy of the **State Agency Review Consultation Form** shown in Section 9.2 along with the Environmental Checklist, including the project description. Fill out the form with your project information. Have the form returned to you, not OPRD. Allow the Natural Resource Agency at least 30 days to return the review. Keep copies of the requests made and make note of the date they were sent and when you expect to receive the forms back.

Be sure that you have provided enough information about your project, project location, and any ground disturbing activities on your Environmental Checklist narrative for the agency to comment on the project.

When the State Agency Review comes back, you will need to contact the agency if the project has adverse effects or if the agency requires additional information to evaluate the proposal. Do not delay responding to the review.

Submit copies of the completed **State Agency Review forms** and the **Environmental Checklist** with the application attachments.

**NOTE:** You do not need to submit an Environmental Checklist to the **State Historic Preservation Office (SHPO)**. SHPO will be contacted by OPRD after you have submitted your application and before you may receive grant funding, to ensure that the project proposal complies with state laws regarding archaeology on lands or historic properties.

In order for SHPO to assess your project site, please provide:

- a **7.5 minute USGS topographical map** showing Township, Range and Section, or a **one-square mile map** a **7.5 minute USGS topographical map** showing Township, Range and Section, or a **one-square mile map** that includes roads and/or geographic features, or a **.kmz file map** created from Google Earth; and
- a completed **SHPO Clearance Form** (Built Environment Resources Assessment). This form is required by the State Historic Preservation Office (SHPO) to assess the possibilities of the project site containing historically significant lands or structures.; and
- a completed **SHPO Submittal Form** (Archaeological Assessment). This form is required by the State Historic Preservation Office (SHPO) to assess the possibilities of the project site containing culturally significant artifacts.

Any project element calling for alteration, rehabilitation, renovation, or demolition of a historically, culturally, or architecturally significant property or property contributing to the integrity of a cohesive older neighborhood or historic district needs to be cleared by the SHPO on a case-by-case basis.

Photographs of properties 45 years of age or older need to be submitted along with a narrative describing the project, including plans and specifications, as appropriate. Any available historical information on the property should also be submitted. With limited exception, it is illegal to disturb a historical, cultural, or archaeological site or to remove an archaeological object from public or private lands unless that activity is authorized under a permit issued by OPRD. If human remains are found during an excavation, the local State Police office must be contacted to determine if they

are Indian remains or evidence of a crime scene. If the remains are Indian, contact the Legislative Commission on Indian Affairs (503)986-1067 for a list of appropriate tribal contacts.

If other archaeological materials are found during a ground disturbing activity, contact the SHPO. The SHPO can check to see if your project area has been surveyed and can give you a current list of archaeological consultants. Only professional archaeologists or persons working for recognized scientific organizations may apply for an archaeological permit.

12. **(Acquisition Only) Proof of a Willing Seller** - Documentation that there is a willing seller or donor of the property. for acquisition projects.
13. **(Acquisition Only) Preliminary Title Report** - All acquisition projects must include a preliminary title report or lot book report.
14. **(Acquisition Only) Appraisal and Appraisal Review/Desk Review** - (See Section 1.3:A.6). Must be submitted with application attachments unless other arrangements have been made with OPRD staff. Appraisals are required for acquisition projects and when property is being used as match for grant funds.

## SECTION 3 - GENERAL COST PRINCIPLES

3.1 **RELATIONSHIP OF COSTS TO PROJECT PERIOD** - To be eligible for matching assistance project costs must be incurred within the project period except for pre-agreement planning costs (See Page 11). The project period is the span of time stipulated on the State/Local agreement during which all work to be accomplished under the terms of the agreement must be completed. The State will only reimburse costs incurred during the project period.

- A. Development costs are first incurred at the start of the actual physical work on the project site (such as the clearing of ground, the beginning of construction of a building, or the delivery of materials to the site), and continue through the period that work is being done. Costs are not considered to be incurred when contracts are signed, funds obligated, or purchase orders issued, but rather at a later time when the bills are actually paid.
- B. The relationship of acquisition costs to the project period is separated into two elements: the date when the acquisition cost is incurred and the date when the cost is eligible for reimbursement. ***Do not take title to property being acquired until after the project and appraisals have been approved by OPRD.***
  - 1. Acquisition costs are incurred on the date when the earliest of any of the following transactions takes place:
    - a. The Project Sponsor accepts deed, lease or other appropriate conveyance.
    - b. The Project Sponsor makes full payment for the property.
    - c. The Project Sponsor makes full payment in a series of spaced or time payments.
    - d. The Project Sponsor makes the first or full payment as stipulated in an option agreement. (The cost of the option, if included as part of the purchase price, is allowed as a retroactive cost.)
    - e. The Project Sponsor makes first partial or full payment to an escrow agent.
  - 2. The transactions above will be used to determine whether an acquisition cost is incurred within the project period. Eligible acquisition costs (and retroactive option costs as appropriate) will be reimbursed only after the Project Sponsor has made payment and received satisfactory title to the property.
- C. Retroactive development costs are costs incurred prior to the approval of a project and are not eligible matching funds.

3.2 **DONATIONS** - Donations of cash and in-kind contributions, including real property to Project Sponsors by private parties, may be eligible as match. The value of in-kind contributions may be used as all or part of the Project Sponsor's share of the project cost. The method of valuation and charges for volunteer services, material, and equipment must be documented, reviewed and approved by OPRD. Procedures for placing the value on in-kind contributions from private organizations and individuals are set forth below.

- A. **VALUATION OF VOLUNTEER SERVICES** – Documented volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of the approved project. Important: records of in-kind contributions of personnel shall require time sheets containing the signatures of the person whose time is contributed and the supervisor verifying that the record is accurate. (See Appendix 9.6 Volunteer or Donated Labor Timesheet Form).
- 1. **Rate for Volunteer Services** - Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the Project Sponsor. In cases where the kinds of skills required are not found in other activities of the Project Sponsor, rates used should be consistent

with those paid for similar work in the labor market in which the Project Sponsor competes for the kind of services involved. The time of a person donating services will be valued at a rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. plumber doing work on pipes, mason doing work on brick building). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the Project Sponsor or local government agencies in the immediate area pay their employees for performing similar duties.

2. **Volunteers Employed by Other Organizations** - When an employer other than the Project Sponsor furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.
3. **Ineligible Volunteer Matches** – Attendance at public meetings, hearings, or ceremonial services are ineligible for inclusion as match.

- B. **VALUATION OF MATERIALS** - Prices assessed to donated materials included in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors. (See Appendix 9.7 Donated Materials or Supplies Record Form)
- C. **VALUATION OF DONATED REAL PROPERTY** - The value of donated real property shall be established by an independent appraiser, in accordance with commonly accepted appraisal practices. OPRD will review all appraisals for land acquisition and donations.
- D. **VALUATION OF DONATED EQUIPMENT** - The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment. (See Appendix 9.8 Donated Equipment Record Form)
- E. **DOCUMENTATION** - The basis for determining the charges for donated personal services; material, equipment and land must be documented and must be approved by OPRD.
- F. **LIMITS OF THE VALUATION** - In-kind contributions are eligible in a project only to the extent that there is an additional acquisition and/or development cost to be met by the grant funding requested for that project, which must be fully described and explained in the application.

**Example:** Land valued at \$100,000 is donated to the Project Sponsor who proceeds to develop the property for recreational use. Development costs come to \$60,000. The total project cost is therefore \$160,000 and the matching share would normally be \$80,000 (50%). But because only \$60,000 was actually spent, and since a grant in excess of that would constitute a profit to the Project Sponsor, the state share is reduced accordingly. The amount of donation that is matchable, is the value of the donation or the amount of cash spent by the sponsor for additional acquisition or development, whichever is less.

Sponsor's share (amount of the \$100,000 donation applied to the project.....)	\$ 60,000
Local Government Grant Program Assistance .....	<u>\$ 60,000</u>
Total Project Cost .....	\$120,000

- 3.3 **FORCE ACCOUNT** - Force Account refers to the use of Project Sponsor's staff, equipment, and/or materials. All or part of the Project Sponsor's share may be provided through force account. Documentation must be verifiable from Project Sponsor's records and must be reasonable and necessary for efficient completion of the project.

**Note:** Force Account staff, equipment and/or materials **can only be applied as match** and is **not** a reimbursable expense.

#### 3.4 **ALLOWABLE COSTS**

- A. Only expenses that are directly related to the project are eligible for reimbursement or to be counted as match. Indirect expenses or overhead such as rents, utility costs, building upkeep, insurance and fixed costs associated with a public agency, are not eligible project expenses.
- B. The rates, practices, rules, and policies of the Project Sponsor, as consistently applied, shall generally determine the amount of costs of each item charged to a project. In instances where the sponsor has no such basis, that of the State shall apply.
- C. The amount of each item of cost that may be matched shall not exceed the sponsor's actual cash outlay for that item, or the fair market value of the item, whichever is less.

## SECTION 4 - PROJECT SELECTION

- 4.1 **TECHNICAL REVIEW** - Oregon Parks and Recreation Department (OPRD) personnel, as part of the Local Government Grant Program (LGGP) evaluation process, conduct a technical review of all grant applications. Each submitted grant application will need to include all of the materials requested in Section 2 (Application Procedures) of this manual. Project applicants are encouraged to contact OPRD grant staff with questions regarding the LGGP grant application process.
- A. **SMALL GRANTS** - Applications for projects with a maximum grant request of **\$100,000** will be reviewed, scored and ranked by OPRD grants staff. Presentations before a review committee are not part of the Small Grants process.
- B. **LARGE GRANTS** – Applications for projects with a maximum grant request of **\$1,000,000** will be reviewed by OPRD grants staff and then forwarded to the Local Government Grant Program Advisory Committee. Applicants will be scheduled to make a presentation before the Advisory Committee under a procedure established by the Department.
- C. **STAFF TECHNICAL REVIEW** - The technical review includes reviewing the application for completeness, ineligible project elements, land ownership/lease requirements, project funding, readiness to proceed, partnerships, and SCORP criteria. The grant applicant’s ability to complete current or previous projects per their project applications, within the allotted time, and within their budgeted amount will be considered in their current grant application.
- D. **LGGP SCORING CRITERIA** - Projects presented to OPRD for grant funding will be scored according to the criteria, rating factors, and points shown in the following “LGGP Scoring Criteria.” A project's final score will be calculated as an average of all individual committee member scores. The highest possible score for a project will be 125 points. The priority rank of a project will depend on its score relative to other projects and in relation to the amount of LGGP grant funds available each year.
- 4.2 **LOCAL GOVERNMENT GRANT PROGRAM ADVISORY COMMITTEE** – The Local Government Grant Program Advisory Committee will review grant requests greater than \$100,000. The committee is composed of ten members appointed by the OPRD Director. The Committee will meet annually and at other times upon the call of the Director. The Committee will evaluate and score all large grant applications in order to establish the priority ranking for state funding assistance. The committee members serve four-year terms and represent the following interests:
- Counties east of the Cascade Mountains
  - Counties west of the Cascade Mountains
  - Cities under 15,000 people
  - Cities over 15,000 people
  - Park and Recreation Districts, Metropolitan Service Districts or Port Districts
  - Oregon Parks and Recreation Department
  - People with Disabilities
  - Three members of the Public-at-Large, with at least one member who represents a historically underrepresented community

The chair shall be appointed by the Director from the Committee membership, considering the recommendations of the Committee. The Committee shall meet upon the call of the Director. The Advisory Committee format will assure a full and open project selection processes. The Committee will recommend their large grant ranking results to the Director in the form of a Priority List. The Director shall review and approve the Committee’s recommendation and OPRD staff recommendations.

As a final step, the Large, Small and Planning grant applications Priority List will be submitted to the OPRD Commission for their review and approval. Local Government Grant awards are not official until they have been approved by the OPRD Commission.

Under certain conditions such as a reduction or increase of available funds, an emergency procedure for awarding or canceling grants may be initiated at the discretion of the Director.

In implementing the emergency procedure, the Director shall consider the availability of funds; the scope and need of projects available for funding; the urgency and importance of prospective projects; including the readiness of projects ranked, but not funded, on the most recent priority list; and the need to expend additional funds that may become available in a timely manner. The Director may propose projects to the Commission for funding under this section and the Commission may waive other requirements of this rule for the purpose of obligating funds in a timely manner.

If the Applicant chooses to provide a PowerPoint or similar type of electronic presentation at the annual grant application presentation meeting, it is required that the Applicant sends a copy of the presentation file or online link to the Grant Program Coordinator at OPRD **one week** prior to the presentation meeting. The presentation file will serve as a backup file should it be needed during the presentation meeting. This requirement applies to Large Grant applicants only. OPRD will send applicants additional information prior to the grant meeting about meeting location, time slots for presentations, a deadline to submit presentation materials, etc.

4.3 LGGP SCORING CRITERIA

CRITERIA TYPE	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
<b>Total Points Possible .....</b>	<b>125</b>

**A. Technical Review**

As part of the Local Government Grant Program evaluation process, OPRD grant personnel conduct a technical review of all grant applications. Each application packet must include all materials requested in Section 2 (The Application) of the current Local Government Grant Program Manual. Ineligible or incomplete applications will be returned to the project applicant with an explanation of why their application was returned. The following factors will be considered.

1. **Active and Past Grants Performance** – The successful completion of projects in a timely and efficient manner is an important goal of the LGGP grant program. A project applicant’s past performance in effectively meeting the administrative guidelines of the program is also an important factor in evaluating performance and compliance.
  - a. Is the project applicant **on schedule** with all active OPRD-administered grant projects?
  - b. Is the project applicant **in compliance** with applicable guidelines at previously grant-assisted project sites (e.g., no unresolved conversions, maintenance issues or public access restrictions)?
  
2. **General Project Suitability / Minimum Program Requirements** - Since LGGP grant funding is limited, OPRD wants to ensure that all proposed projects are a good fit with the intent of the program and meet minimum program requirements.

- a. Is the project a **good fit** for this particular grant program? If not, is there another grant program that would provide a better fit?
- b. Is the project's **budget** well researched and complete? Does it anticipate the time needed to navigate the application process and complete the project?
- c. Is the **scope of work** appropriate and complete? Does it follow "best practices" and incorporate the use of proven materials and products?
- d. Has the applicant demonstrated that they are capable of completing a project of this **size and scope**?
- e. Has the applicant demonstrated that this project is a priority in their community, that it has strong **public support**, and that an adequate public process has been followed in its selection?

**3. Accessibility Compliance** – The Americans with Disabilities Act (ADA) is a law ensuring equal access to park and recreational facilities and services. Title II of the ADA prohibits state and local governments from discriminating on the basis of disability. In Oregon, there is a need for the retrofitting of existing facilities constructed before current ADA accessibility requirements were in place.

- a. Does the project applicant have a board or city council adopted/approved **ADA Transition Plan**?
- b. How will your proposed project meet current ADA accessibility standards? Will this project involve consultation with building officials, contractors or companies required to know and apply ADA requirements?
- c. If the answers to questions a. & b. are no, the applicant should conduct an **ADA Site Self Evaluation** for the project. An ADA Site Self Evaluation should identify and propose how to fix problems that prevent people with disabilities from gaining equal access to sites and activities. To review and access ADA evaluation tools, go to [oprdrants.org](http://oprdrants.org) > Grant Programs > Local Government > Application & Forms > ADA Resources, or see the ADA Resources included in a current Application.

**4. Readiness to Proceed** – OPRD intends to ensure that available LGGP grant funds are used in a timely manner and appropriate local land use and consistent zoning is applied to the property once funding is awarded to a project applicant.

a. **Planning / Design Status** – The project applicant has demonstrated, through sufficient documentation:

- Land Use Compatibility (by providing a Land Use Compatibility statement)
- Construction or concept plan completed

b. **Acquisition Status\***- The project applicant has demonstrated, through sufficient documentation:

- Completed Appraisal
- Completed Review Appraisal
- Proof of willing seller or donor
- Land use compatibility by providing a Land Use Compatibility statement
- Can the sponsor demonstrate adequate legal ability to ensure the site will be managed for public outdoor recreation purposes in perpetuity?

*\*Note: Acquisition Status does not apply to rehab/development projects.*

## **B. SCORP and Other Scoring Criteria**

Projects presented to OPRD for LGGP funding that satisfy the requirements of the technical review will be forwarded to the LGGP Advisory Committee for scoring.

The highest possible score for a project will be 125 points. A project's final score will be calculated as an average of all individual committee members' total scores for the project. The priority rank of a project will depend on its score relative to other projects and in relation to the amount of LGGP grant funds available each year.

Many of the possible points for a project are tied to the **2025-2029 Oregon SCORP** (Statewide Comprehensive Outdoor Recreation Plan). A more detailed version of the scoring criteria and referenced tables can be found in the full 2025-2029 SCORP. To access the SCORP go to: <https://www.oregon.gov/oprd/PRP/Pages/PLA-scorp.aspx>

The SCORP criteria include:

- Consistency with Statewide Priorities
- Diversity, Equity, and Inclusion
- Accessibility Accommodations
- Balancing Conservation and Recreation
- Local Needs and Benefits
- Physical Activity Benefits
- Universal Design / Inclusive Outdoor Recreation Opportunities
- Need for Major Rehabilitation or Site Suitability

Additional criteria include:

- Community Support
- Financial Commitment
- Sustainability
- Readiness to Proceed
- Discretionary Committee Member Criteria: Advisory Committee membership is representative of state geographic regions, agencies and communities. This assessment allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgment. Applicants do not need to provide any additional material for this committee member review.

**C. SCORP Criteria – Planning Projects**

<b>CRITERIA for PLANNING GRANT APPLICATIONS</b>	<b>Possible Points</b>
1. Local Needs and Benefits	0 - 25
2. Project Urgency and Readiness to Proceed	0 - 5
3. Public Involvement and Planning Process	0 - 25
4. Community Support	0 - 5
5. Financial Commitment	0 - 10
6. Implementation of the Plan	0 - 20
7. Diversity, Equity and Inclusion Priorities	0 - 5
8. Accessibility Accommodations	0 - 5
9. Universal Design Concepts / Inclusive Outdoor Recreation Opportunities	0 - 5
10. Sustainability	0 - 5
11. Balancing Conservation and Recreation	0 - 5
12. Discretionary Committee Criteria	0 - 10
<b>Total Points Possible .....</b>	<b>125</b>



Waterfront Trail, City of Hood River

## SECTION 5 - PROJECT APPROVAL AND INSPECTIONS

- 5.1 STATE/LOCAL AGREEMENTS** - The State/Local Agreement is an agreement between the Department and the Project Sponsor, which authorizes the project to begin on, or after the date signed by both the Director and the Project Sponsor, and that describes the contractual relationship and responsibilities of the parties to the project.

**No project should begin without written authorization from the Department, typically in the form of a Notice to Proceed Letter. Project costs must be incurred during the project period as identified in the State/Local Agreement. Projects started prior to receipt of the Notice to Proceed letter are subject to cancelation of the entire grant award.**

Generally, the Project Sponsor shall have six months from the date of authorization to begin substantial work (i.e. the award of contracts or to complete at least 25 percent of the work, if done by agency force account). Force account work is work on a development project using the forces and resources of the Project Sponsor. Projects not conforming to this schedule may be cancelled, unless substantial justification warrants an extension. Extensions in such cases will normally be made for a six-month period.

**State/Local Agreements will expire approximately two years after authorization.** Typically, projects shall be completed and final reimbursement request submitted within two years of the authorization date. Projects may be inspected prior to final grant payment. Partial reimbursement, up to 90 percent of the grant amount, may be requested during the project for work completed. The final 10 percent will be reimbursed after the project has been successfully completed and accepted by OPRD.

The Department may change the project period for which projects have to be completed.

- 5.2 AMENDMENTS TO PROJECT AGREEMENTS** - Amendments may be made to the project agreement to delete items from the scope of work. This may also decrease the amount of grant funds available for the project. Amendments that increase the grant amount will normally not be allowed. Project amendments for time extensions may be approved on a case by case basis. All requests for amendments should be submitted in writing to the Oregon Parks and Recreation Department prior to the expiration of the agreement.
- 5.3 INSPECTIONS** – The grants staff may make on-site pre-award, periodic, and final inspections. Pre-award inspections may be made to view project sites prior to award. Periodic on-site inspections may be made to assure that the project is underway and on schedule. Final inspections may be made to assure that the project has been completed successfully.

## SECTION 6 - HOW TO REQUEST REIMBURSEMENT

- 6.1 **GENERAL** - All Applications, Progress Reports and Reimbursement Requests must be submitted using OPRD's online grant system. An account with [OPRDgrants.org](http://OPRDgrants.org) is required to utilize this system.

For detailed instructions, including instructional videos, on how to submit Progress Reports and Reimbursement Requests, see the *Grant Reporting and Reimbursement Instructions* at: [OPRDGrants.org](http://OPRDGrants.org) > Grant Programs > Local Government > Management & Reporting Requirements.

In any program where reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There should be definite supporting documentation for each item of cost claimed. The State can and may audit any of OPRD's grant files as well as the grantee files. It is extremely important that reimbursement requests clearly reflect project work and the associated costs, and include proof of payments and all supporting documentation.

**IMPORTANT:** Project costs completed prior to receiving a Grant Agreement and Notice to Proceed cannot be reimbursed without prior approval. For acquisition projects, do not take title to proposed acquisitions until the project has been approved by the State.

- A. **MID-PROJECT REIMBURSEMENT** - A partial (mid-project) request for reimbursement may be submitted at any time after a significant portion of work has been completed on the project. To request reimbursement, complete and submit the online **Progress Report and Request for Reimbursement Form** accessible at [oprdrants.org](http://oprdrants.org). The State can reimburse up to 90% of the grant amount prior to project completion. The remaining 10% will be **held in retention** and then reimbursed once the project is completed. Full grant payments for 100% acquisition projects may be allowed if grant funds are deposited directly into Escrow.

**Progress Reports** shall be submitted, at a minimum, every **three** months.

- B. **FISCAL YEAR-END REIMBURSEMENT** – All grantees are required to submit a Fiscal Year-End Request for Reimbursement for all project costs incurred up to **June 30** of each fiscal year. The Fiscal Year-End Request must be submitted by **July 31** of each year. A Fiscal Year-End Request for Reimbursement does not need to be submitted if no project costs have been incurred by June 30.

### C. **FINAL REIMBURSEMENT**

1. For Development/Rehabilitation Projects, complete and submit:
  - a. **Final Progress Report** describing the work completed
  - b. **Final Request for Reimbursement Form** including all supporting documentation
  - c. **“As-Built” Site Map** showing the actual layout of the completed project. Updating the original Site Plan submitted with the application to reflect all completed elements will satisfy this requirement
  - d. **5-10 Digital Pictures** of the completed project site
  - e. A **final inspection** may be made by OPRD grants staff to assure that the project has been completed successfully.
2. For Acquisitions, complete and submit:
  - a. **Final Progress Report** describing the work completed
  - b. **Final Request for Reimbursement Form** including all supporting documentation
  - c. **Deed** showing it has been recorded at the County

- d. **Notice of Grant** showing it has been recorded at the County
- e. **Buyer's Settlement Statement**

3. For Planning Grants, complete and submit:

- a. **Final Progress Report** describing the work completed
- b. **Final Request for Reimbursement Form** including all supporting documentation
- c. **Adopted Master Plan** created with the grant funding

**6.2 HOW TO PREPARE FOR REIMBURSEMENT REQUESTS** - For detailed instructions, including instructional videos, on how to submit Progress Reports and Reimbursement Requests, see the Grant Reporting and Reimbursement Instructions at: [OPRDGrants.org](http://OPRDGrants.org) > Grant Programs > Local Government > Management & Reporting Requirements. **It is recommended that the grant recipient to create a separate project account for financial tracking so that all project costs can be tracked according to the categories on the Request for Reimbursement form.**

- A. **SALARIES AND WAGES** - Show on the reimbursement form any salaries or wages incurred during the period that will be included as match. For audit purposes you must retain payroll records. Under salaries and wages, include labor costs for the use of any equipment, except for donated labor, which should be included under donations.
- B. **CONTRACT PAYMENTS** - Show on the reimbursement form costs incurred by contracts. For audit purposes, payments made by your agency should be supported by a statement or invoice from the contractor or the project architect or engineer, plus documentation confirming payment. You should also retain documentation of the bidding procedure and a copy of the final contract.
- C. **EQUIPMENT, MATERIALS AND SUPPLIES** - Equipment rental costs for owned equipment should be supported by your agency's schedule of hourly rates. Rented equipment payments made by your agency must be supported by a statement or invoice showing costs and the time period equipment was rented.
- D. **PROGRAM ADMINISTRATION, DESIGN AND ENGINEERING** - Costs for program administration, design and engineering plans, and land use and building permits from another agency, can be included as project expenses. However, the amounts included shall not exceed 15% of the total project costs.
- E. **VALUE OF DONATIONS** – See Section 3.2. The value and use of donations will be reviewed by OPRD.

## SECTION 7 – POST COMPLETION RESPONSIBILITIES

### 7.1 CONVERSIONS –

- A. Park and recreation areas and facilities acquired and/or developed using LGGP funds must be dedicated for park and recreation purposes for a minimum of 25 years. Leases or easements for federally owned property must be for at least 25 years. If the current lease is within 5 years of termination, a letter of intent to renew the lease will be required from the federal agency. Project Sponsors must insure that the land within the project boundary will be used only for park and recreation purposes, Project Sponsor controls or will control the land, and that the Project Sponsor will not change the use of, sell, or otherwise dispose of land within the project boundary, except upon written State approval. If the Project Sponsor converts land within the project boundary to use for other than outdoor park and recreation purposes or disposes of such land by sale or otherwise, applicant must provide replacement property within 24 months of either the conversion or the discovery of the conversion.
- B. If replacement property cannot be obtained within the 24 months, the Project Sponsor will provide payment of the grant program's prorated share of the current fair market value to OPRD. The prorated share is that percentage of the original grant (plus any amendments) as compared to the original project cost(s). The replacement property must be equal to the current fair market value of the converted property, as determined by an appraisal. The recreation utility of the replacement property must also be equal to that of the lands converted or disposed.
- C. If conversion should occur through processes outside of the Project Sponsor's control such as condemnation or road replacement or realignment, the Project Sponsor will be required to pass through to OPRD the prorated share of whatever consideration is provided to the Project Sponsor by the entity that caused the conversion. The monetary value of whatever consideration provided by the taking entity will normally consist of the fair market value of the property established by an appraisal.
- D. Project Sponsors who have not addressed or submitted documentation to the Department or National Park Service (NPS) for review and approval of an active conversion through the Land and Water Conservation Fund Program or the Local Government Grant Program are not eligible to apply for Local Government Grant Program assistance.
- E. Project Sponsors who have addressed a conversion at the local level and have submitted documentation to the Department and/or NPS for review and approval of the conversion through the Land and Water Conservation Fund Program or the Local Government Grant Program may apply for funding assistance.
- F. The area depicted or described on the park boundary map is subject to these conversion requirements.
- G. Appraisals to determine the fair market value of the converted park property and replacement property must be reviewed and approved by OPRD prior to acquisition of the replacement property.
- H. Conversions generally occur in the following four situations:
  - 1. Property interests are conveyed for non-public outdoor recreation use.
  - 2. Non-outdoor recreation uses (public or private) are made of the project area, or a portion thereof.
  - 3. Non-eligible indoor recreation facilities are developed within the project area without State approval.
  - 4. Public outdoor recreation use of property acquired or developed with state assistance is terminated.
  - 5. Exceptions:

- a. Underground utility easements that do not have significant impacts upon the recreational utility of the park.
  - b. Proposals to construct public facilities where it can be shown that there is a gain or increased benefit to public recreational opportunity will not constitute a conversion. Final review and approval of such cases will be made on a case-by-case basis by OPRD.
- I. Conversion requests will only be considered if the following prerequisites have been met and submitted to OPRD for review:
1. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
  2. The fair market value of the property to be converted has been established and the property proposed for substitution is of at least equal fair market value as established by independent appraisals in accordance with the Uniform Standards of Professional Appraisal Practice or the Uniform Appraisal Standards for Federal Acquisitions.
    - a. The value of structures or facilities that will not directly enhance the outdoor recreation utility will be excluded.
    - b. The property proposed for replacement is of reasonably equivalent usefulness and location as that being converted. Depending on the situation, the replacement property need not provide identical recreation experiences or be located at the same site, provided it is in a reasonably equivalent location. The replacement property must be administered by the same political subdivision as the converted property.
    - c. The property proposed for substitution meets the eligibility requirements for grant-assisted acquisition. The replacement property must constitute or be part of a viable recreation area.
      - i. Public land may not be used for replacement on acquisition projects unless it meets certain acquisition criteria.
      - ii. The replacement land was not originally acquired by the Project Sponsor or selling agency for recreation.
      - iii. The replacement land has not previously been dedicated or managed for recreational purposes while in public ownership.
      - iv. No federal assistance was provided in the replacement land's original acquisition.
      - v. In the case of development projects for which the match was not derived from the cost of the purchase or value of a donation of the land to be converted, but from the value of the development itself, public land that has not been previously dedicated or managed for recreation/conservation use, may be used as replacement land even if this land is currently owned by the property sponsor or is transferred from one public agency to another without cost.
  3. In the case of assisted sites, that are partially, rather than wholly converted, the impact of the converted portion on the remainder shall be considered. If such a conversion is approved, the unconverted area must remain recreationally viable or be replaced as well.
  4. All necessary coordination with other governmental agencies has been satisfactorily accomplished.
  5. Completion of an environmental evaluation for the replacement property must be completed.
  6. State agency review of proposed conversion if the proposed conversion and substitution constitute significant changes to the original project.
  7. OPRD staff consideration and approval.
  8. Required documentation for project file includes recorded and executed deeds, revised park boundary map, and an amendment to the original project agreement.

7.2 **OPERATION AND MAINTENANCE** - Property acquired or developed with State assistance shall be operated and maintained as follows:

- A. The property shall be maintained so as to appear attractive and inviting to the public.
- B. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.
- C. Properties shall be kept reasonably safe for public use. Fire prevention, lifeguard, and similar activities shall be maintained for proper public safety.
- D. Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- E. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

7.3 **AVAILABILITY TO USERS**

- A. **Discrimination on the Basis of Race, Color, National Origin, Religion or Sex** - Under Title VI of the 1964 Civil Rights Act, property acquired or developed with funding assistance shall be open to entry and use by all persons regardless of race, color, or national origin, who are otherwise eligible.
- B. **Discrimination on the Basis of Residence**, including preferential reservation, membership and annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. Fees charged to nonresidents cannot exceed twice that charged to residents. Where there is no charge to residents but a fee is charged to nonresidents, nonresident fees cannot exceed fees charged for residents at comparable state or local public facilities. Reservation, membership or annual permit systems available to residents must also be available to nonresidents and the period of availability must be the same for both.
- C. Project Sponsors may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with program assistance when such a limitation is necessary for maintenance or preservation. Thus, limitation may be imposed on the numbers of person using an area or facility or the type of users, such as “hunters only” or “hikers only”. All limitations shall be in accord with the applicable grant agreement and amendments.

## SECTION 8 – GLOSSARY

**ACQUISITION** – The gaining of property rights, including but not limited to fee title or easements, for public use.

**ADA** - Americans with Disabilities Act of 1990 prohibits discrimination based on disability -- both in the private and public sector. (ADA) (42 U.S.C. 12101 et seq.)

**ADAGG** - Americans with Disabilities Act Accessibility Guidelines; Recreation Facilities (36 CFR part 1191)

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

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

**ACQUISITION** - The gaining of property rights, including but not limited to fee title or easements, for public use by donation or purchase.

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

**BUNDLING** - Bundling is defined as submitting one grant application that includes projects for different sites.

**COMMISSION** – The Oregon Parks and Recreation Department Commission – OPRD’s governing “Board”.

**COMMITTEE** – The Local Government Grant Advisory Committee appointed by the Director to prioritize local government project applications.

**CONVERSION** – The act of utilizing property acquired and/or developed using either Local Government Grant Program funds or Land and Water Conservation Funds for purposes other than public outdoor recreation uses.

**CURRENT MASTER PLAN** – A site-specific resource based plan guiding recreational site acquisition, development, protection and management of park areas and facilities.

**DEPARTMENT** – The Oregon Parks and Recreation Department (OPRD).

**DEVELOPMENT** - The construction or rehabilitation of facilities necessary for the use and enjoyment of public outdoor recreation resources.

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

**DONATION** – The receipt of land, labor, materials, or use of equipment without payment for it by the Project Sponsor.

**ELIGIBLE PROJECT** – An acquisition, development, or major rehabilitation undertaking that satisfies the requirements of the Local Government Grant Program.

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

**FORCE ACCOUNT** – A governmental entities own work force performing project work rather than contracting out for the services.

**LWCF or LAND AND WATER CONSERVATION FUND** – Funds made available to the state through the Land and Water Conservation Fund Act of 1965 (Public Law 88-578).

**LOCAL COMPREHENSIVE PLAN** – The acknowledged comprehensive land use plan prepared by each local jurisdiction within the state, as required by ORS Chapter 197.

**MAJOR REHABILITATION** - The repair, restoration, or reconstruction of eligible facilities that is necessitated by obsolescence, building code changes, or normal wear and tear not attributed to lack of maintenance.

**LOCAL GOVERNMENT GRANTS ADVISORY COMMITTEE** - The committee appointed by the Director to prioritize local government grant applications.

**LOCAL GOVERNMENT GRANT POLICIES AND PROCEDURES MANUAL** - A manual prepared by the Department containing procedures and instructions to assist local government agencies wishing to participate in state assistance.

**OPRD** – The Oregon Parks and Recreation Department.

**PROJECT** – The site and associated improvements where acquisition, development, or major rehabilitation will occur.

**PROJECT AUTHORIZATION** – The State/Local Agreement that authorizes the project to begin effective on or after the date signed by both the Director and the Project Sponsor.

**PROJECT SPONSOR** – The entity responsible for submitting the grant application, implementation of the project and the maintenance and operation of the project site.

**“SCORP”** – The Statewide Comprehensive Outdoor Recreation Plan that is Oregon’s basic five-year plan for outdoor recreation and that provides the state with an up-to-date regional information and planning tool serving as the basis by which all Oregon recreation providers (state, federal, local, and private) catalogue and rank their recreation needs, obtain funding through partnerships and grants, and affirm their respective roles.

**STATE/LOCAL AGREEMENT** – The signed agreement between the state and Project Sponsor that authorizes the project.

**SUSTAINABILITY** – Using, developing, protecting, and managing resources in a manner that enables people to meet current and future generation’s needs from the multiple perspective of environmental, economic, and community objectives.

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**9.1 DOCUMENTATION FOR AN ACQUISITION** - If your agency applies for federal funds in the future for development on property acquired under the Local Government Grant Program, you must be able to document the acquisition. Here is a checklist for documenting an acquisition:

- \_\_\_\_\_ 1. First contact with owner. If verbal, note date and subjects discussed, owner's reaction to sponsor's interest in the acquisition.
- \_\_\_\_\_ 2. History of conveyance. This is frequently included in the appraisal report or in a title report.
- \_\_\_\_\_ 3. Invitation to the owner from the appraiser or Project Sponsor to accompany the appraiser while they are viewing the property for the purpose of making the appraisal.
- \_\_\_\_\_ 4. Written offer of purchase at not less than the review appraisal amount. Any donations or waiver of just compensation by the seller of part or all of the value must be contained within the purchase agreement.
- \_\_\_\_\_ 5. If purchase price exceeded the fair market value, is there adequate justification.
- \_\_\_\_\_ 6. A copy of the deed to the purchasing agency.
- \_\_\_\_\_ 7. A copy of the check or voucher (both sides) used to make the payment.
- \_\_\_\_\_ 8. A copy of the title insurance policy.
- \_\_\_\_\_ 9. A copy of the vesting deed. This is the deed or deeds under which the seller acquired the property.
- \_\_\_\_\_ 10. One copy each of any easements that affect the property, and a statement as to the effect of each easement on the proposed recreation use of the property.
- \_\_\_\_\_ 11. One copy of each of any deeds referred to in the deed to the purchaser, the vesting deed or in the easements. These are called reference deeds.
- \_\_\_\_\_ 12. A statement of unrecorded interests is required for each parcel. Unrecorded interests include such items as unrecorded sales contracts, leases or easements that are not part of the public record. The title insurance policy includes all of the recorded instruments, and therefore, is not necessary to repeat. Also, a statement of the effect on recreation utility of any unrecorded interests discovered must be made.
- \_\_\_\_\_ 13. A statement on any liens by public agencies that is not included in the title reports.
- \_\_\_\_\_ 14. One copy each (if applicable) of an assessor's map of the property, any official plats, county or private land surveys or documents pertaining to the vacation of platted streets or roadways.
- \_\_\_\_\_ 15. A statement of payments made to the seller for relocation and other allowable costs in conformance with Public Law 91-646.

If any of these documents has been previously submitted to the Department, they need not be resubmitted, but such prior submittals should be mentioned in the transmittal letter.

## 9.2a STATE NATURAL RESOURCE AGENCY REVIEW PROCEDURES

A. The complete **Environmental Checklist Packet** is required for Development and Rehabilitation projects. Planning and Acquisition Projects are required to fill out the Environmental Checklist, but *not* the State Agency Review forms. The Environmental Checklist packet includes:

1. Environmental Checklist
2. State Natural Resource Agency Contact List
3. State Agency Contact Memo template
4. State Agency Review form

### B. 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.
8. **Email** each appropriate State Natural Resource Agency, a packet consisting of:
  - i. State Agency Contact Memo
  - ii. Environmental Checklist
  - iii. Project Location Map
  - iv. Site Plan Map
  - v. State Agency Review Form
9. In the **Attachments Section** of the online Application, attach:
  - i. a copy of the **Environmental Checklist** – (completed)
  - ii. a copy of each returned **State Agency Review form** – (completed)

9.2b STATE OF OREGON NATURAL RESOURCE AGENCY CONTACT LIST  
for Review of Proposed 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)	<b>Chris Stevenson</b> Jurisdiction Coordinator 775 Summer ST NE STE 100 Salem, OR 97301 503-798-7622 <a href="mailto:chris.stevenson@dsl.oregon.gov">chris.stevenson@dsl.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> <li>• Only submit projects with ground alteration</li> <li>• No resubmittals please</li> </ul> <p><u>Please include the following info:</u></p> <ul style="list-style-type: none"> <li>• County</li> <li>• Latitude/Longitude</li> <li>• Township</li> <li>• Accurate Site Map</li> <li>• Range</li> <li>• Tax Lot(s)</li> <li>• Section</li> </ul>
<input type="checkbox"/> Oregon Dept of Fish & Wildlife (ODF&W)	<b>Nancy Taylor</b> Waterway and Habitat Incentives Coordinator 4034 Fairview Industrial DR SE Salem, OR 97302 503-947-6099 <a href="mailto:nancy.c.taylor@odfw.oregon.gov">nancy.c.taylor@odfw.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> <li>• Nancy will forward your review request to the appropriate district biologist.</li> <li>• Consultation <b>not</b> needed if there is no ground disturbance and if all work is in an existing footprint (e.g., bathroom remodel).</li> </ul>
<input type="checkbox"/> Dept of Environmental Quality (DEQ): <b>send to the contact person listed for your county below</b>		
<b>Northwest Region:</b> Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties	<b>Melyssa Graeper</b> 4301 3 <sup>rd</sup> St, Suite 206 Tillamook, OR 97141 503-509-4636 <a href="mailto:melyssa.graeper@deq.oregon.gov">melyssa.graeper@deq.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> </ul>
<b>Western Region (A):</b> Yamhill, Polk, Marion, Lincoln, Benton, Linn, and Lane Counties	<b>Mary Camarata</b> 165 E 7 <sup>th</sup> Ave Suite 100 Eugene, OR 97401 503-983-2277 <a href="mailto:Mary.Camarata@deq.oregon.gov">Mary.Camarata@deq.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> </ul>
<b>Western Region (B):</b> Coos, Curry, Douglas, Jackson and Josephine Counties	<b>Mary Camarata</b> 165 E 7 <sup>th</sup> Ave Suite 100 Eugene, OR 97401 503-983-2277 <a href="mailto:Mary.Camarata@deq.oregon.gov">Mary.Camarata@deq.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> </ul>
<b>Eastern Region (A):</b> Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, and Lake Counties	<b>Greg Svelund</b> 475 NE Bellevue Dr, #110 Bend, OR 97701 541-633-2008 <a href="mailto:svelund.greg@deq.state.or.us">svelund.greg@deq.state.or.us</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> </ul>
<b>Eastern Region (B):</b> Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties	<b>Laura Gleim</b> 475 NE Bellevue Dr, #110 Bend, OR 97701 503-577-3697 <a href="mailto:laura.gleim@deq.oregon.gov">laura.gleim@deq.oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submit by email</li> <li>• Allow 4 weeks for review</li> </ul>

<p><b>State Historic Preservation Office (SHPO)</b></p>	<p><b>OPRD will submit your Environmental Screening packet to SHPO for you if your project is selected for funding.</b></p>	<p>In the Attachments section of the online application, <u>please include:</u></p> <ul style="list-style-type: none"> <li>• a 7.5 minute USGS topography map, <u>or</u> a .kmz file, or a one-square mile map that includes roads or geographical features.</li> <li>• SHPO Submittal Form – Archaeological Assessment (Below Ground)</li> <li>• SHPO Clearance Form – Built Environmental Resources Assessment (Above Ground)</li> </ul>
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**Potential Contact List:** Submission to these State agencies is only required **if relevant** to the project proposal. Refer to the descriptions below to determine if consultation is needed.

<p>Scott Altenhoff  Manager, Urban and Community Forestry Assistance Program  <b>Oregon State Dept of Forestry</b>  2600 State Street  Salem OR 97310  971-428-7380  <a href="mailto:scott.r.altenhoff@odf.oregon.gov">scott.r.altenhoff@odf.oregon.gov</a></p> <ul style="list-style-type: none"> <li>• Contact if your project would involve the Forest Practice rules relating to forest operations, stream protection, etc.</li> </ul>	<p>Jake Johnstone  Deputy Administrator – Field Services  Oregon Water Resources Dept  725 Summer St. NE, Suite A  Salem OR 97301  971-707-0013  <a href="mailto:Jake.d.johnstone@water.oregon.gov">Jake.d.johnstone@water.oregon.gov</a></p> <p>Contact if your project:</p> <ul style="list-style-type: none"> <li>• changes or requires new water rights,</li> <li>• impacts groundwater levels, or</li> <li>• impacts an Oregon Scenic Waterway.</li> </ul>	<p>Janine Belleque  Boating Facilities Manager  <b>Oregon State Marine Board</b>  435 Commercial Street NE  Salem OR 97301  503-877-7580  <a href="mailto:Janine.Belleque@boat.oregon.gov">Janine.Belleque@boat.oregon.gov</a></p> <ul style="list-style-type: none"> <li>• Contact if your project is near or at an existing boating access site or if the project creates waterway access.</li> </ul>
<p>Doug Sharp  NEPA Program Coordinator  <b>Oregon Dept of Transportation</b>  4040 Fairview Industrial DR SE  Salem OR 97302  541-864-8814  <a href="mailto:Doug.SHARP@odot.oregon.gov">Doug.SHARP@odot.oregon.gov</a></p> <ul style="list-style-type: none"> <li>• Contact if your project is near or adjacent to ODOT State and National Highways, ROW, or other ODOT owned property. ODOT will review proposed grant project boundaries to ensure avoidance of future park property conversions and other impacts that may result from planned ODOT improvement projects.</li> </ul>	<p>Melanie Ware  ODOT NEPA Program Lead  <b>Oregon Dept of Transportation</b>  4040 Fairview Industrial DR SE  Salem OR 97302  503-983-0951  <a href="mailto:melanie.ware@odot.oregon.gov">melanie.ware@odot.oregon.gov</a></p> <ul style="list-style-type: none"> <li>• Contact if your project is near or adjacent to ODOT State and National Highways, ROW, or other ODOT owned property. ODOT will review proposed grant project boundaries to ensure avoidance of future park property conversions and other impacts that may result from planned ODOT improvement projects.</li> </ul>	<p>VACANT  Land Use &amp; Water Planning Coordinator  Natural Resources Division  <b>Oregon Dept of Agriculture</b>  635 Capitol Street NE  Salem OR 97301-2532</p> <p>Contact the ODA Main Office:  503-986-4552</p> <ul style="list-style-type: none"> <li>• Contact if your project is located on lands zoned for exclusive farm use or borders other lands involving farm use. Conversion of agricultural lands and compatibility with area farming operations are other reasons to contact.</li> </ul>

<p>Jon Jinings Community Dev. Specialist <b>Oregon Dept of Land Conservation &amp; Development</b> 1011 SW Emkay Suite 108 Bend, OR 97702 541-325-6928 <a href="mailto:jon.jinings@state.or.us">jon.jinings@state.or.us</a></p> <ul style="list-style-type: none"><li>• Contact if a dispute arises between the applicant and Planning Official completing the Land Use Compatibility Statement (LUCS).</li><li>• Jon will forward your packet to the appropriate Regional Rep.</li></ul>		<p>Updated 02/11/2026 JDimsho</p>
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## ***TRANSMITTAL MEMO***

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DATE:

TO: (State/Federal Natural Resource Agencies)

FROM:

SUBJECT: **Intergovernmental Review** of Proposed Project for which State Assistance is being requested through the Local Government Grant Program.

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Attached is a copy of:

- 1) an **Environmental Checklist**,
- 2) a **project narrative**,
- 3) a **project location map**,
- 4) a **site plan map**, and
- 5) a blank **State Agency Review form** for the

(Project Name) \_\_\_\_\_ project,

in (City or County) \_\_\_\_\_.

Brief Narrative:

We would appreciate your review of the project and the accompanying documents, as well as completion and return of the enclosed **State Agency Review form** to our agency. If concerns about this project are noted on the form, we will be in contact with the person signing the form to address those concerns.

Thank you!

**9.2d STATE AGENCY REVIEW FORM**



*INTERGOVERNMENTAL CONSULTATION FORM*

**STATE AGENCY REVIEW**

*A REVIEW OF A PROPOSED OUTDOOR RECREATION PROJECT FOR WHICH STATE GRANT ASSISTANCE HAS BEEN REQUESTED.*

Project Name:
Applicant Agency:
Requested Return Date: <i>(INSERT DATE NO LESS THAN 30 DAYS FROM SUBMITTAL)</i>

**To Agency Addressed:** Comment is requested as part of a grant application for a state funded grant program. Please reply within 30 days of receipt or notify me if additional time is needed. If no response is received, it is assumed that your agency has no comment.

**STATE AGENCY REVIEW AND COMMENT**

We have reviewed the project notice and have reached the following conclusions on its relationship to our plans and programs:

- It has no effect.
- We have no comment.
- Effects, although measurable, would be acceptable.
- It has adverse effects. (Explain in Remarks Section.)
- We are interested, but require more information to evaluate the proposal. (Explain in Remarks Section.)
- Additional comments for project improvement. (Attach if necessary).

**REVIEW AGENCY REMARKS:**

Agency: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return to:** *(GRANT APPLICANT - INSERT NAME AND ADDRESS HERE)*

### **9.3 OREGON ADMINISTRATIVE RULES**

**PARKS AND RECREATION DEPARTMENT  
CHAPTER 736  
DIVISION 6  
DISTRIBUTION OF STATE FUNDING ASSISTANCE TO UNITS  
OF LOCAL GOVERNMENT FOR PUBLIC PARKS AND RECREATION**

Visit the Oregon Secretary of State for the Oregon Administrative Rules that govern the OPRD Local Government Grant Program (LGGP):

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3410>

9.4 SAMPLE RESOLUTION AUTHORIZING APPLICATION FOR GRANT

RESOLUTION NO. XXXXXXXX ) IN THE MATTER OF AUTHORIZING THE
) (Project Sponsor Name) TO APPLY FOR A LOCAL
) GOVERNMENT GRANT FROM THE OREGON
) PARKS AND RECREATION DEPARTMENT FOR
) (acquisition of, development of, rehabilitation of, etc.)
) AT (Park Name) AND DELEGATING AUTHORITY TO
) THE (Authorized Official) TO SIGN THE APPLICATION.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the (Project Sponsor Name) desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, (Board of Commissioners, City Council, Board of Directors, and Staff) have identified improvements at (Park Name) as a high priority need in (County, City, Park District, METRO, or Port District Name); and

WHEREAS, (Brief Description of What Project Includes); and

WHEREAS, the (Project Sponsor Name) has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the (Project Sponsor Name) will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE (BOARD OF COMMISSIONERS, CITY COUNCIL, BOARD OF DIRECTORS, ETC.) OF THE (PROJECT SPONSOR NAME) AS FOLLOWS:

Section 1: The (Board of Commissioners, City Council, Board of Directors, etc.) demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for (acquisition of, development of, rehabilitation of, etc.) at (Park Name).

Section 2: This Resolution shall be effective following its adoption by the (Board of Commissioners, City Council, Board of Directors, etc.).

Passed by the (Board of Commissioners, City Council, Board of Directors, etc.) this (Date) of (Month), (Year).

(Authorized Official's Name and Title)

ATTEST:

(Staff Member's Name and Title)

Note: Use this as a sample only. Resolution formats will vary from one agency to another. However, the points regarding matching funds and funding for ongoing operations must be included.

**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.

<b>SECTION 1: Applicant &amp; Site Information</b>			
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**

<b>SECTION 2: Determination of Compliance with Local Land Use Requirements</b>			
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"/>			
<b>If NO</b> , it means that no local land use review is needed. <b>Skip to Local Planning Official Information below.</b>			
<b>If YES</b> , what is the status of the land use application: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Under Review</b> <input type="checkbox"/> <b>Not Yet Received</b>			
List file number(s):		Is the decision final:    YES <input type="checkbox"/> No <input type="checkbox"/>	
Comments:			

<b>Local Planning Official Information:</b>	
Jurisdiction:	
Print Planning Official's Name & Title:	
Mailing Address:	
City:	Zip Code:
Phone:	Fax:
Email:	
Planning Official's Signature:	Date:



# 9.6 Volunteer or Donated Labor Timesheet

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

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

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

City: \_\_\_\_\_ State: OR Zip: \_\_\_\_\_

Professional and technical personnel, consultants, and other skilled and unskilled laborers may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed, and of the supervisor verifying that the record is accurate.

Rates for volunteers should be consistent with those regular rates paid for similar work in similar activities within the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. The time that a person donates will be valued as a general laborer unless the person is professionally skilled in the work being performed on the project, e.g. a mason doing work on a retaining wall. When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor.

Volunteer labor may be used as match only and is never a reimbursable item.

Date	Description of Work	Hours Worked (From - To)	Total Hours	Hourly Rate	Total Time Value	Initials
<b>Total Value of Donated Hours</b> .....					<b>\$</b>	

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

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



## Donated Materials or Supplies Record

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

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

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

City: \_\_\_\_\_ State: OR Zip: \_\_\_\_\_

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

Date	Description of Donated Materials or Supplies	Fair Value of Donation	Is this full retail value?
<b>Total Value of Donation .....</b>		<b>\$</b>	

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

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



9.8

# Donated Equipment Record

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

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

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

City: \_\_\_\_\_ State: OR Zip: \_\_\_\_\_

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

Date	Description of Equipment Used	Hourly Rate of Donated Equipment	Number of Hours Used	Total Value
<b>Total Value of Donation . . . . .</b>				<b>\$</b>

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

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