



Land and Water Conservation Fund Grant Program 2021 Grant Cycle Workshop

Oregon Parks & Recreation Department
Nohemi Enciso, LWCF Grant Program Coordinator





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Agenda

-General Program Overview

- Eligibility (applicants and projects)
- General Application requirements

-2021 LWCF Application

- Timeline
- Available funding and grant min./max.
- Open Project Selection Process
- Scoring Criteria
- Application tips / Common pitfalls
- Oregon Outdoor Recreation Committee

-Post-Award Responsibilities

-Contact Us

-Questions





Land & Water Conservation Fund Grant Program

- Established by Congress in 1964
 - To create parks and open spaces
 - Protect wilderness, wetlands, and refuges
 - Preserve wildlife habitat; and
 - Enhance recreational opportunities





LWCF Act

- Section (6)(f)(3) of the LWCF Act states that:
“No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses.”





Source of Funds

- Outer Continental Shelf (OCS) revenues derived from leasing of oil and gas sites in coastal waters;
- Sales of federal surplus real property;
- A portion of federal motorboat fuel taxes;
- Fees for recreation use of federal lands; and
- GOMESA (Gulf of Mexico Energy Security Act, Public Law 109-432 105 (a)(2)(B))





One Fund, Two Programs

Federal Side

Land acquisition for the natural, cultural, wildlife, and recreation management objectives of federal land management agencies

State Matching Grant Program

Matching grants to States and through States to local governments for the acquisition and development of public outdoor recreation areas and facilities





Grant Type

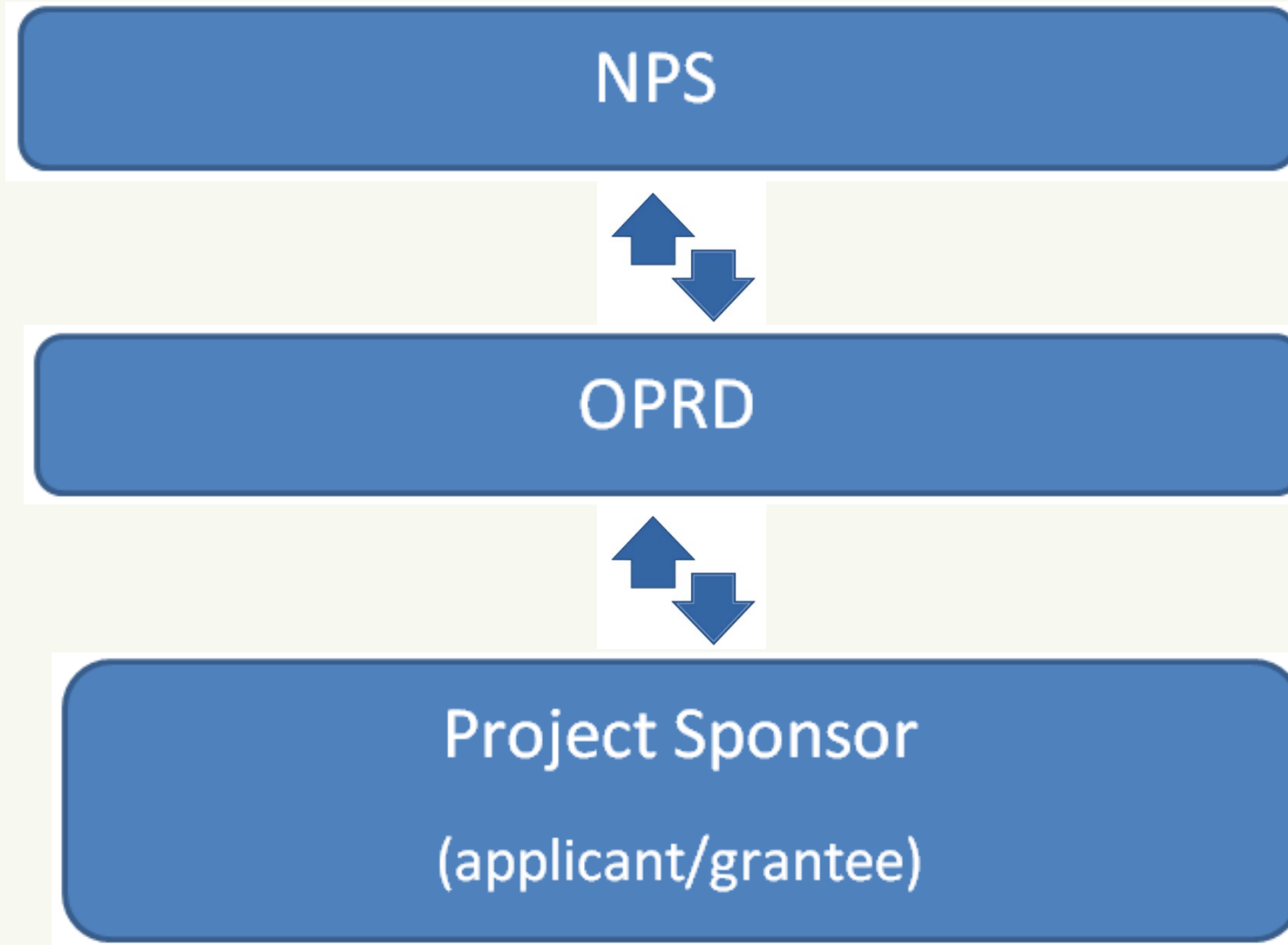
Reimbursement grant:

- Grantee will initially pay project expenses
- Grantee submits full accounting of project expenses and payments, and requests reimbursement for grant's percentage of the project.
- State approves and submits request to National Park Service for reimbursement.





Federal, State, Local Partnerships





Recent Awards

2020 Cycle: Awards TBD*

- 19 applications reviewed by committee, 12 projects were recommended for funding (63%)
- Average amount requested = \$463k
- Recommended projects ranged from \$149,000 - \$1M

**2020 projects have not been awarded yet.*

2018 Cycle: \$3M awarded

- 16 applications reviewed by committee, 12 projects funded (75%)
- Average approved grant amount = \$280k
- Approved grants ranged from \$45,000 - \$665,000

2016 Cycle: \$1.5M awarded

- 13 applications reviewed by committee, 10 projects funded (77%)
- Average approved grant amount = \$150k
- Approved grants ranged from \$43,000 - \$265,000

2014 Cycle: \$2M awarded

- 20 applications reviewed by committee, 12 projects funded (60%)
- Average approved grant amount = \$173k
- Approved grants ranged from \$31,000 - \$500,000





Eligible Project Sponsors

Local Government

*Not less than 60%
of our LWCF funds
(after covering
administrative
costs).*

- Cities (Municipal Corporations)
- Counties (Political Subdivisions)
- Parks and Recreation Districts
- METRO
- Port Districts
- Federally recognized Indian Tribes





Eligible Project Sponsors

State Government

*Up to 40% of the
remainder to state
agencies.*

- Oregon Parks and Recreation Department
- Oregon Department of Forestry
- Oregon Department of Fish and Wildlife
- Oregon Department of State Lands





Eligible Project Types

- Land Acquisition
- Development
- Major Rehabilitation and/or Renovation
- Acquisition & Development (Combination)





Lower Deschutes River Ranch, ODFW

Acquisition Projects





Acquisitions

Acquisition of lands and waters, or interests therein may be accomplished through purchase, transfer or by gift.



Keizer Rapids Community Park, City of Keizer





Acquisitions

Eligible acquisitions:

- New areas
- Additions to existing parks, forests, wildlife areas, beaches or other similar areas dedicated to public outdoor recreation





Acquisitions

- Natural areas and preserves may be acquired but must be open to the general public for outdoor recreation use to the extent that natural attributes of the areas will not be seriously impaired or lost
- LWCF assistance may be used to acquire only modest structures which are to be used primarily for outdoor recreation or outdoor recreation support activities.





Acquisitions

- Funding may be used to acquire property for which development of outdoor recreation facilities is planned at a future date.
- In the interim, between acquisition and development, the property must be open for those public recreation purposes which the land is capable of supporting or which can be achieved with minimum public investment.





Acquisitions

Ineligible acquisitions:

- Historic sites and structures
- Museums and sites to be used for museums or archeological excavations
- Areas and facilities to meet a public school's minimum site size requirements
- Areas and facilities designed to be used primarily for semi-professional and professional arts and athletics
- Lands, areas, and facilities to be used solely for preservation or production of wildlife; other wildlife areas that exclude the public; and fish hatcheries (such areas may be eligible if they will be open to the public for compatible recreation uses and development)





Acquisitions

Ineligible acquisitions:

- Areas for indoor facilities
- Areas with railroad “hardware,” trestles, stations, yards
- Site containing luxury lodges, motels, restaurants
- Agricultural land primarily for preservation in agricultural purposes
- Federal surplus property





Uniform Relocation and Assistance

- All acquisitions with LWCF assistance must be conducted in accordance with the applicable provisions of Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- Implementing regulations: 49 CFR Part 24

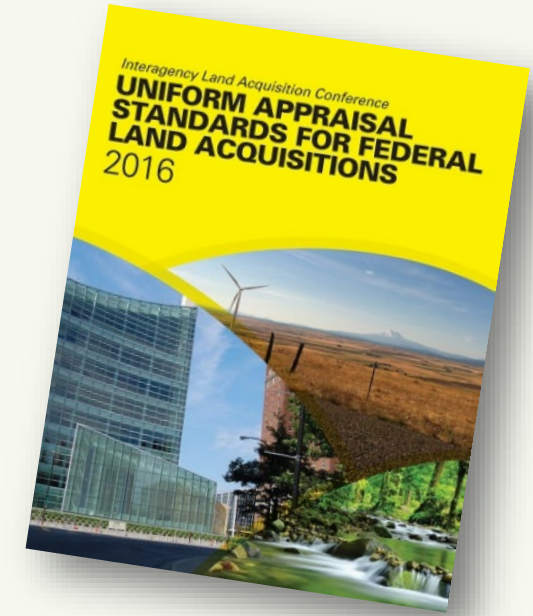




Acquisitions

Appraisals

The Uniform Appraisal Standards of Federal Land Acquisitions (UASFLA), commonly referred to as the “Yellow Book,” shall be used by state and local appraisers in the preparation of appraisals for federal LWCF-assisted acquisitions, donations if used for a federal match, and land exchanges for conversions.





Appraisals

- Must have been completed within the last 12 months
- Appraisals should be reviewed by a qualified appraisal reviewer (Desk Appraisal)
- Completed Appraisal and the Appraisal Review are due at application deadline
- Waiver valuation may be used if the property is valued under \$25,000
- More info in the [Federal LWCF manual](#) (chapter 4.D.)





Development / Rehabilitation Projects



*Central Park Playground Improvements,
City of Corvallis*





*Recuerdo Park,
Tualatin Hills Park and Recreation District*





Development/Rehabilitation

- May consist of one improvement or a group of related improvements designed to provide basic facilities for outdoor recreation including:
 - Facilities for access, safety, health and protection of the area;
 - Required for the outdoor recreation use of the area.
- Construction, renovation, site planning, demolition, site preparation, and architectural services





Development/Rehabilitation

Eligible projects include but are not limited to:

- Sports and playfields
- Picnic facilities
- Trails
- Swimming facilities
- Boating facilities
- Fishing/hunting facilities
- Camping
- Community gardens
- And more...



*River Forks Park,
Douglas County*





Development/Rehabilitation

Ineligible projects:

Support facilities or portions of support facilities which contribute to public indoor activities such as meeting rooms, auditoriums, libraries, study areas, restaurants, lodges, motels, luxury cabins, food preparation equipment, kitchens, and equipment sales areas.





Rehabilitation

- Major rehabilitation means the repair, restoration, or reconstruction of facilities
 - Facility is beyond its normal **life expectancy** or obsolete
 - Destroyed by **fire, natural disaster** or **vandalism**
 - Does not meet **health and safety** code / requirements (building code changes)
 - Requires rehabilitation to ensure **critical natural resource protection**
 - Does not meet **access requirements** of the American with Disabilities Act
 - **Changing recreational needs** dictate a change in the type of recreation area or facility required





Rehabilitation

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





Ownership / Control of Property

Facilities may be developed on land and water that is:

- Owned in fee simple by the sponsoring agency (Deed)
- Leased land or Easements that provide permanent control of the property.
 - Leased from Federal Government with no less than 25 years remaining on the lease and is not revocable at will; **OR**
 - Leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure the perpetual use requirement contained in the LWCF Act.





LWCF Boundary Map

- The LWCF boundary map must clearly delineate the area to be included under the conversion provisions of Section 6(f)(3) of the LWCF Act.
- LWCF boundary area normally exceeds that actually receiving LWCF assistance so as to assure the protection of a viable recreation area.





LWCF Boundary Map

- The LWCF boundary area must encompass a viable public outdoor recreation unit that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.





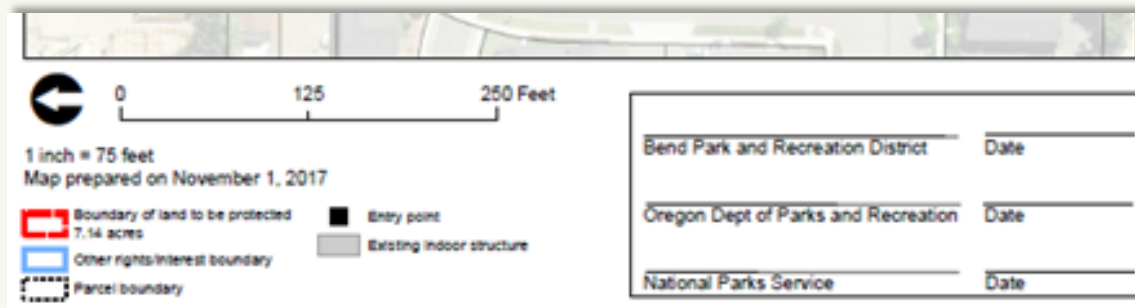
LWCF Boundary Map

- Official park/site name, location, project number
- Sufficient detail to legally identify property to be protected under Section 6(f)(3)
- All known outstanding rights and interests. Known easements, deed/lease restrictions, reversionary interests etc.
- Total Acreage
- North arrow
- Signature of project sponsor
- Up to 11" x 17" format
- Avoid using color as the only means to delineate areas





Section 6(f)(3) Boundary Map example

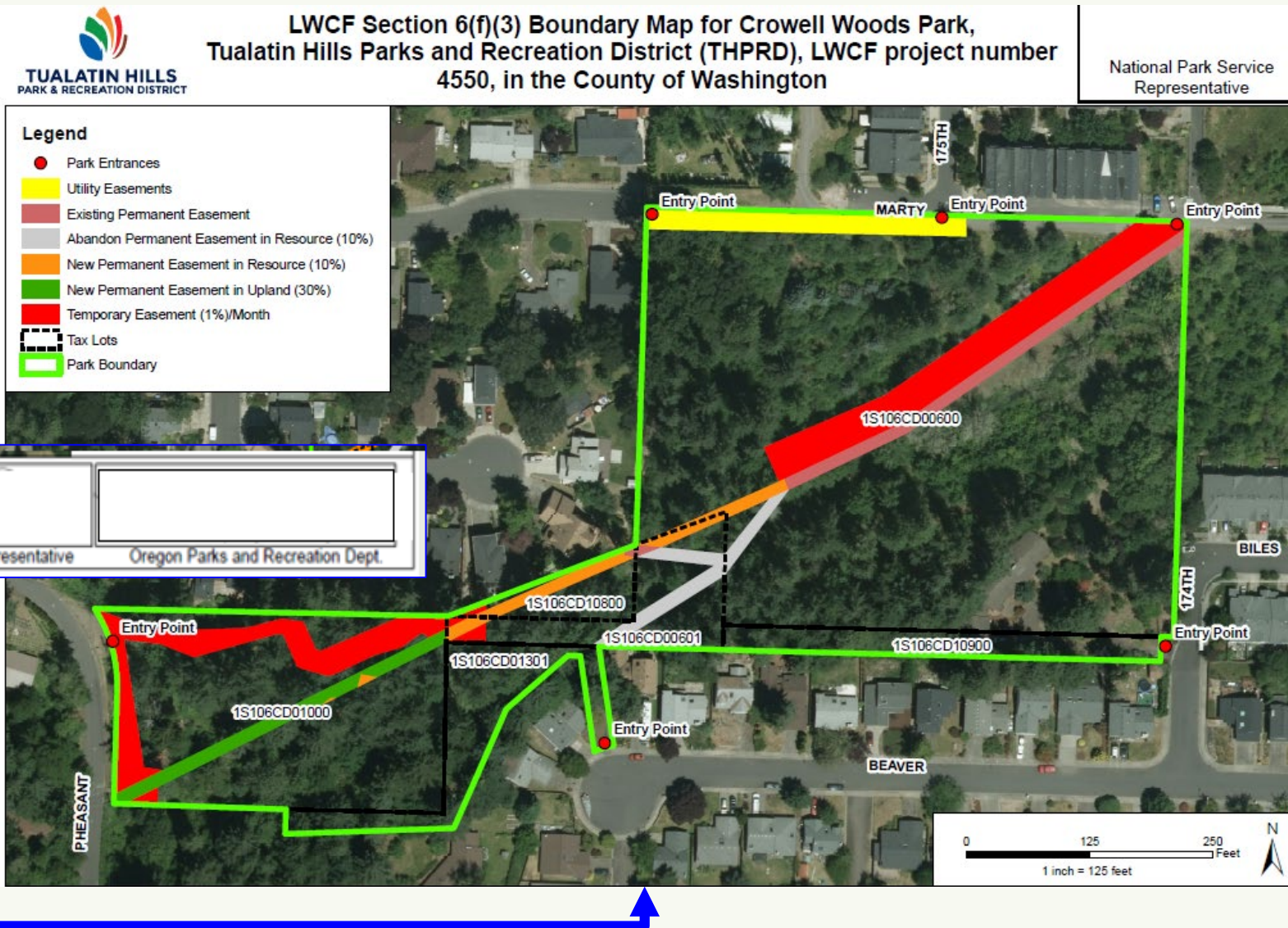


LWCF Section 6(f)(3) Boundary Map for Stone Creek Park, Bend Park and Recreation District,
LWCF Projects: 41-00403, 41-00548, 41-00950, in the County of Deschutes





LWCF Boundary Map example

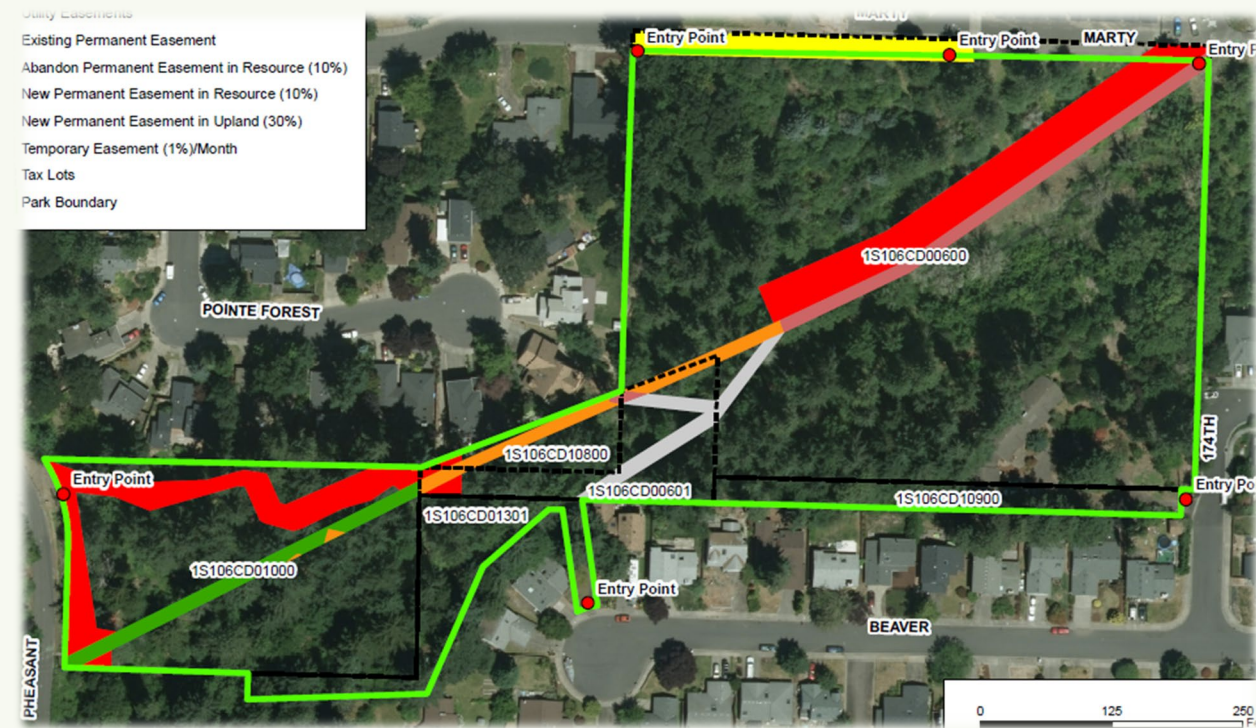




LWCF Boundary Map example



Proposed boundary with grant application, 2018



Final boundary upon project closeout, 2020
(Included additional parkland acquired prior to grant closeout)





Section 6(f)(3) Boundary Map example



Signature: *[Handwritten Signature]* Date: *June 17, 16*

OPRD Signature: _____ Date: _____

March 1, 2016

Eugene







Environmental Review

- **Highly recommended** to start this right away!
- Must give State Natural Resource Agencies at least **30 days** to comment.
- State Natural Resource Agency contact list is located in the LWCF application (under Files), in Section 3.6 of the [Oregon LWCF Program Manual](#) **AND** on the [LWCF website](#).
- State Natural Resource Agency Review Instructions & Forms was **updated 8/27/2021**.



▲ 19 Files

[ADA Checklist](#)

[ADA Quick Reference Guide - Camping](#)

[ADA Quick Reference Guide - General](#)

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[Application & Revision \(A&R\) Form](#)

[NPS LWCF Manual](#)

[Online Grant Application Instructions](#)

[Pre-application Worksheet](#)

[Oregon LWCF Grant Program Manual](#)



Environmental Review

- State Natural Resource Agencies required to be contacted:
 - Dept. of State Lands (DSL)
 - Dept. of Fish & Wildlife (ODFW)
 - Dept. of Environmental Quality (DEQ)
 - Dept. of Land Conservation & Development (DLCD)
 - State Historic Preservation Office (SHPO) – **OPRD will contact SHPO on your behalf**
- Others, based on project type:
 - Example: Dept. of Forestry, State Marine Board, Dept. of Agriculture, etc.
 - Agency Contact list provides more information

State natural resource agencies use the consultation form to communicate requirements, such as permits needed, or other recommendations for improvement





Environmental Review

- Application & Review Form (A&R) should be used to solicit Natural Resource Agency Comments
 - Can be “mostly complete” to solicit comments
 - Natural Resource Agency Comments can help you update or complete the final A&R Form
- Final A&R Form must be submitted with the application (please submit as a Microsoft Word document)





Environmental Review

A&R Form, Section 3.C, Table 1:

If no impacts are anticipated or if the resource does not exist, please indicate so in the table next to the name of the resource.

Table 1 – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

- + indicates positive impacts are anticipated to result from the action
- indicates negative impacts are anticipated to result from the action
- ? indicates further information is needed to determine the potential impact

Note from OPRD: if no impacts are anticipated or the resource does not exist, please indicate so in the table below next to the name of the resource.

Site Name:

	How will the project affect the following resources?	+	-	?
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental justice: minority and low-income populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<u>Lights</u> cap <u>es</u> , especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Migratory birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Water: coastal barrier resources or coastal zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Water: marine and/or estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Other important resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Environmental Review

A&R Form, Section 3.C, Table 2:

If you answer “yes” or “?” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in table 1.

Table 2 – This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer “yes” or “?” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in table 1.

Site Name:

	Will your proposal:	Y	N	?
1	Have significant negative impacts on public health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Environmental Review

A&R Form, Section 3.C:

- Applicant completes questions 1-5
- OPRD completes the NEPA Pathway Recommendation

1. Have there been any previous NEPA/SEPA documents that are relevant to this project or this specific site?
 - a. ☐ No
 - b. ☐ Yes – Attach and summarize findings and include page number references below

11 of 15

NPS Form 10-904 (Rev. 11/2019)
National Park Service

OMB Control No. 1024-0031
Expiration Date 10/31/2023

2. Explain any negative or unknown impacts identified in Table 1 of the Environmental Resources Survey, or any boxes marked "yes" in Table 2 (mandatory criteria).
3. How was the information identified in the tables derived and what sources of data were used to justify the impact selection?
4. Who contributed to filling out the Environmental Resources Survey (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?
5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

NEPA Pathway Recommendation *This is completed by OPRD.*

Attach documentation of NPS concurrence with the recommended NEPA Pathway

- ☐ This proposal qualifies for a Categorical Exclusion (CE). List: _____
- ☐ This proposal requires an Environmental Assessment (EA), which is attached and has been produced in accordance with the LWCF Manual.
- ☐ This proposal may require an Environmental Impact Statement (EIS).





Environmental Review

Intergovernmental Consultation Steps:

1. Complete the Application & Review Form (A&R)
2. Complete a Transmittal Memo/State Agency Review Form for each agency (State Natural Agency Review Instructions and Forms).
3. Email to each agency:
 - Transmittal Memo
 - Intergovernmental Consultation Form
 - A&R Form
 - Project Location Map and LWCF Boundary Map
4. Upload comments received from State Natural Resource Agencies to application.
5. Follow up with agencies if additional info is requested.

STATE OF OREGON NATURAL RESOURCE AGENCY CONTACT LIST for Review of Proposed Federal Actions		
Mandatory Contact List: <i>Submission to these 5 agencies required.</i>		
<input type="checkbox"/> ODLCD <input type="checkbox"/> DSL <input type="checkbox"/> ODF&W <input type="checkbox"/> DEQ <input type="checkbox"/> SHPO		
AGENCY	CONTACT	SPECIAL REQUIREMENTS
<input checked="" type="checkbox"/> Oregon Dept. of Land Conservation & Development (DLCD)	Jon Jinings Community Dev. Spec. 1011 SW Emkay STE 108 Bend, OR 97702 541-325-6928 jon.jinings@state.or.us	<ul style="list-style-type: none">• Submit by email• Contact if a dispute arises between the applicant and Planning Official completing the Land Use Compatibility Statement (LUCS).• Jon will forward your packet to the appropriate Regional Rep.
<input checked="" type="checkbox"/> Oregon Division of State Lands (DSL)	Chris Stevenson Jurisdiction Coordinator 775 Summer ST NE STE 100 Salem, OR 97301 503-798-7622 christine.stevenson@dsl.state.or.us	<ul style="list-style-type: none">• Submit by email• Allow 4 weeks for review• Only submit projects with ground alteration• No resubmittals please• Please include the following info:<ul style="list-style-type: none">• County• Latitude/Longitude• Township• Accurate Site Map• Range• Tax Lot(s)• Section
<input checked="" type="checkbox"/> Oregon Dept. of Fish & Wildlife (ODF&W)	Joy Vaughan Land Use & Waterway Alterations Coordinator 4034 Fairview Industrial DR SE Salem, OR 97302 503-947-6089 joy.r.vaughan@state.or.us	<ul style="list-style-type: none">• Submit by email• Allow 4 weeks for review• Joy will forward your review request to the appropriate district biologist.
<input checked="" type="checkbox"/> Dept. of Environmental Quality (DEQ) Northwest Region	David Kunz 700 NE Multnomah St Ste 600 Portland, OR 97232 503-319-7273 kunz.david@deq.state.or.us	<ul style="list-style-type: none">• Submit by email• Allow 4 weeks for review• Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties.
Western Region	Mary Camarata 165 E 7th Ave STE 100 Eugene, OR 97401 541-687-7435 mary.camarata@deq.state.or.us	<ul style="list-style-type: none">• Submit by email• Allow 4 weeks for review• Serving Yamhill, Polk, Marion, Lincoln, Benton, Linn, Lane, Douglas, Coos, Curry, Jackson, and Josephine Counties.





2021 LWCF Application

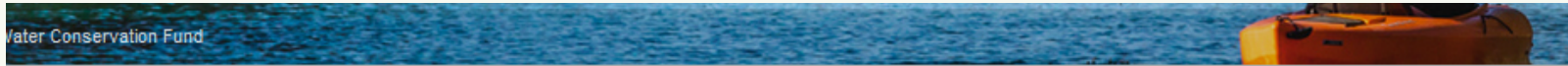


Madras Spray Park, City of Madras





Resources & Grant Info



Land and Water Conservation Fund

Grants Overview

All-Terrain Vehicle Grant Program

County Opportunity Grant Program

Land and Water Conservation Fund

Local Government Grant Program

Recreational Trails Program

Oregon Heritage Grants

Endangered Invertebrates Grants

The Land and Water Conservation Fund (LWCF) is a Federally funded grant program administered by the Oregon Parks and Recreation Department. Typically, the program awards about \$1.5 million to qualified projects every other year. Since 1964, this national grant program has awarded over \$55 million in grant funds for Oregon recreational areas and facilities.

Program Overview

[Overview](#)

Grant Cycle Schedule

[Schedule](#)

Grant Program Guidance and Forms

[Policy Manual](#)[Workshops](#)[Application & Forms](#)[Accessibility Guidance](#)[Grant Management & Reporting Requirements](#)

Contact:

Noemi Enciso

Land and Water Conservation Fund
Program Coordinator
725 Summer St. NE Suite C
Salem, OR 97301
503-986-0708

Resources

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

- Resources
- Guidance
- Forms
- Policies
- LWCF Federal Manual
- Parkland Mapping Tool
- 2019-2023 SCORP
- And more!

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





Resources & Grant Info

Within your application in

<https://OPRDGrants.org> :

- Resources
- Guidance
- Forms
- Policies
- LWCF Federal Manual
- Parkland Mapping Tool
- 2019-2023 SCORP
- And more!

▲ 19 Files

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[Pre-application Worksheet](#)

[Oregon LWCF Grant Program Manual](#)





2021 Grant Cycle Timeline

Application available	September 1, 2021
Application deadline	October 29, 2021 (11:59 PM)
Grant Committee Meeting	Feb/March 2022
Oregon State Parks and Recreation Commission Approval	April 2022
Applications to NPS for qualification and obligation of funds	Next available federal funding opportunity round

Projects may not start until Notice to Proceed received





Grant Requests

- **Available funds:** Approximately \$4M
- **Minimum grant request:** \$50,000 (\$100,000 total project costs)
- **Maximum grant request:** No fixed amount; however, maximum grant request for a single project shall not exceed the total funds available for the grant cycle





Project Budget

- Detailed budget
- Include sufficient line items to show all major work elements
- Identify all sources of match (e.g. labor, cash, donations, etc.)
- Do not include “Contingency” as a line item.
- Identify pre-agreement costs and the earliest date the costs were incurred

General Cost Principles:

- Federal LWCF Financial Assistance Manual (chapter 5)
- 2021 LWCF Oregon Grant Program Manual (chapter 6)





Project Budget – adding project costs

1. Click “Add Worksheet Item” button

Project Budget Worksheet

[Add Worksheet Item](#)

Architectural & Engineering (pre-award cost, incurred xx/xx/xxxx)	\$97,000.00	✎ ✕
Athletic Fields: Baseball field development	\$733,900.00	✎ ✕
Athletic Fields: Intallation of athletic field amenitites	\$74,800.00	✎ ✕
General Site Improvements: Develop circulation paths or access routes	\$42,900.00	✎ ✕
General Site Improvements: Install fencing/barriers	\$192,800.00	✎ ✕

2. Enter the budget item and the cost, then click “Add Item” button

Project Budget Worksheet

[Add Worksheet Item](#)

Description *

Amount

Does this item include Match? ☐

[Add Item](#) [Nevermind](#)





Project Budget – adding match (not from another grant)

1. Click “Add Worksheet Item” button

- Enter the match description
- Enter “0” in the Amount row
- Select “does this item include match” checkbox
- Enter the Match Amount
- Enter the source of the funding

2. Click “Add Item” button

▲ Project Budget Worksheet Add Worksheet Item

Description *	Cash
Amount	0
Does this item include Match?	<input checked="" type="checkbox"/>
Match Amount *	600000
Source of Funding	Agency budgeted funds
Check here if the source of your funds is from another Grant?	<input type="checkbox"/>

Add Item Nevermind





Project Budget – adding match (from another grant)

1. Click “Add Worksheet Item” button

- Enter the match description
- Enter “0” in the Amount row
- Select “does this item include match” checkbox
- Enter the Match Amount and the source of the funding
- Check the box to indicate another grant and fill in the new boxes that appear

2. Click “Add Item” button

▲ Project Budget Worksheet Add Worksheet Item

Description *	RTP Grant
Amount	0
Does this item include Match?	<input checked="" type="checkbox"/>
Match Amount *	55200.00
Source of Funding	Local Government Grant Program
Check here if the source of your funds is from another Grant?	<input checked="" type="checkbox"/>
Grant Name	Recreational Trails Program Grant
Grant Type	Federal grant
Granting Agency	FHWA
Grant Status	Pending

Add Item Nevermind





Project Budget

Auto-filled

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

Project Budget Worksheet

Add Worksheet Item

Project Budget Worksheet

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

Source of Funding Worksheet

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

Auto-filled

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





Match Requirements

- LWCF provides up to 50 percent funding assistance
- Local Match can include:
 - Local budgeted funds
 - Agency force account & equipment use
 - Donations (Cash, equipment, materials, private property)
 - Volunteer labor
 - Grants (No federal grants, except CDBG and RTP)
- Everything you use as match has to be an eligible item.





Match Requirements

Pre-agreement Planning Costs – Development projects:

- Eligible and must be described in grant application
- The costs of site investigation and selections, site planning, feasibility studies, preliminary design, environmental review, preparation of cost estimates, construction drawings and specifications
- All such pre-award planning costs incurred within three (3) years prior to project are allowable
- Professional costs (whether pre-agreement or not) can only be a **maximum of 15% of total project cost**





Match Requirements

Volunteer labor: must be documented with a volunteer labor timesheet.

- Consistent with those regular rates paid for similar work in other activities of the state (BOLI rates)
- Valued at the rate paid as a general laborer unless the person is professionally skilled in the work being performed (i.e., plumber doing work on pipes, mason doing work on a brick building).
- Laborer's wages may be charged in the amount of that which the city or cities in the immediate area pay their city employees for performing similar duties.





Match Requirements

- **Donated materials:** Should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the **fair market value** by listing the comparable prices and vendors.
- **Donated equipment:** Hourly rate shall not exceed its **fair-rental value**. Hourly rates in the annual edition of Rental Compilation or Rental Rate Guide or similar publications that provide the national or regional average rates for construction equipment may be used.





Match Requirements

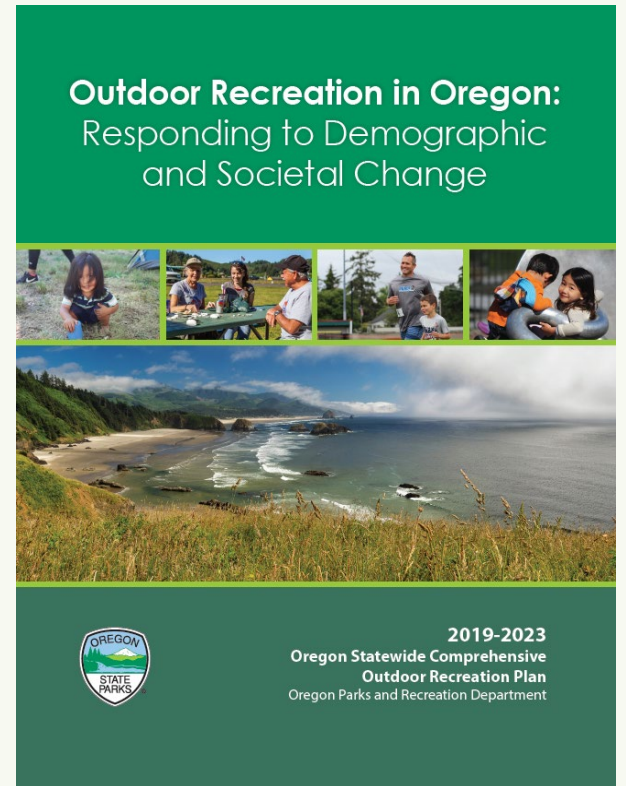
- **Donated property:** The value of donated real property shall be established by an independent appraiser in accord with the Uniform Appraisal Standards for Federal Land Acquisitions, or “Yellow Book”.
- Donated property must occur within the project period (after Notice to Proceed has been issued by OPRD)





Open Project Selection Process

- Applications must be in accord with the priorities in the 2019-2023 SCORP
- Establishes objective scoring criteria and standards
- Staff technical review
- Project sponsor presentations before the Oregon Outdoor Recreation Committee





Open Project Selection Process

- Connection between planning documents and project proposals
- Address highest priority recreation needs
- Ensures public participation





Advisory Committee Scoring Criteria

CRITERIA TYPE	Possible Points
1. Technical Review – OPRD Staff	0
2. SCORP Criteria	
A. Consistency With Statewide Priorities	0-20
B. Consistency With Statewide Issues	0-10
C. Local Needs And Benefits	0-25
D. Physical Activity Benefits	0-5
E. Need For Major Rehabilitation	0-5
F. Accessibility Accommodations	0-5
3. Universal Design / Inclusive Outdoor Recreation Opportunities Criteria	0-5
4. Community Support Criteria	0-5
5. Financial Commitment Criteria	0-10
6. Sustainability Criteria	0-5
7. Diversity, Equity, and Inclusion	0-5
8. Discretionary Committee Criteria	0-15
Total Points Possible	115





OPRD Technical Review

Grant Performance & Compliance

- Is the applicant in compliance with other OPRD grants?
- Serious instances of non-compliance may be cause for denial or for special conditions to be placed on the award

Minimum Policy Requirements, Project Suitability

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





Supplemental Section: SCORP Criteria

Consistency with Statewide Priorities (0-20 points)

Select the statewide priorities that your project will address, using either the Close-To-Home priorities or Dispersed Area priorities.

(See Tables 12.1-12.2, page 216 of the 2019-23 SCORP)

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





Supplemental Section: SCORP Criteria

Consistency with Statewide Priorities (0-20 points)

Table 12.1. Statewide priorities – Oregon public provider survey

Close-To-Home Priorities	Dispersed-Area Priorities
Community trail systems	Restrooms
Restrooms	RV / trailer campgrounds & facilities
Children's playgrounds and play areas built with manufactured structures	Day-use hiking trails
Picnic areas and shelters for small visitor groups	Connecting trails into larger trail systems
Trails connected to public lands	Interpretive displays
Picnicking/ day use and facilities	

Table 12.2. Statewide priorities – Oregon resident outdoor recreation survey

Close-To-Home Priorities	Dispersed-Area Priorities
Dirt/ other soft surface walking trails and paths	Dirt/ other soft surface walking trails and paths
More restrooms	Nature and wildlife viewing areas
Children's playgrounds and play areas made of natural materials (logs, water, sand, boulders, hills, trees)	More restrooms
Nature and wildlife viewing areas	Public access sites to waterways
Public access sites to waterways	More places and benches to observe nature and others





Supplemental Section: SCORP Criteria

Consistency with Statewide Issues (0-10 points)

Does the project meet outdoor recreation needs of:

- a. An Aging population
- b. An increasingly Diverse population
- c. Families with Children
- d. A Low-Income population

If so, what needs are addressed?

See Tables 12.3-12.20, pages 216-223 of the 2019-23 SCORP.





Supplemental Section: SCORP Criteria

Consistency with Statewide Issues (0-10 points)

Table 12.3. Young old population high priority counties

Clackamas	Lane	Sherman	Washington
Gilliam	Morrow	Umatilla	
Hood River	Multnomah	Wasco	

Table 12.4. Young old population high priority UGBs

Amity	Coquille	Gold Hill	Lafayette
Arlington	Depot Bay	Huntington	Lincoln City
Bay City	Donald	Independence	Lyons
Chiloquin	Estacada	Jordan Valley	Malin
Maupin	Medford	Philomath	Vernonia
McMinnville	Mill City	Reedsport	

Table 12.5. Middle old population high priority counties

Baker	Grant	Sherman	Yamhill
Clackamas	Lane	Union	
Columbia	Morrow	Wallowa	
Gilliam	Multnomah	Washington	

Young-old (age 60-74 years)
Middle-old (age 75-84 years)

Table 12.7. Young old population SCORP funding priorities – Oregon resident outdoor recreation survey

Camping Opportunities

Provide drive-in tent campsites

Actions to Increase Outdoor Recreation Engagement

Providing more free-of-charge recreation opportunities

Making parks safer from crime

Developing walking / hiking trails closer to home

Expanding park facilities

Close to Home Priority Projects Within Urban Growth Boundaries – URBAN AREAS

More restrooms

Public access sites to waterways

Nature and wildlife viewing areas

Dirt / other soft surface trails and paths

More places and benches to observe nature and others

Close to Home Priority Projects Within Urban Growth Boundaries – SUBURBAN AREAS

More restrooms

Dirt / other soft surface trails and paths

Nature and wildlife viewing areas





Supplemental Section: SCORP Criteria

Local Needs and Benefits (0-25 points)

Needs identified through:

- Public Recreation Provider Survey (county level through Tables 12.21-12.56 of the SCORP)
- Oregon Resident Survey (tables 12.57-12.60 of the SCORP)
- Local Planning (Local Planning Document, Park Master Plan, city or county comprehensive plan, trails master plan, etc.)
- Public involvement effort (public workshops, public meetings, etc.)

The Parkland Mapping tool can be accessed at:

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

Under Resources section on the right side of the page.

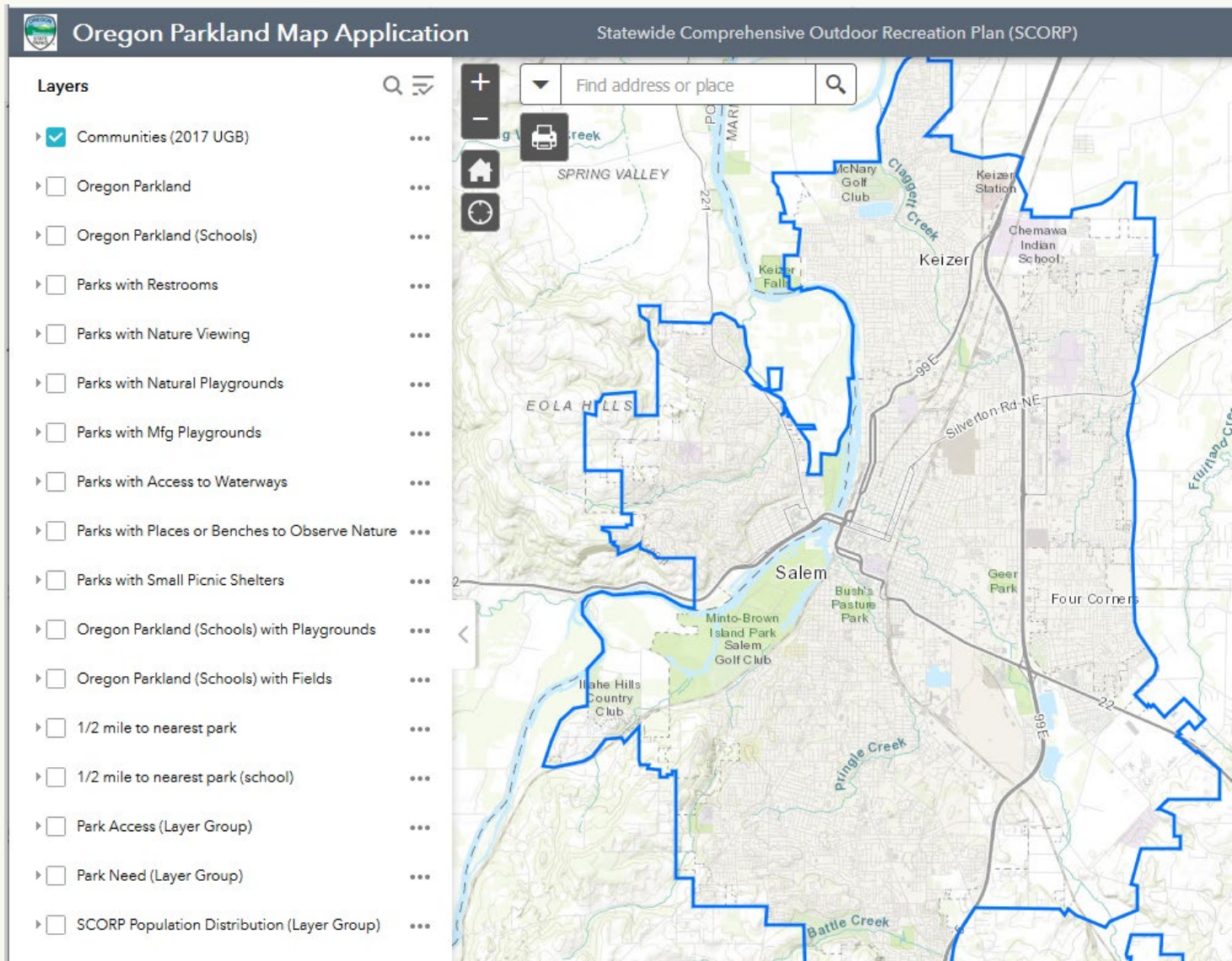
Resources

- Online Grants System
- SCORP
- Statewide Trails Plan
- Parkland Mapping Project
- Potential Outdoor Recreation



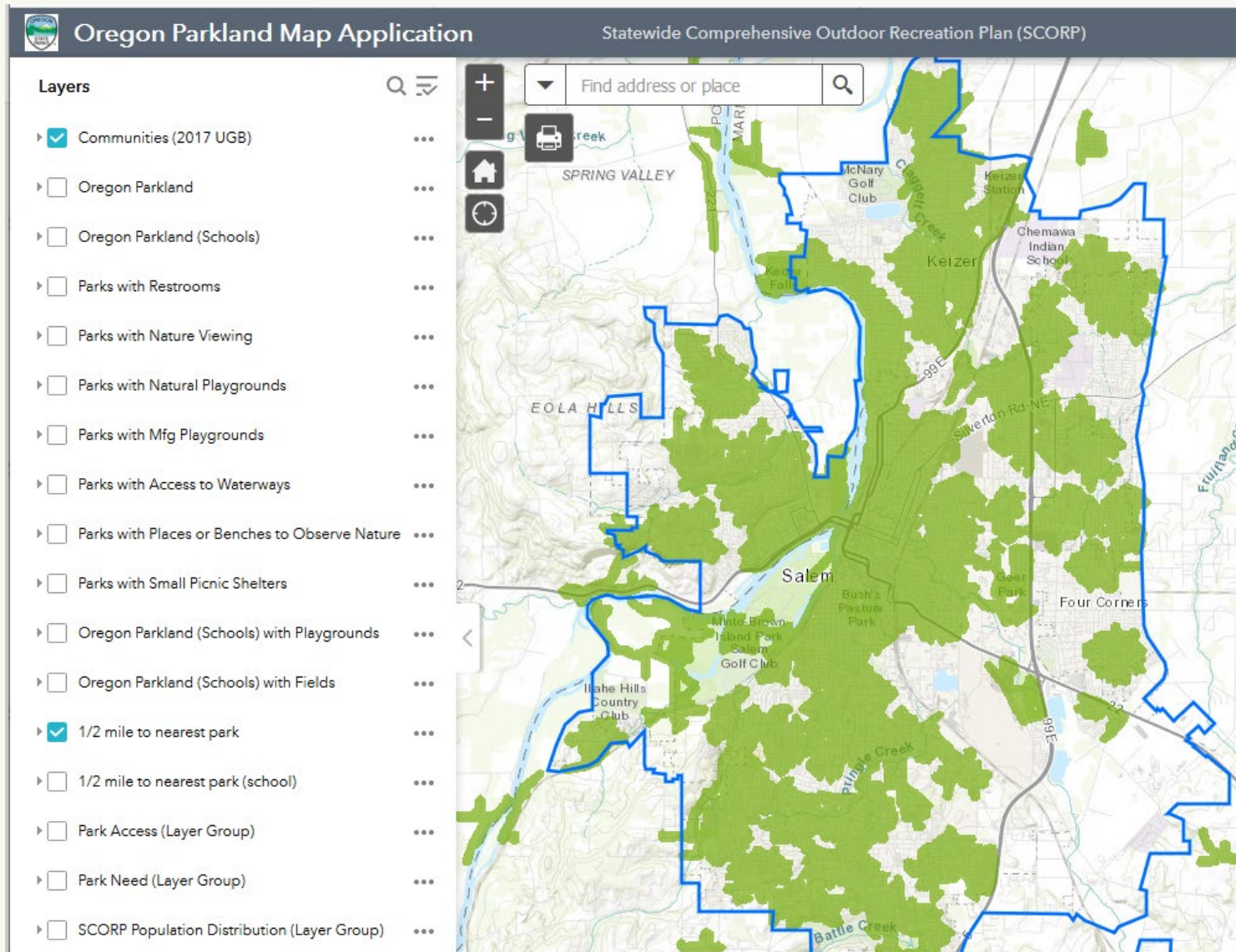


Local Needs and Benefits – Parkland Mapping Tool





Local Needs and Benefits – Parkland Mapping Tool

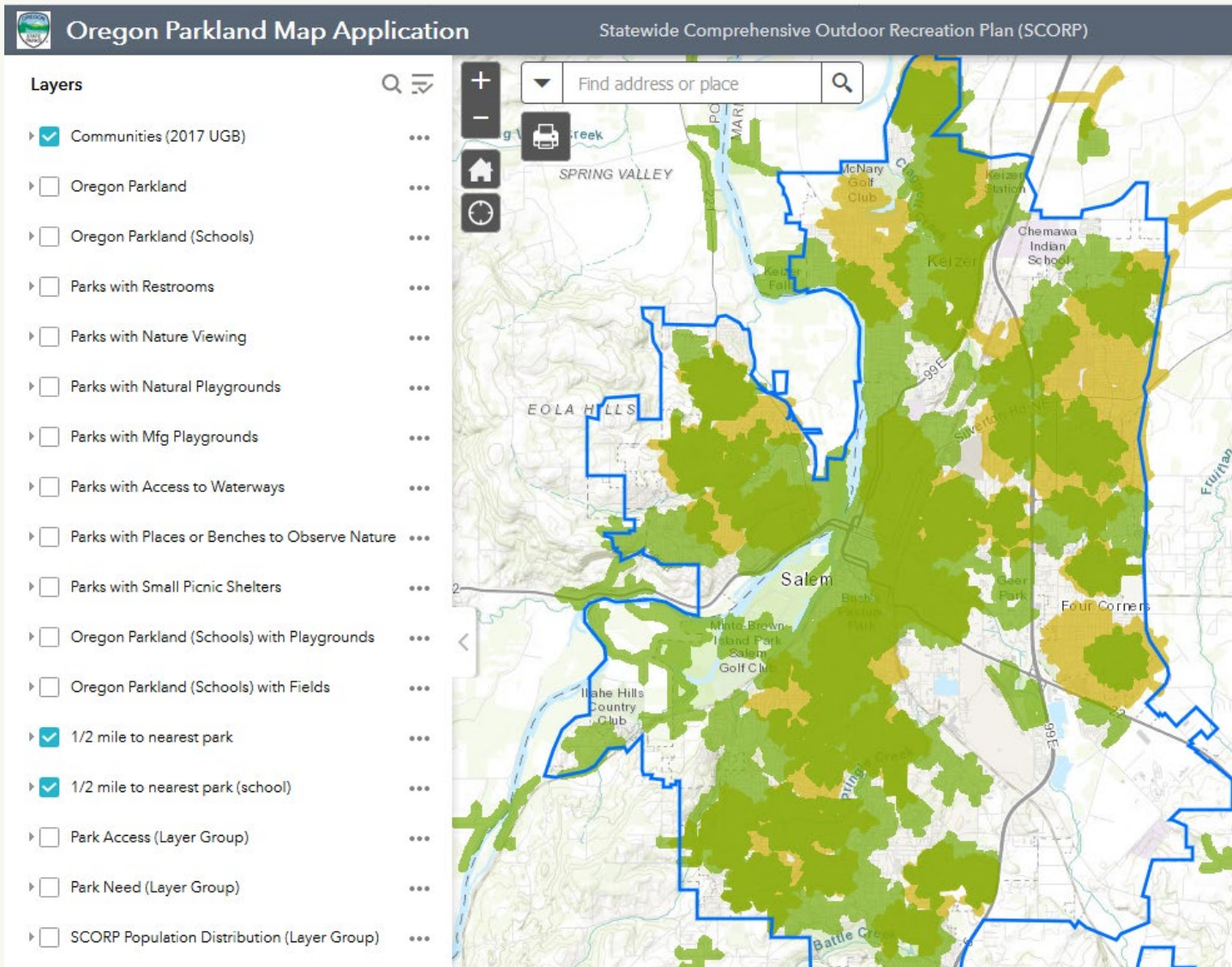


Green layer indicates residents within ½ mile of a park.





Local Needs and Benefits – Parkland Mapping Tool

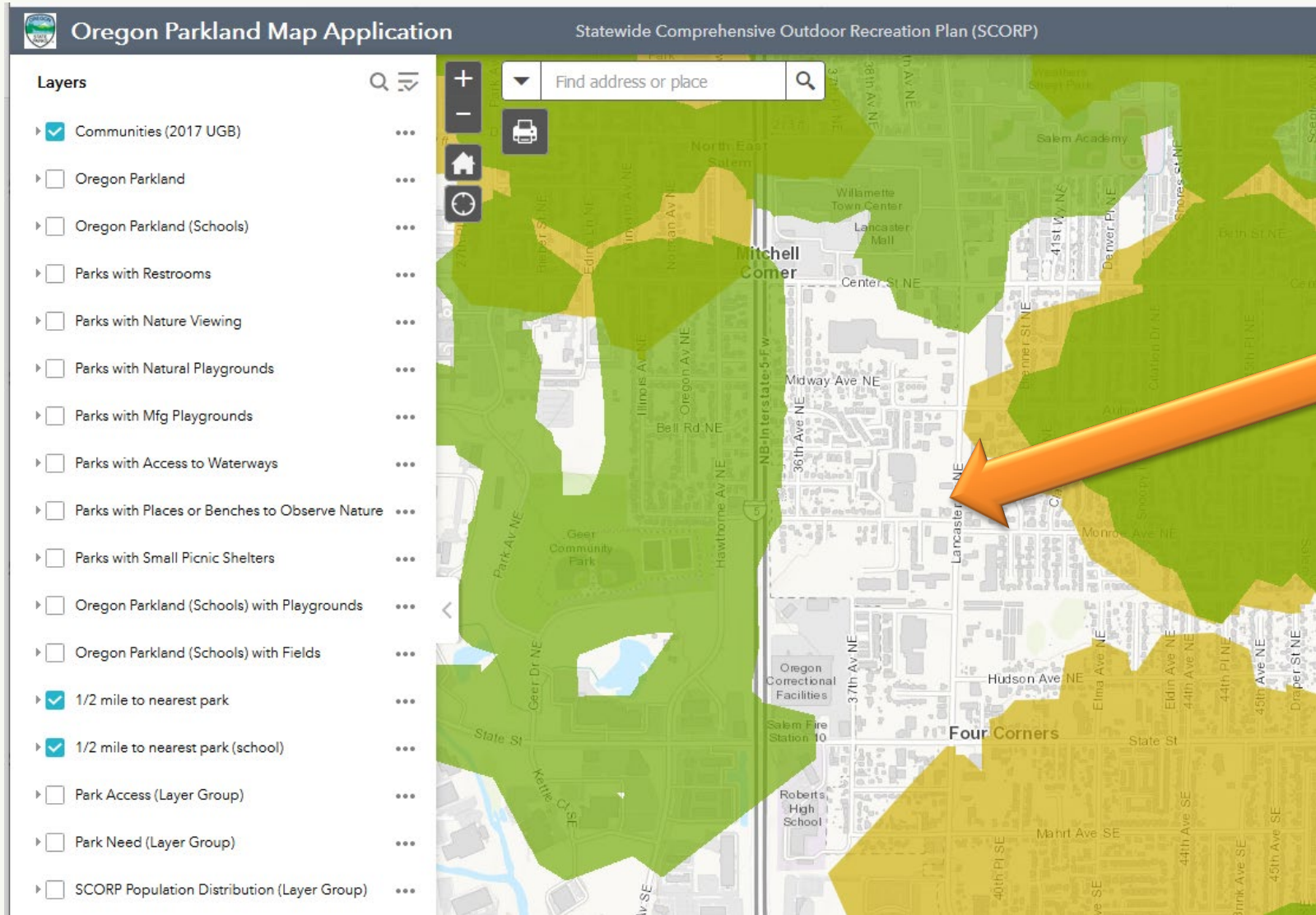


**Yellow layer
indicates
residents
within 1/2
mile of a
school park.**





Local Needs and Benefits – Parkland Mapping Tool



May indicate area of park land need.





Supplemental Section: SCORP Criteria

Physical Activity Benefits (0-5 points)

Is the project located within a high-priority area?

Does the project meet one of the four physical activity priorities identified in Table 12.61 (page 231 of the 2019-23 SCORP)?

Table 12.61. Statewide physical activity priorities – Oregon resident outdoor recreation survey

Walking trails or paths
More parks closer to where I live
Trails or paths that lead to parks
Bicycle trails or paths

Table 12.62. Body Weight Index (BMI) high priority counties

Morrow	Umatilla	Lincoln	Malheur
Coos	Jefferson	Lake	Clatsop
Curry	Linn	Harney	Columbia
Douglas	Klamath	Marion	

Table 12.63. Body Weight Index (BMI) high priority UGBs

Jordan Valley	Spray	Waterloo	Garibaldi
Grass Valley	Prescott	Lakeside	Elgin
Huntington	Monroe	Pilot Rock	Willamina
Monument	Chiloquin	Richland	





Supplemental Section: SCORP Criteria

Need for Major Rehabilitation (0-5 points)

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





Supplemental Section

SCORP Criteria: Accessibility Accommodations (0-5 points)

- a. Statewide Accessibility needs - facilities
- b. Statewide Accessibility needs – demographic groups

Universal Design Concepts / Inclusive Outdoor Recreation Opportunities (0-5 points)

- a. Describe how your project goes beyond ADA requirements and strives to incorporate Universal Design concepts.





Supplemental Section

(NEW) Diversity, Equity, and Inclusion (0-5 points)

- DEI strategies direct organizations to address inequity in the communities they serve, ensure diverse representation in the planning and decision-making process, and promote welcoming environments for all visitors, employees, and volunteers.
- If your organization has an inclusion strategy or is working towards an inclusion strategy, describe that here.
- If applicable, describe your organization's diversity, equity, and inclusion strategy as it relates to this project.





Supplemental Section

(NEW) Sustainability (0-5 points)

- Sustainability means using, developing, protecting, and managing resources in a manner that enables people to meet current and future needs from the multiple perspectives of environmental, economic and community objectives.
- Describe how sustainability was considered in the intent, strategies, and long-term management plans for the proposed project.
- Examples may include but are not limited to: sustainable design methods; projects that will have a minimal impact on the surrounding ecosystem; projects that will result in user protection of natural resources such as water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration.





Supplemental Section

Community Support (0-5 points)

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



Financial Commitment (0-10 points)

- a. Does agency budget demonstrate financial commitment?
- b. Is the match secure?
- c. A Resolution to Apply must be submitted to indicate a commitment of local match funding (and long term maintenance) for the project





Application Attachments

▲ 0 of 16 Required Attachments [Add Attachment](#)

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

▲ 14 of 12 Required Attachments

✓ Land Manager Approval Form - Completed	Land Manager Approval Form pdf
	Land Manager Approval pdf
✓ Land Use Compatibility Statement (LUCS) - Completed	Land Use Compatibility Statement pdf
✓ Letters of Support	Letter of Support pdf

- Must submit document for each required attachment.
- Upload a document marked as “N/A” for attachments that don’t apply to your project.
- System will not allow you to submit until all mandatory questions are answered and all attachments uploaded.

Combine files when possible (such as photos, clearly labeled)





Application Tips

- Get started early: some attachments require an outside entity to reply (**State Natural Agency review**)
- Start with the [Pre-Application worksheets](#), then copy/paste responses into online application
- Read and follow application instructions carefully
- **Save the online application often!**



George Miller Skate Park, City of Florence





Application Tips

- Review 2019-23 SCORP scoring criteria (chapter 12)
- Aim to submit early in case of technical issues
- Don't bury key elements
- Be concise - use plain language
- Use pictures, diagrams, plans and maps instead of long confusing descriptions
- Be patient





What makes a good project?

- Demonstrated financial need
- Good access, visibility
- Inclusive
- Accessible
- Planning
- Grass-roots community support
- Public Involvement





What makes a good project?

- Projects teamed with other dedicated funds, donations/contributions to maximize available funds
- Broad multi-use potential
- Local match available and secured
- Project area that will be in recreation use in perpetuity
- Clear and acceptable LWCF boundary map





Common Pitfalls

- Compliance issues with previous LWCF projects
- No public access
- Inaccurate maps or documents
- Environmental / Cultural Resources
- Failure to disclose all pertinent information
- Ground disturbance before receiving NPS approval





Common Pitfalls

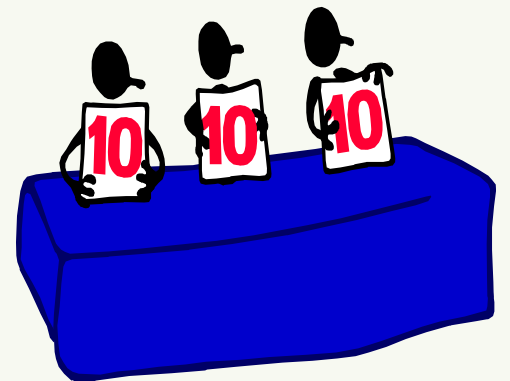
- Inaccurate or unrealistic budget
- Not requesting enough money
- Ineligible match
- Timing
- Not attending a workshop
- No communication





Oregon Outdoor Recreation Committee

- Composed of nine members appointed by the OPRD Director, to serve four year terms
- Establishes priority list for funding LWCF grant applications
- Recommendations to OPRD Director
- List approved by Oregon Parks and Recreation Commission





Project Presentation

- Applicants are required to present to the Committee.
- 20 minutes to set up, make presentation and take questions.
- Committee members will have already reviewed application.

Presentation tips:

- Be simple and to the point
- Emphasize importance of and need for project
- Don't repeat all the information in your application, this is a chance to make your final case for funding
- Use good visuals
- Presenting handouts to the committee is not advised
- Bring a backup version of your presentation





What to Expect if Your Project is Recommended for Funding

- Pre-award inspection
- Finalize all required documents
- Go over timing
- Respond quickly to OPRD requests for additional information





Post-Award Responsibilities

- Progress reports – quarterly
- Accurate record keeping
- Request for reimbursements
- Complete project within project period, usually 2 years
- Amendments/extensions are possible but not guaranteed
- Project area and/or facility must meet ADA requirements
- Plan for staff transitions





Post-Award Responsibilities

- Retention and use – **LWCF boundary** in tact and property being used for outdoor recreation purposes
- Property shall be **maintained** so it appears attractive and inviting to the public.
- Property shall be kept reasonably **safe** for public use.
- Property shall be kept in **reasonable repair** throughout their estimated lifetime to prevent undue deterioration.
- 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.





Post-Award Responsibilities

- Signing. Is the area properly signed to allow for user information and safety, and proper acknowledgement of the federal Land and Water Conservation Fund?
- Interim use. Where lands have been acquired but not yet developed, the inspection should determine whether the interim uses of the property are in accordance with agreements with the NPS.





Contact Us/More Information

- OPRD Website:
<https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>
- NPS Website:
<https://www.nps.gov/subjects/lwcf/stateside.htm>
- Online Grant Application Website (*Chrome or Firefox only, do not use Internet Explorer*):
<http://OPRDGrants.org/>
- Oregon Parks and Recreation Department
725 Summer St. NE, Suite C, Salem, OR 97301
- Nohemi Enciso, LWCF Grant Program Coordinator
nohemi.enciso@oregon.gov / 503-480-9092



Questions?

