Land and Water Conservation Fund Grant Program
2022 Grant Application Webinar
Oregon Parks & Recreation Department
Presented by: Nohemi Enciso
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Agenda

- General Overview
  - Program overview
  - Eligibility (applicants, project types)
  - General Application requirements

-2022 LWCF Application
  - Schedule
  - Available funding and grant requests
  - Open Project Selection Process
  - Scoring criteria
  - Application tips / Common pitfalls
  - Oregon Outdoor Recreation Committee
  - Grantee responsibilities

-Post-Award Responsibilities

- Contact Us

- Questions
Land & Water Conservation Fund Grant Program

- Passed 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.”
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
Federal, State, Local Partnerships

- Project Sponsor
- State Liaison Officer
- Applicant or Grantee
- Department of the Interior
- National Park Service
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)
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)
• Appraisal and the Appraisal Review are due at application deadline
• Waiver valuation may be used instead of an appraisal if the property is valued under $25,000
• See Federal LWCF manual (chapter 4.7.c.)
Appraisals – Important Reminders

• Appraisal & appraisal review – within the last 12 months
• UASFLA (Yellow Book)
• Proof of willing seller/donor
• Development within 2-3 years of acquisition
• **Do not** close on the property prior to receiving the grant, unless you have been granted a Waiver of Retroactivity
Development / Rehabilitation Projects

Central Park Playground Improvements,
City of Corvallis
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
- Support facilities, and more...
Development/Rehabilitation

Ineligible projects:
- **Indoor facilities** such as community centers, historic buildings, meeting rooms, maintenance buildings and equipment.
- **Routine maintenance / repair** includes work such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities for maintaining facilities.
- **Professional facilities** and areas designed for semi-professional arts or athletics.
- **Exhibit areas** for academic, historic, economic, entertainment or non-recreational purposes.
- **Exclusive use areas** – only open to one particular group / organization
- Acquisition of **historic sites**, archaeological sites, historic structures and museums.
- Acquisition of land to help meet **public schools** minimum site size requirement.
- LWCF will also not pay for equipment to be used for the maintenance of outdoor recreation areas and facilities, including automotive equipment, tractors, mowers, other machinery, and tools.
Ineligible projects: Support facilities or portions of support facilities which contribute primarily to public indoor activities such as:

- Meeting rooms
- Auditoriums
- Libraries
- Study areas
- Restaurants
- Lodges

- Motels
- Luxury cabins
- Furnishings
- Food preparation equipment
- Kitchens
- 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
LWCF Boundary Map – Example #2

LWCF Section 6(f)(3) Boundary Map for Crowell Woods Park, Tualatin Hills Parks and Recreation District (THPRD), LWCF project number 4550, in the County of Washington

Legend
- Park Entrance
- Utility Easements
- Existing Permanent Easement
- Abandoned Permanent Easement in Resource (10%)
- New Permanent Easement in Resource (10%)
- New Permanent Easement in Upland (50%)
- Temporary Easement (1%) Month
- Park Boundary

Map Prepared: 5/22/2020
Natural Area = 2.45 acres
Park Area = 5.34 acres
1S106CD0000: 1.54 ac
1S106CD0006: 5.09 ac
1S106CD0061: 0.37 ac
1S106CD1050: 0.25 ac
1S106CD1050: 0.10 ac
Total Area = 7.00 acres

Note: Structure pictured in aerial removed in 2016.

THPRD Authorized Representative
Oregon Parks and Recreation Dept.
Proposed boundary with grant application, 2018

Final boundary upon project closeout, 2020
(Included additional parkland acquired prior to grant closeout)
LWCF Boundary Map
Example #3
Environmental Review

• **Highly recommended** to start this right away!
• Must give agencies at least **30 days** to comment.
• State Natural Resource Agency contact list is located in the LWCF application (under Files), in Section 3.4 of the Oregon LWCF Program Manual AND on the LWCF website. Instructions & Forms were updated 3/2022.
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
- A&R Form must be uploaded to your LWCF 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>
<thead>
<tr>
<th>Site Name:</th>
<th>How will the project affect the following resources?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air quality</td>
</tr>
<tr>
<td>2</td>
<td>Circulation and transportation</td>
</tr>
<tr>
<td>3</td>
<td>Climate</td>
</tr>
<tr>
<td>4</td>
<td>Contamination or hazardous materials even if remediated</td>
</tr>
<tr>
<td>5</td>
<td>Endangered species; (listed or proposed threatened or endangered) including associated habitat</td>
</tr>
<tr>
<td>6</td>
<td>Environmental justice: minority and low-income populations</td>
</tr>
<tr>
<td>7</td>
<td>Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.</td>
</tr>
<tr>
<td>8</td>
<td>Historic or cultural resources</td>
</tr>
<tr>
<td>9</td>
<td>Invasive species</td>
</tr>
<tr>
<td>10</td>
<td>Land use plans or policies from other agencies including tribes</td>
</tr>
<tr>
<td>11</td>
<td>Lightscape, especially night sky</td>
</tr>
<tr>
<td>12</td>
<td>Migratory birds</td>
</tr>
<tr>
<td>13</td>
<td>Recreation resources</td>
</tr>
<tr>
<td>14</td>
<td>Socioeconomics: changes to tax base or competition with private sector</td>
</tr>
<tr>
<td>15</td>
<td>Sound (noise impacts)</td>
</tr>
<tr>
<td>16</td>
<td>Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.</td>
</tr>
<tr>
<td>17</td>
<td>Water quality and/or quantity</td>
</tr>
<tr>
<td>18</td>
<td>Water: coastal barrier resources or coastal zones</td>
</tr>
<tr>
<td>19</td>
<td>Water: marine and/or estuarine</td>
</tr>
<tr>
<td>20</td>
<td>Water: stream flow characteristics</td>
</tr>
<tr>
<td>21</td>
<td>Water: wetlands and floodplains</td>
</tr>
<tr>
<td>22</td>
<td>Other Important resources</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Will your proposal:</th>
<th>Y</th>
<th>N</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Have significant negative impacts on public health or safety?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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.
Build America, Buy America Act

1. **all iron and steel used in the project are produced in the United States** - this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

2. **all manufactured products used in the project are produced in the United States** - this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

3. **all construction materials are manufactured in the United States** - this means that all manufacturing processes for the construction material occurred in the United States.
Build America, Buy America Act

Construction materials includes an article, material, or supply that is or consists primarily of:
- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

Construction Materials does not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

For further information on the Buy America preference, please visit [www.doi.gov/grants/BuyAmerica](http://www.doi.gov/grants/BuyAmerica). Additional information can also be found at the White House Made in America Office website: [www.whitehouse.gov/omb/management/made-in-america/](http://www.whitehouse.gov/omb/management/made-in-america/)
Build America, Buy America Act

- Research product availability as part of your application process
- Request heat mill certificates from vendors or their manufacturers
- Includes items paid with matching funds or donated
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online application available</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td><strong>Application deadline</strong></td>
<td><strong>November 1, 2022 (11:59 PM)</strong></td>
</tr>
<tr>
<td>Grant Committee Meeting (project presentations by applicants)</td>
<td>Feb/March 2023 (exact dates TBD)</td>
</tr>
<tr>
<td>Oregon State Parks and Recreation Commission Approval</td>
<td>April 2023</td>
</tr>
<tr>
<td>Applications to NPS for qualification and obligation of funds</td>
<td>Next available federal funding opportunity round</td>
</tr>
</tbody>
</table>

Projects may not start until Notice to Proceed is received!
Available Funds & 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)
- 2022 Oregon LWCF Grant Program State Manual (chapter 6)

<table>
<thead>
<tr>
<th>Architectural and Engineering (pre-award)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits: Obtain permits</td>
</tr>
<tr>
<td>General site improvements: Excavation and grading</td>
</tr>
<tr>
<td>General site improvements: Accessible pathways</td>
</tr>
<tr>
<td>General site improvements: Perimeter fencing</td>
</tr>
<tr>
<td>General site improvements: Erosion control</td>
</tr>
<tr>
<td>General site improvements: Landscape restoration and tree protection</td>
</tr>
<tr>
<td>General site improvements: Removal of existing play equipment</td>
</tr>
<tr>
<td>General site improvements: Site furnishings (benches, picnic tables, trash receptacles)</td>
</tr>
<tr>
<td>Playground equipment</td>
</tr>
<tr>
<td>Playground installation</td>
</tr>
<tr>
<td>Playground surfacing materials</td>
</tr>
<tr>
<td>Playground surfacing installation</td>
</tr>
<tr>
<td>Restroom materials (pre-fab restroom unit)</td>
</tr>
<tr>
<td>Restroom installation</td>
</tr>
<tr>
<td>Picnic shelter structure</td>
</tr>
<tr>
<td>Picnic shelter installation</td>
</tr>
</tbody>
</table>
Project Budget – adding project costs

1. Click “Add Worksheet Item” button

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

Refer to the Online Grant Application Instructions for more details
Project Budget – adding match (not from another grant)

1. Click “Add Worksheet Item” button
   a. Enter the match description
   b. Enter “0” in the Amount row
   c. Select “does this item include match” checkbox
   d. Enter the Match Amount
   e. Enter the source of the funding

2. Click “Add Item” button
1. **Click “Add Worksheet Item” button**
   a. Enter the match description
   b. Enter “0” in the Amount row
   c. Select “does this item include match” checkbox
   d. Enter the Match Amount and the source of the funding
   e. Check the box to indicate another grant and fill in the new boxes that appear

2. **Click “Add Item” button**
### Project Budget Worksheet

#### Architectural & Engineering (pre-award cost, incurred or not)
- Requested Amount: $65,200.00
- Match: 50%
- Total Project Cost: $1,310,400.00

#### Athletic Fields: Baseball field development
- Requested Amount: $733,900.00
- Match: 50%

#### Athletic Fields: Installation of athletic field amenities
- Requested Amount: $74,800.00
- Match: 50%

#### General Site Improvements: Develop circulation paths or access routes
- Requested Amount: $42,900.00
- Match: 50%

#### General Site Improvements: Install fencing/barriers
- Requested Amount: $152,800.00
- Match: 50%

#### General Site Improvements: Install site furnishings
- Requested Amount: $10,500.00
- Match: 50%

#### General Site Improvements: Landscaping improvements
- Requested Amount: $73,600.00
- Match: 50%

#### Parking: Parking development
- Requested Amount: $15,000.00
- Match: 50%

#### Permits: Obtain permits
- Requested Amount: $13,000.00
- Match: 50%

#### Utilities: Install power utilities
- Requested Amount: $22,400.00
- Match: 50%

#### Utilities: Install stormwater system
- Requested Amount: $34,500.00
- Match: 50%

### Source of Funding Worksheet

- Cash (Agency budgeted funds): $600,000.00
- RTP Grant (Grant - Recreational Trails Program Grant FHWA Federal grant (pending)): $65,200.00

#### 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

• 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 to the Oregon Outdoor Recreation Committee
Open Project Selection Process

• Connection between planning documents and project proposals
• Address highest priority recreation needs
• Ensures public participation
## 2022 LWCF Scoring Criteria

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

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

Table 12.2. Statewide priorities – Oregon resident outdoor recreation survey

<table>
<thead>
<tr>
<th>Close-To-Home Priorities</th>
<th>Dispersed-Area Priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirt/ other soft surface walking trails and paths</td>
<td>Dirt/ other soft surface walking trails and paths</td>
</tr>
<tr>
<td>More restrooms</td>
<td>Nature and wildlife viewing areas</td>
</tr>
<tr>
<td>Children's playgrounds and play areas made of natural materials (logs, water, sand, boulders, hills, trees)</td>
<td>More restrooms</td>
</tr>
<tr>
<td>Nature and wildlife viewing areas</td>
<td>Public access sites to waterways</td>
</tr>
<tr>
<td>Public access sites to waterways</td>
<td>More places and benches to observe nature and others</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>Young old population high priority counties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table 12.3</strong></td>
</tr>
<tr>
<td>Clackamas</td>
</tr>
<tr>
<td>Gilliam</td>
</tr>
<tr>
<td>Hood River</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Young old population high priority UGBs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table 12.4</strong></td>
</tr>
<tr>
<td>Amity</td>
</tr>
<tr>
<td>Arlington</td>
</tr>
<tr>
<td>Bay City</td>
</tr>
<tr>
<td>Chiloquin</td>
</tr>
<tr>
<td>Maupin</td>
</tr>
<tr>
<td>McMinnville</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Middle old population high priority counties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table 12.5</strong></td>
</tr>
<tr>
<td>Baker</td>
</tr>
<tr>
<td>Clackamas</td>
</tr>
<tr>
<td>Columbia</td>
</tr>
<tr>
<td>Gilliam</td>
</tr>
</tbody>
</table>

- Young-old (age 60-74 years)
- Middle-old (age 75-84 years)
Supplemental Section: SCORP Criteria

Local Needs and Benefits (0-25 points)

Needs identified through:

a. Public Recreation Provider Survey (county level through Tables 12.21-12.56 of the SCORP)
b. Oregon Resident Survey (tables 12.57-12.60 of the SCORP)
c. Local Planning (Local Planning Document, Park Master Plan, city or county comprehensive plan, trails master plan, etc.)
d. 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.
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 ½ 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

<table>
<thead>
<tr>
<th>Walking trails or paths</th>
<th>More parks closer to where I live</th>
<th>Trails or paths that lead to parks</th>
<th>Bicycle trails or paths</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Morrow</th>
<th>Umatilla</th>
<th>Lincoln</th>
<th>Malheur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coos</td>
<td>Jefferson</td>
<td>Lake</td>
<td>Clatsop</td>
</tr>
<tr>
<td>Curry</td>
<td>Linn</td>
<td>Harney</td>
<td>Columbia</td>
</tr>
<tr>
<td>Douglas</td>
<td>Klamath</td>
<td>Marion</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Jordan Valley</th>
<th>Spray</th>
<th>Waterloo</th>
<th>Garibaldi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass Valley</td>
<td>Prescott</td>
<td>Lakeside</td>
<td>Elgin</td>
</tr>
<tr>
<td>Huntington</td>
<td>Monroe</td>
<td>Pilot Rock</td>
<td>Willamina</td>
</tr>
<tr>
<td>Monument</td>
<td>Chiloquin</td>
<td>Richland</td>
<td></td>
</tr>
</tbody>
</table>
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

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

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

- 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)
Resources & Grant Info

Land and Water Conservation Fund

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

Grant Cycle Schedule

2022 Schedule

Grant Program Guidance and Forms

Policy Manual

Workshops

Application & Forms

Accessibility Guidance

Grant Management & Reporting Requirements

Contact:

Nathani Endico
Land and Water Conservation Fund
Program Coordinator
725 Summer St. NE Suite C
Salem, OR 97301
503-480-3982

To receive email updates and information about LWCF, please contact Nathani Endico and request to be added to the email distribution list.

Resources

- Online Grants System
- SCORP
- Statewide Trails Plan
- Portland Mapping Project
- Potential Outdoor Recreation Funding Sources
- Potential Trail Funding Sources
- Non-Motorized Trail Cost Estimator
- Interactive Map of Oregon LWCF Sites
- PlayCore LWCF Resource Hub

And more!

https://www.oregon.gov/oprd/TRA/Pages/TRA-lwcf.aspx
Resources & Grant Info

- [Interactive Map of Oregon LWCF Sites](#)
Resources & Grant Info

Within your application in https://OPRDGrants.org:

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

19 Files

- ADA Checklist
- ADA Quick Reference Guide - Camping
- ADA Quick Reference Guide - General
- ADA Quick Reference Guide - Parking
- ADA Quick Reference Guide - Restrooms and Showers
- ADA Site Evaluation Tools
- Land Use Compatibility Statement (LUCS) - Blank
- Resolution to Apply for a Grant - Blank Form
- 2019-2023 SCORP
- Parkland Mapping Tool
- A Guide to Community Park and Recreation Planning
- SHPO Clearance Form (Built environment assessment) - Blank
- SHPO Submittal Form (Archaeological assessment) - Blank
- State Natural Resource Agency Review Instructions and Forms
- Application & Revision (A&R) Form
- NPS LWCF Manual
- Online Grant Application Instructions
- Pre-application Worksheet
- Oregon LWCF Grant Program Manual
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!
Application Tips

• 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
• Avoid voluminous attachments
• Be patient
What makes a good project?

- Demonstrated financial need
- Good access, visibility
- Inclusive, accessible
- Planning
- Grass-roots community support
- Public Involvement
- Project readiness
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
- 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
What to Expect if Your Project is Recommended for Funding

• Pre-award inspection
• Finalize all required documents
• Go over timing
• Respond quickly to requests for additional information
Grantee 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@oprd.oregon.gov / 503-480-9092
Questions?