**Land and Water Conservation Fund Grant Program**

**2023 Pre-Application Worksheet**

for **ACQUISITION AND DEVELOPMENT PROJECT** Grant Applications

This document contains the questions that will be asked on the Oregon Parks and Recreation Department’s online LWCF grant application. **This document will NOT be accepted as a grant application** but is designed to help applicants prepare answers, in advance, for the LWCF application. Once answers are completed here, they can easily be cut and pasted or entered into the online application. This does not represent the entire application.

Applications must be completed and submitted on <https://OPRDGrants.org>. The online application becomes available September 1, 2023. Completed applications are due by 11:59 PM on November 1, 2023.

Refer to the LWCF section of OPRD’s website for a copy of the LWCF Grant Manual, forms and online application instructions for using the OPRD Grants website:

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

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**ATTACHMENTS** - Be prepared to upload the following attachments. Most are required. Some forms are provided in the application.

[ ]  Application & Revision (A&R) Form **(Submit this as a Word document)**

[ ]  Appraisal

[ ]  Appraisal Review

[ ]  Concept or Construction Drawings

[ ]  LWCF Park Boundary Map – 6(f)(3) Map

[ ]  Land Use Compatibility Statement (LUCS)

[ ]  Letters of Support

[ ]  Photos

[ ]  Preliminary Title Report

[ ]  Proof of Willing Seller (or Donor)

[ ]  Property Deed or Easement or Lease Agreement

[ ]  Resolution to Apply for Grant

[ ]  SHPO Clearance Form **(Submit this as a Word document)**

[ ]  SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map

[ ]  SHPO Submittal Form **(Submit this as a fillable PDF, do not submit a scanned copy)**

[ ]  Site Plan

[ ]  State Agency Review: Upload responses from the following agencies. Other agencies may be contacted in addition to those listed below.

[ ]  Oregon Department of State Lands

[ ]  Oregon Department of Fish & Wildlife

[ ]  Oregon Department of Environmental Quality

[ ]  Urban Growth Boundary Map

[ ]  Vicinity Map

[ ]  Additional Attachments – if needed

**BRIEF PROJECT DESCRIPTION:** What will this project do (in 40 words or less)? Please complete the sentence: The project will . . .

Example: The project will replace existing playground equipment with new accessible playground equipment, and construct 500 feet of paved trail at [park name] in [city or town or area name], Oregon.

**FINANCIAL INFORMATION:** Prepare a project budget in advance. The budget should include detailed information on all costs and must clearly identify all estimated project costs. Unit costs should be provided for all budget items including but not limited to the cost of work to be provided by contractors. Projects are limited to using a maximum of 15% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as acquisition research and appraisals).

The financial section of the application should identify sources of funding, agency match and grant request amount. LWCF assistance shall not exceed 50 percent of the total eligible costs.

**The LWCF Act** **prohibits the use of other federal financial assistance in a project assisted with LWCF**. However, in those instances where the statutory provisions of a subsequent federal grant-in-aid program explicitly allows recipients to use such assistance as match for another federal grant, such as in Community Development Block Grants (CDBG) and Recreational Trails Program (RTP), this section of the LWCF Act is superseded and a matching arrangement is possible.

Build America, Buy America Act:

**New requirements to consider as applicants develop project budget and scope:**

On or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products and construction materials used in the project are produced in the United States, unless subject to an approved waiver.

The Build America, Buy America Act, Pub. L. No. 117-58, §§ 70901-52 requires the following conditions to be included in all subawards, including all contracts and purchase orders for work or products under this program:

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.

1. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

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.

Applicants should research product availability as part of the scope and budget development process. While standards to document compliance have not been provided to the states at the time of publication of this document, grant applicants should request Buy America documentation from potential vendors and suppliers in line with the requirements described above.

Build America, Buy America Act: Approved General Applicability Waivers

* DOI Small Grants Waiver: This general applicability waiver provides approval to waive the Buy America Preference when the total award amount of an agreement does not exceed the Simplified Acquisition Threshold, currently $250,000. The small grants waiver was approved on February 21, 2023 and expires February 20, 2028.
* DOI De Minimus Waiver: This general applicability waiver provides approval to waive the Buy America Preference for otherwise covered infrastructure project purchases totaling up to 5% of the total applicable project costs, up to a maximum of $1,000,000. The de minimus waiver was approved on February 21, 2023 and expires February 20, 2028.

Refer to the Approved DOI General Applicability Waiver website for more information: <https://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers>

**SECTION: SUPPLEMENTAL INFORMATION**

**1. PROJECT NARRATIVE (Please limit answers to each question to 400 words or less)**

1. Describe all elements of the project. What will this project do? What property will be acquired? What new facilities will be constructed? What existing facilities will be renovated or removed? Describe present development on the site and how the proposed project fits in with current and future development.
2. Why is this project a priority? What needs will be met by this project? How will these needs be met?
3. Who will do the project work? Who will provide project supervision?
4. Who and how many people will benefit from this project?
5. What, if any, non-recreation uses will continue on the property and when will such non-recreation uses be terminated?
6. Any income received by the project sponsor for non-recreation activities must be used in accordance with federal LWCF rules (see the Federal Financial Assistance LWCF Manual, Vol. 71, chapter 7.A.7). Please explain how you will comply with these requirements, if applicable.

**2. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE PRIORITIES (0-20 points)**

1. Is your project in a **CLOSE-TO-HOME** area (located within an urban growth boundary (UGB), unincorporated community boundary, or in a Tribal Community), or in a **DISPERSED AREA** located outside of these boundaries? A map clearly identifying the project location and UGB, or unincorporated community boundary drawn on it, must be uploaded in the attachments section of this application.
2. If your project is in a Close-To-Home Area, select the statewide priorities that your project will address. Select all that apply. (See 2019-2023 SCORP, page 216, Table 12.1-12.2)

**Answer: Multiple choice**

[ ]  Community trail systems

[ ]  Restrooms

[ ]  Children’s playgrounds and play areas built with manufactured structures

[ ]  Picnic areas and shelters for small visitor groups

[ ]  Trails connected to public lands

[ ]  Picnicking / day use and facilities

[ ]  Dirt / other soft surface walking trails and paths

[ ]  Children’s playgrounds and play areas made of natural materials (logs, water, sand, boulders, hills, trees)

[ ]  Nature and wildlife viewing areas

[ ]  Public access sites to waterways

[ ]  None of the above

[ ]  My project is not located in a Close-to-Home Area.

1. If your project is in a Dispersed-Area, select the statewide priorities that your project will address. Select all that apply. (See 2019-2023 SCORP, page 216, Tables 12.1-12.2)

**Answer: Multiple choice**

[ ]  Restrooms

[ ]  RV / trailer campgrounds and facilities

[ ]  Day-use hiking trails

[ ]  Connecting trails into larger trail systems

[ ]  Interpretive displays

[ ]  Dirt / other soft surface walking trails and paths

[ ]  Nature and wildlife viewing areas

[ ]  Public access sites to waterways

[ ]  More places and benches to observe nature and others

[ ]  None of the above

[ ]  My project is not located in a Dispersed-Area

**3. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE ISSUES (0-10 points)**

1. Is your project located in a UGB or county that has been identified by the SCORP as a high priority area, or located in an area identified by the Parkland Mapping tool as a high priority area, for one or more of the following demographics? Select all that apply. (See the following pages of the 2019-2023 SCORP)

**Answer: Multiple choice**

[ ]  Aging population (page 216-217, Tables 12.3-12.6)

[ ]  Diverse population (page 219, Tables 12.9-12.12)

[ ]  Families with children (page 221, Tables 12.15-12.16)

[ ]  Low-income population (page 222-223, Tables 12.18-12.19)

[ ]  None of the above

To what extent does the project address one or more of the following four Statewide Issues identified in the 2019-2023 SCORP? **(Please be brief with your responses)**

1. Aging Population: Does the project meet outdoor recreation needs of an **Aging population**, and if so, what needs are addressed? (pages 217-218, Tables 12.7-12.8)
2. Diverse Population: Does the project meet outdoor recreation needs of an increasingly **Diverse population**, and if so, what needs are addressed? (pages 220-221, Tables 12.13-12.14)
3. Families with Children: Does the project meet outdoor recreation needs of **Families with Children**, and if so, what needs are addressed? (page 222, Table 12.17)

1. Low-Income Population: Does the project meet outdoor recreation needs of a **Low-Income population**, and if so, what needs are addressed? (page 223, Table 12.20)

**4. SCORP CRITERIA: LOCAL NEEDS AND BENEFITS (0-25 points)**

Applicants are strongly encouraged to develop project applications that meet high priority needs of their jurisdiction. Need for the project can be demonstrated through the county-level SCORP needs assessment, through coordinated long-range planning, or through a substantive public involvement process.

Please identify how the proposed project will satisfy State, local, or county level issues and needs by using **at least one** of the following categories. In addition to the following categories, you may use the parkland mapping website to conduct a ½ mile service area analysis to provide a visual representation of the need for this project.

1. **Public Recreation Provider Identified Need -** Does the project address county-level needs identified by the Public Recreation Provider Survey? (See 2019-2023 SCORP, pages 224-229, Tables 12.21-12.56). If so, enter which priority or priorities are identified for the project county. Please use either the Close-to-Home Priorities or Dispersed Area Priorities, not both.
2. **Oregon** **Resident Identified Need** - Does the priority project address Statewide-level needs identified in the Oregon Resident Survey? (See 2019-2023 SCORP, page 230, Tables 12.57-12.60). If so, enter which priority or priorities are identified.
3. **Local Planning –** Does the project address priority needs as identified in a current local long-range planning document with a minimum of a 5-year planning horizon (park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or bicycle and pedestrian plan, etc.)?
4. **Public Involvement Effort** –Describe the public involvement effort that led to the identification of the priority project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project’s planning process.

**5. SCORP CRITERIA: PHYSICAL ACTIVITY BENEFITS (0-5 points)**

1. Is the project located within a Body Weight Index (BMI) high-priority area? See Tables 12.62-12.63 on page 231 of the 2019-2023 SCORP for a listing of high-priority counties and UGBs for resident BMI. (Note: For projects in dispersed settings, use county priority only). If the parkland mapping website was used to identify the high priority physical activity area, you may upload a copy of the map.

|  |  |
| --- | --- |
| **High-priority counties:** | **High-priority UGBs:** |
| [ ]  Clatsop | [ ]  Chiloquin |
| [ ]  Columbia | [ ]  Elgin |
| [ ]  Coos | [ ]  Garibaldi |
| [ ]  Curry | [ ]  Grass Valley |
| [ ]  Douglas | [ ]  Huntington |
| [ ]  Harney | [ ]  Jordan Valley |
| [ ]  Jefferson | [ ]  Lakeside |
| [ ]  Klamath | [ ]  Monroe |
| [ ]  Lake | [ ]  Monument |
| [ ]  Lincoln | [ ]  Pilot Rock |
| [ ]  Linn | [ ]  Prescott |
| [ ]  Malheur | [ ]  Richland |
| [ ]  Marion | [ ]  Spray |
| [ ]  Morrow | [ ]  Waterloo |
| [ ]  Umatilla | [ ]  Willamina |
| [ ]  None of the above | [ ]  None of the above |

1. Does the project satisfy one or more of the four physical activity priority needs identified in Table 12.61 on page 231 of the 2019-2023 SCORP?

**Answer: Multiple choice**

[ ]  Walking trails or paths

[ ]  More parks closer to where residents live

[ ]  Trails or paths that lead to parks

[ ]  Bicycle trails or paths

[ ]  None of the above

**6. SCORP CRITERIA: NEED FOR MAJOR REHABILITATION (0-5 points)**

1. Major rehabilitationprojects involve the restoration or partial reconstruction of eligible recreation areas and facilities, which is necessitated by one or more of the following and is not attributed to lack of maintenance. If the project includes major rehabilitation, please check all that apply.

**Answer: Multiple choice**

[ ]  The recreation area or facility is beyond its normal life expectancy

[ ]  The recreation area or facility was destroyed by fire, natural disaster, or vandalism

[ ]  The recreation area or facility does not meet health and safety codes/requirements

[ ]  The recreation area or facility requires rehabilitation to ensure critical natural resource protection

[ ]  Changing recreation needs (e.g., changes in demographics within the service area) dictate a change in the type of recreation area or facility provided

[ ]  The recreation area or facility does not meet accessibility standards of the Americans with Disabilities Act (ADA) and/or the Architectural Barriers Act (ABA).

1. Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments showing the facilities in need of rehabilitation.
2. If only part of the project is rehabilitation, approximately what percentage of the project is rehabilitation?

**7. SCORP CRITERIA: ACCESSIBILITY ACCOMMODATIONS (0-5 points)**

1. Does the proposed project satisfy one or more of the statewide accessibility needs identified in Table 12.64 on page 231 of the 2019-2023 SCORP?

**Answer: Multiple choice**

[ ]  More accessible paved trails

[ ]  More benches along trails

[ ]  Rehabilitation of a recreation area or facility which does not meet access requirements of the ADA

[ ]  More accessible parking

[ ]  Public transportation to parks

[ ]  None of the above

1. Does the project satisfy one or more of the statewide accessibility needs for certain demographic groups identified in Table 12.65 on page 232 of the 2019-2023 SCORP? If so, what needs are addressed?

**8. ACCESSIBILITY COMPLIANCE**

1. Does your agency have a board or city council adopted/approved ADA Transition Plan?

**Answer: Yes/No**

If the project does not have an approved ADA Transition Plan, the applicant needs to conduct an ADA Site Evaluation for the project. An ADA Site Evaluation should identify and propose how to fix problems that prevent people with disabilities from gaining equal access to programs, services, and activities. To review and access ADA evaluation tools, see the ADA Resources included with this application.

1. If your agency does not have a board or city council adopted/approved ADA Transition Plan, has an ADA Site Evaluation been completed for this project?

**Answer: Yes/No**

1. How will the project meet current ADA accessibility standards? To what extent will this project involve consultation with building officials, contractors or companies required to know and apply ADA requirements?

**9. INCLUSIVE OUTDOOR RECREATION OPPORTUNITIES** (Please be brief with your responses)

1. **Universal Design (0-5 points)**

Universal design attempts to meet the needs of all people, and includes those of all ages, physical abilities, sensory abilities and cognitive skills. It includes the use of integrated and mainstream products, environmental features and services, without the need for adaptation or specialized design. Please describe how your project goes beyond the Americans with Disabilities Act (ADA) and strives to incorporate Universal Design concepts. Please show evidence that the project design has considered cognitive, vision, hearing, social, and other kinds of disabilities.

1. For acquisition projects where development of outdoor recreation facilities is planned at a future date, please describe how your project will be planned to go beyond ADA requirements and incorporate Universal Design concepts and design considerations.
2. **Diversity, Equity, and Inclusion (0-5 points)**

Diversity, equity, and inclusion 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. Upload supporting documentation if applicable.

**10. 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.

**11. COMMUNITY SUPPORT (0-5 points)**

To what extent does the project have broad community support? Please include supporting documentation. Examples can include letters of support and/or survey analysis from park users, neighbors, and a variety of project stakeholders, results or summary documentation of recent community or neighborhood meetings concerning the project.

**12. FINANCIAL COMMITMENT (0-10 points)**

Project applicants are encouraged to develop project applications involving partnerships with other agencies or organizations. Project applicants are also encouraged to demonstrate solid financial commitment to providing necessary project maintenance and upkeep.

1. What is the source of local matching funds for the project? A Resolution to Apply must be submitted with this application to indicate a commitment of local match funding for the project.
2. To what extent does the project involve partnerships with other agencies or groups? Are donations and/or funding from other agencies or groups secured?
3. Other than this grant application, to what extent has funding been secured or committed to complete the project?

**13. OVERALL SITE SUITABILITY**

To what extent is the project site suitable for the proposed acquisition and potential development?

**14. READINESS TO PROCEED**

1. Have you submitted a signed Land Use Compatibility Statement with this application?

**Answer: Yes/No**

1. Have you submitted a site plan, construction or concept plans with this application?

**Answer: Yes/No**

1. List required permits and status of permit applications for the project (i.e. Corps

of Engineers, Division of State Land, Building Permits, etc.). Describe any possible

delays or challenges that could occur in receiving permits.

1. Have you submitted a completed appraisal with this application conforming to Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA / Yellow Book)?

**Answer: Yes/No**

1. Do you have Proof of a Willing Seller or Donor? If yes, please submit documentation with this application.

**Answer: Yes/No**

1. How will you be able to legally insure that the project site will be managed for public outdoor recreation in perpetuity?
2. If this project is selected for funding, what will be the next step in the process? E.g. pursue construction drawings, apply for permits, solicit bids, etc.

**15. CONTROL AND TENURE**

Project land is controlled by:

[ ]  Fee simple (Deed)

[ ]  Lease (leased from the Federal Government or from one public agency to another for a term not less than 25 years)

[ ]  Permanent recreation-use easement or similar device

**16. OPRD RECREATION GRANTS PERFORMANCE**

OPRD has five recreational grant programs, including LWCF. List all active and past OPRD grant awards and describe your performance and compliance with those awards. Prior OPRD grants can be found in the Projects panel of your online grant account at OPRDgrants.org.

|  |  |  |
| --- | --- | --- |
|  | **Past performance** | **Compliance concerns?** |
| Land and Water Conservation Fund Grant Program:OP\_\_\_\_\_ (or 41-\_\_\_\_\_\_),  |  |  |
| Local Government Grant Program:LG\_\_\_\_\_\_,  |  |  |
| Recreational Trails Program:RT\_\_\_\_\_\_,  |  |  |
| All-Terrain Vehicle Grant Program:ATV\_\_\_\_\_\_,  |  |  |
| County Opportunity Grant Program: COG\_\_\_\_\_\_,  |  |  |

**17. MISCELLANEOUS SUPPLEMENTAL QUESTIONS**

1. Has your agency previously applied to any OPRD recreational grant program for this project but did not receive funding? If so, which OPRD program(s) did you apply to and when?
2. Build America, Buy America Act: Has or will the applicant verify that Buy America compliant products are available? (Refer to the 2023 Oregon LWCF Grant Program State Manual, Chapter 2, Section 2.8)