



Land and Water Conservation Fund Grant Program 2026 Grant Cycle Webinar



Oregon Parks & Recreation Department

Presented by: Nohemi Enciso

Photo: Drake Park, Bend





Nohemi Enciso

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Agenda

Slides will be emailed to webinar registrants and posted online with a link to the webinar recording

OPRD Grant Programs and Resources

LWCF Overview

Eligibility

Project Types

Environmental Review Process

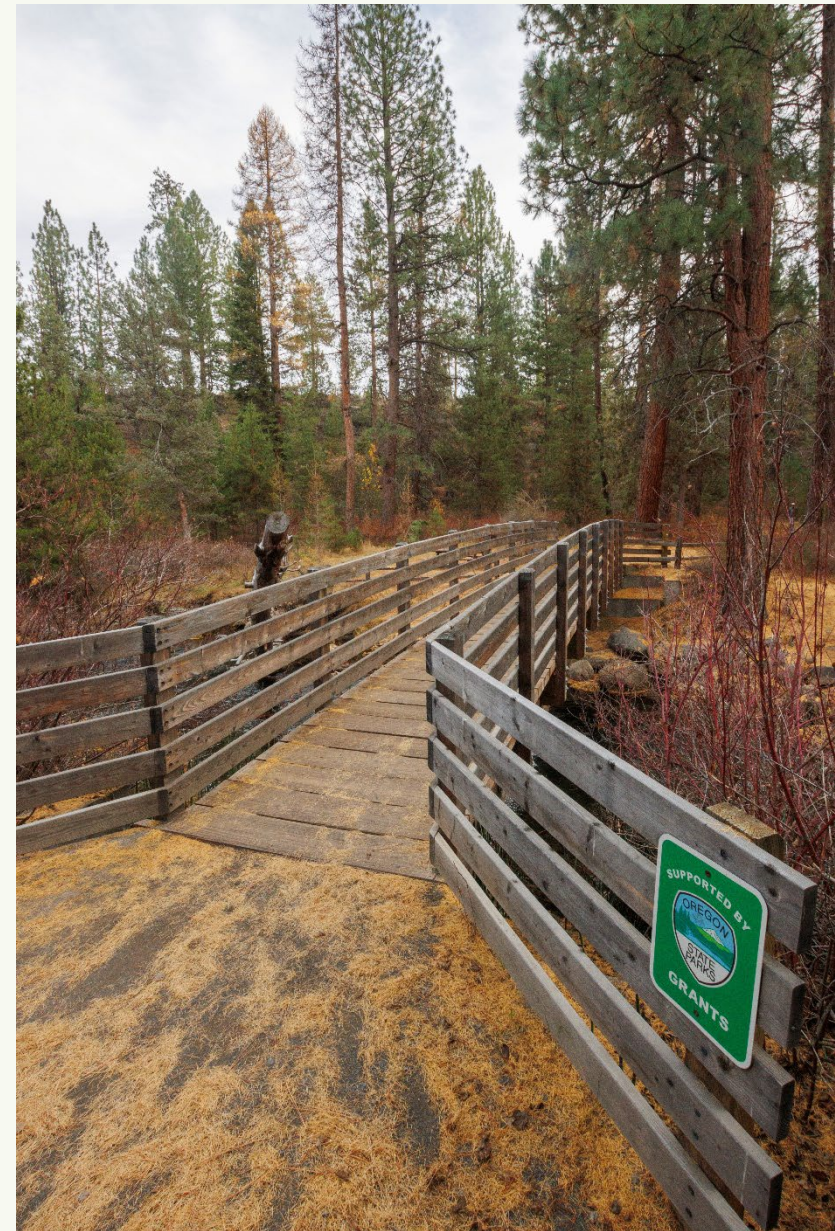
Required Attachments

Scoring Criteria

Grant Advisory Committee

Grantee Responsibilities

Q&A



Shevlin Park, Bend Park & Recreation District





OPRD's Recreation Grants

Land and Water Conservation Fund (LWCF)

- Nohemi Enciso
- Opens September 14! Applications due November 16

Recreational Trails Program (RTP)

- Staff contact: Jodi Bellefeuille
- Letters of intent due September 30, apps due November 16

Local Government Grant Program (LGGP)

- Jennifer Dimsho
- Typically opens every January

All Terrain Vehicle (ATV) Grant Program

- Ian Caldwell and Mike Law
- Opens September 10 and December 4!

County Opportunity Grant Program (COG)

- Julian Fedorchuk
- Open now! Applications due October 1



Ford's Pond, Sutherlin



2026 LWCF Schedule

Online application available	September 14, 2026
Application deadline	November 16, 2026 (11:59 PM)
Grant Committee Meeting (project presentations by applicants)	March/April 2027 (dates TBD)
Oregon State Parks and Recreation Commission Approval	April 2027 (date TBD)
Other steps: SHPO review, NPS review of projects, federal compliance, pre-award site visits, Federal/State agreement, DOJ legal sufficiency review of State/Local grant agreements, routing agreements for signature	
Notice to Proceed	Fall 2027 (earliest, will vary by project)

Dates may be subject to change

Projects may not start until Notice to Proceed is received!



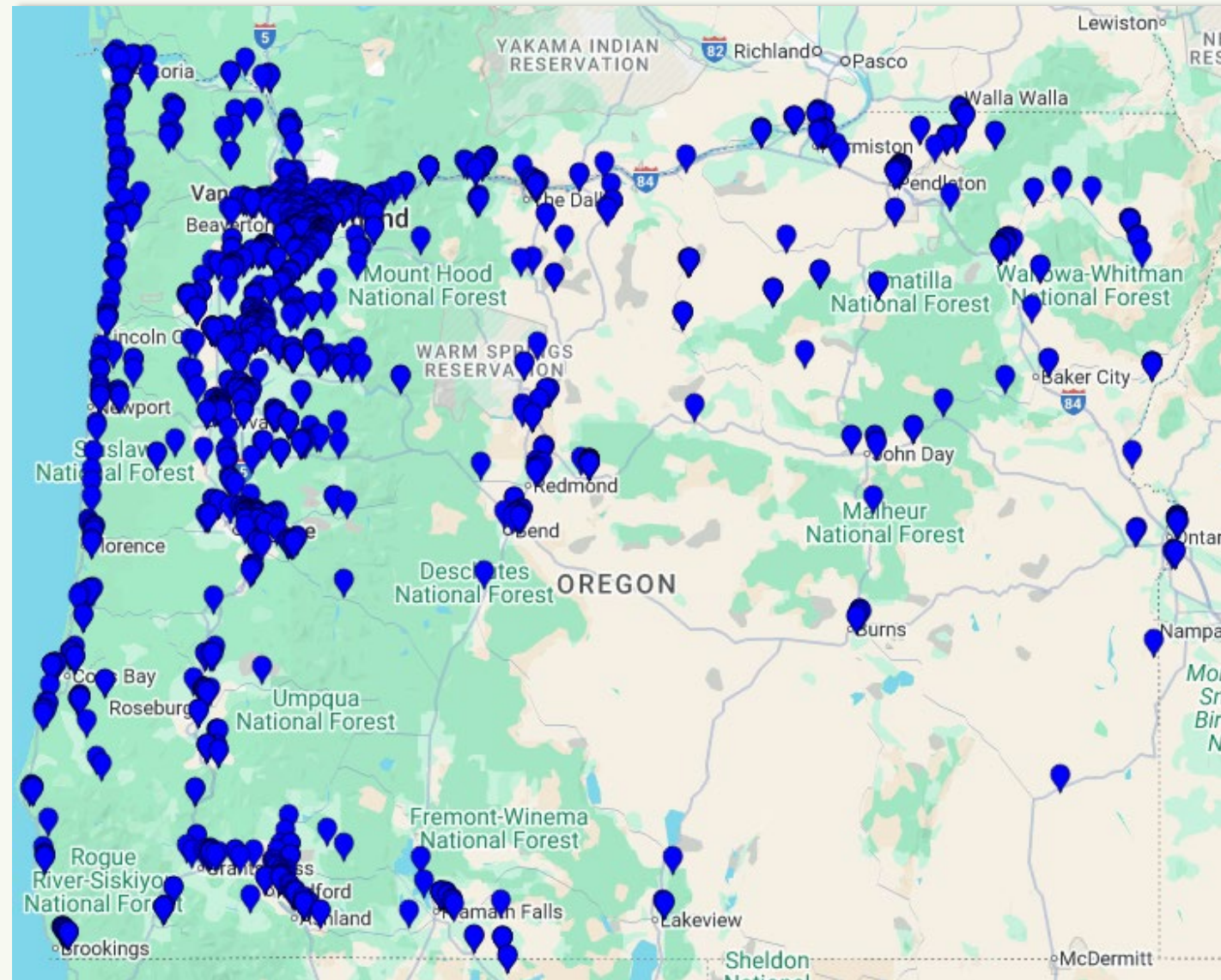


History

LWCF Act was passed by Congress in 1964

- To create parks and open spaces
- Protect wilderness, wetlands, and refuges
- Preserve wildlife habitat; and
- Enhance recreational opportunities





Over **\$90 million** has been awarded across Oregon since 1965





One Fund, Two Programs

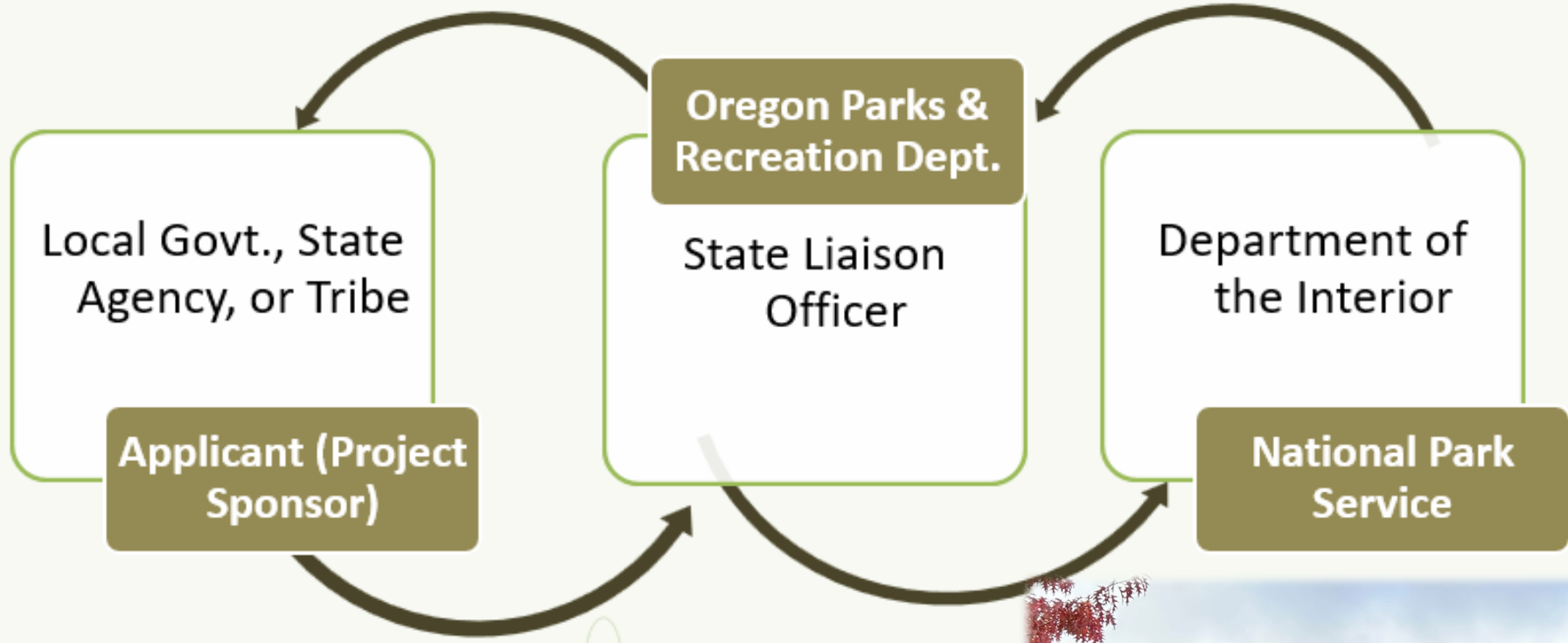
Federal Side

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





Pictured left to right: Matt Lawson (NPS), Nohemi Enciso (OPRD), Leilani Garcia (THPRD) and Tim Bonnin (THPRD)



Abbey Creek Park, Tualatin Hills Park & Recreation District



LWCF Funding Basics

- Funding is **federal**
- Match requirement is **50%**
- Grant payments are made on a **reimbursement basis**

Grant limits

- Min: \$50,000
- Max: No fixed amount (max. grant request for a single project shall not exceed the total funds available)



John C. Barnard Memorial Park, Dallas





Eligible Applicants

- Cities (Municipal Corporations)
- Counties (Political Subdivisions)
- Parks and Recreation Districts
- Metro
- Port Districts
- Federally recognized Indian Tribes
- State agencies
 - Oregon Parks and Recreation Department
 - Oregon Department of Forestry
 - Oregon Department of Fish and Wildlife
 - Oregon Department of State Lands





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.





Match Requirements

Match: 50% match requirement

Eligible Match may include:

- Local agency **budgeted funds**
- Local agency **labor** and **equipment**
- Agency **materials** and **supplies**
- **Grants**, including other OPRD grant programs
- Private **donations**
- **Volunteer** labor

Unallowable: Use of other federal financial assistance in a project assisted with LWCF is prohibited, except Recreational Trails Program (RTP) and Community Development Block Grants (CDBG)



Charles V. Stanton Park, Douglas County





Match Requirements

- **Pre-agreement planning costs are allowable as match** if incurred within **three years** prior to application submission
 - Architectural & Engineering / Design, cultural resources, environmental review, site planning, feasibility studies, preparation of construction drawings and specifications
- Must be described in the application and identified in the budget
- Consider application/award/construction start timeline and estimate costs accordingly
- Costs not directly attributed to on-the-ground work (whether pre-agreement or not) can only be a **maximum of 15% of total project cost**





Match Requirements

Volunteer Labor:

- 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 working on pipes or a mason doing brick work).
- 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.
- **Timesheets will be required to document volunteer labor.**



Ford's Pond, Sutherlin





Match Requirements

Donated materials:

- Value claimed should be **reasonable** and should not exceed **current market prices**.
- Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors.



Donated equipment:

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

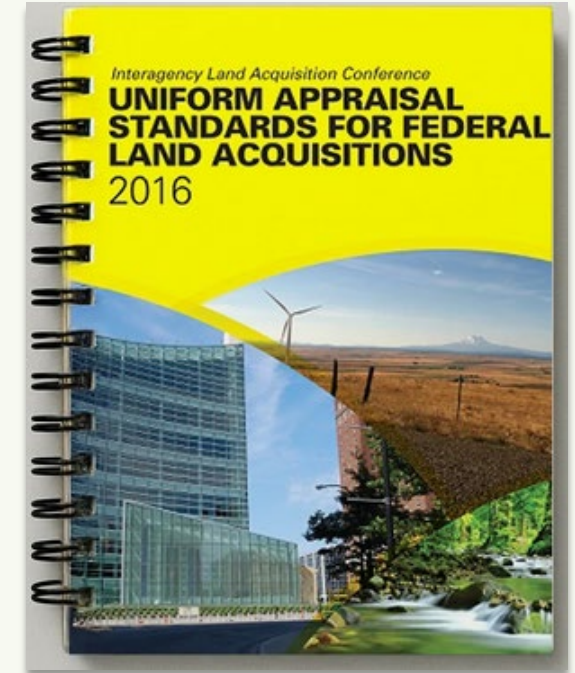




Match Requirements

Donated land:

- Supported by an appraisal
- Uniform Appraisal Standards for Federal Land Acquisitions, aka “Yellow Book Appraisal”
- Donated property must occur after a Notice to Proceed has been issued by OPRD





What does the LWCF Program fund?



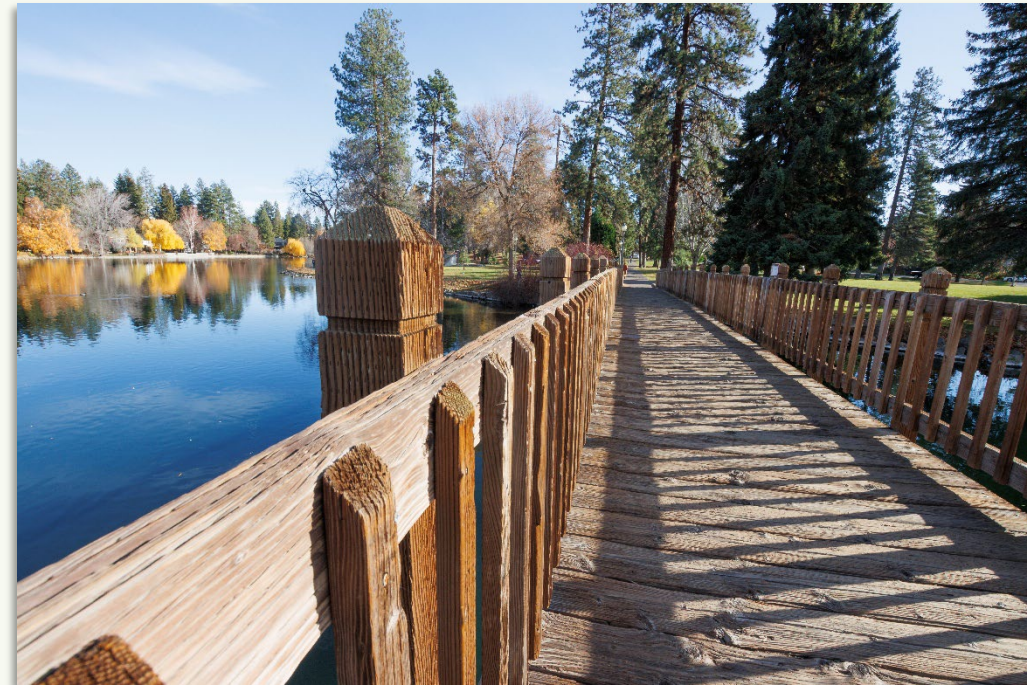


Eligible Project Types

- Acquisition
- Development
- Rehabilitation projects
- Acquisition & Development (Combination)*



Drake Park, Bend Park & Recreation District

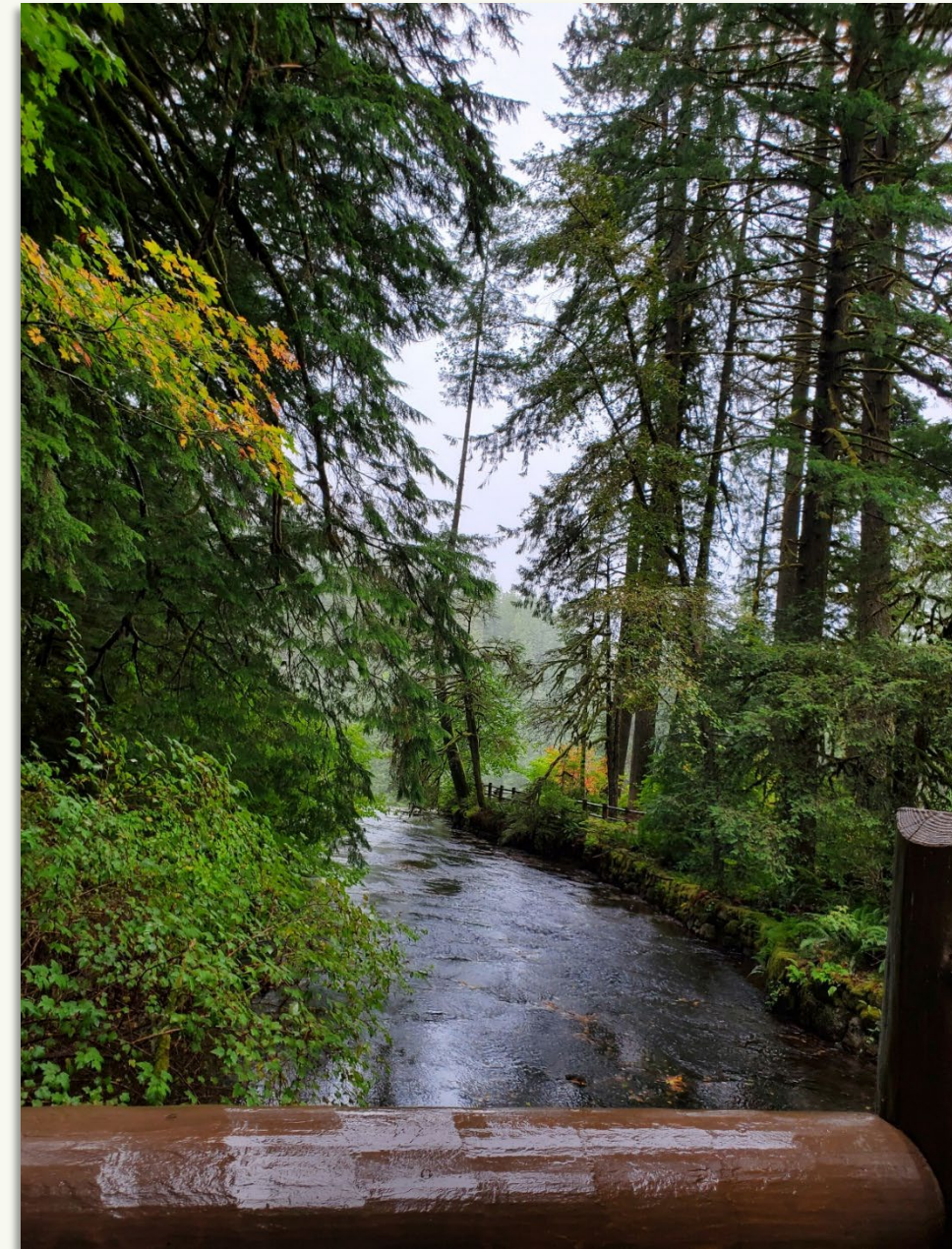




Acquisition Projects

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

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



Silver Falls State Park, Oregon Parks & Recreation Department





Acquisition Projects

Federal Surplus Property (New)

- Acquisition of federal surplus property may be supported by the State and Local Assistance Program

Acquisitions for other uses in addition to Outdoor Recreation (New)

Acquisitions of land or water or interests therein, that **in addition** to providing public outdoor recreation may also:

- a. be identified as a priority recovery action in an approved recovery plan for an Endangered Species Act (ESA)-listed species;
- b. reduce or eliminate a threat related to the present or threatened destruction, modification, or curtailment of habitat for an ESA listed species or a species proposed for listing under the ESA;
- c. reduce or eliminate a threat identified in a 12-month petition finding or candidate review form as contributing to designation of a species as a candidate for listing under the ESA; or
- d. be identified as a conservation strategy for one or more Species of Greatest Conservation Need in an established State Wildlife Action Plan.





Acquisition Projects

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)





Acquisition Projects

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





Acquisition Projects

- Willing seller/donor
- Three-year future development requirement
- Plan for structures
- Preliminary title report
- Property must be open to the public for some form of recreational use
- **Do not acquire the property before Notice to Proceed from OPRD! Contact LWCF Coordinator if you have questions.**





La Raiz Park, Tualatin Hills Park & Recreation District
(top: LWCF acquisition grant, bottom: LGGP development grant)



Acquisitions

- **Acknowledgement of Pre-Award Costs** (previously known as Waiver of Retroactivity)
- May be granted for acquisition opportunities that may be lost due to timing
- **Acknowledgement of Pre-Award Costs** must be requested and approved by NPS and OPRD **prior** to the acquisition
- The Acknowledgment in no way guarantees grant project approval
- Costs incurred prior to an agreement are at the applicant's own risk





Acquisition Projects

Appraisals

- The Appraisal must be reviewed by a **qualified appraisal reviewer** (Desk Appraisal)
- Initiating the **Appraisal** and the **Appraisal Review** are the responsibility of the applicant
- 12-month shelf life
- Waiver valuation may be used instead of an appraisal if the property is valued under \$25,000
- Completed Appraisal and Appraisal Review are due at application deadline*





Development Projects

Create new outdoor recreation facilities in accordance with:

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



Hermiston Teen Adventure Park
Top: before LWCF
Middle and bottom: after LWCF





Development Projects

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

- Parking areas
- Roads
- Restroom buildings
- Kiosks
- Signage



Rolling Dunes Park, Florence





Rehabilitation

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





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.





Ineligible Projects

- **Exhibit areas** for academic, historic, economic, entertainment or non-recreational purposes.
- **Exclusive use areas** – only open to one particular group or organization
- Acquisition of **historic sites** to be used for museums or primarily archaeological excavations.
- Acquisition of land to help meet **public schools** minimum site size requirement.
- **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 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 applicant (Deed)
- Leased from the federal government for a minimum of 25 years at the time the grant is awarded and is not revocable at will; or
- Leased from one public agency to another for a minimum of 25 years. Must provide safeguards to adequately ensure perpetual use requirement.





Environmental Review

Projects are assessed to:

- Ensure minimal environmental impacts
- Show compliance with the National Environmental Policy Act (NEPA)
- Ensure necessary approvals, permits, and mitigation measures are in place





Environmental Review

The National Environmental Policy Act (NEPA) process requires all federal agencies to consider the environmental impacts of proposed federal actions and alternatives on the human environment.

The goal of NEPA is to ensure public participation and informed decision making. NEPA requires all federal agencies to:

- 1) analyze the impacts of and alternatives to proposed major federal actions
- 2) use the analysis in deciding whether to proceed with the proposed actions
- 3) involve the interested and affected public before any decision affecting the human environment is made.





Environmental Review

Intergovernmental Consultation / State Agency Reviews:

State Natural Resources Agencies, required:

- Dept. of State Lands (DSL)
- Dept. of Fish and Wildlife (ODFW)
- Dept. of Environmental Quality (DEQ)

Others, based on project type:

- Example: Dept. of Forestry, State Marine Board, Dept. of Transportation, Dept. of Agriculture
- Refer to the Agency Contact List for more information

State natural resource agencies use the consultation forms to communicate requirements such as permits needed or other recommendations for improvements





Environmental Review

Intergovernmental Consultation / State Agency Review Steps:

1. Complete the **Application & Review (A&R) Form** (*Could be helpful to fill out at least the **Project Description and Section 3.0***)
2. Complete a **Transmittal Memo** for each agency
3. Edit the **Consultation/Review Form** to include your contact info
4. **Email each agency:**
 - Transmittal Memo
 - Intergovernmental Consultation Form
 - Application & Revision (A&R) Form*
 - Site plan and project location map
4. **Agencies must be given at least 30 days to respond**
5. Upload comments received to grant application
6. Follow up with agencies if additional info is requested

Table 1 - For each resource, indicate if positive or negative impacts are anticipated to result from the action, or indicate if the resource will not be impacted or is not present.

+ Indicates positive impacts are anticipated to result from the action
- Indicates negative impacts are anticipated to result from the action
No Impact Indicates the project will have an insignificant impact positive or negative
Not Present Indicates more research is needed to determine impacts (May indicate the need for an Environmental Assessment)
Unknown

Resources		+	-	No Impact	Not Present	Unknown
1	Air quality	☐	☐	☐	☐	☐
2	Circulation and transportation	☐	☐	☐	☐	☐
3	Climate	☐	☐	☐	☐	☐
4	Contamination or hazardous materials even if remediated	☐	☐	☐	☐	☐
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	☐	☐	☐	☐	☐
6	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	☐	☐	☐	☐	☐
7	Historic or cultural resources	☐	☐	☐	☐	☐
8	Invasive species	☐	☐	☐	☐	☐
9	Land use plans or policies from other agencies including tribes	☐	☐	☐	☐	☐
10	Lights/noise, especially night sky	☐	☐	☐	☐	☐
11	Migratory birds and/or Bald and Golden Eagles	☐	☐	☐	☐	☐
12	Recreation resources	☐	☐	☐	☐	☐
13	Socioeconomics: changes to tax base or competition with private sector	☐	☐	☐	☐	☐
14	Sound (noise impacts)	☐	☐	☐	☐	☐
15	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	☐	☐	☐	☐	☐
16	Water: quality and/or quantity	☐	☐	☐	☐	☐
17	Water: coastal barrier resources or coastal zones	☐	☐	☐	☐	☐
18	Water: marine and/or estuarine	☐	☐	☐	☐	☐
19	Water: stream flow characteristics	☐	☐	☐	☐	☐
20	Water: wetlands and floodplains	☐	☐	☐	☐	☐
21	Other important resources	☐	☐	☐	☐	☐

TRANSMITTAL

DATE:

TO: (State/Federal)

FROM:

SUBJECT: Intergovernmental Consultation/Review Form

Attached is a copy of:

1) an Application

2) a project location map,

3) a project site plan, and

4) a blank State / Federal Agency Review form for the

(Project Name) project,

in (City or County).

Brief Project Description:

1. State Agency Review Form addressed to the individual state agencies. Fill out the form with your project information and a brief description of the project. Have the agencies return the form to you, then upload the completed forms to your OPRD grant application.
2. Project site plan
3. Project location map

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

Thank you!

is required.
☐ DEQ

SPECIAL REQUIREMENTS

Submit by email
Allow 4 weeks for review
Only submit projects with ground alteration
No resubmittals please
Please include the following info:
County • Latitude/Longitude
Township • Accurate Site Map
Range • Tax Lot(s)
Section

• Submit by email
• Allow 4 weeks for review
• Nancy will forward your review request to the appropriate district biologist.
• Consultation not needed if there is no ground disturbance and if all work is in an existing footprint (e.g., bathroom remodel).

• Submit by email
• Allow 4 weeks for review
• Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties.

• Submit by email
• Allow 4 weeks for review
• Serving Yamhill, Polk, Marion, Lincoln, Benton, Linn and Lane Counties.

• Submit by email
• Allow 4 weeks for review
• Serving Coos, Curry, Douglas, Jackson and Josephine Counties.

• Submit by email
• Allow 4 weeks for review
• Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, and Lake Counties.

• Submit by email
• Allow 4 weeks for review
• Serving Baker, Galloway, Grant, Harney, Malheur, Morrow, Umatilla Union, Wallowa

Eastern Region (B)

Laura Giehm
475 NE Bellevue DR, #110
Bend, OR 97701
503-577-3687

• Submit by email
• Allow 4 weeks for review
• Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, and Lake Counties.





Environmental Review

Intergovernmental Consultation / State Agency Reviews

- **Highly recommended** to start this right away!
- State Natural Resource Agency packet can be found in the LWCF application (under Files) and on the [LWCF website](#). **(Forms will be updated by 9/14/2026)**

▼ Project Information

▼ Financial Information

▼ Supplemental Information

▼ 19 of 17 Required Attachments

▼ 16 Files

Example: LWCF website

Online application

Careers & Employment ▾

Office of Outdoor Recreation

Application & Forms

OPRD utilizes an [online grants application system](#). The application can be accessed online when the grant cycle is open. Interested applicants must have an account on OPRD Grants to apply and if needed, can request an account at any time.

[Online Application Instructions](#): Refer to these instructions to navigate the application system on OPRD Grants

Land and Water Conservation Fund Program

LWCF Grant Program-[Quick Facts](#)

Pre-Application Worksheets:

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

- [Development/Rehabilitation project worksheet](#)
- [Acquisition and Development \(Combination\) project worksheet](#)
- [Acquisition-only project worksheet](#)

Forms:

- [Land Use Compatibility Statement form](#)
- [A&R Form for New Applications - updated Aug. 2025](#)
- [Sample Resolution Authorizing Application for a Grant](#)
- [SHPO Submittal Form](#)
- [SHPO Clearance Form](#)
- [State Natural Resource Agency contact list, instructions and forms- updated Aug. 25 2025](#)
- [Application Maps Checklist - updated Aug. 2025](#)





Environmental Review

U.S. Fish and Wildlife Review

- Copy of an IPaC report must be attached to application
- [Link to run report](#) included in the application, LWCF grant manual, and on the LWCF webpage
- LWCF Environmental Resources Survey asks about impacts to endangered species, including associated habitat, refer to IPaC when completing that section
- OPRD will coordinate with USFWS separately

The screenshot shows the IPaC web interface. At the top, it says "IPaC Information for Planning and Consultation" and "U.S. Fish & Wildlife Service" with a "LOGIN" link. The main content area is divided into two sections: "1 Find location" and "2 Define area". Under "1 Find location", there is a search bar with "Minto-Brown Island City Park, M" entered. Below the search bar, it says "Search or zoom to find the project location". There is a button labeled "UPLOAD GEOMETRY". A yellow box below that says "Selection by state or county is no longer available." The "2 Define area" section is currently empty. On the right side of the interface is a map showing a green landscape with a blue lake and a blue location pin. The map includes labels for "Minto-Brown Island Park", "Minto Island Rd S", and "Crocker Creek". There are zoom in (+) and zoom out (-) buttons in the top right corner of the map area.

*A user account is not required
Start by searching for the park or
general project location*





Environmental Review

IPaC Information for Planning and Consultation U.S. Fish & Wildlife Service

1 Find location

2 Define area

Draw the area where activities will occur

Select a drawing tool

SKETCH

POLYGON

LINE

Other options:

UPLOAD GEOMETRY

Selection by state or county is no longer available.

3 Confirm

Layers ADD

Map showing a polygon drawn around a wetland area near West Salem, Oregon. The map includes labels for Winona, Minto-Brown Island Park, and Minto Island Rd S.

IPaC Information for Planning and Consultation U.S. Fish & Wildlife Service

Explore location

LOCAL OFFICE OR FISH AND WILDL OFC

LOCATION Marion County, Oregon

CHANGE LOCATION

Resources

ENDANGERED SPECIES	9
BALD & GOLDEN EAGLES	2
MIGRATORY BIRDS	16
FACILITIES	
WETLANDS	✓
PRINT RESOURCE LIST	

What's next?

Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.

DEFINE PROJECT

Endangered species

Listed species and their critical habitats are managed by the Ecological Services Program of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries).

Species and critical habitats under the sole responsibility of NOAA Fisheries are not shown on this list. Please contact NOAA Fisheries for species under their jurisdiction.

Additional information on endangered species data is provided below.

The following species are potentially affected by activities in this location:

THUMBNAILS LIST

Birds

Threatened	Threatened	Threatened
Marbled Murrelet Brachyramphus marmoratus	Northern Spotted Owl Strix occidentalis caurina Wherever found	Streaked Horned Lark Eremophila alpestris strigata Wherever found

Draw an approximate polygon of the project area or upload a shape file

Click Confirm and Continue

Click Print Resource List

When prompted, Click "I'm printing this page for other purposes"

Print/Save as an Adobe PDF

Upload to LWCF application





Cultural Resource Review

- A complete application and developed design will assist the Section 106 process
- OPRD will initiate consultation with SHPO/THPO
- Depending on the results of consultations, additional work may be required to complete the Section 106 process
- Final determinations are made by NPS





Cultural Resource Review

- If NPS, a tribe, and/or SHPO request an archaeological survey, it's at the expense of the applicant
 - Must be done prior to Notice to Proceed
 - Expense can be counted as pre-agreement match
 - Expense cannot be reimbursed
 - Archaeological monitoring during project implementation can be included in the budget
 - **Budget for a cultural resource survey unless one has already been done**
- NPS consults with tribes about projects recommended for funding. May result in questions, project modifications, request for survey, etc.
- Inadvertent Discovery Plan (IDP) incorporated into grant agreements, required in (sub)contracts





Environmental Review

- Well-informed Environmental Resources Survey (A&R Form, Section 3.0) will assist the NEPA process
- Expertise: ensure form authors are qualified to assess data and respond to questions
- Documentation: cite existing studies and reports
- Most projects will qualify for Categorical Exclusion from further environmental review
- If there is another federal agency involved, be sure to describe the extent of their involvement on the A&R Form and in the application.





Build America, Buy America Act

- All the **iron, steel, manufactured products, and construction materials** used in the project are **produced in the U.S.**, unless subject to an approved waiver. (*Definitions can be found in [2 CFR 184.3](#)*)
- Must **include this preference in all subawards, contracts, and purchase orders** related to infrastructure projects under Federal awards.
- Only applies to articles, materials, and supplies that are consumed in, incorporated into, or **affixed to an infrastructure project**.
- **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.





Build America, Buy America Act

- General Applicability Waivers may be available:
 - Projects under \$250,000
 - Waiver for up to 5% of total applicable project costs, up to \$1M
 - Tribal Public Interest Waiver

More information is available on the DOI General Applicability Waivers website:

<https://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers>





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 file for each required attachment.
- Upload a document marked “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.





Photo Attachment - Examples

Combine files, when possible, such as:

- Photos
- Letters of Support
- Others...

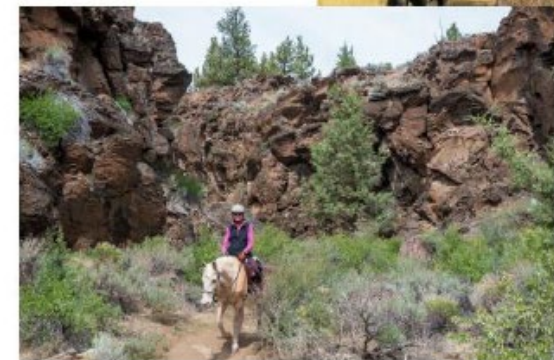


Figure 8, Detail of bridge on ~7066 West Fork Willows showing rotten-broken stringer log.



Figure 9, Bridge on ~7060 North Fork Catherine Creek with failed log stringers

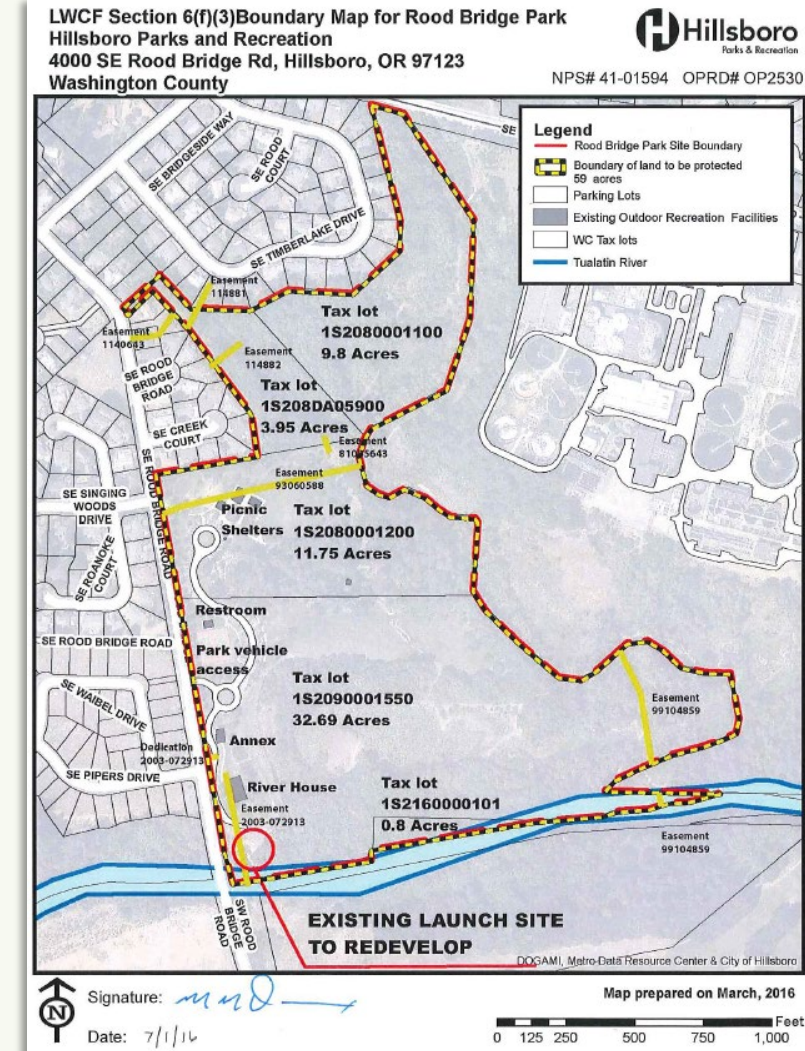
To minimize conflicts, the trails at Cline Buttes generally separate different types of trail users. However, the trail through Dry Canyon is open to horses, hikers, and motorcycles, and several near-wrecks have been reported. The proposed trail through Dry Canyon would separate motorized and non-motorized users and improve the safety of both.





Required Attachment: LWCF Boundary Map

- Places entire park (not just funded area or improvements) under LWCF conversion policy in perpetuity in order to assure the protection of a viable recreation area
- **The entire LWCF boundary area gets committed to public outdoor recreation use in perpetuity.**
- Early coordination is strongly recommended!
- Disclose existing third-party rights and infrastructure serving outside the park
- OPRD and NPS pre-approval to consider exceptions for a lesser area. Reviewed on a case-by-cases basis prior to award of a grant.





Legal Protection for LWCF-Assisted Sites

Section 6(f)(3) of the LWCF Act (now codified at 54 U.S.C. § 200305(f)(3)) and its implementing regulations at 36 C.F.R. Part 59 requires that:

no property acquired or developed with LWCF assistance shall be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior, and only if the Secretary finds it to be in accordance with the then existing SCORP

and only upon such conditions as the Secretary deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.





LWCF Conversion Policy

Situations that trigger a conversion include:

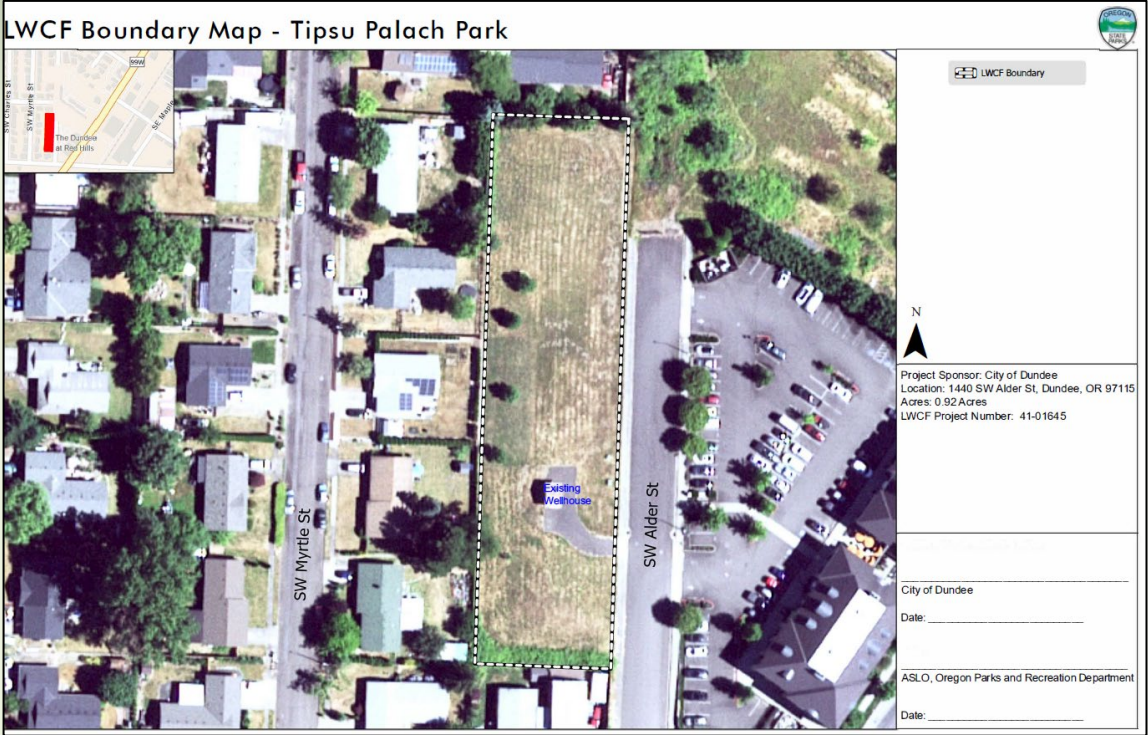
- Property interests are conveyed for private use or non-public outdoor recreation uses.
- Non-outdoor recreation uses (public or private) are made of the project area or a portion thereof, including those occurring on pre-existing rights-of-way and easements, or by a lessor.
- Unallowable indoor facilities are developed within the project area without NPS concurrence, such as unauthorized public facilities and sheltering of an outdoor facility.
- Public outdoor recreation use of property acquired or developed with LWCF assistance is terminated.



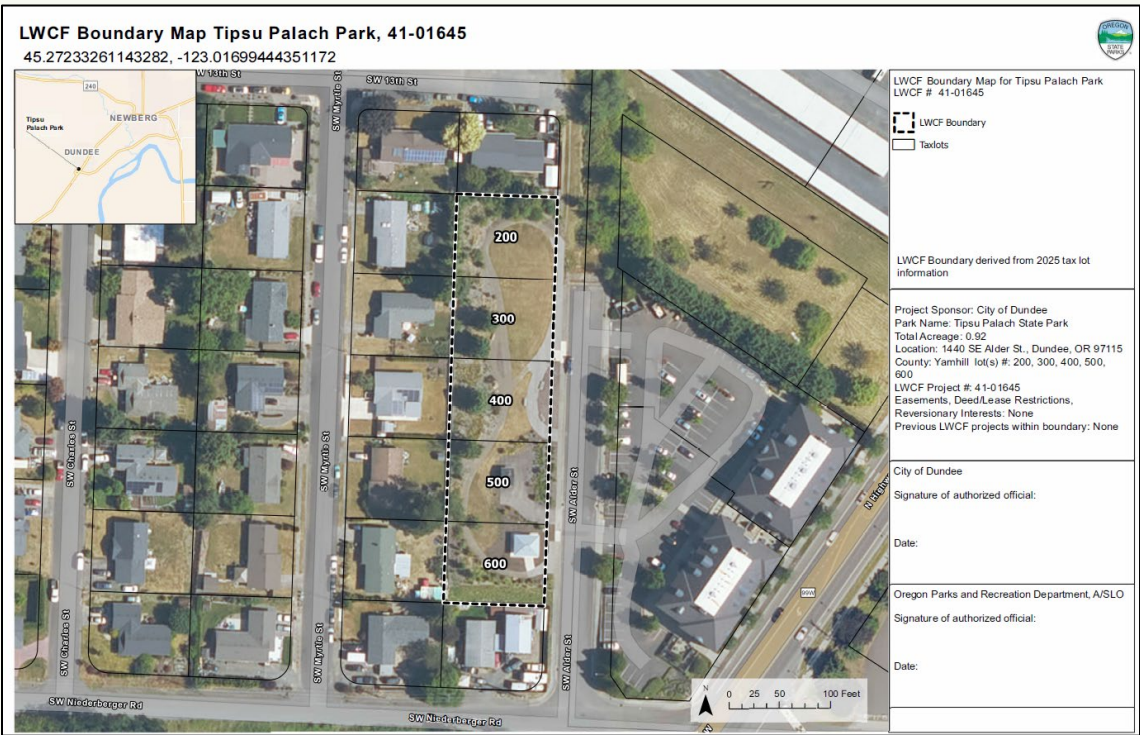


LWCF Boundary Map - Example 1

Maps created by OPRD



Proposed map (application to NPS)



Final map (grant closeout)



LWCF Boundary Map - Example 2



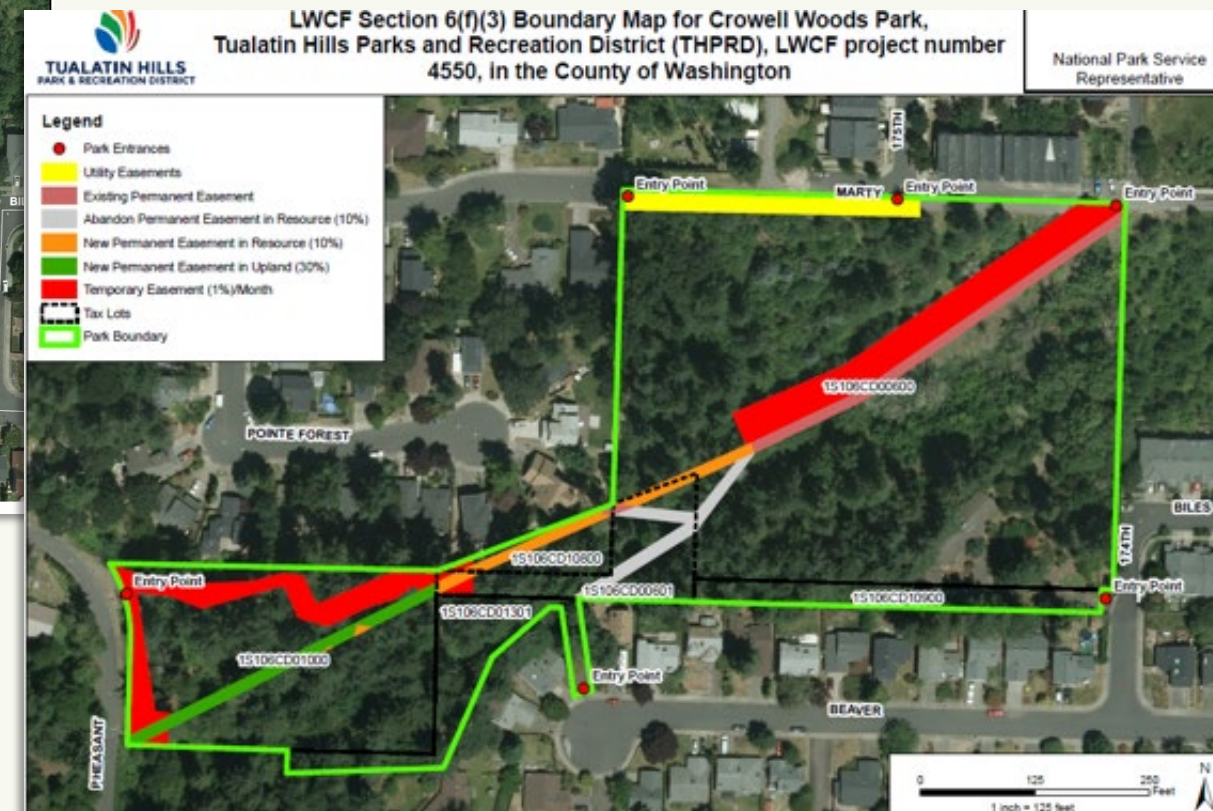
- ✓ Park/Site Name
- ✓ Site Location
- ✓ Assessor's Parcel Number(s) / Deed References / Sufficient detail to legally identify the park boundary
- ✓ LWCF Project Number
- ✓ North Arrow
- ✓ (A)SLO Signature and date
- ✓ Total Acreage of the encumbered area
- ✓ Avoid use of color as the only means to delineate areas
- ✓ County, State
- ✓ Key/Legend that clearly identifies map symbols
- ✓ Map Scale



LWCF Boundary Map - Example 3



Proposed boundary with grant application (2018)



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





Site Plan

Helpful to Include (But not required):

- Type and location of proposed facilities and existing facilities
- Area of Potential Effect (APE)
 - All ground disturbing activity to be performed
- Overlay of known Floodplains (if present)
- Overlay of known wetlands (if present)
- Overlay of known archeological sites (if present)
- Overlay of known critical habitat of Threatened and Endangered Species (if present)
- Overlay of known Easements and/or Leases (if present)

Laws to bear in mind when drafting site development plans

- National Environmental Protection Act (NEPA)
- National Historic Preservation Act (NHPA)
- Endangered Species Act (ESA)
- Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990
- Secretary of the Interior's Standards for Archeology and Historic Preservation





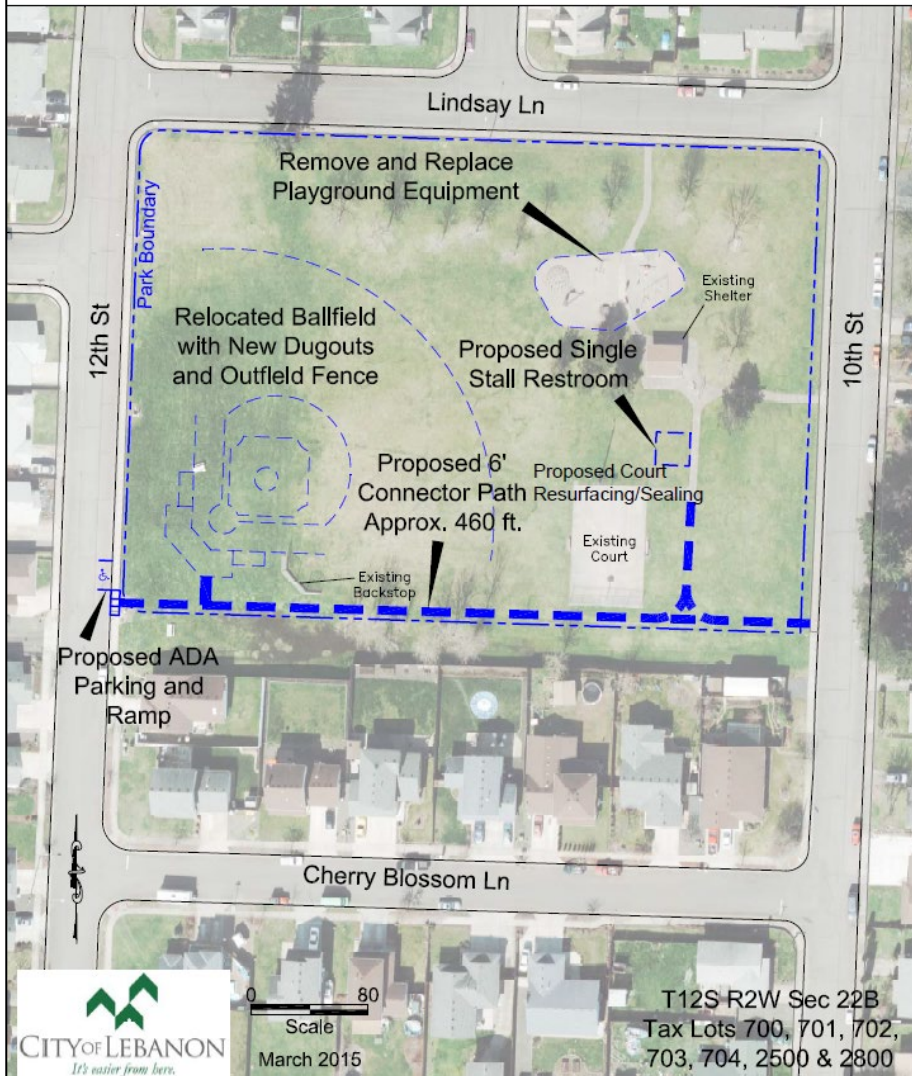
Site Plan – Example 1



Site Plan

Submitted with grant application

Christopher Columbus Park Playground and Ballfield Rehabilitation Project: Site Map



Site Development Plan

- ✓ Area of Potential Effect
- ✓ Type and location of proposed facilities

Completed Site Plan:

- ✓ Type and location of fund-assisted facilities
- ✓ Official park or site name
- ✓ Aerial/Satellite view
- ✓ Clearly outlined project area
- ✓ Labeled facilities
- ✓ Basic map components
- ✓ Legend
- ✓ North arrow
- ✓ Scale
- ✓ Labeled cross streets
- ✓ Pre-existing vs newly constructed facilities and features

Completed Site Plan

Submitted at grant closeout

Christopher Columbus Park Playground and Ballfield Rehabilitation Project: Site Map





Project Budget Worksheet





Project Budget

- Make sure all items in the narrative are in the 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
- Watch overmatch

General Cost Principles:

- Federal LWCF Financial Assistance Manual v2026 (chapter 5)
- 2026 Oregon LWCF Grant Program Manual (chapter 6)

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

Example budget breakdown





Project Budget – How to enter project costs

1. Click “Add Worksheet Item” button

▲ Project Budget Worksheet Add Worksheet Item

Project Budget Worksheet

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

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

▲ Project Budget Worksheet Add Worksheet Item

Description *

Amount

Does this item include Match? ☐ ← Leave this box unchecked in this step

Add Item Nevermind

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





Project Budget – How to Enter Match (not from another grant)

▲ Project Budget Worksheet

1. Click this button



Add Worksheet Item

Description *

Cash

a. Enter the match description (e.g. cash)

Amount

0

b. Enter "0" in the Amount field

Does this item include Match?



c. Click this box

Match Amount *

600000

d. This is where you will enter the total match from the source, not per item

Source of Funding

Agency budgeted funds

e. Enter the source of funding (e.g. agency budgeted funds, etc.)

Check here if the source of
your funds is from another
Grant?



2. Once steps 1.a - 1.e are complete, click Add Item



Add Item

Nevermind





Project Budget - How to Enter Match (from another grant)

▲ Project Budget Worksheet

1. Click this button →

Add Worksheet Item

Description *

RTP Grant

a. Enter the match description (e.g. RTP Grant)

Amount

0

b. Enter "0" in the Amount field

Does this item include Match?



c. Click this box

Match Amount *

55200.00

d. Enter the total amount from the source

Source of Funding

Local Government Grant Program

e. Enter the name of the source

Check here if the source of
your funds is from another
Grant?



f. Click this box

Grant Name

Recreational Trails Program Grant

Grant Type

Federal grant

Granting Agency

FHWA

Grant Status

Pending

Complete these fields about the grant you are using as match

2. Click Add Item →

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

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

Source of Funding Worksheet

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

Auto-filled

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





Open Project Selection Process

- Applications must be in accord with the priorities in the 2025-2029 SCORP
- Establishes objective scoring criteria and standards
- Connection between planning documents and project proposals
- Address highest priority recreation needs
- Ensures public participation

Oregon's Statewide Comprehensive Outdoor Recreation Plan

**Balance & Engagement:
Sustaining the
Benefits for all
Oregonians**



2025-2029





2026 LWCF Scoring Criteria

LWCF Grant Rating Criteria Point Summary

Criteria Type	Possible Points
1. Technical Review	0
2. SCORP Criteria	
A. Consistency with Statewide Priorities	0-20
B. Diversity, Equity, and Inclusion Priorities	0-10
C. Accessibility Accommodations	0-5
D. Balancing Conservation and Recreation	0-5
E. Local Needs and Benefits	0-25
F. Physical Activity Benefits	0-5
G. Universal Design / Inclusive Outdoor Recreation Opportunities Criteria	0-10
H. Need for Major Rehabilitation	0-5
3. Community Support Criteria	0-5
4. Financial Commitment Criteria	0-10
5. Sustainability Criteria	0-5
6. Readiness to Proceed Criteria	0-5
7. Discretionary Committee Criteria	0-15
TOTAL POINTS POSSIBLE	125





Technical Review

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

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





SCORP Criteria

Consistency with Statewide Priorities (0-20 points)

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

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

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

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





Consistency with Statewide Priorities (0-20 points)

Table 11.1 Statewide Priorities—Oregon Provider Survey

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

Table 11.2 Statewide Priorities—Oregon Resident Outdoor Recreation Survey

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





SCORP Criteria

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

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





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

Table 11.3 Low-Income Population—
SCORP Funding Priorities

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

Table 11.4 Asian Population—
SCORP Funding Priorities

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

Table 11.5 Black/African American Population—
SCORP Funding Priorities

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

Table 11.6 Mixed Race Population—
SCORP Funding Priorities

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





SCORP Criteria

Accessibility Accommodations (0-5 points)

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

Table 11.10 Households with disabilities—
SCORP Funding Priorities

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





SCORP Criteria

Balancing Conservation and Recreation (0-5 points)

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





SCORP Criteria

Local Needs and Benefits (0-25 points)

Needs identified through at least one of the following:

- **Public Recreation Provider Survey:** addresses county-level needs (Tables 11.11-11.46). Use either close-to-home or dispersed area priorities, not both.
- **Oregon Resident Survey:** addresses needs identified by residents. Use Tables 11.47-11.49 for close-to-home areas, or 11.50 for dispersed areas)
- **Coordinated, Long-range planning:** park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or a bicycle and pedestrian plan.
- **Public Involvement Process:** public involvement effort that led to the selection of the project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project's planning process.





SCORP Criteria

Physical Activity Benefits (0-5 points)

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

Table 11.51 Statewide Physical Activity

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

Table 11.52 Physical Activity Priority Counties

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





SCORP Criteria

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

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





SCORP Criteria

Need for Major Rehabilitation (0-5 points)

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





Other Scoring Criteria

Community Support (0-5 points)

- 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. How did you develop your project budget? To what extent has enough money been budgeted to successfully complete the project?





Other Scoring Criteria

Sustainability (0-5 points)

- Describe how sustainability was considered in the intent, strategies, and long-term management plans for the proposed project.
- Examples may include 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.





Other Scoring Criteria

Readiness to Proceed (0-5 points)

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





Oregon Outdoor Recreation Committee

Composed of **nine members** who represent the following:

- Counties east of the Cascade Mountains*
- Counties west of the Cascade Mountains
- Cities under 15,000 populations
- Cities over 15,000 populations
- Park and Recreation Districts, Metropolitan Service District or Port Districts
- Oregon Parks and Recreation Department
- People with Disabilities*
- Member of a historically underrepresented community; or Representatives from Tribal Governments*
- Public-at-Large

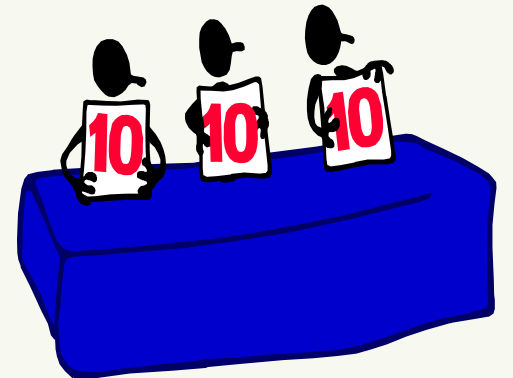
** Vacant; recruitment will open shortly.*





Oregon Outdoor Recreation Committee Review

- Establishes priority list for funding LWCF grant applications
- Recommendations to OPRD Director
- List approved by Oregon Parks and Recreation Commission





Resources & Grant Info

Within your application in

<https://OPRDGrants.org> :

- Resources
- Guidance
- Forms
- Policies
- LWCF Manuals (state and federal)
- 2025-2029 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!**

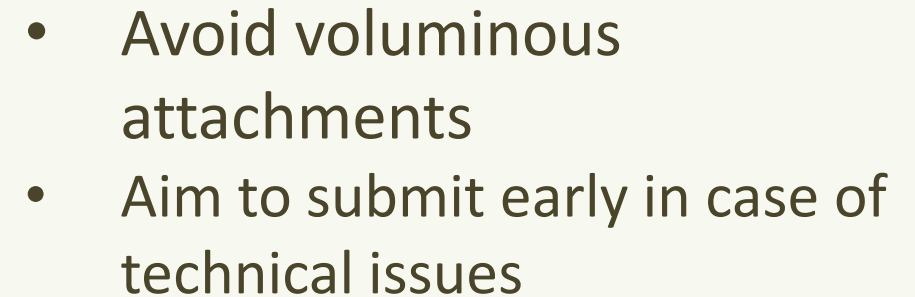


George Miller Skate Park, City of Florence





- Don't bury key elements. Be concise and use plain language.
- Avoid long, confusing descriptions
- Double (and triple check) that everything in the application narrative is in the budget and site plan!
- Provide context – reviewers won't "read between the lines"



Please be patient – the LWCF program tends to take longer than our other OPRD recreation grant programs





Be mindful of...

- Having a scope of work not well-defined and subject to significant changes
- Compliance issues with previous LWCF projects
- No public access
- Inaccurate maps or documents
- Failing to disclose all pertinent information
- Inaccurate or unrealistic budget





Using AI? Proceed with Caution

OPRD does **not** use AI to screen or evaluate applications.

While AI can be a very helpful tool for grant writing or proofreading, OPRD has observed the following pitfalls:

- Objectively inaccurate responses
- Responses that don't answer the question, or only define the question
- Answers that are buried
- References to an AI tool pasted into the response
- Inaccurate information about scope, accessible design, your agency, etc.

Takeaways:

- When using AI: proofread, proofread, proofread
- Respect your community, submit an accurate application
- Respect time of staff and committee members





What to Expect if Your Project is Recommended for Funding

- Pre-award inspection
- Federal compliance process and review steps
- Finalize all required documents
- Go over timing

Please respond quickly to requests for additional information





Grantee Responsibilities

DO NOT START

Project Work until a

NOTICE TO PROCEED (NTP)

Letter from OPRD is received





Grantee Responsibilities

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





Grantee Responsibilities

- Complete project within project period, usually **two years**
 - Amendments/extensions are possible, but not guaranteed
- Must be dedicated for public outdoor recreation use **in perpetuity**
 - *Notice of Grant* must be recorded on the deed with the County
- **Conversion:** The act of “converting” LWCF fund-assisted property or facilities out of public outdoor recreation use
 - Converted property must be replaced at current Fair Market Value
- Plan for staff transitions





Long-Term Compliance

- 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.





Project Completion

- Final Report
 - Final reimbursement request
 - Final progress report
 - Completed Site Plan
 - Final LWCF Boundary Map
- **Final Site Visit**
 - Arranged with grant coordinator or other OPRD staff
- **Publicity**
 - Acknowledge OPRD / LWCF support at the project site
 - Signs can be requested **or** incorporated into the Project Sponsor's signage
 - Notify the Grant Coordinator of celebratory events (ground-breaking & ribbon cuttings)





Sander Estate Park, Dundee



Nohemi Enciso (OPRD), Blaze the Trail Cat, Matt Lawson (NPS)



Millicoma Marsh, Coos Bay (RTP project)



John C. Barnard Memorial Park, Dallas





Contact Us/More Information

- OPRD Website:
<https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>
- NPS Website:
<https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>
- Online Grant Application Website (*Chrome or Firefox only, do not use Internet Explorer*):
<http://OPRDGrants.org/>
- Nohemi Enciso, LWCF Grant Program Coordinator
nohemi.enciso@oprd.oregon.gov / 503-480-9092





LWCF Website

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

- Resources and forms
- Policies
- Manuals
- 2025-2029 SCORP
- Interactive map of LWCF sites
- And more!

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. The program generally receives approximately \$4 million annually to award to qualified projects. Since 1964, this national grant program has awarded over \$80 million in grant funds for Oregon recreational areas and facilities.

Program Overview

Overview

Grant Cycle Schedule

2025-2026 Schedule

September 10, 2025 from 10am to 12pm: Informational webinar for the 2025 LWCF grant cycle. The recording and presentation slides will be made available in the Workshops section of this page.
https://us06web.zoom.us/join/register?WN_4z-v0Hu-RnuaWfDOQjv_8Q

September 15, 2025: Grant cycle opens

November 17, 2025: Grant applications due

February/March 2026: The Oregon Outdoor Recreation Committee (OORC) meets to rank and recommend grant applications. Exact dates TBD.

April 2026: The OPRD Commission votes whether to approve the LWCF Committee's funding recommendations at the Commission meeting.

Dates may be subject to change.

Contact:

Nohemi Enciso

Land and Water Conservation Fund
Program Coordinator
725 Summer St. NE Suite 200
Salem, OR 97301
503-480-9092

Julian Fedorchuk

Land and Water Conservation Fund
Program Coordinator (Interim)
725 Summer St. NE Suite 200
Salem, OR 97301
503-689-3009

To receive email updates about LWCF, please contact Nohemi Enciso and request to be added to the email distribution list.

Resources

• [Online Grants System](#)

• [SCORP](#)

• [Statewide Trails Plan](#)

• [Parkland Mapping](#)

• [Potential Outdoor Recreation](#)

Application & Forms

OPRD utilizes an [online grants application system](#). The application can be accessed online when the grant cycle is open. Interested applicants must have an account on OPRD Grants to apply and if needed, can request an account at any time.

[Online Application Instructions](#): Refer to these instructions to navigate the application system on OPRD Grants

Land and Water Conservation Fund Program

LWCF Grant Program-[Quick Facts](#)

Pre-Application Worksheets:

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

- [Development/Rehabilitation project worksheet](#)
- [Acquisition and Development \(Combination\) project worksheet](#)
- [Acquisition-only project worksheet](#)

Forms:

- [Land Use Compatibility Statement form](#)
- [A&R Form for New Applications - updated Aug. 2025](#)
- [Sample Resolution Authorizing Application for a Grant](#)
- [SHPO Submittal Form](#)
- [SHPO Clearance Form](#)
- [State Natural Resource Agency contact list, instructions and forms- updated Aug. 25 2025](#)
- [Application Maps Checklist - updated Aug. 2025](#)

Federal LWCF Grant Manual

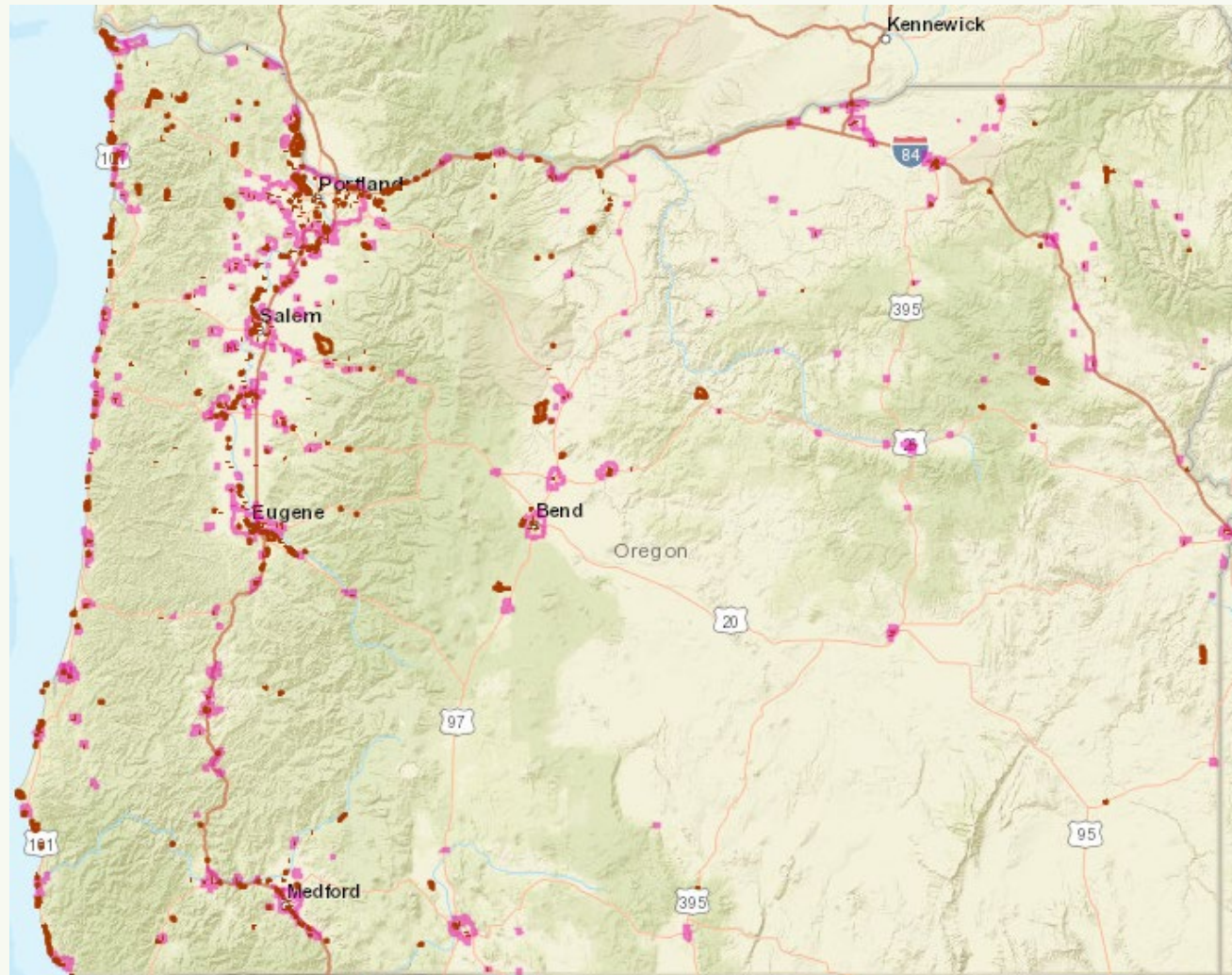
- [Federal LWCF Financial Assistance Manual](#)





Resources & Grant Info

- [Interactive Map of Oregon LWCF Sites](#)



Questions?

