



2020 RTP Grant Cycle Webinar

Oregon Parks and Recreation Department
Jodi Bellefeuille, RTP Grant Coordinator

Photo credit Katie Sox





Webinar Overview

Slides will be emailed to attendees and posted online

OPRD Grant Programs & Resources

RTP Overview

Eligibility Requirements

Other Program Rules

Online Application Process

Evaluation Criteria

Grant Management

Extended Q&A



*Willamette National Forest,
Ray Benson Sno Park trail signage*





OPRD's Recreation Grants

Recreational Trails Program (RTP)

- Staff contact: Jodi Bellefeuille

Land and Water Conservation Fund (LWCF)

- Nohemi Enciso

Local Government Grant Program (LGGP)

- Mark Cowan

All Terrain Vehicle (ATV) Grant Program

- Ian Caldwell, Mike Law

County Opportunity Grant Program (COG)

- Mark Cowan





Navigating the Program

Online Grants System:

<https://OPRDGrants.org>

Program Information:

Oregon.gov/oprd/GRA

Contact Information:

Jodi.bellefeuille@Oregon.gov

503-986-0716

Recreational Trails Program

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 Recreational Trails Program (RTP) is a federally funded grant program administered by the Oregon Parks and Recreation Department. Since 1993, Oregon has funded over 500 projects with RTP funds to develop, improve, or expand motorized and non-motorized trails and their facilities.

Program Overview

[Overview](#)

Grant Cycle Schedule

[2020 Schedule](#)

Grant Program Guidance and Forms

[Policy Manual](#)

[Workshops](#)

[Application & Forms](#)

[Accessibility Guidance](#)



2 New Applications Available

1 Organization

RTP - Motorized: start by 05/01/2020

RTP - Non-Motorized: start by 05/01/2020

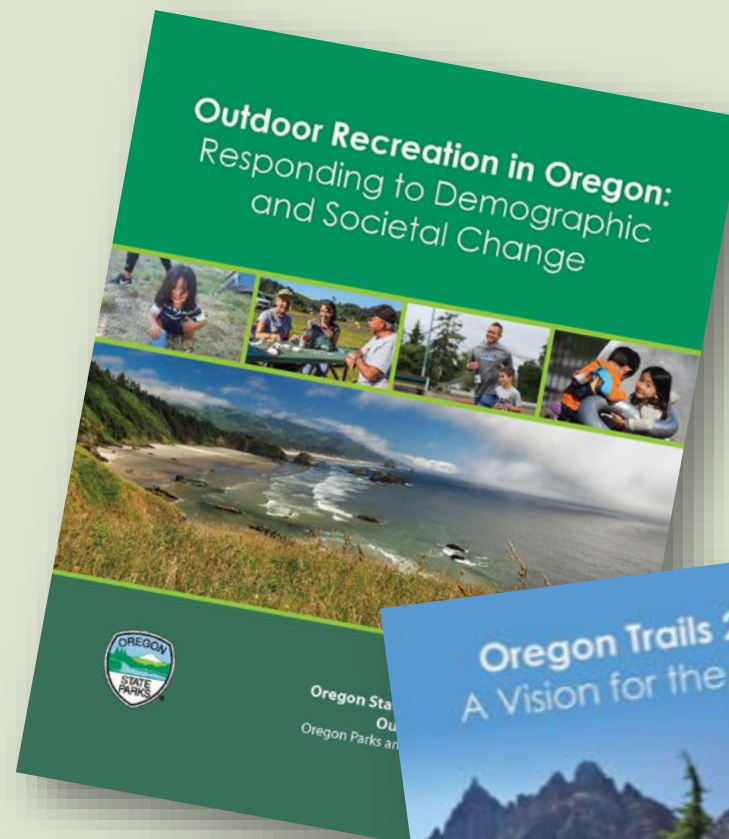




Resources

- [Online Grants System](#)
- [SCORP](#)
- [Statewide Trails Plan](#)
- [Parkland Mapping Project](#)
- [Potential Outdoor Recreation Funding Sources](#)
- [Potential Trail Funding Sources](#)
- [Non-Motorized Trail Cost Estimator](#)
- [2020 Oregon Trails Funding Webinar](#)
- [Oregon Parks & Recreation Association Education, Resources and more](#)
- [American Trails Resources and Training](#)
- [Building the Future: RTP Partnerships with Youth Corps](#)

Oregon.gov/OPRD/GRA/Pages/GRA-RTP





RTP Overview

Purpose: to provide, expand, and improve public recreational trail opportunities for motorized and non-motorized use





U.S. Department
of Transportation
**Federal Highway
Administration**



**Oregon
Department
of Transportation**



1 - Tax Dollars to Trails

Non-highway vehicle recreation is estimated to generate **\$300 million** in fuel taxes annually. The RTP is funded at **\$85 million** annually. This money is distributed to states, which select which projects to fund.

2 - Matching Dollars

RTP projects require matching funds. These dollars come from various sources, including donations, volunteer labor, and use of conservation corps. Details on projects are in the RTP database at <http://recreationaltrailsinfo.org>.

3 - Trailheads & Bridges

RTP bridge and trailhead projects have helped make thousands of miles of trails safe and accessible. Some of the projects even provide access to **water trails**. RTP is key to funding trail projects in many **state and federal parks and forests**.

4 - Local Economies

Recreational trails are key to America's outdoor economy. The federal Bureau of Economic Analysis estimates that outdoor recreation contributes **\$778 billion** annually and supports **5.2 million jobs**.

5 - Access to Healthy Outdoor Fun

RTP aids the nation in many ways, including better **physical and mental health**. It helps those with mobility challenges, and millions of Americans with different trail use interests, access our public lands and waters.

Recreational Trails Program (RTP)

Every year, tens of millions of Americans pay federal gas taxes to fuel non-highway recreation equipment like motorcycles, snowmobiles and ATVs. Created by Congress in 1991, the Recreational Trails Program (RTP) puts these tax dollars towards trailhead facilities, trail construction and maintenance, environmental education materials, and more. RTP unites and benefits various trail users, including equestrians, hikers, bicyclists, cross-country skiers, joggers – even water trail enthusiasts in kayaks and canoes.



For additional information on the RTP, contact the
Coalition for Recreational Trails at www.rectrails.org



RTP Overview: 2020 Grant Cycle Schedule

Letters of Intent Due Online	April 30, 2020 (11:59 PM)
Applications Due Online	June 15, 2020 (11:59 PM)
Grant Committee Meeting	October 27-29, 2020
OPRD Commission Approval	November 2020
Notice to Proceed Anticipated	Spring 2021 (varies by project)

Committee recommendations announced to applicants within 1-2 weeks following the October meeting

Projects may not start until Notice to Proceed received

Contact Jodi if COVID-19 will impact your application and meeting deadlines



BLM Prineville,
Cline Buttes Area Trailheads





RTP Overview: 2020 Funding

2020 Funding	
Motorized Set Aside	Non-Motorized
\$444,928	\$1,051,706
Total Available = \$1,496,634	
<i>This number will increase if active projects close under budget</i>	

Apply under either the motorized or non-motorized category. Projects are scored and ranked separately within these categories. If your project includes both use types, select the primary use type.

If e-bikes are allowed on trails that are otherwise closed to all other OHV classifications, submit the project as non-motorized.





RTP Overview: Funding Basics

Funding is competitive

Grant payments are made on a reimbursement basis

Match requirement is 20% of project cost (40% for non-motorized projects requesting \$250K or more)

- Total project cost includes valuation of volunteer labor or other donations
- Project match percentage included in application cannot change later

Sponsors must be able to track and document match if funded

- How will you track staff time? Other donated or in-kind match?

25% retainage is held until the project is verified as completed and final documents are approved

Grant requests

- Minimum: \$10,000
- Maximum: N/A





RTP Overview: Funding Basics Cont'd

Grant term (project period): approx. 2 years

5% of project cost (grant + match) must be from a non-federal funding source

Clarified for 2020: the following federal sources can be counted as non-federal, including but not limited to:

- LWCF grants
- FEMA funds
- Federal funds made available to or by a Tribal Government
- Community Development Block Grants
- Federal-aid highway program funds
- In kind match contributed by Americorps or a Youth Conservation Corps
- Challenge Cost Share programs





RTP Overview: Recent Cycles

2019 Funding

- 30 applications submitted, 18 projects funded
- Motorized category competitive
- Average grant amount = **\$96,000**
- Approved grants ranging from \$15,000 - \$240,000

2018 Funding

- 32 applications submitted, 18 projects funded
- Average grant amount = **\$125,000**
- Approved grants ranging from \$20,000 - \$218,000



*Deschutes National Forest,
Whychus Creek Overlook Trailhead*



*COHVOPS,
Rim Butte Jeep Trails*





RTP Overview: Is my project a good fit?

- ✓ A primary purpose of the project is to provide or enhance outdoor recreational trail opportunities for users
- ✓ The project meets an unmet need, solves a problem, or provides other benefits to trail users
- ✓ The scope and budget are realistic
- ✓ The project has gained public support and input through a public planning process
- ✓ For projects on federal land, NEPA approvals are in place
- ✓ For non-profit partner applicants, the project has been vetted and approved by the land manager
- ✓ Necessary steps have been taken related to land use approval, permits, and environmental review – to ensure that the project will be shovel ready and can be completed within 2 years, beginning in 2021





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Eligibility Requirements: Applicants

- Local governments
- State agencies
- Federal agencies
- Tribal governments
- Other government entities that manage public recreation areas (park districts, ports, etc.)
- Non-profits
 - Must be a registered nonprofit in Oregon for at least three years prior to application
 - Land manager approval required
 - Coordinate with land manager on planning, application, and project implementation



*Photo credit Nate Zarmesky
Pacific Crest Trail Association &
Willamette National Forest,
Jefferson Park Reroutes*





Eligibility: Project Types



*Malheur National Forest, Eastern Oregon Trail Alliance,
& the Blues Crew; Magone Lake Trail System*



City of Madras, Willow Creek Trails

Construction of new recreation trails

New trail systems, expansions, linkages, etc.

Heavy restoration of existing trails

Reroutes, wildfire restoration, bridge replacements, signage, etc.



*Oregon Department of Forestry,
Tillamook Forest Bridge Replacements*



City of Roseburg, Riverfront Park Trail Rehabilitation





Eligibility: Project Types

Trailhead Facilities

Parking areas, staging areas, restrooms, kiosks, etc.



*Willamalane Park and Recreation District,
Thurston Hills Trail System*



*COHVOPS,
Rim Butte Jeep Trails & Trailheads*



*Deschutes National Forest,
Kapka Sno Park*

Facilities must have a direct and primary relationship with a recreational trail





Eligibility: Project Types

Water Trail Facilities

- Eligible recreational trail type under RTP
- Must be along a designated water trail or other body of water providing paddling corridors between public access points
- If trail isn't designated, use maps or other visuals to demonstrate use



*City of Hillsboro,
Rood Bridge Park Boat Launch,
Tualatin River Water Trail*



*City of Tillamook,
Sue H. Elmore Park Water Trailhead Facilities,
Tillamook County Water Trail*





Eligibility: Project Types

Assessment for Trail Accessibility or Maintenance

Limited to 5% of annual funding,

\$20,000 max per project

Not for general trail project planning



Land or Easement

Acquisition for Trail Development

- Must comply with federal acquisition guidelines (Uniform Act, Yellow Book appraisal)
- Appraisal costs incurred within 18 months of Notice to Proceed eligible as match
- Appraisals older than one year from application date typically need to be updated
- Proof of willing seller required
- Appraisals must be completed and submitted with the application





Eligibility: Project Types

Safety & Education

Trail safety education, printed materials, signage, videos, public training, etc.



Limited to 5% of annual apportionment

Projects submitted and evaluated in category of primary use





Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements, complete list in policy 2.3B

Planning / Engineering Costs

- Limited to 15% of the total project cost included in the RTP budget
- Includes design, engineering, land use or building permits, environmental assessment

Pre-Agreement Expenses

- Planning/engineering costs eligible as match if incurred within 18 months prior to Notice to Proceed
 - Ex: Final engineering, archaeological surveys, permit costs
- Pre-approval required, include in budget and describe in relevant app. question
- Construction costs and materials purchased prior to Notice to Proceed are NOT eligible





Conditional Project Elements

Staff Salaries & Fringe Benefits

- Eligible for match: Salaries for any staff implementing the RTP project
 - *Hours must be tracked and documented, need official documentation of wage rates*
- Eligible for reimbursement: Temporary staff hired for the RTP project
- Not eligible for reimbursement: Salaries for existing positions



Harney County Chamber of Commerce & Malheur National Forest
Wayfinding Signage & Maps





Conditional Project Elements

Steel and Iron Products

- Under USDOT's Buy America law, if the total steel or iron incorporated into a product exceeds \$2,500 – sourcing, melting, and manufacturing must take place in the U.S.
 - Not the same laws as Buy American or ARRA Buy America
- 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

Equipment Purchases for Trail Building and Maintenance

- Eligible under federal and state guidance
- All steel and iron parts must be certified as U.S. sourced and final assembly must take place in the U.S.
- A Federal waiver process exists but is on hold
- Leasing is an option, some limitations (contact Jodi)

See policy 2.4 for more information





Conditional Project Elements

Sidewalks

- “RTP funds should not be used to provide paths or sidewalks along or adjacent to public roads or streets, unless necessary to complete a missing link between other recreational trails” - federal RTP guidance

Road Right of Way

- Additional requirements apply for projects located in the ROW of a federal-aid highway
- Davis Bacon applies, inmate labor restricted



*City of Ontario,
Treasure Valley Connector Trail*





Conditional Project Elements

Skill Building Facilities & Bike Parks

- Pump tracks not eligible, better fit for LWCF or LGGP
- Skills features along a recreational trail may be eligible
- Trails around or within a bike park may be eligible



Salem Area Trails Alliance, Silver Falls Newt Loop



Leavenworth Pump Track, Facebook.com



John Day Bike Park,
Trails funded by RTP, pump track not funded by RTP



Ineligible Project Elements

Not eligible for grant reimbursement or as match

- **Budget contingencies (as a line item)**
- **Planning**
- **Food**
 - exceptions for backcountry crews
- **Gifts**
- **Indirect and overhead costs**
- **Interpretive signage**
- **Landscaping (beautification)**
 - Mitigation planting allowed
- **Law enforcement**
- **Legal fees**





Ineligible Project Elements



*Photo credit Katie Sox;
Central Oregon Trail Alliance &
Ochoco National Forest,
Trail Rehabilitation*

- **Trail Lighting**

- Incidental costs for trailhead lighting allowed

- **Roads**

- **Maintenance**

- Work that is or should be conducted on a frequent basis to keep trails up to standard
- Work that doesn't impact the trail location, design, or structure
- Cannot be used as match
- Volunteer labor must be distinct from their maintenance work under an existing partnership and be clearly tied to the project goal





Eligible Match

Minimum match: 20% of project cost

40% if requesting \$250k or more, non-motorized only

Actual match based on approved budget

Match must be necessary for the specific project

- **Cash**
- **In-Kind**
- **Force Account**
 - If not yet approved, show what other funds will be used
- **Grants**
- **Donations**
 - Cash, items, services
- **Volunteer Labor**



Photo Credit Nate Zaremsky





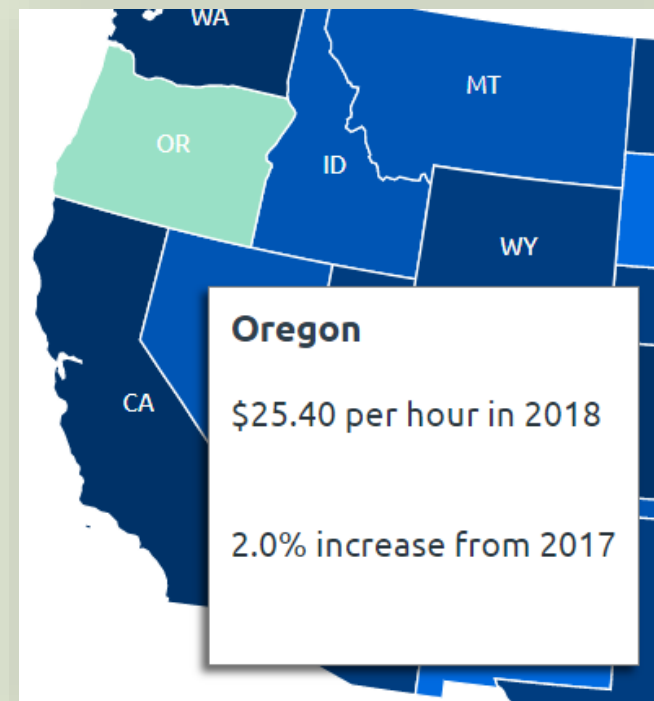
Eligible Match: Volunteer Labor

Select one method for the entire project:

- **Option 1:** [Independent Sector](#) rate
 - \$25.40 (usually updated in April, delayed this year)
- **Option 2:** Department of Labor or BOLI rates
 - Wage rate determined by duties and county
 - Use general laborer rate unless performing specialized work (example: engineer, archaeologist)

Review documentation requirements in advance

Volunteer forms provided by OPRD, allowable to use your existing tracking system if similar information is collected



Current Independent Sector rates





Control and Tenure

Ownership documentation required with the application (non-federal land)

- Fee simple title,
- Lease,
- Easement, or
- Other legally binding use agreement

RTP Grant Agreement Language – Use of Project Property:

- *“Grantee warrants that the land within the project boundary...shall be dedicated and used for the purpose described in the Application for a period of no less than 25 years from completion. Grantee agrees to not change the use of, sell, or otherwise dispose of the land...except upon written approval by OPRD.”*





Control and Tenure

RTP Grant Agreement Language – Public Access

- *“The Grantee shall allow opened and encumbered public access to the completed Project to all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence.”*

Land managers maintain discretionary management responsibilities

- Example: seasonal closures for wildlife protection, temporary closures for timber or wildfire management
- Describe known restrictions in the application



Cascadia Head Scenic Research Area





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

Review process varies for federal and non-federal land (refer to manual and application attachment checklist)



*Willamette National Forest,
McKenzie River Trail Bridge Replacements*





NEPA & Section 106 Review: Federal Lands

- NEPA Documentation:
 - Letter or form indicating that the project falls under a categorical exclusion, or
 - Decision memo and if applicable, copy of EA or EIS
- Section 106 Documentation:
 - Completed Heritage Review form if the project falls under the agency's Programmatic Agreement with SHPO, or
 - Alternative PA documentation used by the agency, or
 - Copy of SHPO's concurrence letter



United States Department of Agriculture

Record of Decision

Indicate on the application if these items are pending, project may not proceed until submitted & reviewed





Environmental Review: Non-Federal Land

- For all projects that include on-the-ground work, submit with the application:
 - RTP Environmental Screening Form
 - Completed State Agency Review Forms

Environmental and SHPO Forms for Non-Federal Land

- [RTP Environmental Screening Form \(DOC\)](#)
- [RTP Environmental Screening Form \(PDF\)](#)
- [State Agency Review Form](#)
- [Transmittal Memo](#)
- [State Agency Contact List](#)
- [SHPO Submittal Form](#)
- [SHPO Clearance Form](#)

Forms received after application submission can be emailed to Jodi during the technical review period. Indicate on the application any forms you're waiting on.

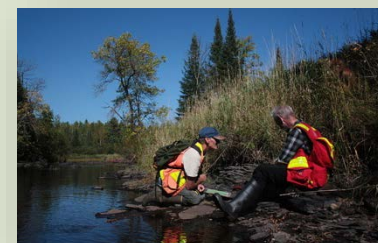




Environmental Review: Non-Federal Land

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, ODOT, 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: Non-Federal Land

Intergovernmental Consultation Steps

1. Complete the RTP Environmental Screening Form
2. Complete a Transmittal Memo for each agency
3. Edit the Consultation/Review Form to include your contact info
4. Email to each agency:
 - Transmittal Memo
 - State Agency Consultation/Review Form
 - Environmental Screening Form
 - Map
 - Site Plan

STATE OF OREGON NATURAL RESOURCE AGENCY CONTACT LIST for Review of Proposed Grant Funded Projects		
Mandatory Contact List: Submission to these 3 agencies is required.		
<input type="checkbox"/> DSL	<input type="checkbox"/> ODF&W	<input type="checkbox"/> DEQ
AGENCY	CONTACT	SPECIAL REQUIREMENTS
<input type="checkbox"/> Oregon Department of State Lands (DSL)	Chris Stevenson Jurisdiction Coordinator 775 Summer St NE STE 100 Salem, OR 97301 503-966-5246 christine.stevenson@state.or.us	<ul style="list-style-type: none">• Submit by email• Allow 4 weeks for review• Only submit projects with ground alteration• No resubmittals please• Please include the following info:<ul style="list-style-type: none">• County• Latitude/Longitude• Township• Accurate Site Map• Range• Tax Lot(s)• Section
<input type="checkbox"/> Oregon Dept of Fish & Wildlife (ODF&W)	Joy Vaughan Land Use & Waterway Alterations Coordinator 4034 Fairview Industrial DR SE Salem, OR 97302 503-947-6089 joy.r.vaughan@state.or.us	<ul style="list-style-type: none">• Submit by email• Joy will forward your review request to the appropriate district biologist.
<input type="checkbox"/> Dept of Environmental Quality (DEQ) Northwest Region	David Kunz 700 NE Multnomah St Ste 600 Portland, OR 97232 503-229-5336 kunz.david@deq.state.or.us	<ul style="list-style-type: none">• Submit by email• Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties.
Western Region	Mary Camarata 165 E 7 th Ave STE 100 Eugene, OR 97401 541-687-7435 mary.camarata@state.or.us	<ul style="list-style-type: none">• Submit by email• Serving Yamhill, Polk, Marion, Lincoln, Benton, Linn, Lane, Douglas, Coos, Curry, Jackson, and Josephine Counties.
Eastern Region	Greg Svelund 475 NE Bellevue DR, #110 Bend, OR 97701 541-633-2008 svelund.greg@state.or.us	<ul style="list-style-type: none">• Submit by email• Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, Lake, Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler.

*Refer to the State Agency Contact List for email addresses and other details.
Agencies must be given at least 30 days to respond.*





SHPO Review: Non-Federal Land

- Projects will be sent to the State Historic Preservation Office (SHPO) if recommended for funding.
- Upload in the application under “SHPO Attachments”:
 - Completed SHPO Submittal Form, and
 - Completed SHPO Clearance Form, and
 - Photos of the property and any built environment resources, and
 - Map for SHPO (Google Earth KMZ file or topo map)
- **Exception:** If SHPO has already reviewed the project, provide the SHPO case number in the application instead of submitting the information listed above.



Amanda Trail





SHPO Review: Non-Federal Land



- If SHPO requires 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
- Inadvertent Discovery Plan (IDP) incorporated into grant agreements, recommended for subcontracts





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Application Process & Materials

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 can request an account at any time.

Applicants will either select a motorized or non-motorized application, depending on primary use of the trails or project area.

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

[2020 Application Worksheet](#): A list of application questions that can be used to prepare your responses but cannot be submitted in place of the online application

[Application Attachment Checklist](#): A list of required attachments and forms that must be submitted with your application

Application Forms:

- [RTP Land Manager Approval Form](#)
- [Project Timeline Template](#)
- [Land Use Compatibility Form \(LUCS\)](#)
- [Trail Accessibility Assessment Memo](#)

Environmental and SHPO Forms for Non-Federal Land

- [RTP Environmental Screening Form \(DOC\)](#)
- [RTP Environmental Screening Form \(PDF\)](#)
- [State Agency Review Form](#)
- [Transmittal Memo](#)
- [State Agency Contact List](#)
- [SHPO Submittal Form](#)
- [SHPO Clearance Form](#)

17 Files

[RTP GRANT MANUAL](#)

[RTP Manual Sec. 2 - Eligibility and Policies](#)

[RTP Manual Sec. 3 - Application Guidance](#)

[RTP Manual Sec. 4 - Scoring Criteria Guidance](#)

[Online Grant Application Instructions](#)

[Checklist for Application Attachments](#)

[Pre-application Worksheet](#)

[RTP Environmental Screening Form - Blank](#)

[State Agency Review Form - Blank](#)

[State Agency Transmittal Memo form](#)

[State Agency Contact List](#)

[Land Manager Approval Form - Blank](#)

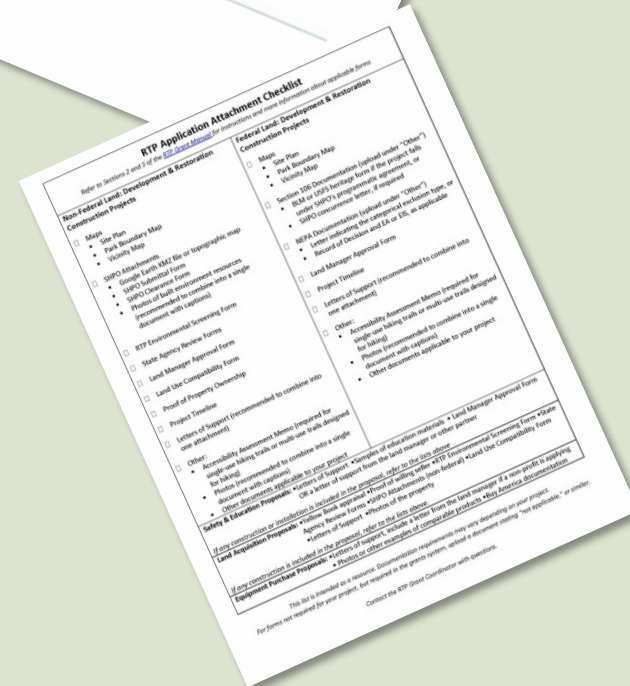
[Land Use Compatibility Statement \(LUCS\) - Blank](#)

[Project Timeline Template](#)

[Trail Accessibility Assessment Memorandum - Blank](#)

[SHPO Submittal Form \(Archaeological assessment\) - Blank](#)

[SHPO Clearance Form \(Built environment assessment\) - Blank](#)



OPRD RTP Webpage

Online Application



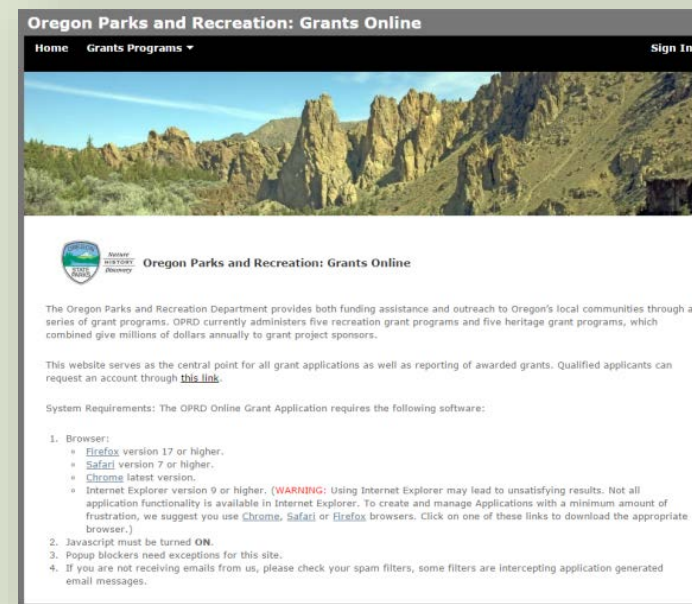


Online Application Process

<https://oprdgrants.org>

Existing Users: Sign on using your email address as username

New Users: Follow links to request an account



Need written permission from the applicant organization to allow consultants or other partners to access their grants account

Pre-application worksheet available to draft responses, not accepted in place of the online application





Online Application Process

1. If your user account is associated with more than one organization, select the appropriate organization before initiating an application.

2 New Applications Available ▾

2 Organizations ➔

RTP - Motorized: start by 05/01/2020

RTP - Non-Motorized: start by 05/01/2020

2. Select the appropriate application. This list will include all open programs that your organization is eligible for.





Letter of Intent (LOI)

Main Purpose: To identify any obvious eligibility or other issues

LOI's are not used for selecting projects. Keep to the basic facts (don't need to sell your proposal). You are not held to the scope or dollar amount submitted on the LOI.

▲ Project Information

Project name *

Sunnyville Forest Trail

Brief description of project *

Phase 2 of the Forest Trail project includes extending the trail 3 miles, installing wayfinding signage, and adding a kiosk at the trailhead that was developed under Phase 1.

Project Location *

Sunnyville neighborhood in Happy City, OR. Near the intersection of J and 100th St.

Approximate grant request *

75000

Save Letter

Submit Letter

Nevermind





Letter of Intent (LOI) - Tips

- Make sure to select the correct organization and contact person
- **Save** and **Submit**
- Once approved, the remainder of the application questions can be accessed

A screenshot of a web form interface. At the top, a light blue box contains the text "This application requires a Letter of Intent, please provide the following information:". Below this, a green box contains the text "Letter of Intent submitted", which is circled in red. At the bottom, a light gray box contains a blue triangle icon followed by the text "Contact Information".

This application requires a Letter of Intent, please provide the following information:
Letter of Intent submitted
▲ Contact Information

Note: After briefly seeing this message, and before it's approved, it will look like you still need to submit. I will approve or contact you with questions within a few days. Contact me if you're unsure.





Application Sections



*Photo Credit Tanni Wenger Photography Studios,
City of John Day, Innovation Gateway Trail System*

- Contact Information
 - Project Information
- Project Budget Worksheet
- Supplemental Project Information
 - Environmental: Federal Lands
- Environmental: Non-Federal Lands
- RTP Committee Evaluation Criteria
 - Supplemental Miscellaneous
 - Attachments





Getting Started

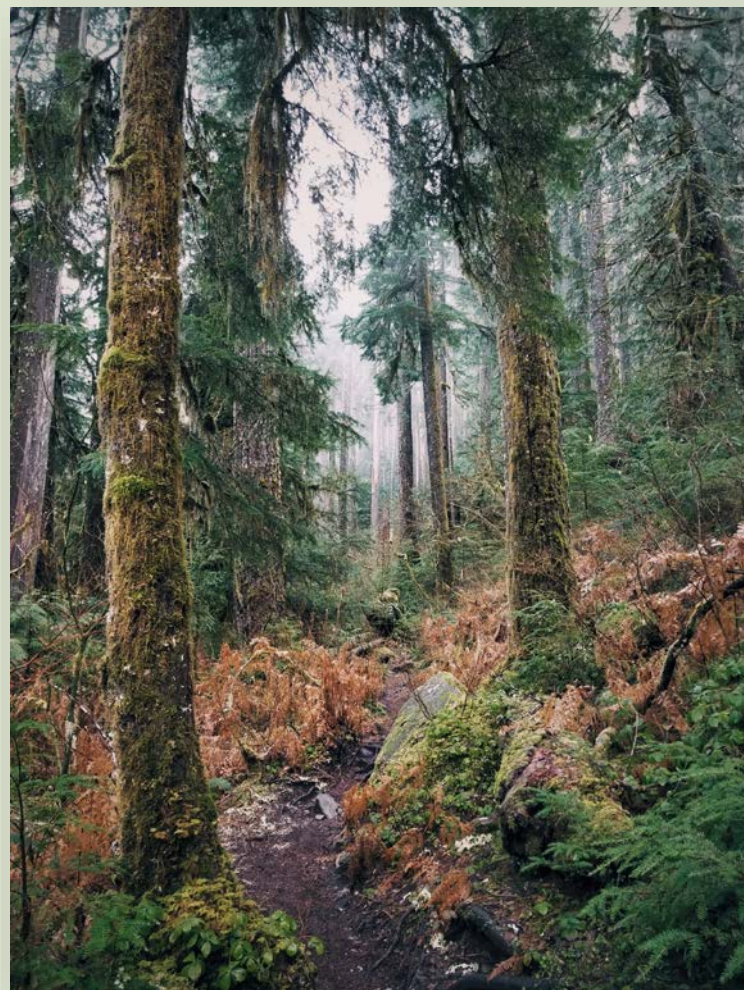
- **Reminder:** the application is incorporated into a **grant agreement** for approved projects. Keep scope realistic. **You will be held to it.**
- The project planning stage comes before the application process
- Know your audience, application should focus primarily on benefits to recreational trail user
- Be clear and concise for reviewers
- Don't assume that staff and committee members know your park system, user needs, etc.





Getting Started

- Use Chrome or Firefox, do not use Internet Explorer
- Save often
- Keep a backup copy of your responses
- **Non-profit partners:** review your application with the land manager to ensure project timeline, roles, and deliverables are clear





Contact Information

- Select:
 - Project Contact (required)
 - Reimbursement Contact (optional)

RTP Non-Motorized Application

Save Application Submit Application Cancel

Delete Application

▲ Contact Information

Applicant: OPRD

Project Contact *: Ben Cox

Address: Alex Phillips, Anna Krug, Austin Bertelson, Barbara Lee, Ben Cox, Ben Fisher, Carrie Lovellette, Casey Nielsen, Chris Gerdes

Reimbursement Contact:

Select from a list of all active users connected to your organization. All users can edit the application, not just the Project Contact you select.

- Contact information can't be edited on the application
- Edit on your home page:

Name	Role
Alex Phillips	Authorized
Austin Bertelson	Authorized
Barbara Lee	Authorized
Ben Cox	Authorized

Click on the People tab and find your name. Follow the edit and save links. You may only edit your own information.





Project Information

- **Project Name**

- Carries over from the LOI, can be edited on the application
- Be short but specific enough to identify the project

- **Brief Project Description**

- Describe deliverables in 1-2 sentences
- Not for a long narrative about why you're applying
- Used for our federal agreements & other public reports

X To improve public health, physical fitness, and tourism opportunities in Happyville, OR, the City proposes to develop a world class trailhead at the existing but informal Sunny Ridge trailhead. This project is the result of a five year planning effort. Matching funds were raised by the local trails club who has also committed 200 hours of labor to the project.

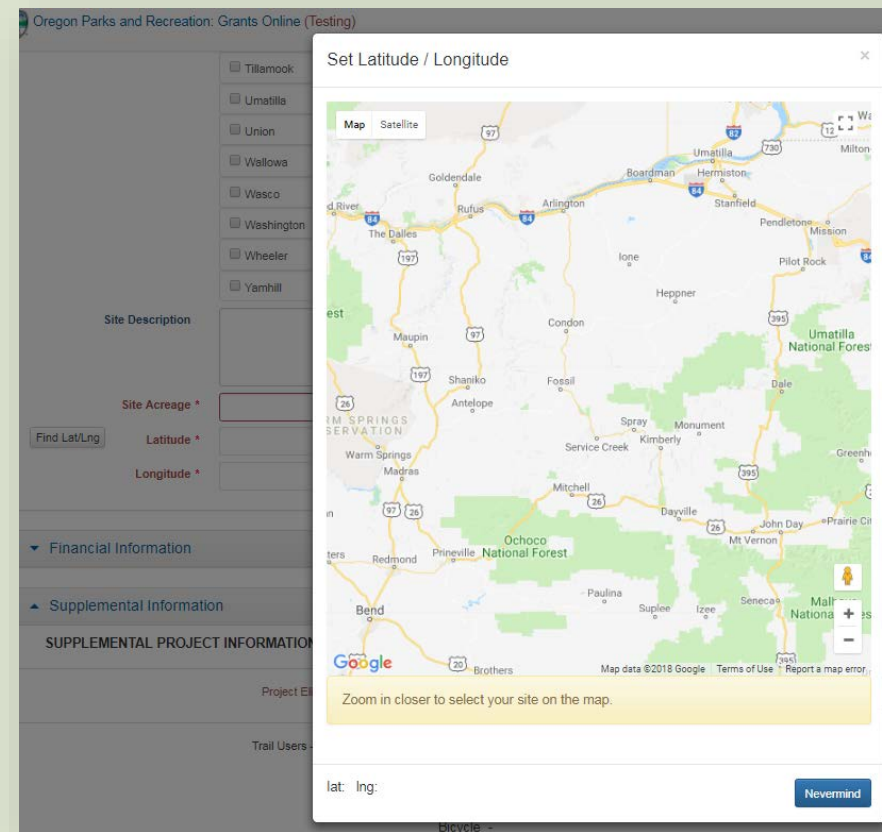
+ Development of a 2 acre trailhead at the Sunny Ridge trail system that will include 30 parking spaces, a restroom, kiosk, and bike fix-it station.





Project Information

- Project start and end dates
 - Actual start date based on federal approval and grant agreement
 - Earliest start is spring 2021
- Site name, city, and county or counties
- Site description
- Approximate acreage
- Latitude and longitude
 - Attachments will provide more detail
 - Choose a central location or trailhead
 - Google map will open, zoom in until you can select a point on the map



If map is blank, zoom in until locations show





Project Budget Worksheet





Project Budget Worksheet

This section auto-fills

Financial Information

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount * \$0.00

Match Amount * \$0.00

Total Project Cost * \$0.00

Grant % 0 %

Match % 0 %

Project Budget Worksheet

Add Worksheet Item

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Totals				\$0.00	\$0.00	\$0.00	

Total Project Cost \$0.00

Total Match from Sponsor \$0.00

Grant Funds Requested \$0.00

Add budget line items by clicking here





Project Budget Worksheet

- Enter by item and as related to project scope
- Enter unit of measurement:
 - Item or lump sum (LS)
 - Linear foot (LF)
 - Hours
 - Etc.
- Cost per unit (value)
- Identification of matching fund source, as applicable
- System will calculate totals

Project Budget Worksheet	
Description *	Volunteer Labor
Quantity Needed *	100
Unit of Measure *	Hrs
Cost / Unit	24.15
Does this item include Match?	<input checked="" type="checkbox"/>
Match Amount *	2,415.00
Source of Funding	
Check here if the source of your funds is from another Grant?	<input type="checkbox"/>



















Project Budget Worksheet

Verify grant and match amounts, percentages before submitting

Requested Amount *	\$94,000.00
Match Amount *	\$25,615.00
Total Project Cost *	\$119,615.00
Grant %	78.58546168958742 %
Match %	21.414538310412574 %

Match should be at least
20% (40% if applicable)

Request	Source of Funding	
\$80,000.00		 
\$3,000.00		 
\$5,000.00		 
\$6,000.00	Donated funds	 
\$0.00	ABC Trails Alliance	 
(\$3,200.00)	Force Account	 
\$0.00	Force Account	 
\$90,800.00		

There should be NO negative amounts in the request column





Project Budget Worksheet

- Brands, vendors, or contractors should not be named unless the applicant has an existing agreement
 - Find procurement rules in Section 5 of the Manual
- Elements:
 - Labor (contracted, volunteer, project management, field staff, etc.)
 - Equipment (rental costs if applicable, in-kind rates, FEMA rates, etc.)
 - Materials
 - Other services (permitting, engineering, design, archaeological monitoring, etc.)
 - Miscellaneous expenses
- Expenses paid for outside of the grant or match should NOT be included in the budget
 - Indicate in the scope if necessary to explain the project, be clear whether included in grant/match





Supplemental Section

Project Information

- Select primary project category
- Select trail user groups: motorized & non-motorized
- **New:** for projects on non-motorized trail systems, describe the land manager's e-bike policy (for federal RTP reporting purposes)

Environmental Information

- Respond to either the federal or non-federal land questions
- Indicate the status of any pending environmental or Section 106 documentation



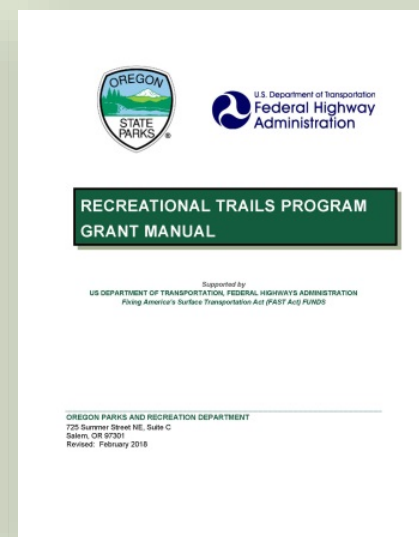
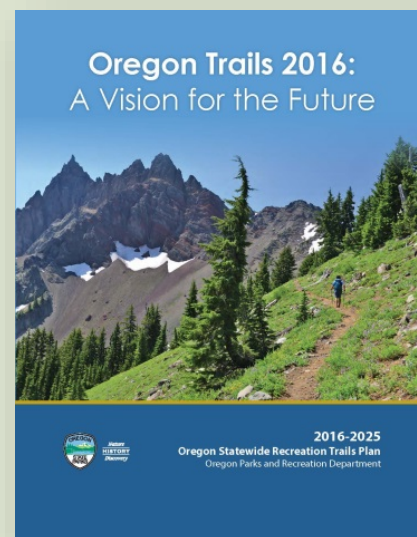
*A camel on the Cazadero Trail,
photo provided by Metro*





Supplemental Section: Technical Review & Evaluation Criteria

CRITERIA TYPE	POSSIBLE POINTS
OPRD TECHNICAL REVIEW	
1. Technical Review & Compliance	0
RTP COMMITTEE EVALUATION CRITERIA	
2. Project Scope and Plan	10
3. Youth Conservation Corps	5
4. Benefits	5
5. Statewide, Regional, and Local Issues and Needs	25
6. User Needs	10
7. Public Support	5
8. Maintenance & Sustainability	
Maintenance & Management	5
Environmental & Design Sustainability	5
Social Sustainability	5
9. Project Urgency	5
10. Diversity, Equity, and Inclusion	5
11. Discretionary Committee Member Criteria	20
Total Points	105



*Refer to Section 4 of the RTP Grant Manual
for detailed guidance*





Supplemental Section: OPRD Technical Review (0 points)



*Friends of the Historic Columbia River
Highway, State Trail Wayfinding Signage*

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, Projects Suitability

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





Supplemental Section: Scope & Plan (0-10 points)

Committee Evaluation

- To understand the objectives of the proposal
- To evaluate the appropriateness of RTP and competitiveness of the project
- To ensure funds are used timely and awarded to projects that are well planned and publicly vetted

OPRD Compliance Evaluation

- To evaluate the eligibility of the project & readiness to proceed
- If awarded, these responses are used for evaluation of project completion



Corral "B" (see area Map) showing built up and level parking area with a 2 degree slope.



Back Country Horsemen Columbia Gorge Chapter & Mt. Hood National Forest, Gibson Prairie Trailhead Improvements





Supplemental Section: Scope & Plan (0-10 points)

Application Questions

What are the project deliverables?	<i>Answers will vary by project type, refer to Grant Manual. Elements in scope must align with budget.</i>
Why is the project being proposed?	<i>Make your case! What problem are you addressing? Are you providing an opportunity that is lacking? What's the history?</i>
How are you proposing to complete the work?	<i>Roles of staff? Volunteers? Contractor?</i>
What trail standards or guidelines will be used?	<i>Does the land manager have adopted trail standards? If not, what guidelines will you use?</i>
Describe the level of readiness to process and indicate what the step is if funded.	<i>Final engineering? Contractor procurement? Purchasing materials? Breaking ground?</i>
List any required permits and the status of those permits.	<i>Examples: Army Corps permit, Ocean Shore permit, local conditional use permit, etc.</i>





Supplemental Section: Youth Corps (0-5 points)

Application Question: If a youth conservation corps or other youth crew will be used to complete the project, describe their role.

- Scored on a range: how significant is their role? Is a commitment in place?
- Federal RTP guidance allows sole sourcing of specific corps (policy 5.4B)
- Points may be awarded for other youth crews or groups that you have agreements with
- National guide on youth corps partnerships posted on the OPRD RTP webpage



Heart of Oregon Youth Corps constructs fencing at BLM
Prineville's Fryrear Trailhead



Northwest Youth Corps' Tribal Stewards members
clearing logs for the PCTA's Jefferson Park reroute project





Supplemental Section: Benefits (0-5 points)

History: Formerly focused on economic development or tourism

2019 Revision: Expanded to focus on either economic development OR community health benefits

- Select the primary type: Destination or Community Trail
- Respond with benefits, based on primary trail type





Supplemental Section: Benefits (0-5 points)

Examples of what to address,

Refer to Section 4 of the RTP Grant Manual for more information

Destination Trails:

- How will the project facilitate additional trip-related expenditures?
- For new trails – how does the project fit within your local tourism goals? What are the anticipated impacts?
- For restoration projects – how can you demonstrate existing economic impacts? How will the project sustain or increase those impacts?

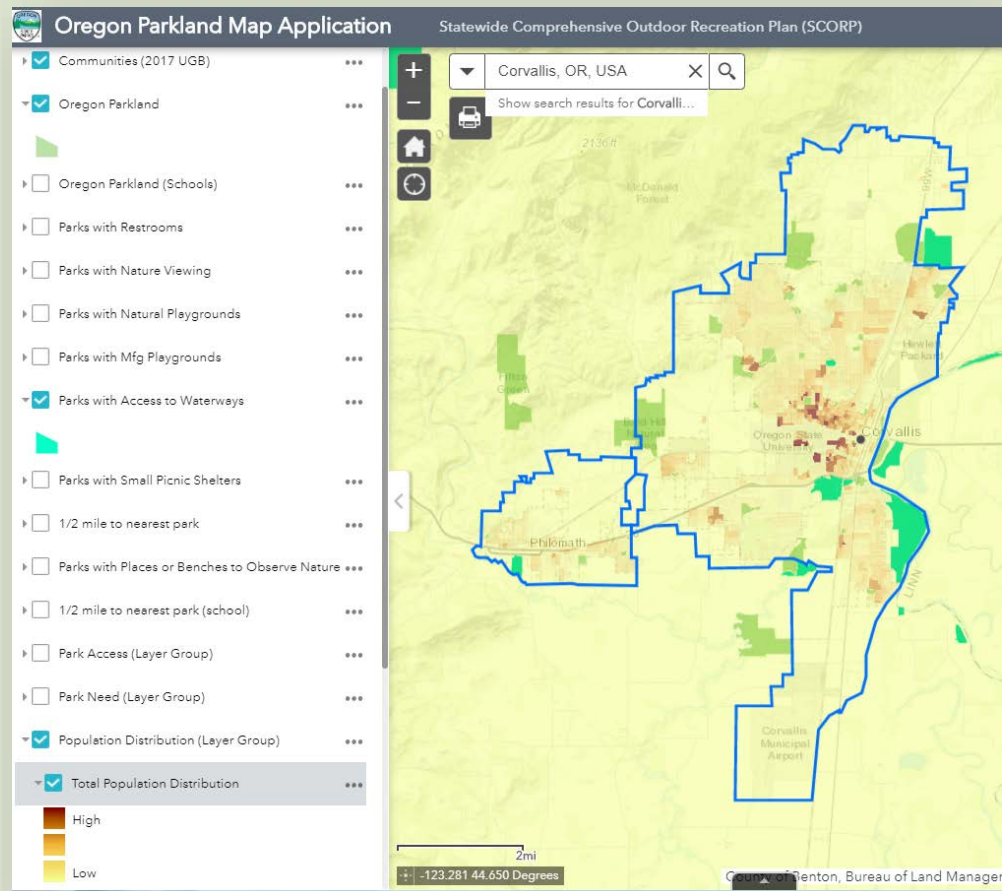
Community Trails:

- Does the project provide access in an area with limited or no recreation access?
- Is the project expected to increase physical activity?
- Does the project fit within a larger plan to address health and fitness or health disparities?
- Does the project provide or improve opportunities within or near a BMI high priority county or UGB? Census block?





Parkland Mapping Project



Link on OPRD grant program webpages,
or Google "Oregon Parkland Mapping"

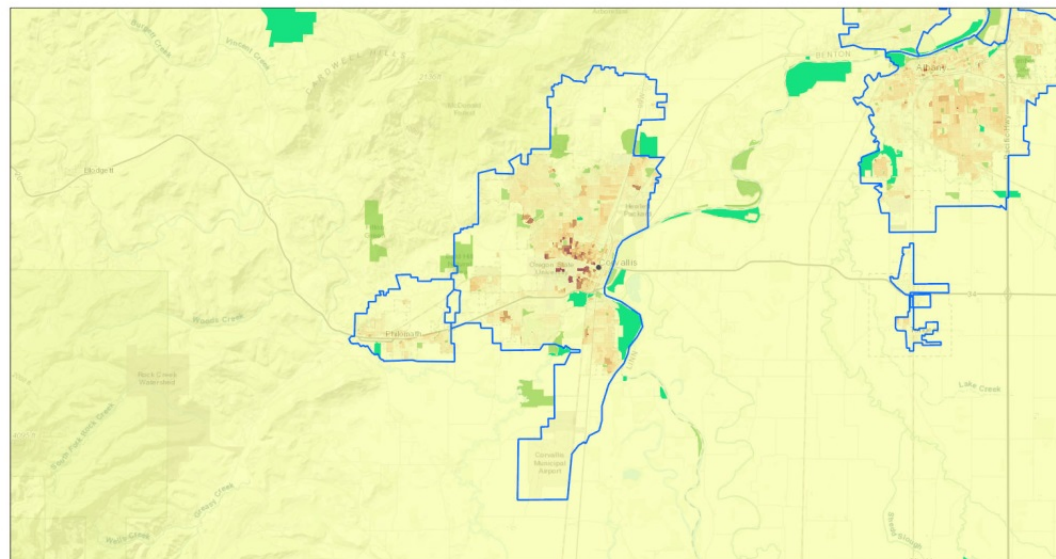
- Tool for applicants to demonstrate need, etc.
- Not required for the RTP application, but a useful tool
- Data included:
 - Parkland info provided by local park providers, local governments
 - Census block level: income, ethnicity, age, BMI
- Useful for evaluating and showing your project location in relation to other parks, needs, etc.
- Trailheads outside of a park boundary and dispersed setting facilities not included yet





Parkland Mapping Project

Oregon Parkland



4/9/2019, 12:24:31 PM
Oregon Parkland
Parks with Access to Waterways
Communities (2017 UGB)
Total Population Distribution
High
Low

1:144,448
0 1.25 2.5 5 mi
0 2 4 8 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, © OpenStreetMap contributors, and the GIS User Community

Oregon Parkland Web Map Application
County of Benton, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS | This dataset was originally created in 2004 at the Oregon Department of Employment under a grant from the Oregon Geographic

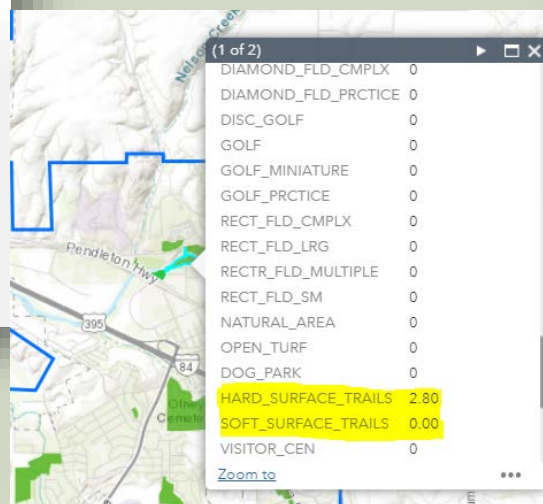
Use the print function to save an image of your map, including a legend. Manually add notes showing your project location.



Oregon Parkland Map Application

Layers

- ☒ Communities (2017 UGB) ...
- ☒ Oregon Parkland ...
- ☐ Oregon Parkland (Schools) ...
- ☐ Parks with Restrooms ...
- ☒ Parks with Nature Viewing ...



Click on a park boundary to view existing trail mileage

Use the layers section to select what to show on your map. Use the ●●● dropdown to adjust transparency



Supplemental Section: Issues and Needs (0-25 points)

Application Questions

- How does the project address statewide and regional issues and needs as identified in the 2016-2025 Statewide Trails Plan?
 - Refer to the RTP Grant Manual and its appendices, or to the Statewide Trails Plan
 - Some of the issues and needs aren't eligible for RTP funding (example: maintenance, interpretative signage)
- How does the project address other locally identified issues and needs? To what extent does the project satisfy priority needs as identified in the land manager's local planning document (master plan, comprehensive plan, etc.)?





Supplemental Section: User Needs (0-10 points)

Application Question: Describe how the project will satisfy needs of the intended user group(s).

Describe in more depth how elements of the project were decided on and how well those elements meet needs of the intended user group(s). Example of what to address (refer to the manual for more):

Project Use:

- What similar opportunities are available nearby?
- Is the project meeting an unmet need?
- Describe the level of existing or anticipated user impact (trail counts, etc.)
- If overuse is an issue, how will the project better accommodate large amounts of users or ease overuse on nearby trails?

Project Design:

- Describe how user friendly or universally accessible the project is.
- If filling a physical gap in a system, what alternative route do users have? Is the alternative dangerous or unsustainable?
- For restoration, describe how the user experience will be improved or provide access to closed areas.
- For specific level of difficulty designs, how does the project complement other systems in the area?





Supplemental Section: Public Support (0-5 points)

Application Attachment: Upload letters of support

- Minimum of 5 letters recommended
- Strongest letters are from user or community groups who will benefit from the project
- Give people time to write letters, give them background
- Form letters not recommended – content matters
 - Provide a bullet list of points or talk through it with them, encourage them to put it in their own words
- Less impactful: letters from public agencies, businesses
 - Provide these in addition to your other letters
- Recommended to combine into one attachment, use cover sheet to list the letters
- Do not send letters directly to the RTP Coordinator or Committee Members
 - Jodi will email you a copy if received via email
 - Ask people not to mail them to the OPRD office (teleworking)





Supplemental Section: Public Support cont'd (0-5 points)

Application Question: Other than letters of support, how can public support be demonstrated? Describe any processes or public meetings that have taken place to receive input and gain support.



*A **summary** of comments received during public meetings, rural tourism studios, or online surveys can be uploaded to the Letters of Support category, if applicable.*





Supplemental Section: Maintenance & Management (0-5 points)

Application Question: Describe the land manager's capacity and commitment for trail maintenance.

Address as relevant:

- Is dedicated funding in place for long-term management?
- Do you have permanent staff for ongoing trail maintenance?
- Does the land manager partner with organizations or volunteers to assist with maintenance? What organizations?
- Do staff and partners have capacity to meet needs?
- If proposing new trails, describe the condition of existing trails
- If proposing restoration, how much maintenance backlog will the project alleviate?





Supplemental Section:

Environmental & Design Sustainability (0-5 points)

Application Question: Describe how the proposal results in a well-designed and environmentally sustainable trail system.

Address as relevant:

- Describe the methods of design and low-impact techniques used to protect and complement the environment.
- How will habitat areas be enhanced? How will erosion be prevented?
- Describe how the project is designed for ease of maintenance.
- Equipment: how will the purchase result in a more sustainable trail system?
- Safety & education: how is the project anticipated to result in user protection of natural resources?





Supplemental Section: Social Sustainability (0-5 points)

Application Question: Describe the social sustainability benefits of the project.

A socially sustainable community must have the ability to build and maintain park facilities serving residents of all ages, abilities, and economic status. Social sustainability practices involve outreach to address the needs of the community, including underserved populations and underrepresented user groups....Benefits of social sustainability include promoting public health, promoting equity, and increasing social interaction with the natural environment.

Address as relevant:

- Is or will the project area be used for public events?
- Will the project create volunteer opportunities for the public?
- Will the project encourage partnership with other entities and foster community support?
- Will the project increase access and use of open spaces and trails?
- Will the project enhance cultural educational experiences?
- Will the project promote ecological values through public education and interpretation?

Refer to the grant manual for more information.





Supplemental Section: Project Urgency (0-5 points)



Application Question: Describe how the project has an urgent need to be completed.

Intent: to give priority points for project proposals that have an urgent need

Address as relevant:

- Describe how critical RTP funds are to completion of the project
- Do temporary alternatives exist if RTP funds are not awarded?
- Describe the consequences to user if the project is not funded? Will actions be taken that lead to closure or loss of quality?
- Describe the consequences to the applying entity. Will other funds be lost? Are those factors within your control?





Supplemental Section: Diversity, Equity, & Inclusion (0-5 points)

Application Question: Describe your organization's diversity, equity, and inclusion strategy or efforts.

Application Attachment: If applicable, upload supporting documentation showing your organization's adopted strategy, statement, plan, etc.



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.





Supplemental Section;

Discretionary Committee Member Criteria (0-20 points)

Committee members may award projects additional points based upon their subjective evaluation, such as:

- Superior design
- Universally accessible design
- Fiscal consideration
- Superior leveraging of funding or partnerships
- Enhancement of regional or statewide significant trails
- Potential for legacy
- Exceptional meeting of an unmet need
- Etc.



*Willamette National Forest,
Tamolitch Trail (Blue Pool) MTB Bypass*





Supplemental Section: Miscellaneous

OPRD Recreation Grant Performance:

- List active grants and describe your performance and compliance with active and past OPRD grant awards (brief summary)

Accessibility:

- Indicate if you have an adopted ADA transition plan, if no, indicate if you've evaluated the project for ADA compliance
- Describe elements of the project that meet accessibility guidelines or go above and beyond.
 - Submit the accessibility assessment memo for single-use hiking trails and multi-use trails designed primarily for hiking. Use this space to describe other elements or trail types (trailhead facilities, boat ramps, etc.)





Supplemental Section: Miscellaneous

Non-Profit Partners:

- If the applicant is a non-profit partners of a public land management agency, describe the land manager's involvement in planning, approval, implementation, and oversight

Buy America:

- If your project includes steel materials of \$2,500 or more, or an equipment purchase, indicate if you've verified that Buy America compliant products are available.



*Mt. Hood National Forest,
LaDee Flats Staging Area*





Supplemental Section: Miscellaneous



*Photo credit Travel Baker County
Blue Mountain Singletrack Trails Club
Broadway Flow Trail*

Miscellaneous Financial:

- Indicate if any pre-agreement planning costs are included in your budget and when those costs will be incurred.
- Indicate if you do not have the financial capacity to manage a reimbursement-based grant. Additional information will be requested during technical review.






Application Attachments

Refer to the Application Attachment Checklist for a list of what documents apply to your project

Refer to the RTP Grant Manual for documentation guidance (sections 2 & 3)



▲ 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

The application can't be submitted until something has been uploaded under each required attachment category

Upload a document marked as "N/A" for attachments that don't apply to your project





Application Attachments: Tips

- Get started early: some attachments require an outside entity to reply.
- Each document should be clear to staff and Committee members: use cover sheets, captions, notations, keys, etc.
- Combine documents into one file when appropriate
- Attachments can be deleted until you submit the application, cannot add or delete files after you submit (except during technical review)



*Confederated Tribes of Grand Ronde,
Coast Creek Trail*





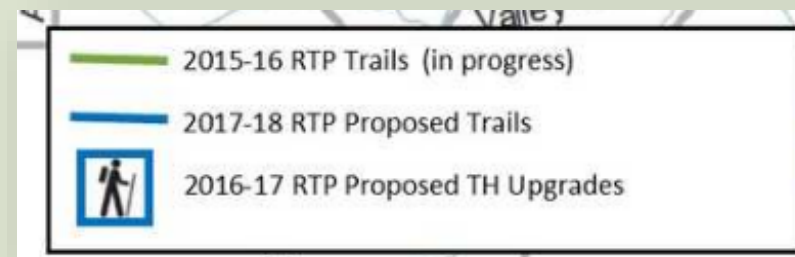
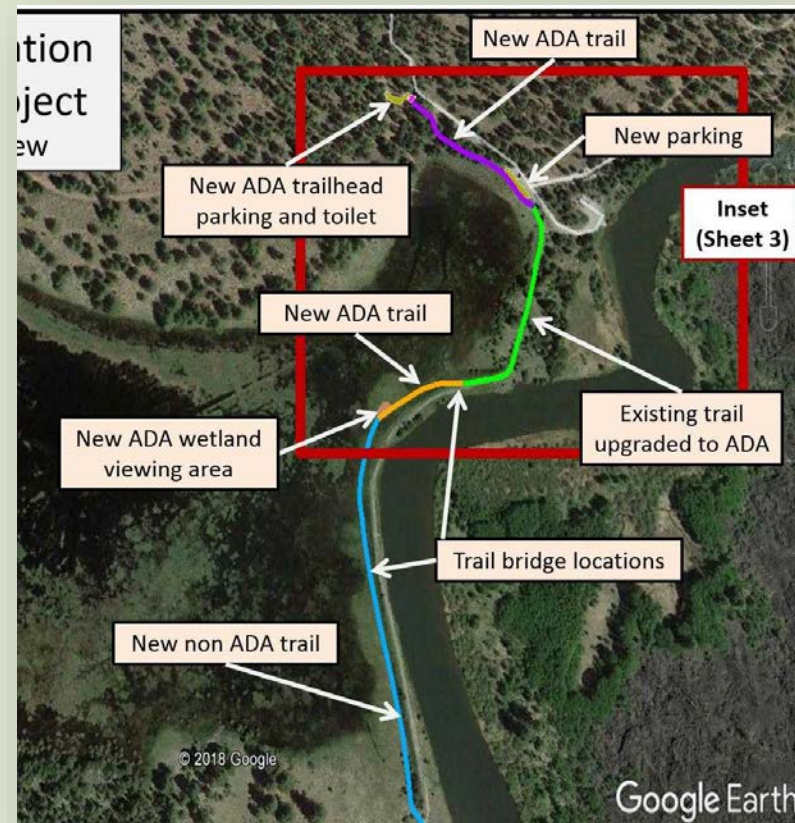
Attachments: Maps

Vicinity Map: Broad identification of location

Park Boundary Map: Boundary of park or trail system, identifies site in relation to geographic features and facilities

Site Plan: Design document(s) for the project that clearly indicate project elements

- If some sections are not included in the grant/match, note this on the plan
- Used for verification of project completion
- Multiple documents can be submitted (example: engineering plan + trail system map indicating project sections)





Attachments:

Property Ownership, Land Use Compatibility



Property Ownership:

- Deed, lease, agreement, or other legally binding public use agreement
- If multiple ownership interests, submit a tax lot map identifying control over each property

Land Use Compatibility Statement (LUCS):

- Completed by a County Planning Official
- Verifies that the proposed activity complies with local land use requirements
- May include comments about required permits or other actions
- Notice to Proceed may be contingent on approved Conditional Use Permit





Attachments:

Land Manager Approval Form

Land Manager Approval Form:

- Required for all projects that include on-the-ground work
- Non-profits: good opportunity to meet with the land manager and ensure all parties are aware of grant requirements, project timeline, roles

Land Manager Letter of Support:

- For non-profits proposing safety & education projects or equipment purchases, submit a letter of support from the land manager
- Support letters demonstrate partnership and justify need





Attachments: Timeline

- Template provided or use your own
 - Include steps after the Notice to Proceed is issued, as relevant
 - Design, permitting, procurement, construction, closeout, etc.
- A brief statement in the application may be appropriate instead, if no construction is included

Project: RTP Example Project

Applicant: OPRD Grant Department

Project Phases	Grant - Year 1												Grant - Year 2											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Notice to Proceed	NTP																							
Design		D	D	D	D																			
Permitting					P	P	P	P	p	P														
Bid/Award											B	B	B											
Construction														C	C	C	C	C	C	C	C			
Closeout																						X	X	





Other Attachments

Photos:

- Recommended for construction projects
 - Justify need for restoration, equipment replacement
 - Visualize site for new trail development
 - Demonstrate overcrowding, unsafe conditions, or need for expanded trailhead
- Best practice to combine into a single document with captions for each photo

NEPA and Section 106 Documentation: Upload under “Other”

Other: Examples of safety and education materials, examples of comparable equipment, appraisal and proof of willing seller





Application Submission

Due June 15, 2019, 11:59 PM



- The online system will not allow you to submit until all mandatory questions are answered and all attachments uploaded
- Aim to submit early in case of technical issues
- Applicants will be contacted during the technical review process if any items are missing or unclear, will be given 1-2 weeks to make edits





Grant Meeting

October 27-29, 2020

Location TBA



- Presentations are required for any grant requests over \$50,000
- Presentation + Q&A limited to 20 minutes
- Correspondence will be sent to applicants about presentation time slots, due dates for submitting PowerPoints, etc.





RTP Advisory Committee

The RTP advisory Committee is responsible for reviewing and scoring grant applications, and recommending projects for funding to the OPRD Commission and Federal Highways

User Representatives		
Hiking	Biking	Water Trails
Equestrian	OHV (2)	Snowmobiling
Other Representatives		
Accessibility	BLM (non-voting)	USFS (non-voting)

- Members spend at least one month reviewing applications
- Individual project scores are averaged to develop the ranking list, then voted on
- Members recuse from scoring application if they work for the land manager, non-profit applicant organization, etc.
- Members also represent other recreation sectors (local, state, federal land manager; trail groups; tourism; industry; etc.)





Grant Meeting Presentations: Tips

- Keep presentation between 8-10 minutes, leave the rest for questions
- Be simple and to the point
- Emphasize importance of and need for the project
- Don't list out how you're meeting the scoring criteria
- Don't repeat all the information in your application, this is a chance to make your final case





Grant Meeting Presentations: Tips

- If presenter can't answer technical questions, bring someone along who can
- For non-profit partner applicants, bringing a land manager representative can be helpful in some cases (not required)
- PowerPoint recommended
- Handouts not recommended
- Be early, these are public meetings
- Bring a backup version of your presentation





RTP Overview: 2020 Schedule

Grant Committee Meeting	October 27-29, 2020
OPRD Commission Approval	November 2020
Other steps: SHPO review (non-federal projects), approved projects incorporated into ODOT's STIP, Federal Highways' formal approval of projects, ODOT and Federal Highways authorize funding, DOJ legal sufficiency review of grant agreements, routing the agreement for signature	
Notice to Proceed Anticipated	Spring 2021

Projects may not start until a Notice to Proceed is received





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Grant Management Requirements

Grant Requirements: Project Sponsors are responsible for reviewing their agreement, program grant manual, and following up with questions

Grant Term: Approximately two years, identified in the agreement

Scope Changes: Request must be submitted with justification at least 30 days prior to the end date (realistically much earlier)

- May be denied if too far outside of approved scope
- Submit much earlier if changes require updated environmental or SHPO review

Extensions: Requests must be submitted with justification at least 30 days prior to the end date

- Multiple OPRD approvers, FHWA in some cases
- Significant delays may impact future grant requests





Reporting: Reimbursement Requests

Online Reporting System: Submitted on OPRD Grants website

Frequency:

- Once the first request is made, must be submitted every six months to keep funding active
- No more frequently than monthly
- OPRD has 30 days to review and respond with questions or approve request

Documentation:

- Must show grant expenses & match (invoices, proof of payment, volunteer labor, etc.)
- Individual requests must stay, at a minimum, within the approved match %

Retainage: OPRD holds 25% of funds until project verified as completed





Reporting: Progress Reports

Online Reporting System: Submitted on OPRD Grants website

Frequency:

- Quarterly, even if no activity (following calendar quarters)
- Must be current in order to submit a reimbursement request

Content:

- Describe work completed, delays, updates to timeline
- Attach photos when possible
- If major delays, contact Jodi directly





Project Completion

Final Reports: Submitted on <https://oprdragrants.org>

- Final reimbursement request
- Final progress report
- Photos of the completed work

Final Site Visit: the Grant Coordinator will contact you to arrange, if possible

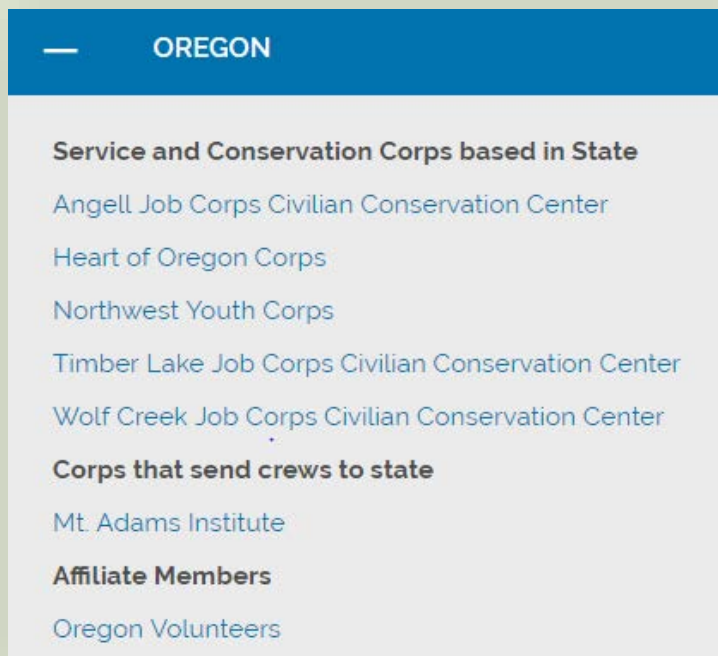
Publicity:

- Acknowledge OPRD support at the project site
- Signs can be requested or incorporated into the Project Sponsor's signage
- Notify the Grant Coordinator if a grand opening or other public event is planned





Procurement Requirements



Procurement:

- Transactions must be documented and conducted to provide free and open competition
- State requirements, at a minimum, must be followed (ORS 279)
- Thresholds:
 - Small purchases (<\$10,000)
 - Intermediate purchases (\$10,001 - \$150,000)
 - Competitive sealed bids or proposals (>\$150,000)
- Sole-sourcing allowed for qualified youth conservation or service corps





Retention Requirements

- Grantees and OPRD are subject to state and federal audit
- Records must be retained for at least six years following the date of closeout or last action, including:
 - Invoices, receipts, timesheets, account statements, bidding documents, travel logs, volunteer labor forms, Buy America certificates, etc.





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