2021 RTP Grant Cycle Webinar

Oregon Parks and Recreation Department
Jodi Bellefeuille, RTP Grant Coordinator

Photo credit Katie Sax
Webinar Overview

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

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
503-856-6316
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

Accessibility Guidance

The following information is provided as a resource for land managers and RTP applicants. Additional resources on accessibility, diversity, equity, and inclusion can be found under the Resources section on this page, through the Oregon Trails Coalition and American Trails links.
RTP Overview

**Purpose:** to provide, expand, and improve public recreational trail opportunities for motorized and non-motorized use
The Recreational Trails Program
Improving America's Trails Since 1991

$270+M
Paid in federal taxes by non-highway recreational users per year.

Off-highway recreational activities are taxed at 18.4 cents per gallon.

$84M
Shared with other users.

Recreational Trails Program
- Over 25,000 projects funded.
- Benefitting tens of millions of diverse trail users.
- Administered by states (20% match required from states).
- Funded at less than 1/3 of the revenues generated.
- Applies user pay-user benefit principle of Highway Trust Fund to recreational trails.
RTP Overview: 2021 Grant Cycle Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Intent Due Online</td>
<td>April 30, 2021 (11:59 PM)</td>
</tr>
<tr>
<td>Applications Due Online</td>
<td>June 15, 2021 (11:59 PM)</td>
</tr>
<tr>
<td>Grant Committee Meeting</td>
<td>October 26-28, 2021</td>
</tr>
<tr>
<td>OPRD Commission Approval</td>
<td>November 2021</td>
</tr>
<tr>
<td>Notice to Proceed Anticipated</td>
<td>Spring 2022 (varies by project)</td>
</tr>
</tbody>
</table>

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

Projects may not start until Notice to Proceed received
RTP Overview: 2021 Funding

<table>
<thead>
<tr>
<th></th>
<th>Motorized Set Aside</th>
<th>Non-Motorized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Available</strong></td>
<td>$1,618,371</td>
<td></td>
</tr>
</tbody>
</table>

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.

This number will increase if active projects close under budget.
RTP Overview: Funding Basics

Funding is competitive

Grant payments are made on a reimbursement basis

Grant request amounts

- Minimum: $10,000
- Maximum: $150,000 recommended max for non-motorized proposals (NEW), no max for motorized proposals

Match requirement is 20% of project cost

- 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
RTP Overview: Funding Basics Cont’d

Grant term (project period): approx. 2 years

Federal agency applicants: 5% of project cost (grant + match) must be from a non-federal funding source *(clarified in 2021 that this only applies to federal applicants)*

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
## 2017-2020 Grant Cycles

<table>
<thead>
<tr>
<th></th>
<th>Funds Requested</th>
<th>Funds Awarded</th>
<th>Proposals Received</th>
<th>Projects Funded</th>
<th>Average Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorized</td>
<td>$3,021,091</td>
<td>$1,873,490</td>
<td>25</td>
<td>21</td>
<td>$89,124</td>
</tr>
<tr>
<td>Non-Motorized</td>
<td>$13,606,794</td>
<td>$5,134,637</td>
<td>112</td>
<td>47</td>
<td>$109,248</td>
</tr>
</tbody>
</table>

Lists of past funded projects are posted on the OPRD RTP webpage.
RTP Overview: Is my project a good fit?

✓ A primary purpose of the project is to provide or enhance public 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 2022
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
Eligibility: Project Types

**Construction of new recreation trails**
New trail systems, expansions, linkages, etc.

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

City of Madras, Willow Creek Trails

**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.

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
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 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 and renting are options, some limitations (contact Jodi)

See policy 2.4 for more information
Conditional Project Elements

Transportation Facilities (clarified for 2021)

• Sidewalks, bike lanes, and other active transportation facilities are generally not eligible for RTP. However, if a bike lane or sidewalk is necessary to complete a missing link in a regional trail, a case may be made to demonstrate the recreational need and why transportation funds are not being used.

• Applicants are required to consult with ODOT’s Pedestrian and Bicycle Program staff (contact Jodi first)

Road Right of Way

• Additional requirements apply for projects located in the ROW of a federal-aid highway

• Davis Bacon applies, inmate labor restricted
Conditional Project Elements

Skill Building Facilities & Bike Parks (clarified for 2021)

• Pump tracks and other skill building facilities that are tied into or enhance a trail system are eligible
• Skill building features incorporated into a recreational trail are eligible
• Standalone pump tracks or other skill building facilities are not eligible
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
• Landscaping (beautification ineligible, mitigation planting eligible)
• Legal fees
Ineligible Project Elements

• 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 ties to the project goal

Photo credit Katie Sox; Central Oregon Trail Alliance & Ochoco National Forest, Trail Rehabilitation
Additional Policy Changes for 2021

• **Interpretive Signage**
  • Incidental costs for natural and cultural interpretive signage are eligible within a trail construction or restoration project (previously ineligible)
  • Also eligible as a safety & education project

• **Lighting**
  • Incidental costs for lighting at a trailhead or along a trail are eligible (previously ineligible)

• **Law Enforcement and Emergency Services**
  • RTP does not fund law enforcement or emergency service operations, facilities, or equipment
  • However, minimal use of projects funded by RTP may be allowed (example: storing search and rescue equipment in a snowmobile groomer shed)
Eligible Match

Minimum match: 20% of project cost
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
  - $26.39 (typically updated every April)

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

Cascade 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)
**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

*Indicate on the application if these items are pending, proposal will not move forward if NEPA not done*
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

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.
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

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.
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
Application Process & Materials

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. 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.
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

**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

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

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

• **Reminder:** the scope and budget are incorporated into a **grant agreement** for approved projects. Keep the 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)

• Contact information can’t be edited on the application

• Edit on your home page:

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.

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

• DUNS number and federal tax ID required
• Applicants don’t see these fields, Jodi will request if funded
• Request a DUNS number if your organization doesn’t already have one
• DUNS number must be registered on the System for Award Management (SAM) to receive federal funding

https://www.dnb.com/duns-number.html
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

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
Verify grant and match amounts, percentages before submitting

<table>
<thead>
<tr>
<th>Requested Amount *</th>
<th>$94,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match Amount *</td>
<td>$25,615.00</td>
</tr>
<tr>
<td>Total Project Cost *</td>
<td>$119,615.00</td>
</tr>
<tr>
<td>Grant %</td>
<td>78.58546168958742 %</td>
</tr>
<tr>
<td>Match %</td>
<td>21.414538310412574 %</td>
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<tr>
<td>Request</td>
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<tr>
<td>$80,000.00</td>
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<tr>
<td>($3,200.00)</td>
<td>Force Account</td>
</tr>
<tr>
<td>$0.00</td>
<td>Force Account</td>
</tr>
<tr>
<td>$90,800.00</td>
<td></td>
</tr>
</tbody>
</table>

There should not be any negative amounts in the request column.

Match should be at least 20%
Project Budget Worksheet

• Brands, vendors, or contractors shouldn’t 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
• 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
Supplemental Section: Technical Review & Evaluation Criteria

Refer to Section 4 of the RTP Grant Manual for detailed guidance.
Supplemental Section: OPRD Technical Review (0 points)

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

Back Country Horsemen Columbia Gorge Chapter & Mt. Hood National Forest, Gibson Prairie Trailhead Improvements
# Supplemental Section: Scope & Plan (0-10 points)

## Application Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the project deliverables?</td>
<td>Answers will vary by project type, refer to Grant Manual. Elements in scope must align with budget.</td>
</tr>
<tr>
<td>Why is the project being proposed?</td>
<td>Make your case! What problem are you addressing? Are you providing an opportunity that is lacking? What’s the history?</td>
</tr>
<tr>
<td>How are you proposing to complete the work?</td>
<td>Roles of staff? Volunteers? Contractor?</td>
</tr>
<tr>
<td>What trail standards or guidelines will be used?</td>
<td>Does the land manager have adopted trail standards? If not, what guidelines will you use?</td>
</tr>
<tr>
<td>Describe the level of readiness to process and indicate what the step is if funded.</td>
<td>Final engineering? Contractor procurement? Purchasing materials? Breaking ground?</td>
</tr>
<tr>
<td>List any required permits and the status of those permits.</td>
<td>Examples: Army Corps permit, Ocean Shore permit, local conditional use permit, etc.</td>
</tr>
</tbody>
</table>
Supplemental Section: Scope & Plan (0-10 points)

Application Questions

<table>
<thead>
<tr>
<th>Describe how the project was evaluated for accessibility.</th>
<th>What standards were used to assess accessibility? Were users consulted with during the project planning stage to assess their barriers and needs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What accessibility and universal design features are incorporated into the proposed project, existing trail system, or existing trailhead?</td>
<td>What features are part of the RTP scope? What features are part of the trail system that are outside of the RTP scope (restrooms, parking lot, trailhead signs, accessible trails at the same or nearby site, relevant program access)?</td>
</tr>
</tbody>
</table>

Willamette Partnership’s Accessibility Toolkit for Land Managers
A link to the guide and other accessibility resources are on the RTP webpage and in Section 2 of the manual
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)

Application Questions:

- Select the primary use/type of the trail: Destination or Community
- Describe how the project will benefit the local community. For destination trails, applicants should focus on economic impact benefits. For community trails, applicants should focus on health benefits.

Intent:

- **Destination trail projects**: To award points to projects that demonstrate potential positive impacts to the local economy, or existing economic impacts that will be sustained or enhanced.
- **Community trail projects**: To award points to projects that show potential to improve health of the local community through improving access or increasing physical activity, or to projects that are driven by a local health initiative.
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?
Oregon Outdoor Recreation Economic Impact Study

- Developed in partnership with Travel Oregon, Oregon Office of Outdoor Recreation, and ODFW
- Provides data on outdoor recreation related jobs and spending in Oregon
- Broken down by county, state senate district, and tourism regions
- General information, use in conjunction with other user specific or local data

Parkland Mapping Project

- 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

Link on OPRD grant program webpages, or Google “Oregon Parkland Mapping”
Use the print function to save an image of your map, including a legend. Manually add notes showing your project location.

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
  - Committee will evaluate how clearly the application demonstrates that the project meets those needs, and how well the project actually does meet those needs

- 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
  - If letters are mailed to OPRD’s office, they may not be received (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 if the project isn't funded. Are those factors within your control?
Supplemental Section: NEW: Fiscal Considerations (0-5 points)

Application Questions:

• Describe how critical RTP funds are to project implementation. Relevant information includes a high-level description of the agency’s budget, when/if the project would be completed without RTP funds, and other funding sources already applied to for the same project.

• For phased projects, describe the funding strategy for the entire project, including other funding sources already utilized for previous phases or grant programs that will be applied to for future phases.

• **Non-motorized applications only:** If requesting over the recommended $150,000 maximum, use this space to make a case about why RTP funds are the best fit for your needs.

Intent: to award points to proposals that demonstrate a strong financial need, superior leveraging of funds and partnerships, and a sustainable funding strategy.

Non-profit partner applicants: coordinate your respond with the land management agency as relevant.
Supplemental Section: Diversity, Equity, & Inclusion (0-5 points)

**Application Question:** Describe your organization’s diversity, equity, and inclusion strategy or efforts. Upload supporting documentation if applicable. Relevant information also includes outreach strategies to diverse and underserved communities in the recreation planning process, consulting users of all mobility levels, and other efforts to encourage equitable access to the outdoors.
Supplemental Section; Discretionary Committee Member Criteria (0-15 points)

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

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

Non-Profit Partners:
• If the applicant is a non-profit partner 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.
Supplemental Section: Miscellaneous

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.

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

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)
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

- Multiple documents can be submitted (example: engineering plan + trail system map indicating project sections)
- Used for verification of project completion
- Clearly note existing facilities, proposed facilities included in the RTP scope, proposed facilities not included in the RTP scope
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
- Be forthcoming about land use or potential land use appeals
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 issues, as relevant
  - Design, permitting, procurement, construction, closeout, etc.
- A brief statement in the application may be appropriate instead, if no construction is included
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”

Accessibility: Complete the accessibility assessment memo for single-use hiking trails and multi-use trails designed primarily for hiking.

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

Due June 15, 2021 by 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 26-28, 2021

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

- 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: 2021 Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Committee Meeting</td>
<td>October 26-28, 2021</td>
</tr>
<tr>
<td>OPRD Commission Approval</td>
<td>November 2021</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed Anticipated</td>
<td>Spring 2022</td>
</tr>
</tbody>
</table>

*Projects may not start until a Notice to Proceed is received*
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://oprdgrants.org](https://oprdgrants.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 audits
• 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.