2021 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 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
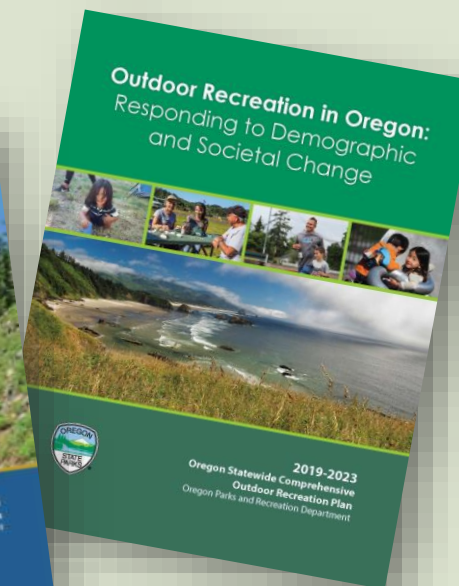
Contact Information:

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

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

Oregon Trails 2016:
A Vision for the Future

2016-2025
Oregon Statewide Recreation Trails Plan
Oregon Parks and Recreation Department

Outdoor Recreation in Oregon:
Responding to Demographic and Societal Change

2019-2023
Oregon Statewide Comprehensive
Outdoor Recreation Plan
Oregon Parks and Recreation Department
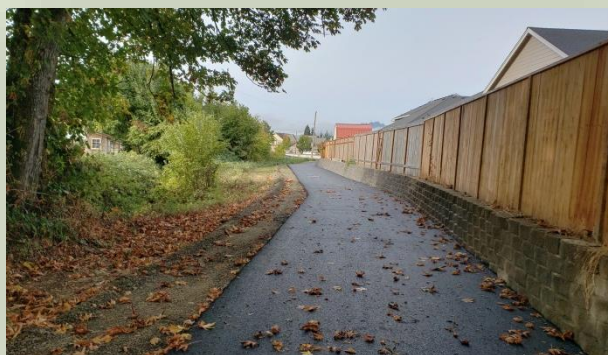
Accessibility Guidance ✕

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
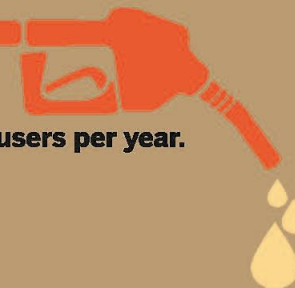
The Recreational Trails Program
Improving America's Trails Since 1991
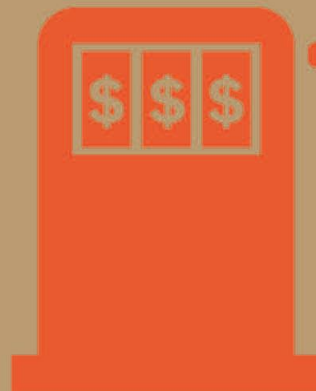
$270+M Paid in federal taxes by non-highway recreational users per year.

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

$84M Shared with other users.

HIGHWAY TRUST FUND

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.

Coalition for Recreational Trails
www.rectrails.org
1/10/20

U.S. Department of Transportation
Federal Highway Administration

Oregon Department of Transportation

OREGON STATE PARKS ®

RTP Overview: 2021 Grant Cycle Schedule

Letters of Intent Due Online	**April 30, 2021 (11:59 PM)**
Applications Due Online	**June 15, 2021 (11:59 PM)**
Grant Committee Meeting	**October 26-28, 2021**
OPRD Commission Approval	**November 2021**
Notice to Proceed Anticipated	**Spring 2022 (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

BLM Prineville,
Cline Buttes Area Trailheads

RTP Overview: 2021 Funding

2021 Funding	
Motorized Set Aside	**Non-Motorized**
$580,644	$1,037,727
Total Available = $1,618,371	
This number will increase if active projects close under budget	

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

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

	Funds Requested	Funds Awarded	Proposals Received	Projects Funded	Average Award Amount
Motorized	$3,021,091	$1,873,490	25	21	$89,124
Non-Motorized	$13,606,794	$5,134,637	112	47	$109,248

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 manager 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 <u>match</u> if incurred within <u>18 months</u> 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 <u>prior</u> 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 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

City of Ontario,
Treasure Valley Connector Trail

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 <u>not</u> eligible

Salem Area Trails Alliance, Silver Falls Newt Loop

John Day Bike Park, trails 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**

- **Landscaping (beautification ineligible, mitigation planting eligible)**

- **Legal fees**

Ineligible Project Elements

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

- **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

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)

Deschutes National Forest,
Whychus Creek Overlook Trailhead

COHVOPS,
Rim Butte Jeep Trails

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**
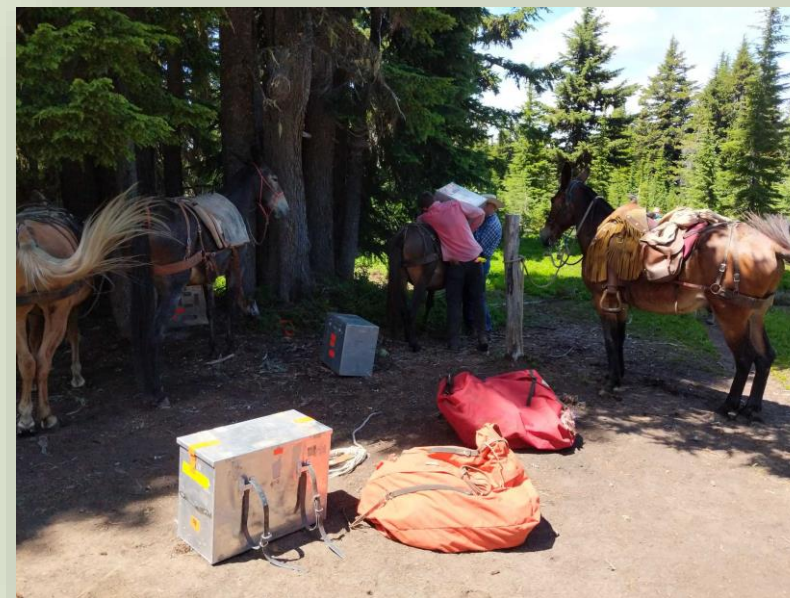
Photo Credit Nate Zaremsky

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

Oregon

$26.39 per hour in 2019

3.9% increase from 2018
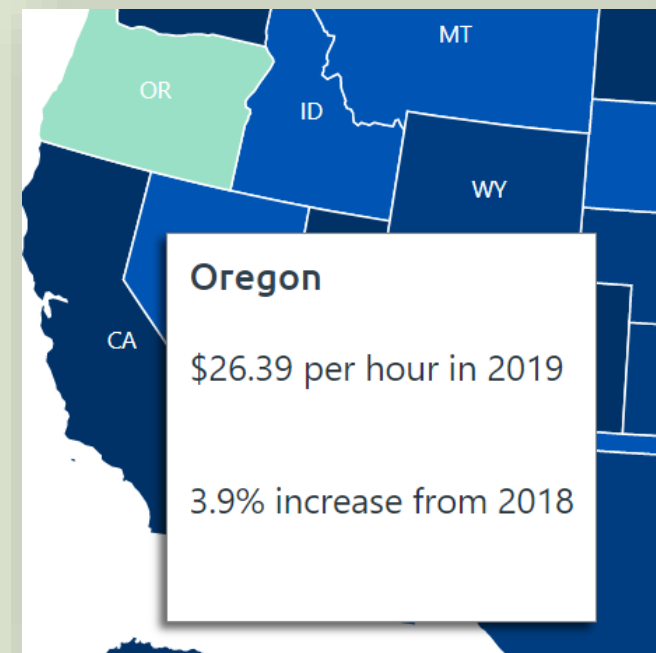
Current Independent Sector rates
Will be updated very soon

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)
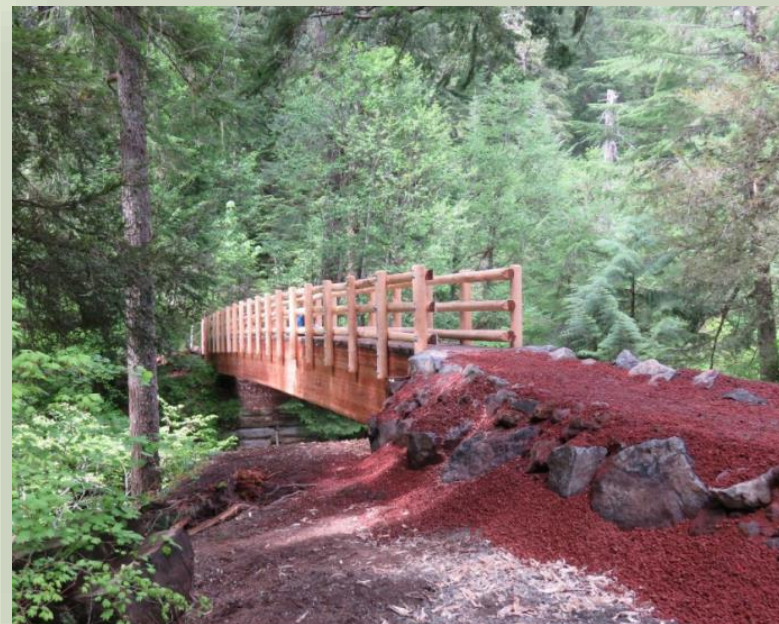
Willamette National Forest, McKenzie River Trail Bridge Replacements

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

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

USDA
United States Department of Agriculture

Record of Decision

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

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.
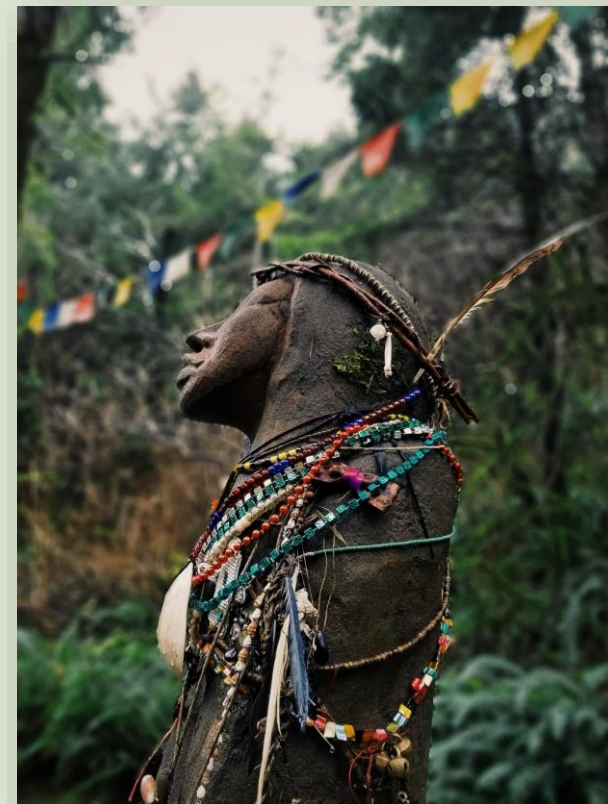
Amanda Trail

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 <u>can</u> be counted as pre-agreement match
  - Expense <u>cannot</u> be reimbursed
  - Archaeological <u>monitoring during project implementation can</u> be included in the budget

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

Application Process & Materials

OPRD RTP Webpage

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

Online Application

▲ 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
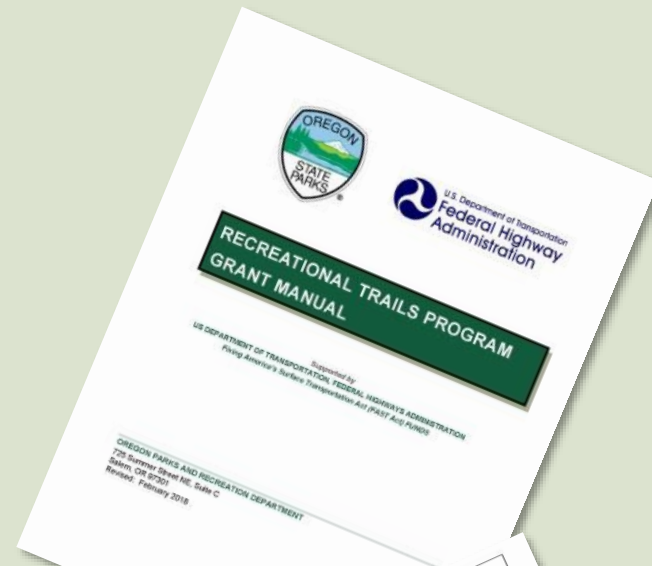Land Use Compatibility Statement (LUCS) - Blank
Project Timeline Template
Trail Accessibility Assessment Memorandum - Blank
SHPO Submittal Form (Archaeological assessment) - Blank
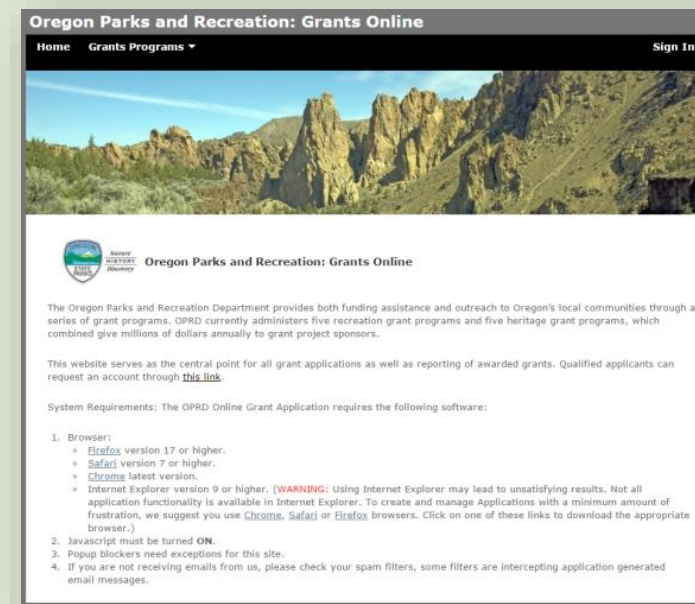SHPO Clearance Form (Built environment assessment) - Blank

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 <u>before</u> initiating an application.

5 New Applications Available ▾   2 Organizations ➜

POG - Preserving Oregon: start by 04/15/2021

RTP - Motorized: start by 05/01/2021

RTP - Non-Motorized: start by 05/01/2021

HCG - Cemetery Grant: due on 05/06/2021

POG - Diamonds in the Rough: due on 05/13/2021

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

- **<u>Save</u>** and **<u>Submit</u>**

- 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

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 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
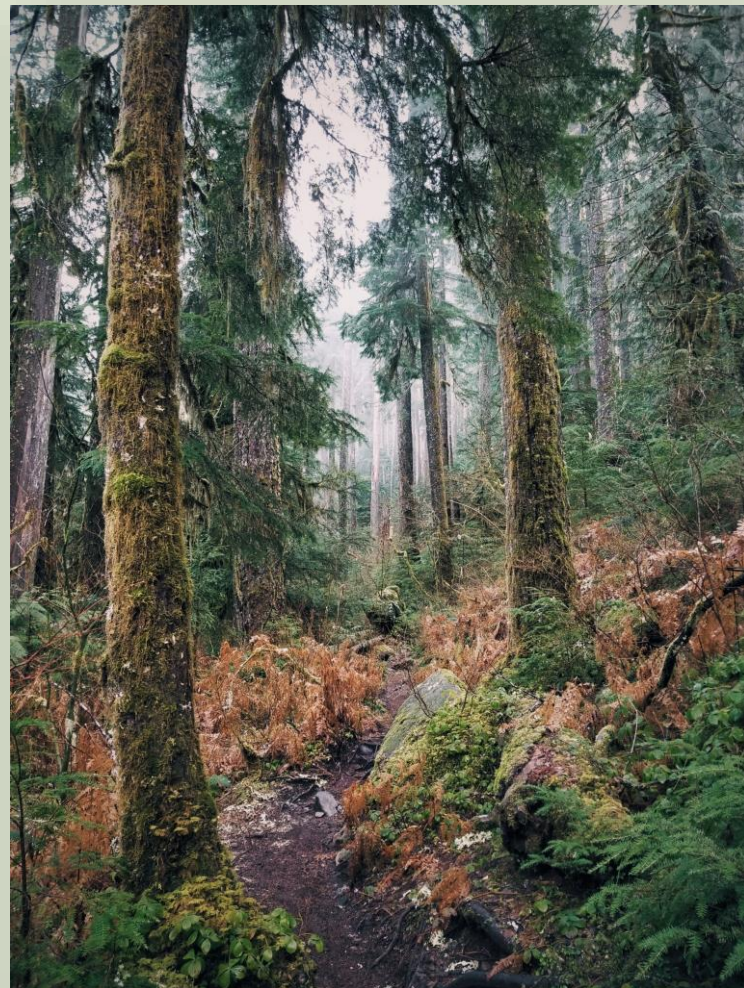
Contact Information

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

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:

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

Look Up a D-U-N-S Number
Search for your company's or other company's D-U-N-S Number.

Get Started

Request a D-U-N-S Number
Establish your business, get noticed, and control your story in the global marketplace.

Get Started

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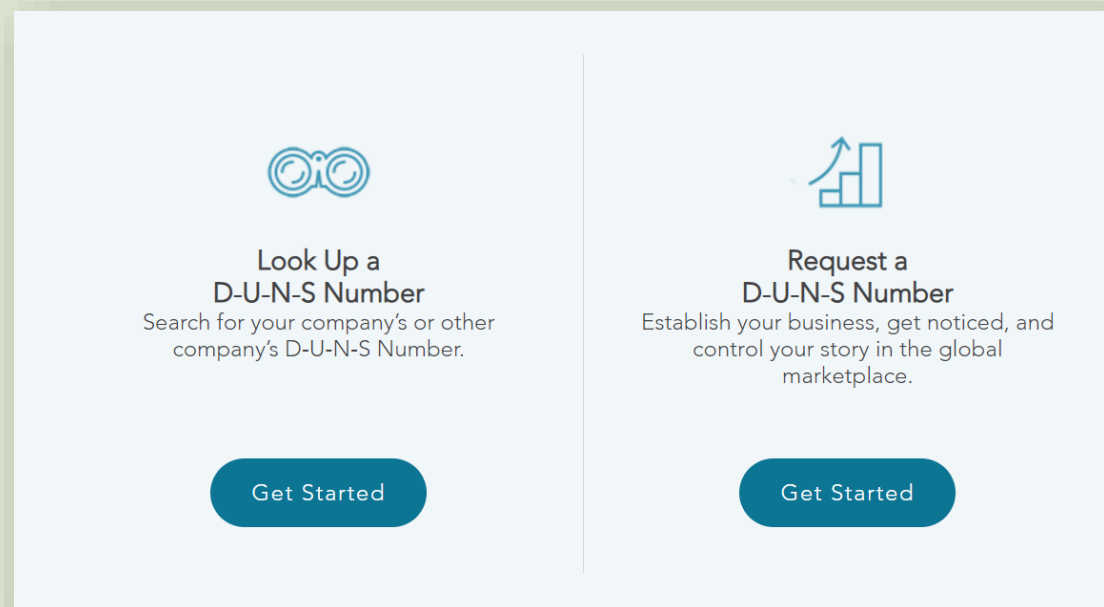
Project Information

- **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
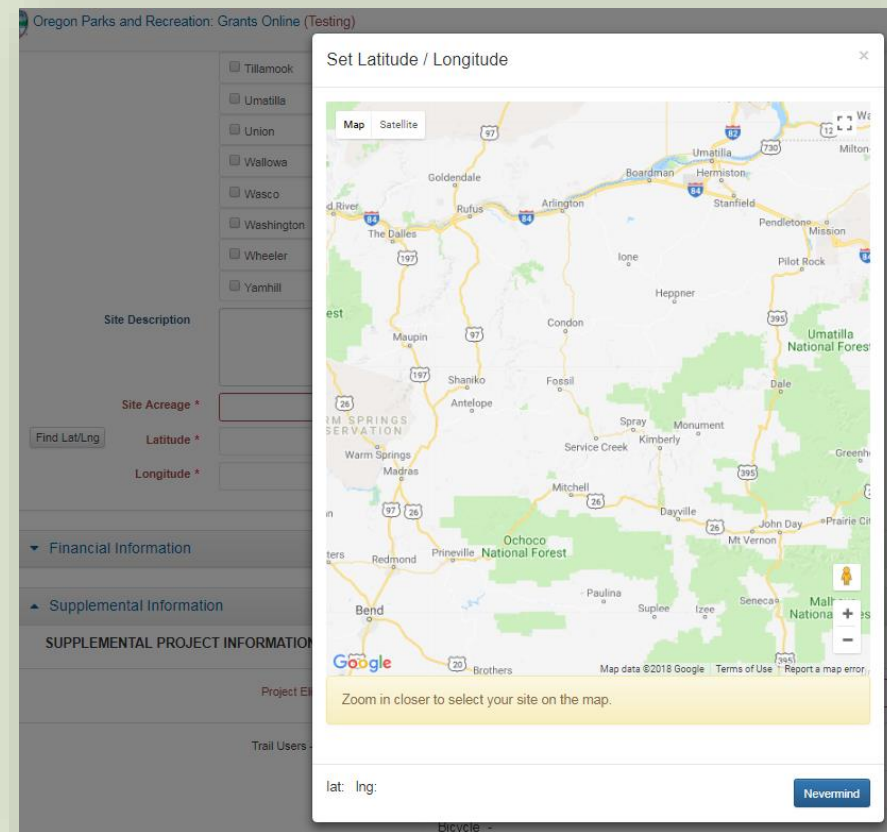
If map is blank, zoom in until locations show

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?	✔
Match Amount *	2,415.00
Source of Funding	
Check here if the source of your funds is from another Grant?	☐

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%

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 not be any negative amounts in the request column

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

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. Fiscal Considerations	5
11. Diversity, Equity, and Inclusion	5
12. Discretionary Committee Member Criteria	15
Total Points	**105**
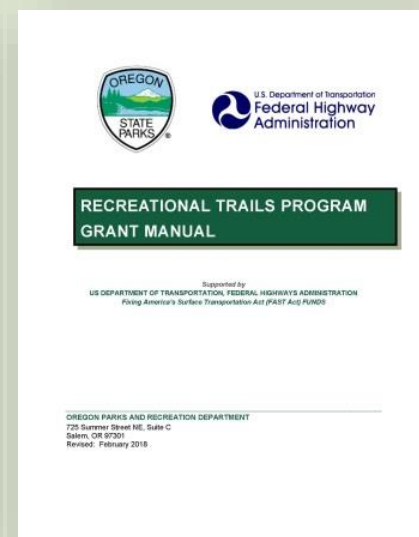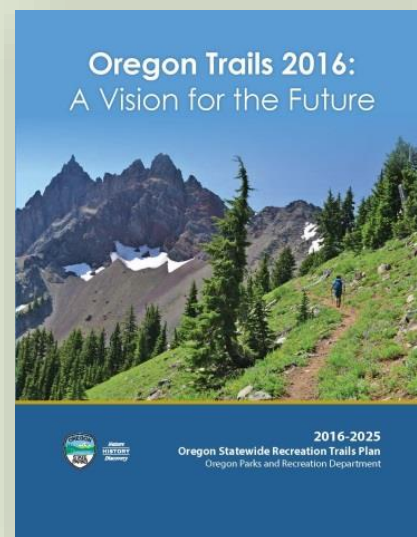
Refer to Section 4 of the RTP Grant Manual for detailed guidance

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

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

Application Questions

Describe how the project was evaluated for accessibility.	*What standards were used to assess accessibility? Were users consulted with during the project planning stage to assess their barriers and needs?*
What accessibility and universal design features are incorporated into the proposed project, existing trail system, or existing trailhead?	*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)?*

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.
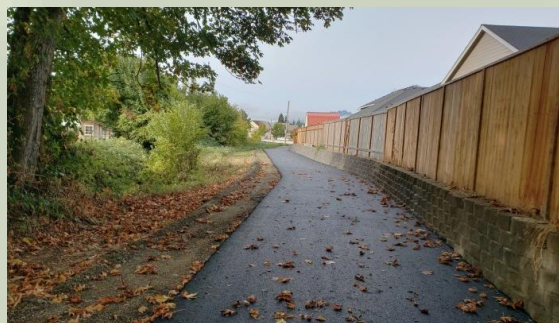
Intent:

- **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

OREGON'S OUTDOOR RECREATION ECONOMY

MARION

COUNTY

Outdoor recreation is a major contributor to the economy of Marion County.

In 2019, local recreationists and visitors spent $316 million in Marion County.

Spending on outdoor recreation in Marion County supported:

2,900
FULL AND PART-TIME JOBS

$117 MILLION
IN WAGES AND OTHER COMPENSATION

$163 MILLION
IN GDP CONTRIBUTIONS

$16 MILLION
IN STATE AND LOCAL TAXES

© 2021 Earth Economics. All rights reserved.

- 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

https://industry.traveloregon.com/resources/research/oregon-outdoor-recreation-economic-impact-study/

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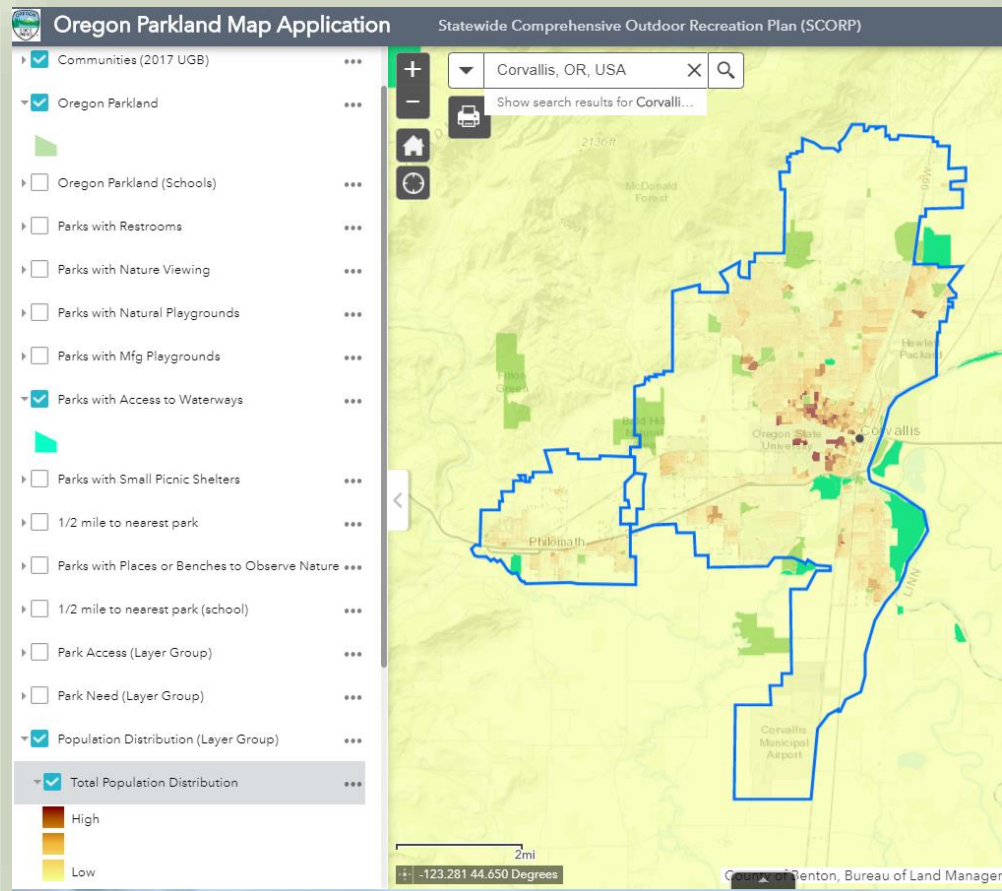
Link on OPRD grant program webpages,
or Google "Oregon Parkland Mapping"

- 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

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 <u>addition</u> 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 is 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.

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)

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)

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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

- 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
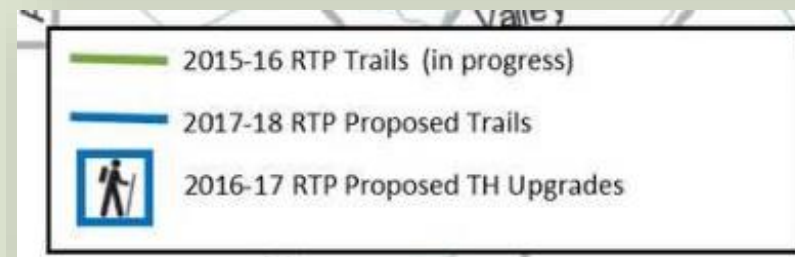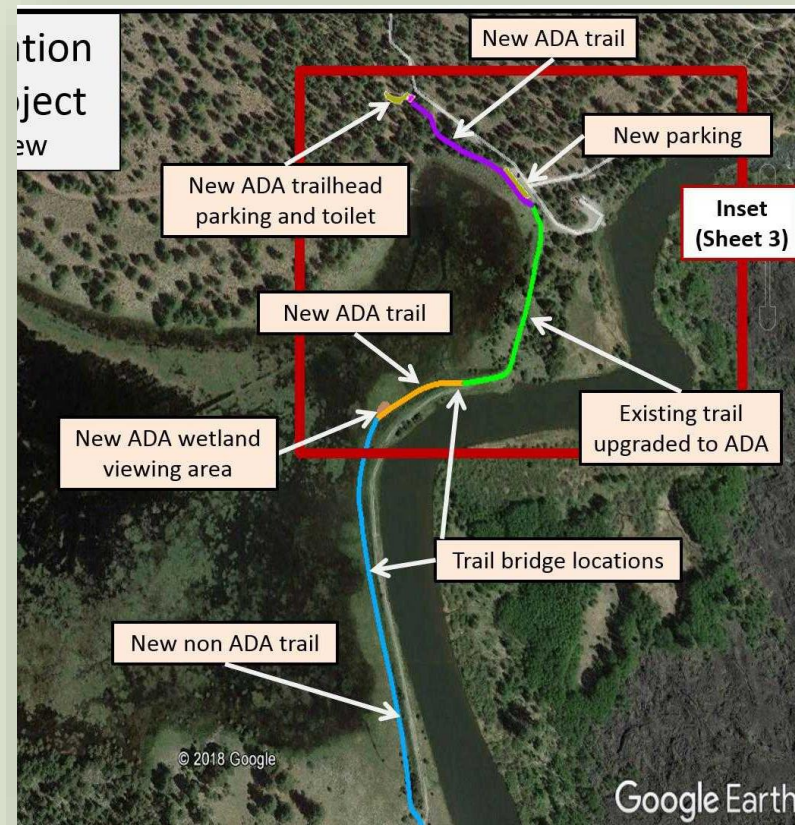
Attachments: Property Ownership, Land Use Compatibility

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

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"

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.

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: 2021 Schedule

Grant Committee Meeting	**October 26-28, 2021**
OPRD Commission Approval	November 2021
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 2022

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

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

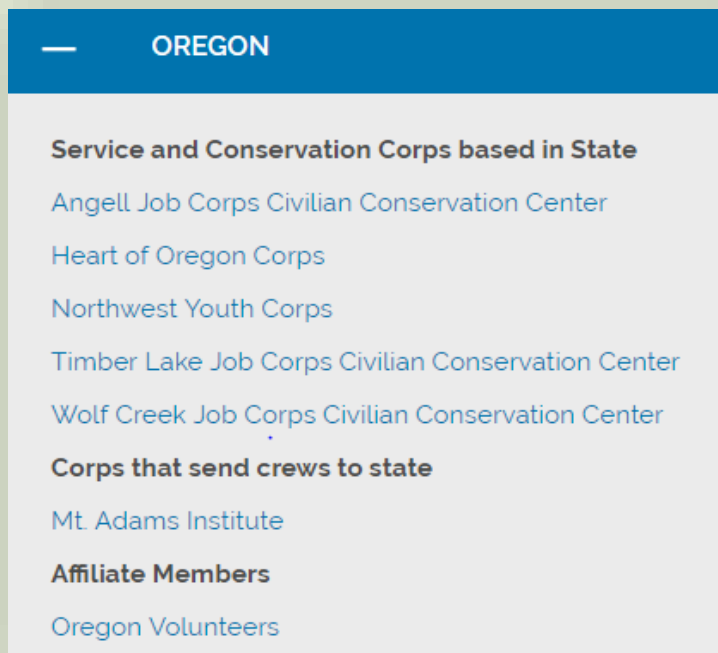**Final Site Visit:** the Grant Coordinator will contact you to arrange, if possible

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

OREGON

Service and Conservation Corps based in State

Angell Job Corps Civilian Conservation Center

Heart of Oregon Corps

Northwest Youth Corps

Timber Lake Job Corps Civilian Conservation Center

Wolf Creek Job Corps Civilian Conservation Center

Corps that send crews to state

Mt. Adams Institute

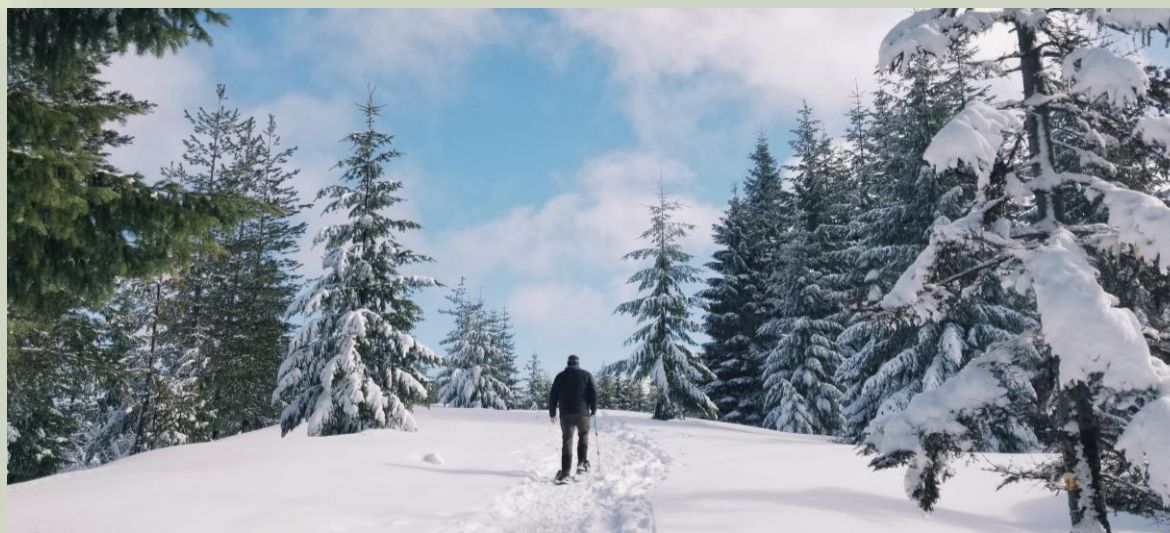**Affiliate Members**

Oregon Volunteers

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.

?