



# 2023 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

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
- Open now! Applications due November 1

## **Local Government Grant Program (LGGP)**

- Mark Cowan
- Opens January 2024

## **All Terrain Vehicle (ATV) Grant Program**

- Ian Caldwell and Mike Law
- Opens September 13, 2023

## **County Opportunity Grant Program (COG)**

- Mark Cowan
- Open now! Applications due October 1





# Navigating the Program

Online Grants System:

<https://OPRDGrants.org>

Program Information:

[Oregon.gov/oprd/GRA](https://Oregon.gov/oprd/GRA)

Contact Information:

[Jodi.bellefeuille@oprd.oregon.gov](mailto:Jodi.bellefeuille@oprd.oregon.gov)

503-856-6316



6 New Applications Available ▾

1 Organization →

RTP - Motorized: start by 09/30/2023

RTP - Non-Motorized: start by 09/30/2023

LWCF - Rehabilitation: due on 11/01/2023

LWCF - Development: due on 11/01/2023

LWCF - Acquisition: due on 11/01/2023

LWCF - Acquisition & Development: due on 11/01/2023

## Recreational Trails Program

### Grants Overview

All-Terrain Vehicle Grant Program

County Opportunity Grant Program

Land and Water Conservation Fund

Local Government Grant Program

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

## Program Overview

Overview



## Grant Cycle Schedule

2023 Schedule



## Grant Program Guidance and Forms

Policy Manual

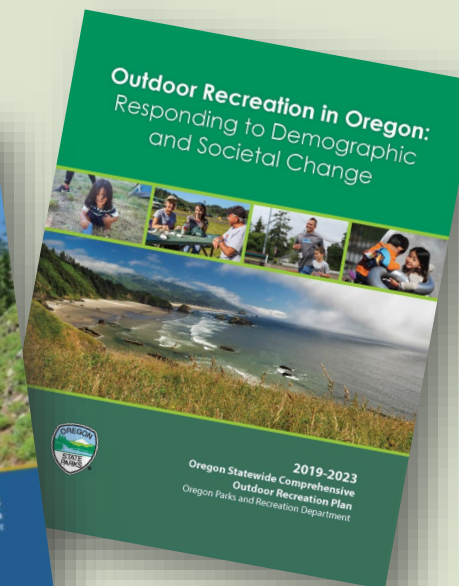






## Resources

- [Online Grants System](#)
- [SCORP](#)
- [Statewide Trails Plan](#)
- ["Ready, Set, Plan?!" - a trail planning guide](#)
- [Parkland Mapping Project](#)
- [Potential Outdoor Recreation Funding Sources](#)
- [Potential Trail Funding Sources](#)
- [Non-Motorized Trail Cost Estimator](#)
- [Oregon Trails Coalition Webinars](#)
- [Oregon Parks & Recreation Association](#) [Education](#), [Resources](#) and more
- [American Trails](#) [Resources](#) and [Training](#)
- [National Park Service](#) [Resources](#) and [Trail Planning Workshop Toolkit](#)



## 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.

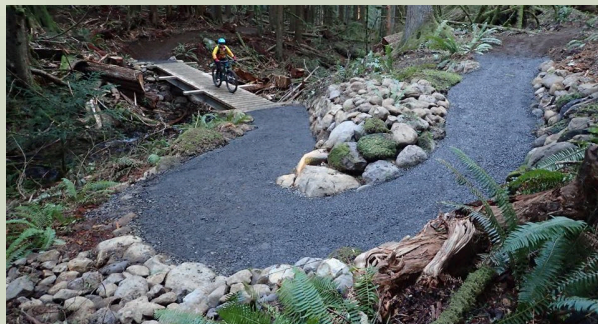
[Oregon.gov/OPRD/GRA/Pages/GRA-RTP](https://Oregon.gov/OPRD/GRA/Pages/GRA-RTP)





# RTP Overview

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







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



**Oregon  
Department  
of Transportation**



# The Recreational Trails Program

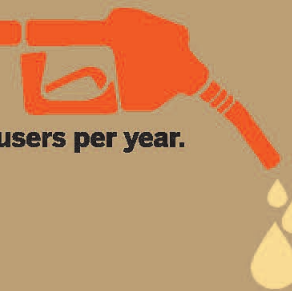
Improving America's Trails Since 1991



## \$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.

**HIGHWAY  
TRUST FUND**

Coalition for Recreational Trails  
[www.rectrails.org](http://www.rectrails.org)  
1/10/20



# RTP Overview: 2023 Grant Cycle Schedule

<b>Letters of Intent Due Online</b>	<b>September 30, 2023 (11:59 PM)</b>
<b>Applications Due Online</b>	<b>November 15, 2023 (11:59 PM)</b>
<b>Grant Committee Meeting</b>	<b>February/March 2024</b>
<b>OPRD Commission Approval</b>	<b>April 2024</b>
<b>Notice to Proceed Anticipated</b>	<b>Summer/Fall 2024 (varies by project)</b>

*Committee recommendations announced to applicants following their meeting*

*Projects may not start until Notice to Proceed received*



BLM Prineville,  
Cline Buttes Area Trailheads







# RTP Overview: 2023 Funding

2023 Funding	
Motorized Set Aside	Non-Motorized
\$606,870	\$1,269,780
Total Available = \$1,903,560	

Funding 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 types of OHVs, submit the project as non-motorized.





# RTP Overview: Funding Basics

Funding is competitive

Grant payments are generally made on a reimbursement basis

## Grant request amounts

- Minimum: \$10,000
- Maximum: \$150,000 recommended max for non-motorized proposals
- 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?







# RTP Overview: Funding Basics, Continued

Grant term (project period): approximately 2 years

Federal agency applicants: 5% of total project cost (grant + match) must be from a non-federal funding source

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





# 2018-2022 Grant Cycles

	Funds Requested	Funds Awarded	Proposals Received	Projects Funded	Average Grant Amount
<b>Motorized</b>	\$3,952,528	\$2,705,000	30	26	\$105,000
<b>Non-Motorized</b>	\$14,006,007	\$7,380,000	111	61	\$121,000

*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 project has gained public support and input through a public planning process
- ✓ The scope and budget are realistic
- ✓ For projects on federal land, NEPA approvals are in place
- ✓ 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 2024/2025
- ✓ For non-profit partner applicants, the project has been vetted and approved by the land manager





# 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 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*



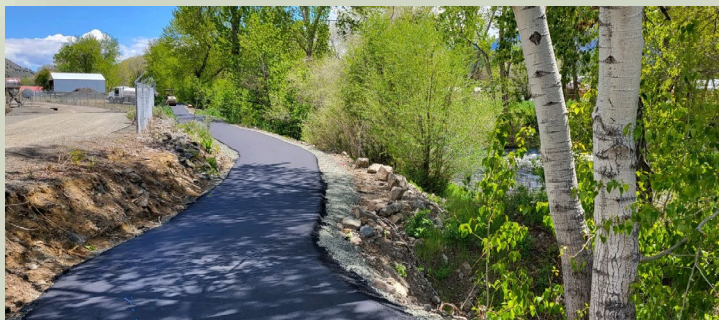




# Eligibility: Project Types



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



*City of John Day, Innovation Gateway Trail*

## 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 State Forest Bridge Replacements*



*Deschutes National Forest,  
Ryan Ranch Accessibility Upgrades*







# Eligibility: Project Types

## Trailhead Facilities

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



*City of Cascade Locks,  
HCRHST & PCT Hub*



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



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



*Oregon State Parks,  
Dispersed campsite upgrades, Willamette River 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, typically for planning across a park system or large trail system



## 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 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 and limited to one federal fiscal year (October-September)*

*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 or cultural resource review

## 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 & 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 – Buy America

**Waiver effective August 16, 2023:** Buy America and the Build America, Buy America Act requirements have been waived for projects totaling less than \$500,000

**Projects must comply with the following requirements if the Total Project Cost is \$500,000 or more:**

- FHWA Buy America Law: if the total steel or iron incorporated into a project exceeds \$2,500 – melting and all manufacturing processes must take place in the U.S.
- 2021 Build America, Buy America Act: expands Buy America requirements to most construction materials and certain manufactured products.

If Buy America applies, research product availability and cost as you build your budget and scope.

*Refer to policy 2.4 for complete information*



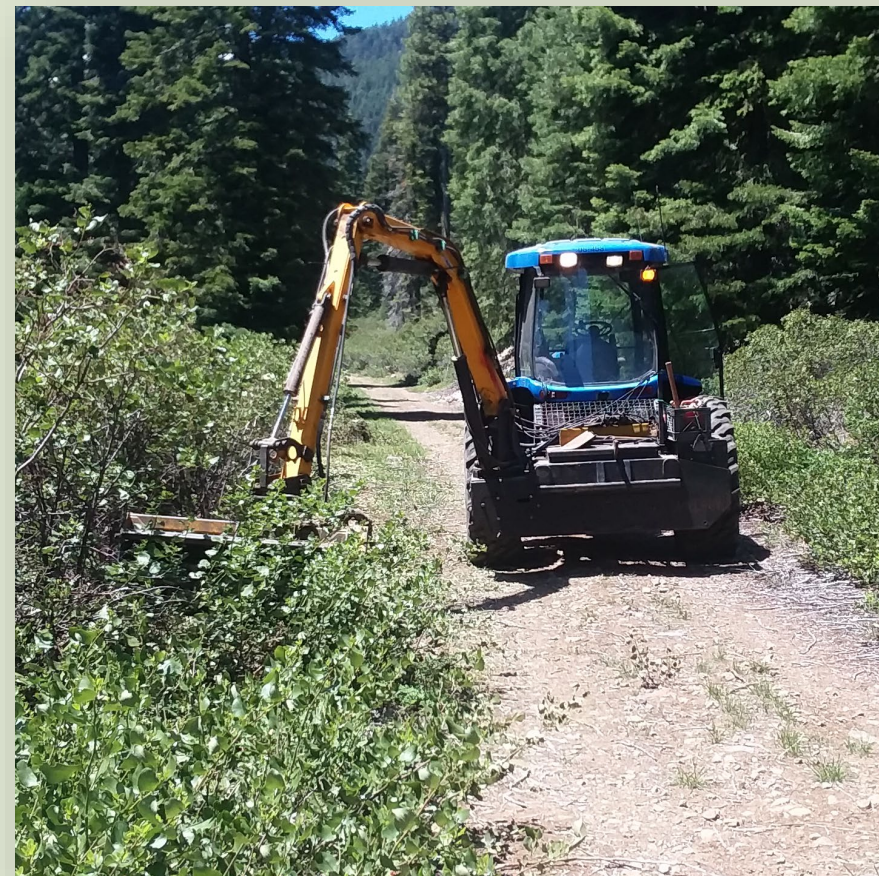


# Conditional Project Elements

## Equipment for Trail Building and Maintenance

- Purchasing equipment dedicated to trail building and/or trail maintenance is eligible
- **Waived for projects totaling less than \$500,000:** All steel and iron parts must be certified as U.S. sourced and final assembly must take place in the U.S.
  - Leasing and renting may be an option if the equipment purchase is \$500,000 or more

*See policies 2.3A and 2.4 for more information*



*Chiloquin Ridge Area Trail Restoration,  
Oregon State Snowmobile Association*





# Conditional Project Elements

## Transportation Facilities

- 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
- Link in manual to determine which highways this applies to
- Davis Bacon applies, inmate labor restricted



*City of Ontario,  
Treasure Valley Connector Trail*



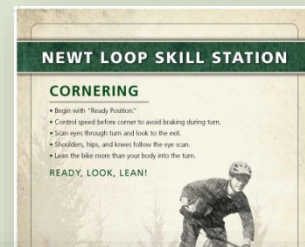




# Conditional Project Elements

## Skill Building Facilities & Bike Parks

- 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



*Salem Area Trails Alliance, Silver Falls Newt Loop*



*John Day Bike Park, trails funded by RTP*





# Conditional Project Elements

- **Interpretive Signage**

- Incidental costs for natural and cultural interpretive signage are eligible within a trail construction or restoration project
- Also eligible as a safety & education project

- **Lighting**

- Incidental costs for lighting at a trailhead or along a trail are eligible

- **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*







# Ineligible Project Elements

*Not eligible for grant reimbursement or as match*

- Budget contingencies (as a line item, spread out instead)
- Planning
- Food (exceptions for backcountry crews)
- Gifts
- Indirect and overhead costs
- Landscaping (beautification ineligible, mitigation planting eligible)
- Legal fees
- Time spent completing the RTP grant application, progress reports, and reimbursement requests







# 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 tied to the project goal

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





# Eligible Match Sources

***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
- Grants
- Donations (cash, items, services)
- Volunteer Labor



*Photo Credit Nate Zaremsky*





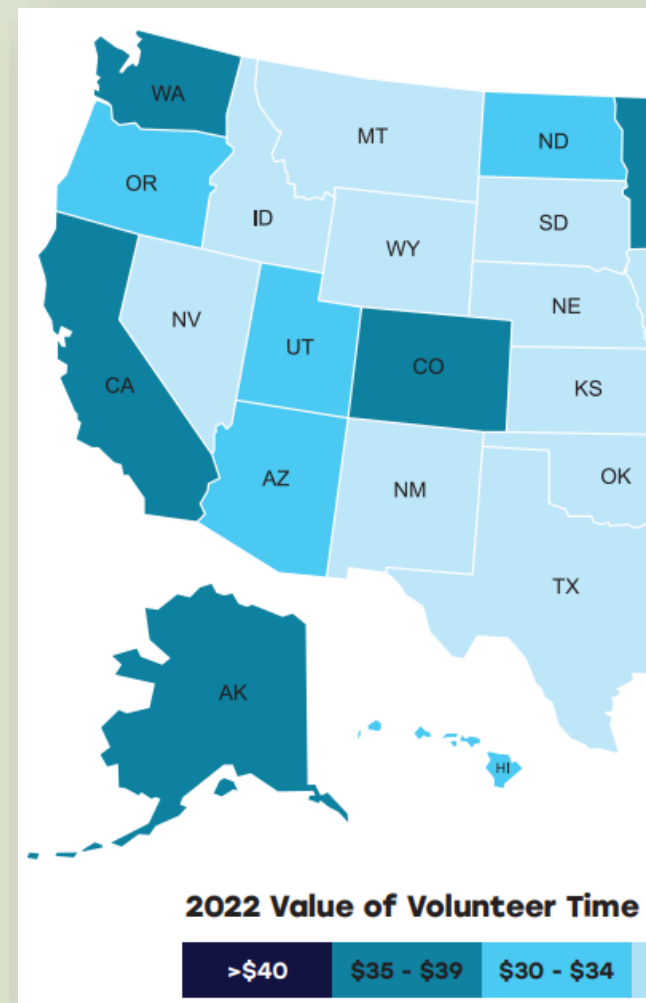
# Eligible Match: Volunteer Labor

Select one method for the entire project:

- **Option 1:** [Independent Sector](#) rate for Oregon
  - \$32.37/hour (typically updated every April)
  - View full report for state-specific rate
- **Option 2:** Department of Labor or BOLI rates
  - Wage rate determined by duties and county
  - Use general laborer rates unless performing specialized work (example: engineer, archaeologist)

*Review documentation requirements in advance. Option 1 recommended for simplicity.*

*Example volunteer tracking templates provided by OPRD. Allowable to use your existing tracking system if similar information is collected*



*Independent Sector Report*







# Ownership and Public Access

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

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

RTP Grant Agreement Language – Use of Project Property:

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





# Ownership and Public Access

## 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.”*

User fees not prohibited at RTP assisted sites

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



United States Department of Agriculture

## Record of Decision

*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

## 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.*

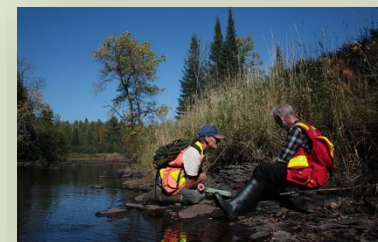




# Environmental Review: Non-Federal Land

## 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

## State Agency Review Steps

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

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

Refer to the State Agency Contact List for email addresses and other details. **Agencies must be given at least 30 days to respond. Recommended to start this step right away!**





# 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 recommended)
- **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, a tribe, or FHWA 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
  - Consider budgeting for a survey
- Inadvertent Discovery Plan (IDP) incorporated into grant agreements, required in (sub)contracts
- FHWA consults with tribes about projects recommended for funding on non-federal land, may result in questions, project modifications, request for survey, etc.







# Application Process & Materials

## Application & Forms

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

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

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

[2023 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](#)

## 15 Files

[RTP GRANT MANUAL](#)

[RTP Grant Manual Updates](#)

[Online Grant Application Instructions](#)

[Checklist for Application Attachments](#)

[Pre-application Worksheet](#)

[RTP Environmental Screening Form - Blank](#)

[State Agency Review Form - Blank](#)

[RTP Transmittal Memo Form - Blank](#)

[State Agency Contact List](#)

[Land Manager Approval Form - Blank](#)

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

[Project Timeline Template](#)

[Trail Accessibility Assessment Memorandum - Blank](#)

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

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



OPRD RTP Webpage

Online Application

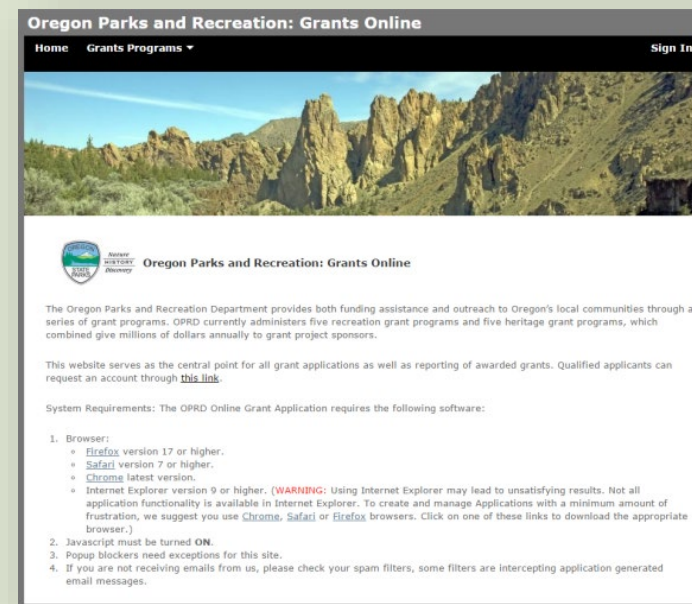


# Online Application Process

<https://oprdgrants.org>

**Existing Users:** Sign on using your email address as username

**New Users:** Follow links to request an account



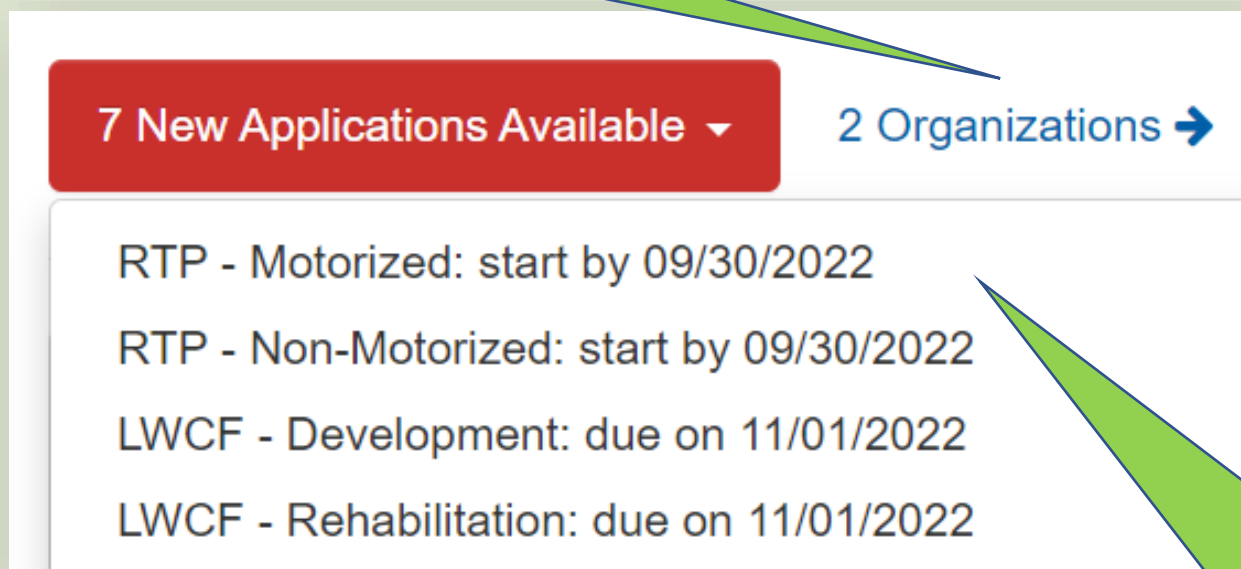
*Need written permission from the applicant organization to allow consultants or other partners to access their grants account*





# Online Application Process

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

A screenshot of a web application interface. At the top, there is a red button that says "7 New Applications Available" with a downward arrow. To its right, it says "2 Organizations" with a rightward arrow. Below these, there is a list of four application types with their respective deadlines:

- RTP - Motorized: start by 09/30/2022
- RTP - Non-Motorized: start by 09/30/2022
- LWCF - Development: due on 11/01/2022
- LWCF - Rehabilitation: due on 11/01/2022

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







# Letter of Intent (LOI)

**Main Purpose:** High level screening of project eligibility, potential issues

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

▲ Project Information

Project name \*

Sunnyville Forest Trail

Brief description of project \*

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

Project Location \*

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

Approximate grant request \*

75000

Save Letter

Submit Letter

Nevermind





# Letter of Intent (LOI) - Tips

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

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

**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

- Use Chrome or Firefox
- Save often
- Follow instructions and refer to manual
- Keep a backup copy of your responses using the pre-application worksheet
- Get started on attachments and responses that require coordination
- **Non-profit partners:** review your application with the land manager to ensure project timeline, roles, and deliverables are clear



*Restoration of winter warming shelters,  
Deschutes National Forest*





# 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.





# Contact Information

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

The screenshot shows the "RTP Non-Motorized Application" form. At the top, there are buttons for "Save Application", "Submit Application", and "Cancel". Below these is a red "Delete Application" button. The "Contact Information" section is expanded, showing a dropdown for "Applicant" set to "OPRD". The "Project Contact" dropdown is set to "Ben Cox". The "Address" dropdown is open, showing a list of names: Alex Phillips, Anna Krug, Austin Bertelson, Barbara Lee, Ben Cox (highlighted), Ben Fisher, Carrie Lovellette, Casey Nielsen, and Chris Gardes. The "Reimbursement Contact" field is empty.

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:

The screenshot shows the "People" tab in the application, which is circled in red. It displays a table with 70 people. The table has two columns: "Name" and "Role".

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

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

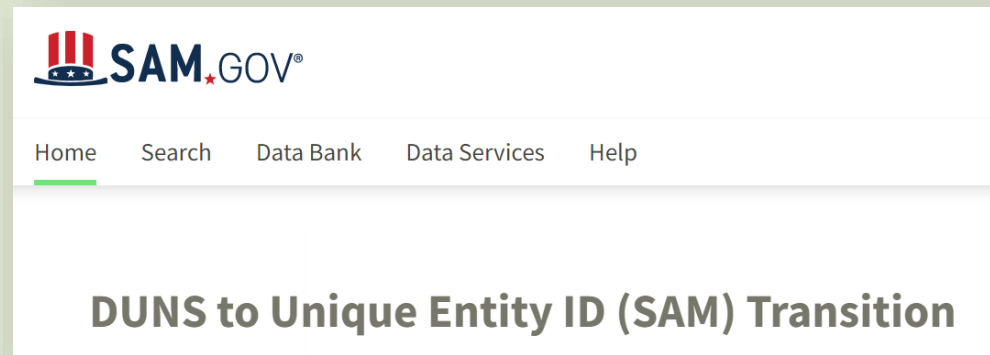






# Organization Information

- Unique Entity ID (UEI) and federal tax ID required
  - **NEW:** the federal government has transitioned from DUNS numbers to the UEI
  - Required for tracking recipients of federal funds
  - Organizations that already had a DUNS number should be automatically assigned a UEI
  - Otherwise request a UEI through SAM.gov
- Applicants don't see these fields. Jodi will request if funded. Start the process now if needed.



<https://sam.gov/content/duns-uei>





# 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.

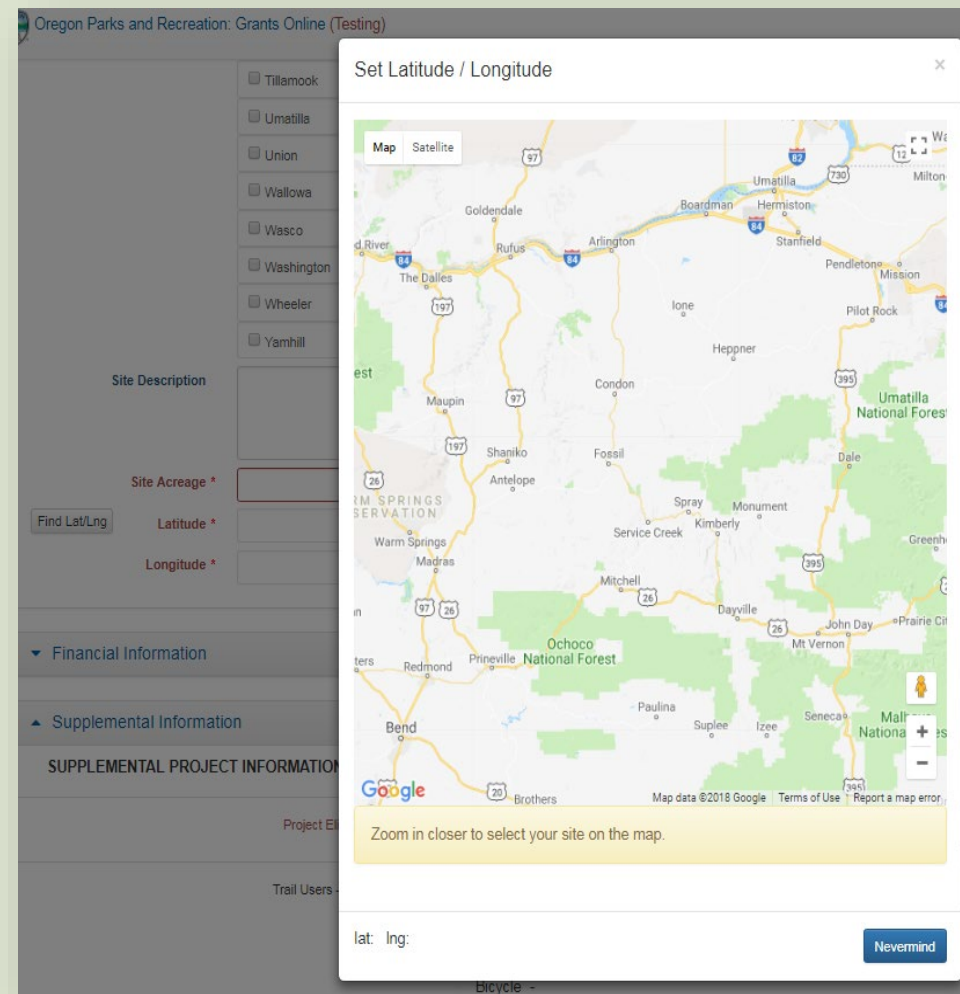
**+** Development of a 2 acre trailhead at the Sunny Ridge trail system that will include 30 parking spaces, a restroom, kiosk, and bike fix-it station.





# Project Information

- Project start and end dates
  - Actual start date based on federal approval and grant agreement
  - Earliest start is summer or fall 2024
- 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 - trail construction
Quantity Needed *	100
Unit of Measure *	hrs
Cost / Unit	32.37
Does this item include Match?	<input checked="" type="checkbox"/>
Match Amount *	3,237
Source of Funding	ABC Trails Alliance
Check here if the source of your funds is from another Grant?	<input type="checkbox"/>





▲ Project Budget Worksheet

Description \* Trail planner - final design (pre-agreement cost)

Quantity Needed \* 1

Unit of Measure \* LS

Cost / Unit 10,000

Does this item include Match? ☒

Match Amount \* 10,000

Source of Funding Agency budgeted funds

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

▲ Project Budget Worksheet

Description \* Trail Construction: Flow Trail Segment

Quantity Needed \* 5000

Unit of Measure \* linear feet

Cost / Unit 12.00

Does this item include Match? ☒

Match Amount \* 12,000

Source of Funding

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

Grant Name MTB Grant Program

Grant Type private

Granting Agency MTB Assoc.

Grant Status Approved

















# Project Budget Worksheet

*Verify grant and match amounts, percentages before submitting*

<b>Requested Amount *</b>	\$94,000.00
<b>Match Amount *</b>	\$25,615.00
<b>Total Project Cost *</b>	\$119,615.00
<b>Grant %</b>	78.58546168958742 %
<b>Match %</b>	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



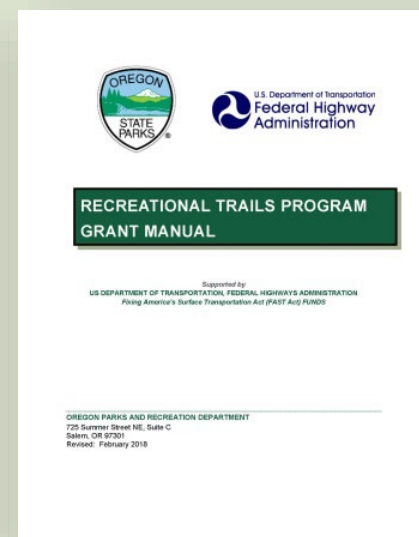
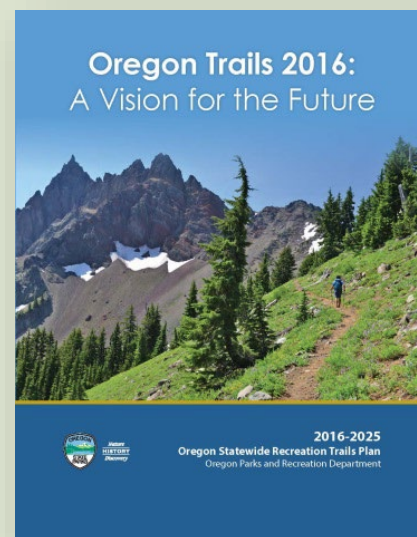
*A camel on the Cazadero Trail,  
photo provided by Metro*





# Supplemental Section: Technical Review & Evaluation Criteria

CRITERIA TYPE	POSSIBLE POINTS
<b>OPRD TECHNICAL REVIEW</b>	
1. Technical Review & Compliance	0
<b>RTP COMMITTEE EVALUATION CRITERIA</b>	
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
<b>Total Points</b>	<b>105</b>



*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? Are active projects on track?
- 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?







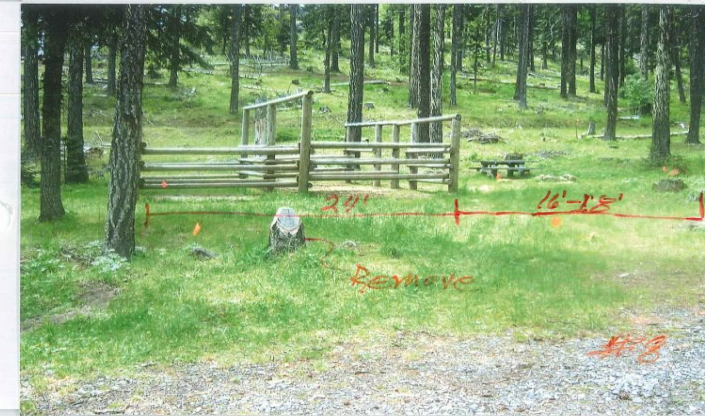
# Supplemental Section: Scope & Plan (0-10 points)

## 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

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





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

## Application Questions

<b>Describe how the project was evaluated for accessibility.</b>	<i>What standards were used to assess accessibility? Were users consulted with during the project planning stage to assess their barriers and needs?</i>
<b>What accessibility and universal design features are incorporated into the proposed project, existing trail system, or existing trailhead? If upgrades are needed but not include din proposal, describe plan to complete those.</b>	<i>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)?</i>



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? Refer to SCORP.







# 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 meets 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
- 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
- Strongest letters are from user or community groups who will benefit from the project
- 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?



*Northwest Youth Corps Tribal Stewards Crew,  
Trillium Lake boardwalk replacement,  
National Forest Foundation*







# 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?



*Spencer Butte, City of Eugene*







# 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: 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 Questions:

- Describe your organization's diversity, equity, and inclusion strategy or efforts. 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.
- Describe any project elements that advance diversity, equity, and inclusion.





# 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)

## Organizational Structure – NEW:

- Briefly describe the org structure of the applying entity. Govt entities: departments responsible for managing projects and trails. Non-profits: mission and role with managing projects, maintaining trail systems, etc.

## 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:

- For projects totaling \$500k+, has the applicant verified the availability of Buy America compliant products and materials?



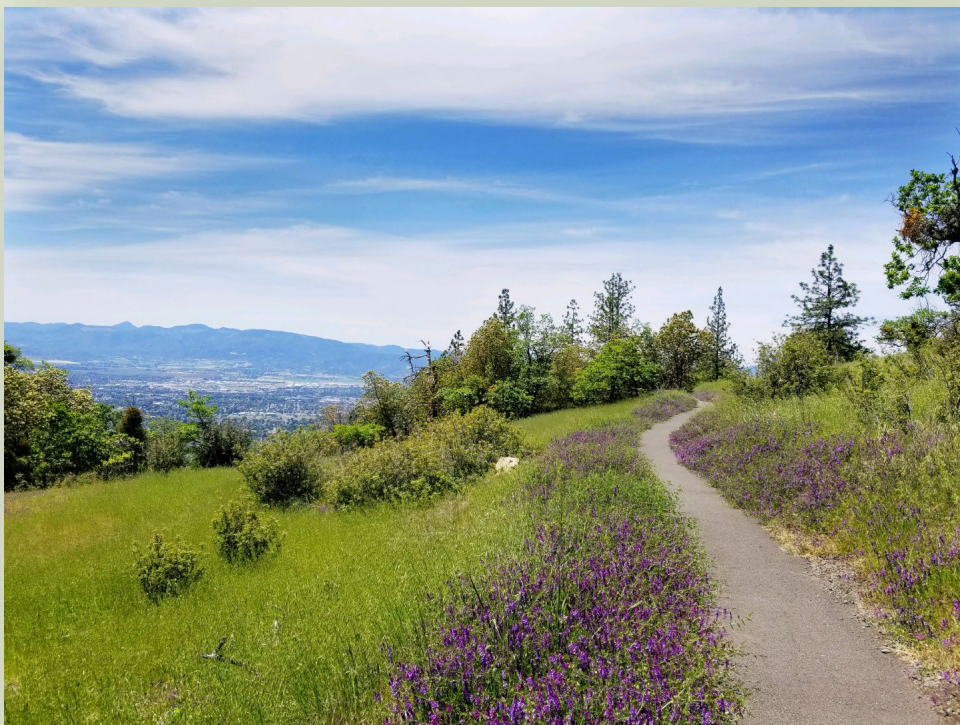
*Mt. Hood National Forest,  
LaDee Flats Staging Area*







# Supplemental Section: Miscellaneous



*Prescott Park, City of Medford*

## 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. Jodi will follow up to discuss options.
- **NEW:** Non-profit applicants: describe experience following federal and state procurement rules





# Application Attachments

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

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



▲ 14 of 12 Required Attachments

✓ Land Manager Approval Form - Completed

Land Manager Approval Form

pdf

Land Manager Approval

pdf

✓ Land Use Compatibility Statement (LUCS) - Completed

Land Use Compatibility Statement

pdf

✓ Letters of Support

Letter of Support

pdf

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

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





# Application Attachments: Tips

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



*Confederated Tribes of Grand Ronde,  
Coast Creek Trail*







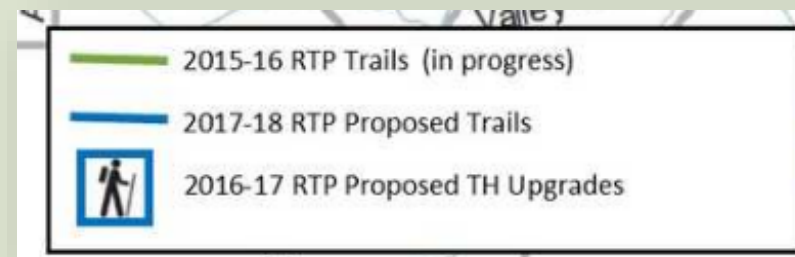
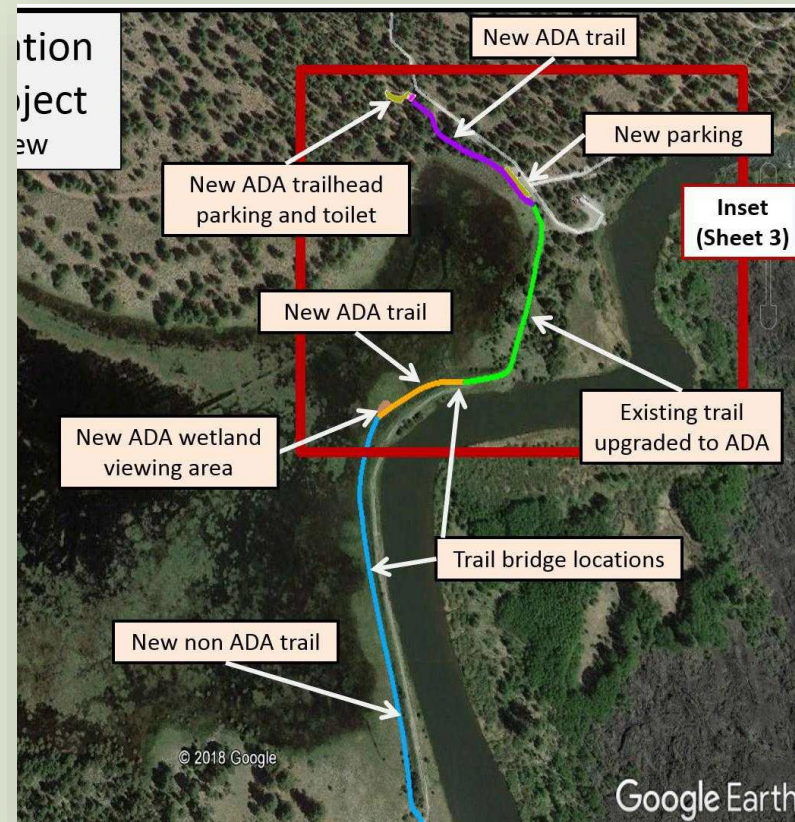
# Attachments: Maps

**Vicinity Map:** Broad identification of location

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

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

- 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 City or 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 (CUP)
- 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 to make sure 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 as relevant
- Support letters demonstrate partnership and justify need







# Attachments: Timeline

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

**Project:** RTP Example Project

**Applicant:** OPRD Grant Department

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





# Other Attachments

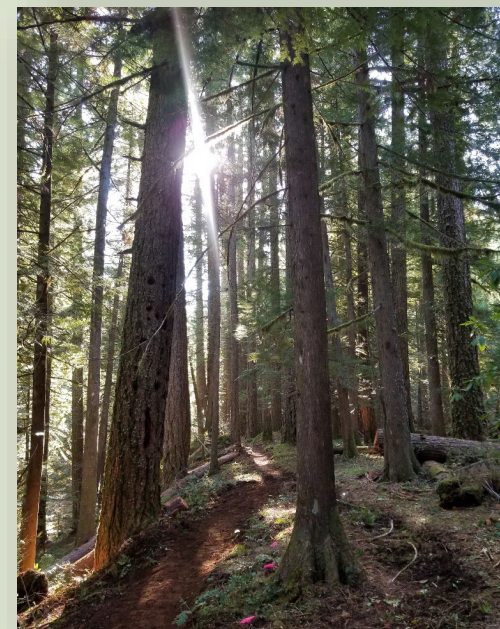
## Photos:

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

**NEPA and Section 106 Documentation:** Upload under “Other”

**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 November 15, 2023 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

**February/March 2024 (dates TBD)**



- Hybrid meeting likely, applicants can choose to present virtually or in-person
- 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, presentation tips, 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.)
- **OPRD is currently recruiting for the accessibility representative and one of the OHV positions!**





# Grant Meeting Presentations: Tips

- Keep presentation between 8-10 minutes, leave the rest for questions
- Be simple and to the point
- Emphasize why the project is important, hit the main points
- Include maps and photos
- Don't just 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: 2023 Schedule

Grant Committee Meeting	February/March 2024
OPRD Commission Approval	April 2024
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	Summer/Fall 2024

***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 the OPRD Grants website

## Frequency:

- **Revised:** be submitted every six months **from the date of Notice to Proceed** 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

**Exceptions:** limited exceptions may be made to allow advance payments, etc.





# Reporting: Progress Reports

**Online Reporting System:** Submitted on the OPRD Grants website

## Frequency:

- Quarterly, even if no activity (following calendar quarters)
- Progress reports 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://oprgrants.org>

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

**Final Site Visit:** may be arranged with the grant coordinator or other OPRD staff

## 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



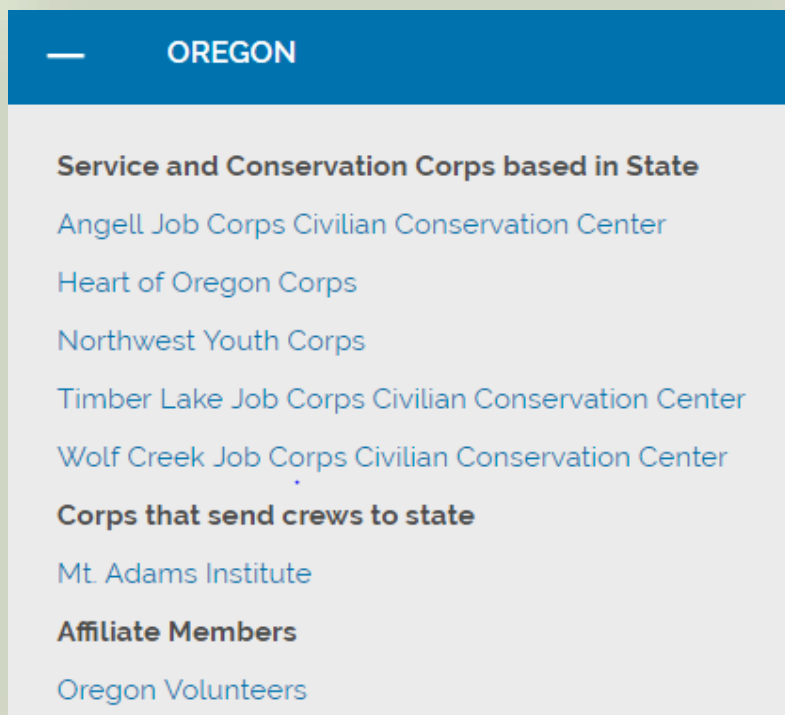
*Peterson Ridge Trailhead ribbon cutting  
Deschutes National Forest*







# 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.

