



# 2025 RTP Grant Cycle Webinar

Oregon Parks and Recreation Department  
Jodi Bellefeuille, RTP Grant Coordinator





# 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*

# Travel Oregon & Marine Board Opportunities

## Travel Oregon, Recreation Ready

- Opens October 1, 2025
- Provides training, technical assistance, and funding for outdoor recreation
- Good resource for projects that need more refinement, planning, community input, etc.
- <https://industry.traveloregon.com/programs/recreation-ready-program/>

## Oregon State Marine Board (OSMB) Grants

- Boating Facility & Waterway Access Grant Programs open September 29, 2025
- Eligible projects include planning, engineering, permitting acquisition, construction, education, and more.
- <https://www.oregon.gov/osmb/boating-facilities/Pages/Boating%20Facilities%20Home.aspx>



# OPRD's Recreation Grants

## Recreational Trails Program (RTP)

- Staff contact: Jodi Bellefeuille
- Letters of intent due September 30, apps due November 15

## Land and Water Conservation Fund (LWCF)

- Nohemi Enciso
- Opens September 15! Applications due November 17

## Local Government Grant Program (LGGP)

- Mark Cowan
- Typically opens every January

## All Terrain Vehicle (ATV) Grant Program

- Ian Caldwell and Mike Law
- Open now! Letter of Intent due October 3

## County Opportunity Grant Program (COG)

- Julian Fedorchuk
- Open now! Applications due October 1







# OPRD Recreation Grant Programs

## Program Eligibility

	Recreational Trails Grant Program	Land & Water Conservation Fund	Local Govt Grant Program	County Opportunity Grant Program	ATV Grant Program
Local Governments	X	X	X	X**	X
State Agencies	X	X*			X
Federal Agencies	X				X
Tribal Governments	X	X			X
Nonprofits	X				X

\*State agencies eligible for LWCF are limited to OPRD, ODFW, ODF, and DSL

\*\*Counties only



# Navigating the Program

Online Grants System:

<https://OPRDGrants.org>

Program Information:

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

Contact Information:

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

503-856-6316



12 New Applications Available ▾

2 Organizations →

MSR - Main Street Grant: due on 03/14/2025

RTP - Motorized: start by 09/30/2024

RTP - Non-Motorized: start by 09/30/2024

COG - Development: due on 10/01/2024

COG - Rehabilitation: due on 10/01/2024

COG - Acquisition: due on 10/01/2024

COG - Planning: due on 10/01/2024

ATV - Law Enforcement: start by 10/08/2024

ATV - Maintenance: start by 10/08/2024

## Recreational Trails Program

### Grants Overview

All-Terrain Vehicle Grant Program

County Opportunity Grant Program

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

## Program Overview

Overview



## Grant Cycle Schedule

2025-2026 Schedule



## Grant Program Guidance and Forms

Policy Manual

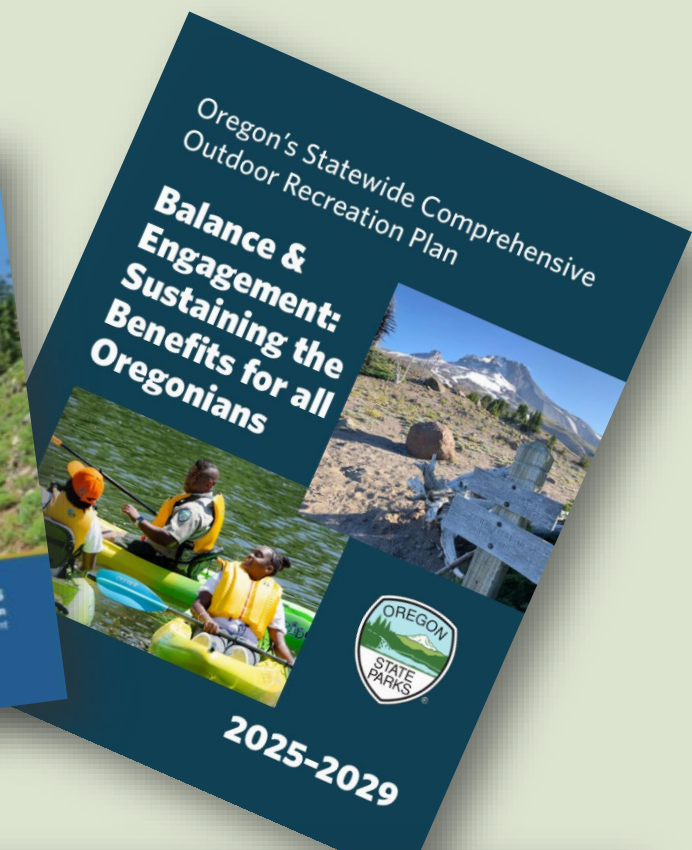






## Resources

- [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 \[Trail Planning Workshop Toolkit\]\(#\)](#)



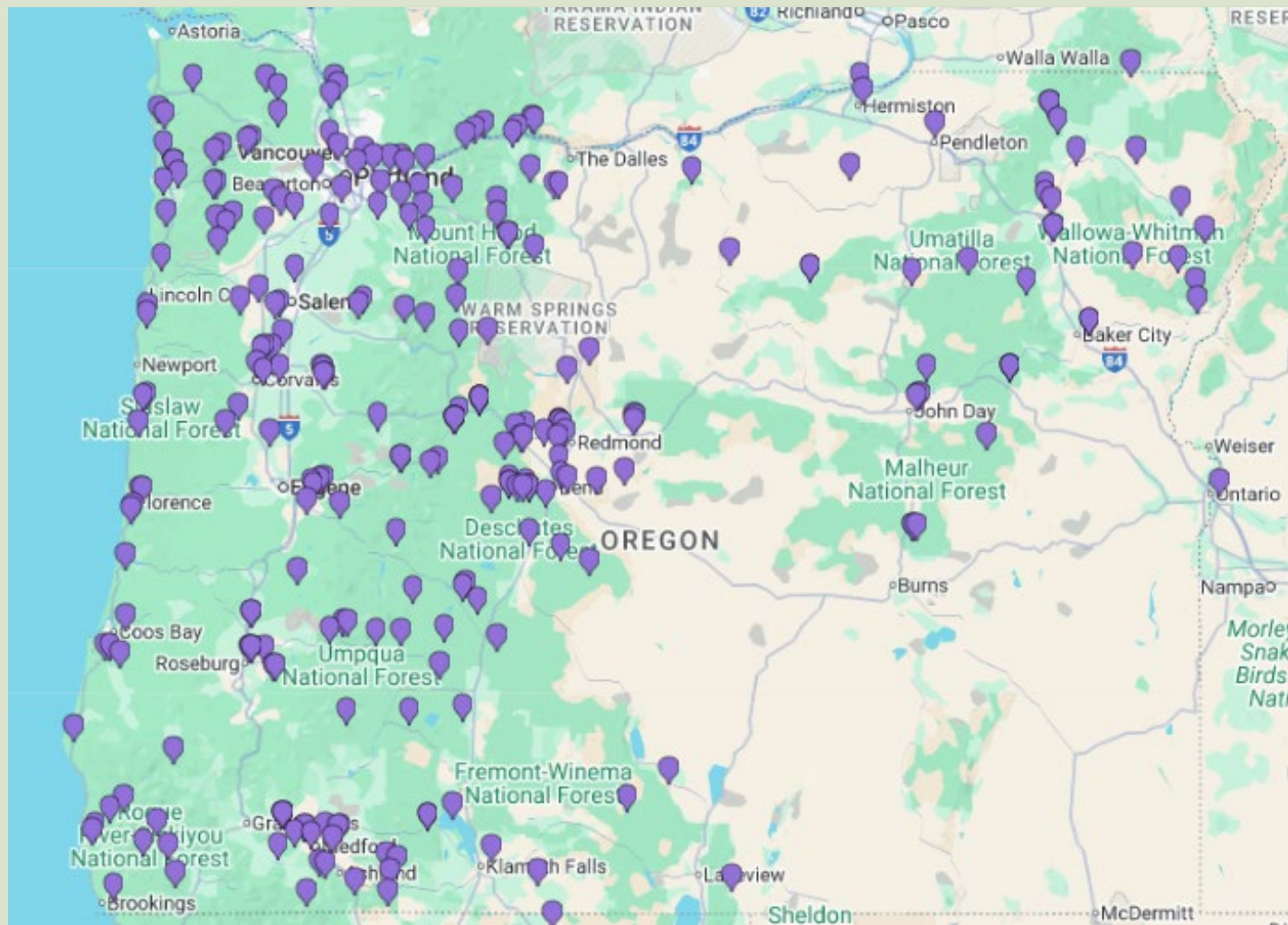
### Accessibility Guidance ✕

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 Projects Funded



*Over 500 RTP grants have been awarded for projects in Oregon*





# 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

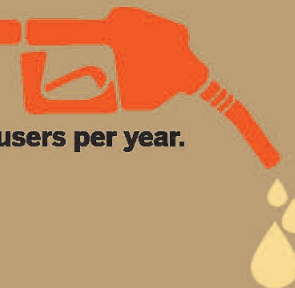
Improving America's Trails Since 1991



## \$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: 2025 Grant Cycle Schedule

<b>Letters of Intent Due Online</b>	<b>September 30, 2025 (11:59 PM)</b>
<b>Applications Due Online</b>	<b>November 15, 2025 (11:59 PM)</b>
<b>RTP Grant Committee Meeting</b>	<b>March 2026 (dates tbd)</b>
<b>OPRD Commission Approval</b>	<b>April 2026 (date tbd)</b>
<b>Notice to Proceed Anticipated</b>	<b>Fall 2026 (earliest, 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: 2025 Funding

Base Funding	
Motorized Set Aside	Non-Motorized
\$445,000	\$1,037,051
Total Available = \$1,482,051	

- Funding may increase
- **Moto vs. Non-Moto:** Apply under one of these categories. Projects are scored and ranked separately within categories. If your project includes both use types, select the primary use type.
- **E-bikes?** They don't make a project motorized for purposes of RTP. OHVs or snowmobiles must be allowed to qualify for motorized funding.





# RTP Overview: Funding Basics

Funding is competitive

Grant payments are generally made on a reimbursement basis

## Grant request amounts

- Minimum: \$10,000
- **Updated Maximum:** \$200,000 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, in-kind labor, or other donations
- Project match percentage applied for cannot be lowered after grant awarded

## 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



# 2019-2024 Grant Cycles

	Funds Requested	Funds Awarded	Proposals Received	Projects Funded	Average Grant Amount
<b>Motorized</b>	\$4,479,664	\$3,265,281	35	27	\$121,000
<b>Non-Motorized</b>	\$14,621,466	\$7,630,448	126	67	\$114,000

*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 2026/2027
- ✓ 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
  - Need a Unique Entity Identifier (UEI)



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

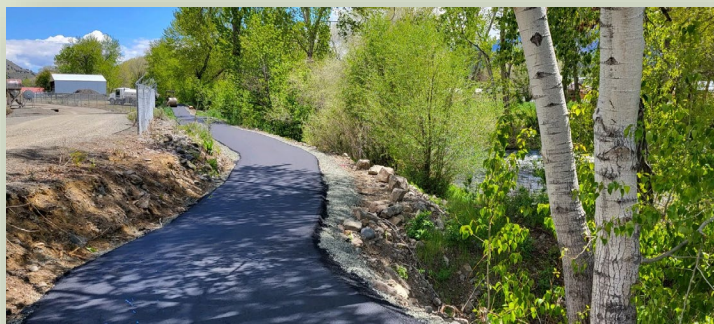
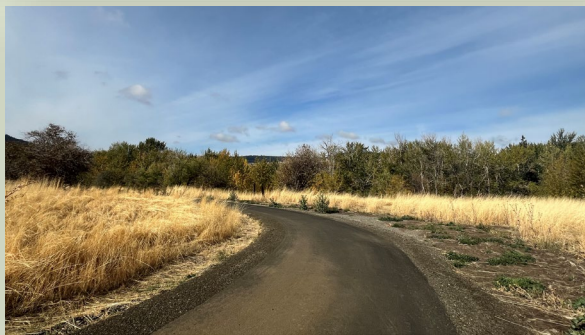




# Eligibility: Project Types

## Construction of new recreation trails

*New trail systems, expansions, linkages, bypasses, etc.*



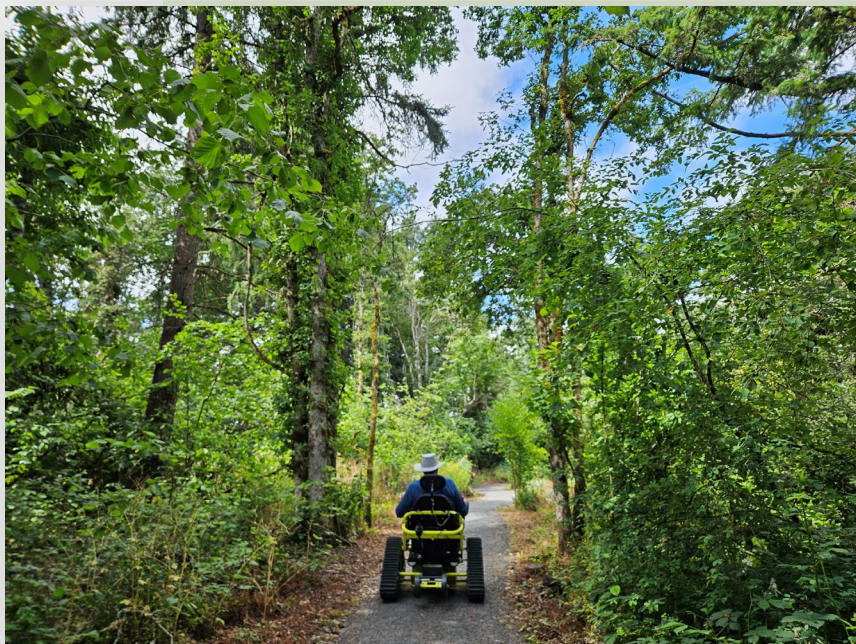




# Eligibility: Project Types

## Restoration and improvements of existing trails

*Reroutes, wildfire restoration, bridge replacements, accessibility improvements, signage, etc.*



*Realignment for environmental protection + accessibility improvements*



*Improving mountain bike features*



*Bridge replacements*



*Wildfire restoration*





# 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

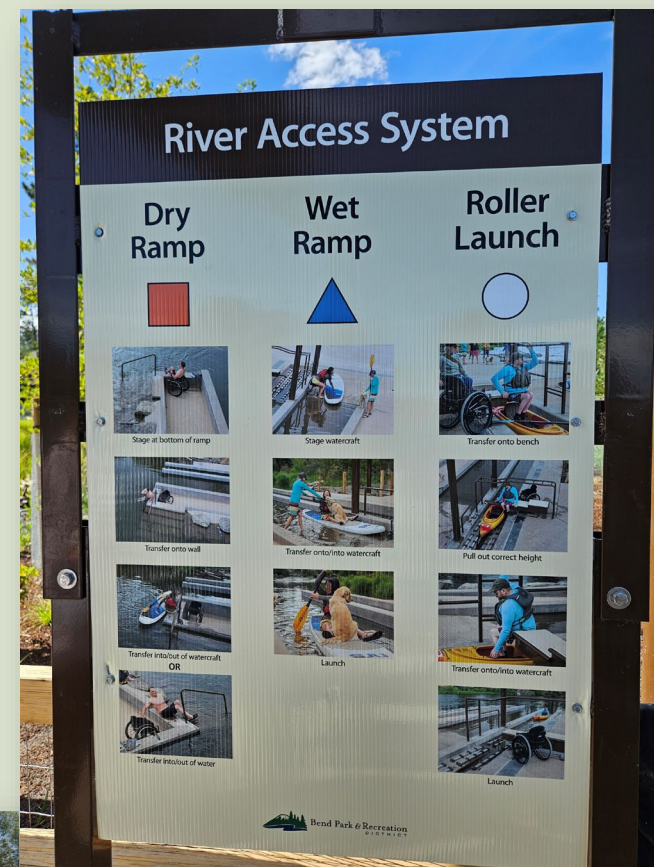
- Eligible recreational trail type under RTP
- Must be along a designated water trail or other body of water providing paddling corridors between public access points
- If trail isn't designated, use maps or other visuals to demonstrate use



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



Oregon State Parks,  
Dispersed campsite upgrades, Willamette River Water Trail



Bend Parks & Recreation District  
Millers Landing  
Supported by LGGP





# Eligibility: Project Types



## Assessments for Trail Accessibility or Maintenance

- **Accessibility:** assessing existing trails for accessibility improvements and/or to provide information to users. Huge need! Project can be just for an assessment, or assessments can be wrapped in with any construction project.
- **Maintenance:** assessing trails to develop a maintenance plan. May not be competitive.



# Eligibility: Project Types



## 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

## User Facing Safety & Education

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



*Limited to 5% of annual apportionment, approximately \$80,000*

*Limited to one federal fiscal year (October-September)*

*Projects submitted and evaluated in category of primary use*





# Build America, Buy America

**Buy America and the Build America, Buy America Act requirements have been waived for projects when the total of federal funds in the project budget is 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***

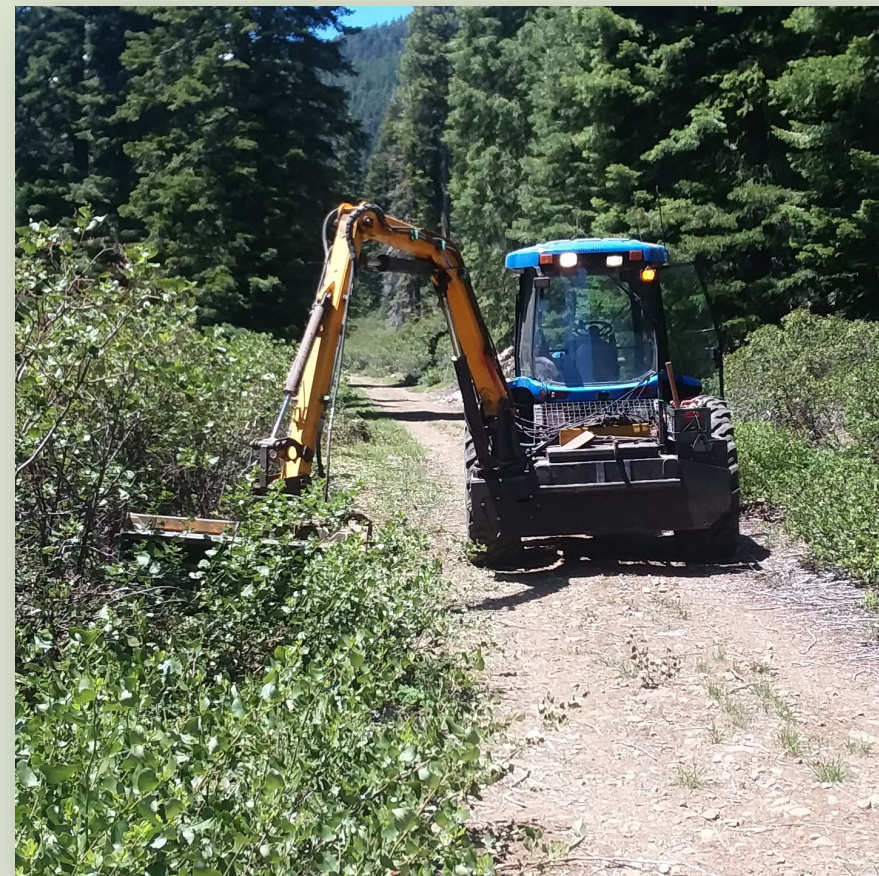


# Eligibility: Project Types

## Equipment for Trail Building and Maintenance

- Purchasing equipment dedicated to trail building and/or trail maintenance is eligible
- Equipment = \$10,000 or more per unit
- Nonprofits: need documentation of partnership with land manager(s) (letter, agreement, etc.)
- **Waived for projects when the total of federal funds is 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.

*See policies 2.3A and 2.4 for more information*



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



# 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 for construction projects
- Includes final design, engineering, land use or building permits
- Does NOT include accessibility assessments or cultural resource surveys

## **Pre-Agreement Expenses**

- Planning/engineering costs eligible as match if incurred within 18 months prior to Notice to Proceed
- Pre-approval required, include in budget and describe in relevant application question
- Cannot include construction, ground disturbance





# Conditional Project Elements

## Staff Salaries & Benefits - **Updated**

- Eligible for match: wages of staff implementing the project
- Eligible for reimbursement:
  - Govt Agencies Grantees: only wages for temporary or seasonal employees hired for the project
  - **Nonprofit Grantees:** wages of any paid staff implementing the project
- Documentation: hours must be tracked and documented



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



# 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
- Factor in time for consultation

- **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 (ineligible as a line item, spread out instead)
- Planning
- Food (exceptions for backcountry, overnight 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*

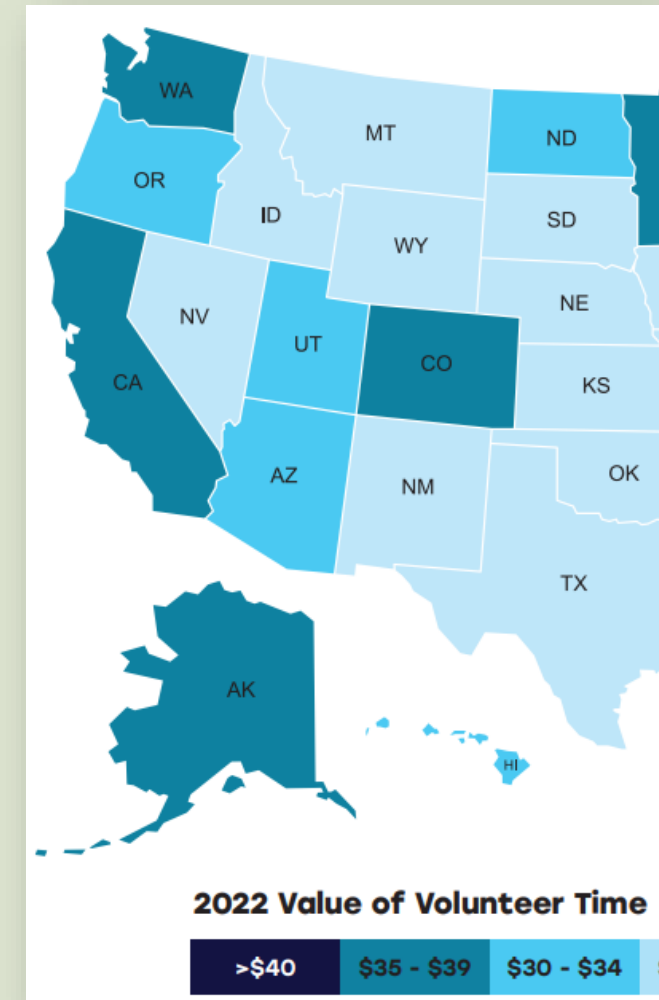


# Eligible Match: Volunteer Labor

Select one method for the entire project:

- **Option 1:** [Independent Sector](#) rate for Oregon
  - \$36.44/hour (typically updated every April)
  - View full report for state-specific rate
  - Recommended for simplicity
- **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)

*Optional 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, copy of EA or EIS if applicable
- 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*



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
- These and other requirements apply differently to projects on tribal lands, contact Jodi

Environmental and Cultural Resource Review Forms for Projects on Non-Federal Land

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

*Forms received after application submission can be emailed to Jodi during the technical review period. Application asks if you're waiting on any of the agencies to respond.*



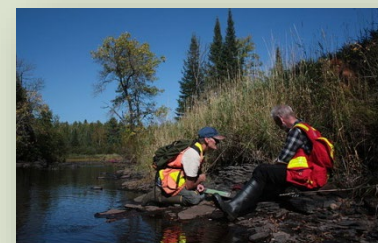


# Environmental Review: Non-Federal Land

## 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!***





# Environmental & Land Use: Non-Federal Land

- Application asks which agencies applicant is waiting to hear back from, if any
- Application asks what follow-up has or will take place in response to any comments received from state agencies or land use authority





# Environmental Review: Non-Federal Land

## U.S. Fish and Wildlife Review

- Copy of an IPaC report must be attached to the application
- [Link to run report](#) included in manual and application attachment checklist
- Upload report under “Other”
- RTP Environmental Screening Form asks about impacts to federally listed species, refer to IPaC when completing that section
- OPRD will consult with USFWS about projects selected for funding

The screenshot shows the IPaC web interface. The header includes "IPaC Information for Planning and Consultation" and "U.S. Fish & Wildlife Service" with a "LOG IN" link. The main content is divided into two sections: "1 Find location" and "2 Define area". In the "Find location" section, there is a search bar with "Minto-Brown Island City Park, IN" entered, and a button "Or skip this step and: UPLOAD GEOMETRY". Below this, a message states "Selection by state or county is no longer available." The "2 Define area" section is currently empty. To the right of the text is a map showing a green landscape with blue water bodies. A blue location pin is placed on the map, and labels for "Minto-Brown Island Park", "Minto Island Rd S", and "Croisan Creek" are visible. Map controls like zoom in (+) and zoom out (-) buttons are in the top left corner of the map area.

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



# Environmental Review: Non-Federal Land

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

**1 Find location**

**2 Define area**  
Draw the area where activities will occur

Select a drawing tool

- SKETCH
- POLYGON**
- LINE

Other options:  
UPLOAD GEOMETRY

Selection by state or county is no longer available.

**3 Confirm**

**Layers** ADD

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

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

Click Confirm and Continue

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

**Explore location**  
LOCAL OFFICE OR FISH AND WILDL OFC

LOCATION  
Marion County, Oregon  
CHANGE LOCATION

**Resources**

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

**What's next?**  
Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.  
**DEFINE PROJECT**

**Endangered species**  
Listed species and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries).  
Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).  
Additional information on endangered species data is provided [below](#).  
The following species are potentially affected by activities in this location:

**Birds**

<b>Threatened</b> CH  Marbled Murrelet Brachyramphus marmoratus	<b>Threatened</b> CH  Northern Spotted Owl Strix occidentalis caurina Wherever found	<b>Threatened</b> CH  Streaked Horned Lark Eremophila alpestris strigata Wherever found
---	---	--

Click Print Resource List

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

Print/Save as an Adobe PDF

Upload to application under "Other"





# Cultural Resource Review: Non-Federal Land

## Recent changes for RTP:

- SHPO review forms no longer required with the application
- Instead, cultural resource section of the RTP Environmental Screening Form expanded
- OPRD staff will compile information for a SHPO submittal later in the process
- Cultural resource survey highly likely to be required unless already done



*Amanda Trail*



# SHPO Review: Non-Federal Land



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



?



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# Application Process & Materials

## Application & Forms

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

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

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

[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](#)

OPRD RTP Webpage

## 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](#)

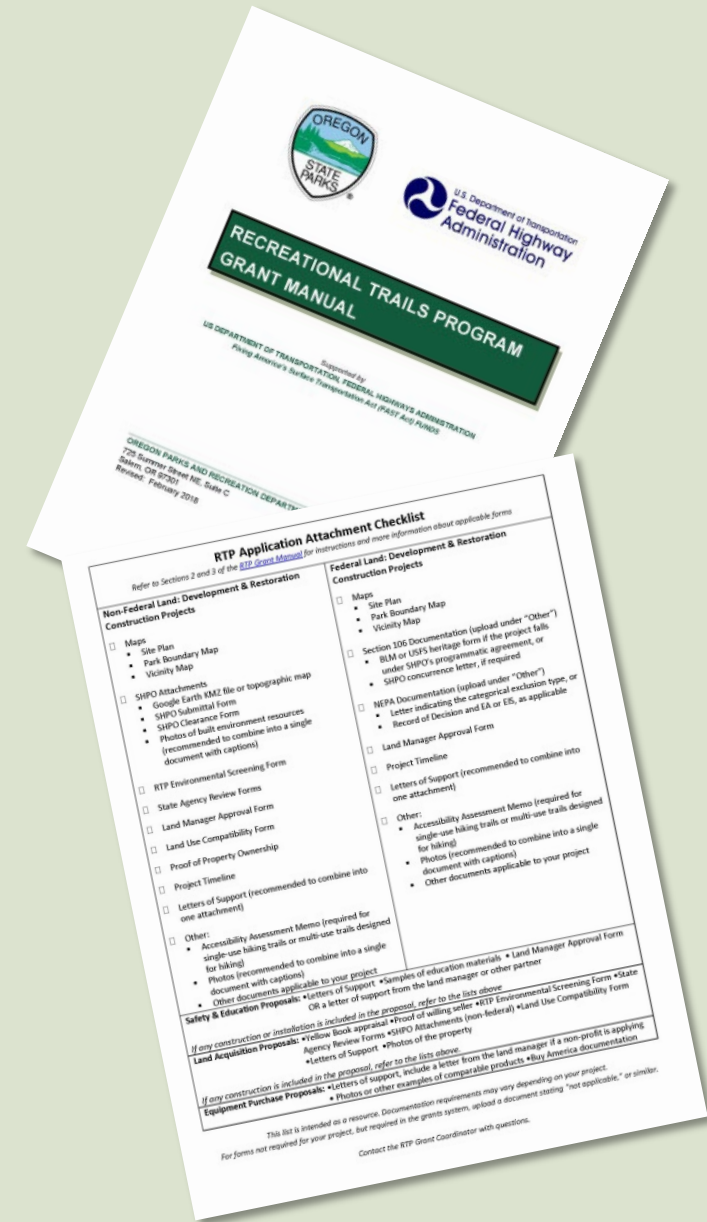
[Project Timeline Template](#)

[Trail Accessibility Assessment Memorandum - Blank](#)

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

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

Online Application



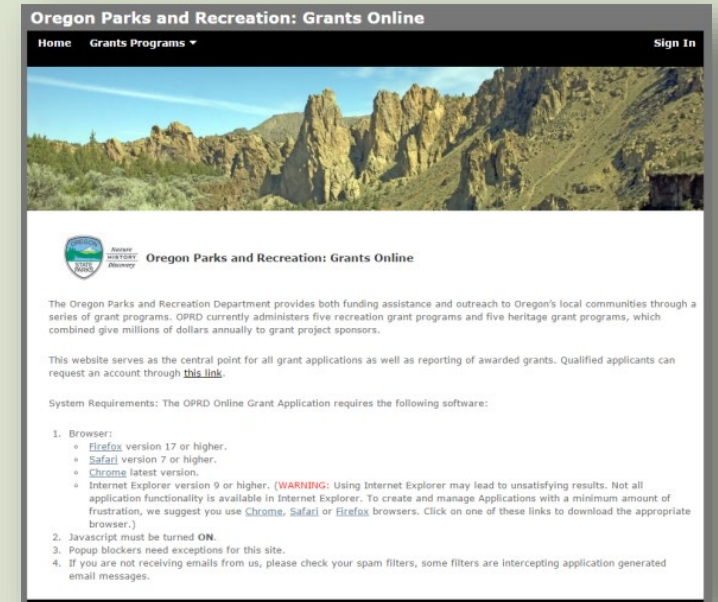


# Online Application Process

<https://oprdragrants.org>

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

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

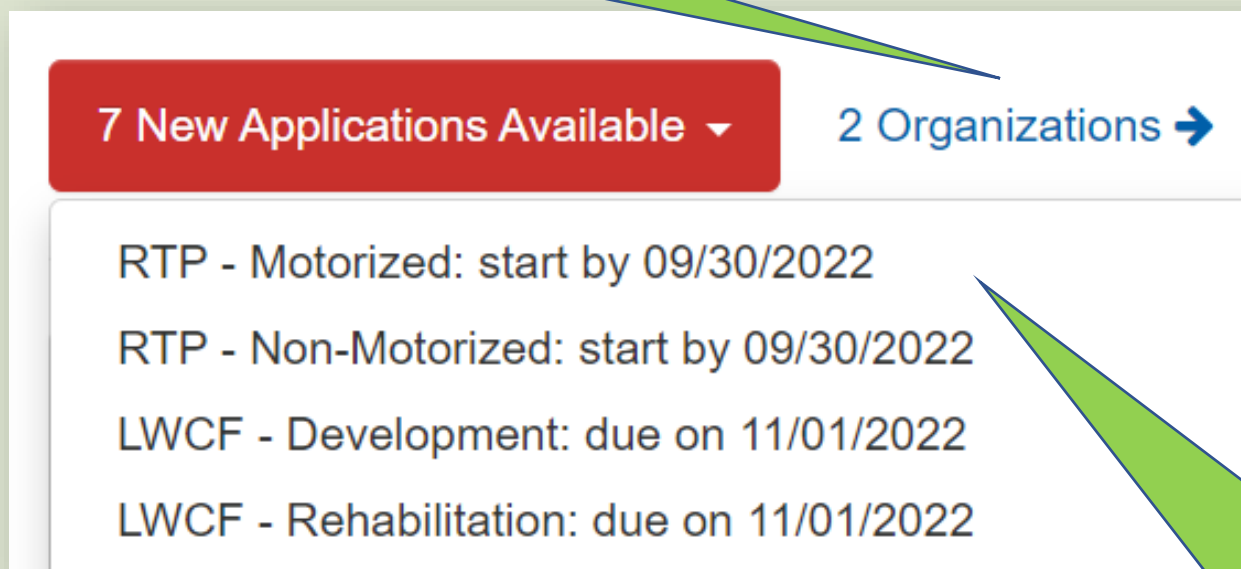


*Need written permission from the applicant organization to allow consultants or other partners to access their grants account*



# 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 interface for the online application process. 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".

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

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



# Application Sections



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

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





# Getting Started

- Use Chrome or Firefox
- Follow instructions and refer to manual
- Save often
- Keep a backup copy of your responses using the pre-application worksheet
- **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

Get started early on attachments and responses that require coordination, particularly:

- **Federal Lands:** NEPA and Section 106
- **Non-Federal Lands:** RTP Environmental Screening Form, State Agency Review Requests, Land Use Compatibility Statement
- **All:** Requesting letters of support, Land Manager Approval Form



# 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 users
- Be clear and concise for reviewers
- Don't assume that staff and committee members know your park system, user needs, etc.





# Using AI? Proceed with Caution

- While AI can be a very helpful tool for grant writing or proofreading, OPRD has observed the following pitfalls:
  - Objectively inaccurate responses
  - Responses that don't answer the question, or only define the question
  - Answers that are buried
  - References to an AI tool pasted into the response
  - Inaccurate information about scopes, accessible design, your agency, etc.
- Takeaways:
  - When using AI: proofread, proofread, proofread (humans!)
  - Respect your community, submit an accurate application
  - Respect the time of staff and committee members



# Contact Information

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

A screenshot of the "RTP Non-Motorized Application" form. The form has a header with "RTP Non-Motorized Application" and buttons for "Save Application", "Submit Application", and "Cancel". Below the header is a red bar with a "Delete Application" button. The "Contact Information" section is expanded, showing a dropdown for "Applicant" (OPRD), a dropdown for "Project Contact" (Ben Cox), and a list of names for "Reimbursement Contact" (Alex Phillips, Anna Krug, Austin Bertelson, Barbara Lee, Ben Cox, Ben Fisher, Carrie Lovellette, Casey Nielsen, Chris Gardes).

RTP Non-Motorized Application	
<a href="#">Delete Application</a>	
Contact Information	
Applicant	OPRD
Project Contact *	Ben Cox
Reimbursement Contact	<ul style="list-style-type: none"><li>Alex Phillips</li><li>Anna Krug</li><li>Austin Bertelson</li><li>Barbara Lee</li><li>Ben Cox</li><li>Ben Fisher</li><li>Carrie Lovellette</li><li>Casey Nielsen</li><li>Chris Gardes</li></ul>

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:

A screenshot of the "People" tab in the application. The tab is highlighted with a red circle. Below the tab is a table with two columns: "Name" and "Role". The table lists several users, including Alex Phillips, Austin Bertelson, Barbara Lee, and Ben Cox, all with the role "Authorized".

70 People	
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

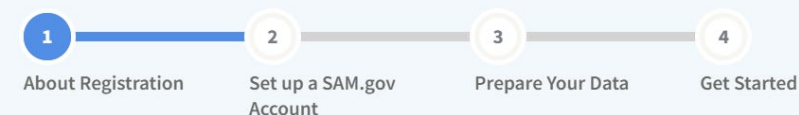
- **Unique Entity ID (UEI) and federal tax ID required**
  - UEI replaced DUNS numbers in 2022
  - Required for entities that receive federal funds
  - If your organization didn't already have a DUNS and you haven't requested a UEI, request through SAM.gov. Start that process NOW.

## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



<https://sam.gov/entity-registration>





# 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 making a case
- Used for our federal agreements & public reports

## Brief Project Description Examples

The grant would fund restoration of the 1.33-mile Twilight Trail in Prescott Park. Project will involve removing rock protrusions, grading, adding a trail signage kiosk, installing three culverts and two benches.

Purchase a winter trail groomer for operation by the Klamath Basin Snowdrifters Snowmobile Club and the Oregon State Snowmobile Association (OSSA)

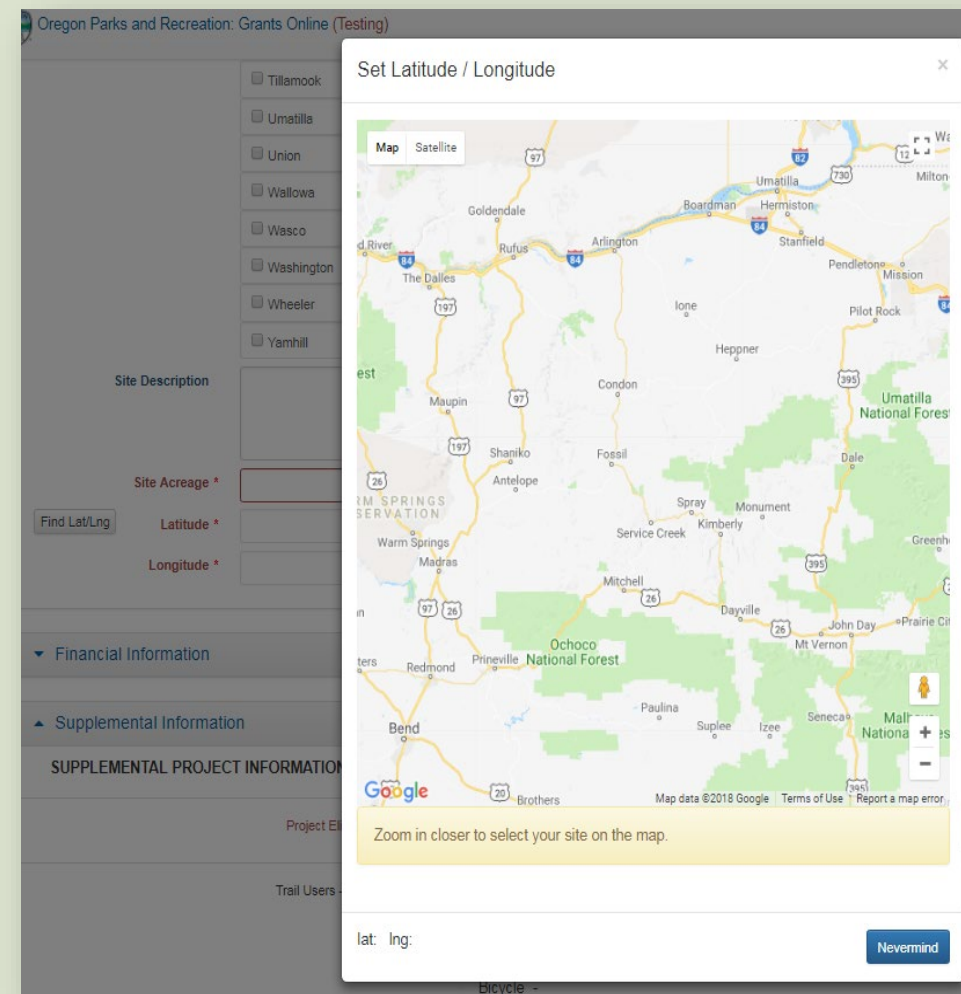
Heavy restoration of priority trails within the Eagle Cap Wilderness, including heavy logout in burned areas and construction of 8 structures (small bridges and puncheon).

Construct approximately 5 miles of new non-motorized trails for Phase II of the Jack-Ash Trail project in Jackson County OR.



# Project Information

- Project start and end dates
  - Actual start date based on federal approval and grant agreement
  - Earliest start is summer or fall 2026
- 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** [Add Worksheet Item](#)

**Description \***

**Quantity Needed \***

**Unit of Measure \***

**Cost / Unit**

**Does this item include Match?**  
☒

**Match Amount \***

**Source of Funding**

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

▲ 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?	<input checked="" type="checkbox"/>
Match Amount *	10,000
Source of Funding	Agency budgeted funds
Check here if the source of your funds is from another Grant?	<input type="checkbox"/>

▲ 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?	<input checked="" type="checkbox"/>
Match Amount *	12,000
Source of Funding	
Check here if the source of your funds is from another Grant?	<input checked="" type="checkbox"/>
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 (refer to Section 5 of manual for procurement rules)
- Identify all elements included in grant or match:
  - 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
- Factor inflation/contingency into line items for each specific element



# 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



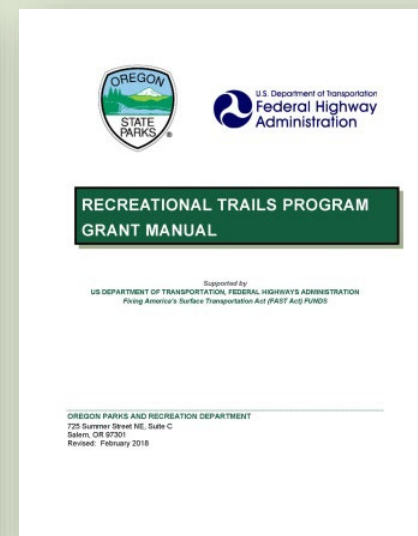
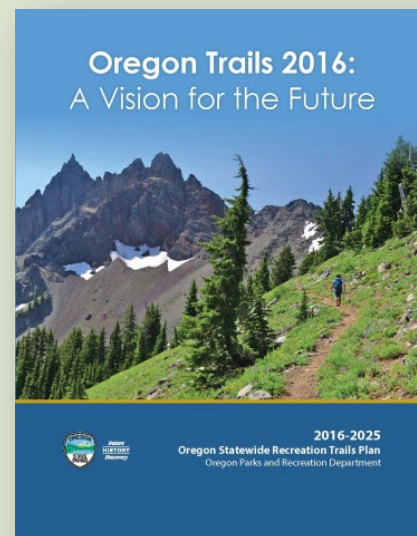
*A camel on the Cazadero Trail,  
photo provided by Metro*





# 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: Technical Review & Evaluation Criteria

Committee Scoring Rubric  
added to RTP Grant Manual,  
see Appendix E

## RTP Scoring Rubric

This document provides guidance to RTP Advisory Committee members on scoring applications submitted for RTP funding. Section 4 of the RTP Policy Manual provides more detailed guidance for applicants on these scoring categories and their related application questions.

**Project Scope and Plan, 0-10 points (RTP Grant Manual, Section 4, pages 34-36 and Section 2, pages 23-25):** The intent of this category is to award points to project proposals with well planned, clear, and realistic scopes that are ready to proceed. This category also considers the site plan and appropriateness or clarity of costs in the budget as related to the scope.

8-10 Points	6-7 Points	4-5 Points	2-3 Points	0-1 Points
The project scope is well defined, well planned, well designed, and the project is ready to proceed.	The project scope is moderately defined, planned, designed, and the project is ready to proceed.	The project scope could use improvements and/or the project may not be ready to proceed.	The project scope needs significant improvements to the plan or design and/or is not ready to proceed.	The project scope is unclear, poorly planned, poorly designed, and/or not ready to proceed.

**Youth Conservation Corps, 0-5 points (RTP Grant Manual, Section 4, page 36):** The intent of this category is to award points to project proposals that will utilize a youth conservation corps or other youth organization to implement the project.

4-5 Points	1-3 Points	0 Points
A youth crew will have a direct role in project implementation and a commitment is in place.	The proposal indicates that a youth crew will be involved in project implementation, however: <ol style="list-style-type: none"><li>1. A commitment is either not in place or is unclear, and/or</li><li>2. The role of the youth crew is unclear or relatively minor.</li></ol>	A youth crew will not be involved in direct project implementation.

**Benefits, 0-5 points (RTP Grant Manual, Section 4, pages 36-38):** This category considers benefits to the community from either an economic development and tourism standpoint or from a health benefits standpoint. Applicants identify the primary category on the application and can elaborate on both categories when relevant.

**Destination Trails:** The intent is 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 Trails:** To award points to projects that show potential to improve health of the local community through improving access or increasing physical activity, or projects that are driven by a local health initiative.



# 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 & Readiness

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





# 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)

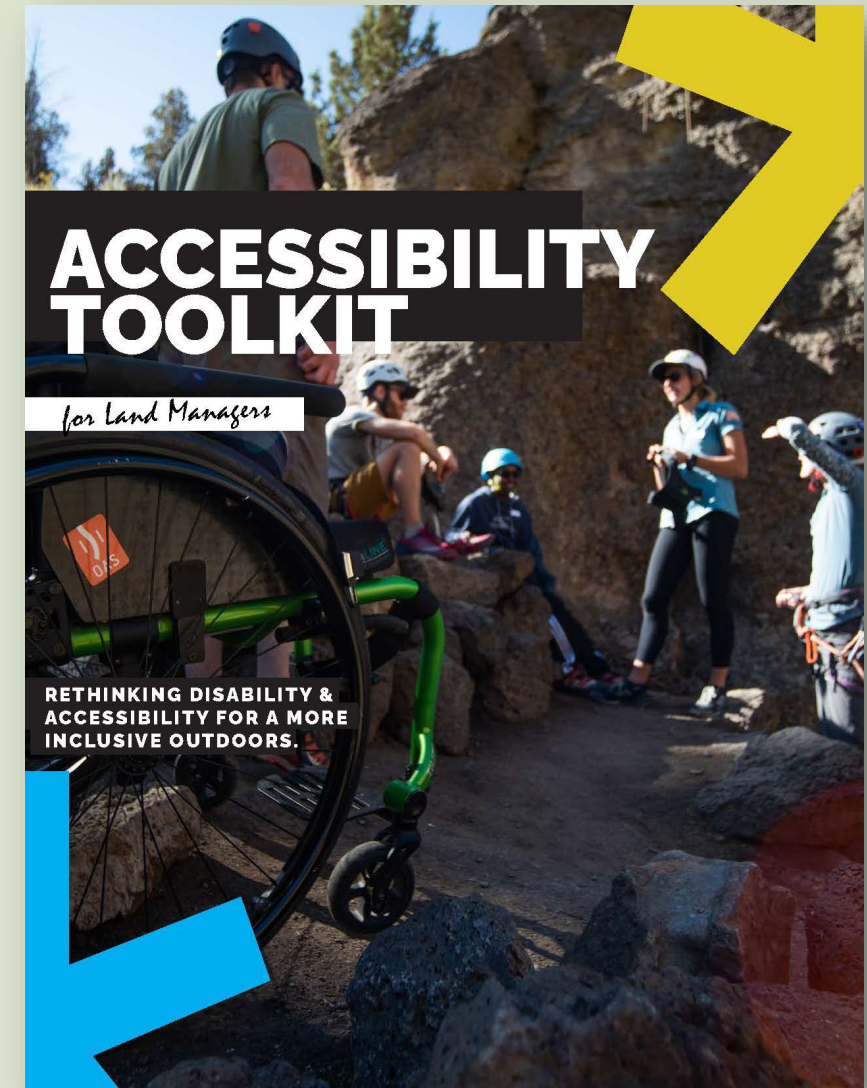
## Application Questions

**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? If upgrades are needed but not include in proposal, describe plan to complete those.**

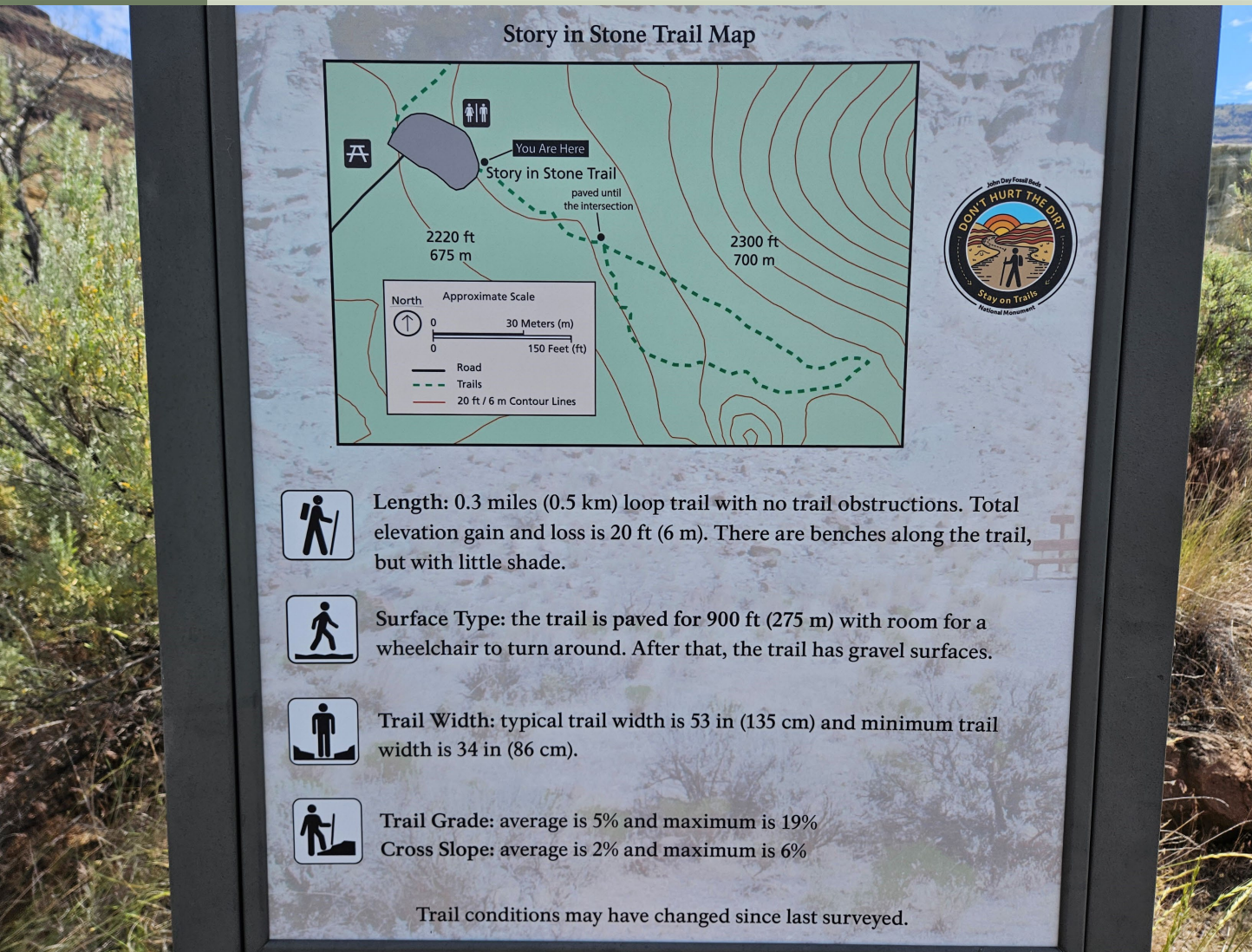
*What features are part of the RTP scope? What features are part of the trail system that are outside of the RTP scope (restrooms, parking lot, trailhead signs, accessible trails at the same or nearby site, relevant program access)?*



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





# GUIDELINES FOR PROVIDING TRAIL INFORMATION TO PEOPLE WITH DISABILITIES



Click [image](#) for PDF version  
of this document.



October 2013

Revived and refreshed April 2020, but not revised.

Refer to ABA guidelines and other resources for the minimum information that should be provided on trail signs, including:

Length of trail, type of trail surface, typical and minimum trail tread width, typical and maximum trail grade, and typical and maximum cross slope





# Supplemental Section:

## Youth Conservation or Service Corps (0-5 points)

**Intent:** to award points to proposals that will utilize a youth conservation or service corps, or similar organization to implement the project.

**Application Question:** If a youth conservation or service corps, or similar group, will be used to complete the project, describe their role.

- **2025 update:** clarified what types of groups this includes
- Scored on a range: how significant is their role? Is a commitment in place?



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



# Supplemental Section: Youth Conservation or Service Corps (0-5 points)



## Oregon

### Service and Conservation Corps Based in State

Heart of Oregon Corps

Lomakatsi Restoration Project

Northwest Youth Corps

US Forest Service Job Corps – Angell Job Corps Civilian Conservation Center

US Forest Service Job Corps – Timber Lake Job Corps Civilian Conservation Center

US Forest Service Job Corps – Wolf Creek Job Corps Civilian Conservation Center

### Corps that Send Crews to State

Mt. Adams Institute

- Federal RTP guidance allows sole sourcing of “qualified” corps (policy 5.4B)
- The Corps Network maintains a list of these: <https://corpsnetwork.org/find-a-corps/>
- Corps engage young adults (18-30) and veterans (up to 35) in service projects
- Points may be awarded for partnering with similar groups on your project, must follow state procurement law

*Current list of The Corps Network members that  
work in Oregon*







# Supplemental Section: Benefits (0-5 points)

## 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.

## 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.

**Refer to the manual for guidance**





# Supplemental Section:

## Issues and Needs (0-25 points)

**Intent:** to award points to projects that meet statewide, regional, and/or locally identified needs.

### Application Questions:

1. 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
2. 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.
  - Refer to your local park plans, master plans, management plans, etc.



# Supplemental Section: User Needs (0-10 points)



**Intent:** to award points to projects that meet unmet needs, better accommodate trail users, provide experiences that are not available in the area, fill gaps in a trail system, and more. This category digs deeper into the issues and needs from a user perspective.

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

**Instructions:** 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). Refer to the manual for ideas and leading questions for describing the use and design of the project.

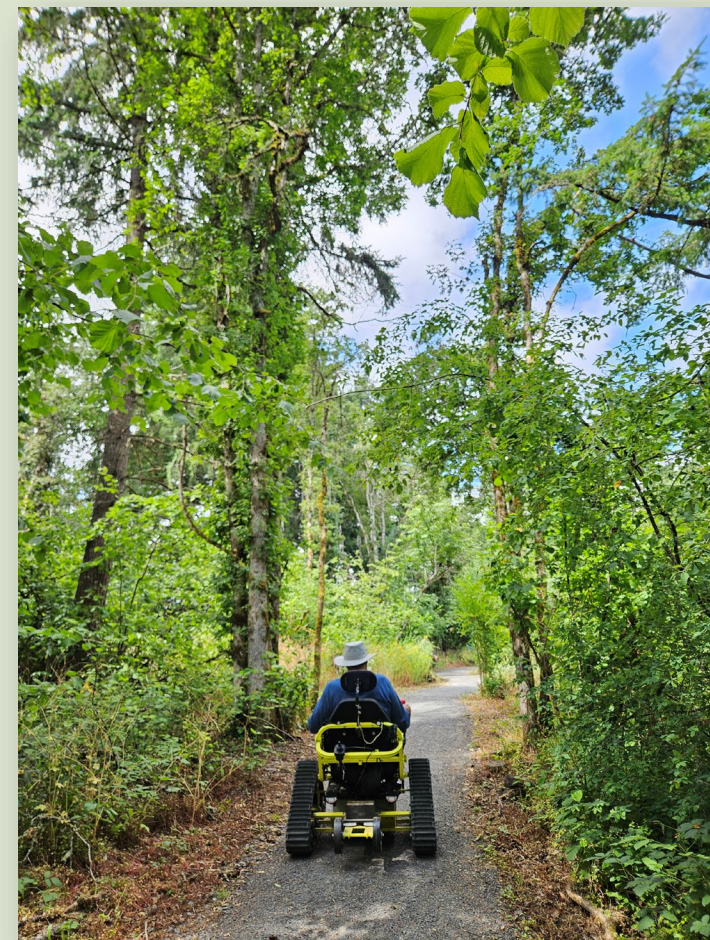




# Supplemental Section: Public Support (0-5 points)

**Application Attachment:** Upload letters of support

- Minimum of 5 letters recommended
- Give people time to write letters, give them background
- Recommended: combine into one attachment, use cover sheet to list the letters
- Recommended: collect letters from users or community groups who will benefit from the project
- Less impactful:
  - Form letters. Instead, encourage author to use their own words, provide some points to help. Talk through it with them.
  - Letters from public agencies, politicians. Provide these in addition to your other letters.





# 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)

**Intent:** to award points to proposals that demonstrate the land manager's maintenance commitment and capacity, including partnerships that contribute.

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



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





# Supplemental Section:

## Environmental & Design Sustainability (0-5 points)

**Intent:** to award points to proposals that utilize sustainable design methods and that protect or complement the natural environment.

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



*Spencer Butte, City of Eugene*



# Supplemental Section:

## Social Sustainability (0-5 points)

**Intent:** to award points to proposals that will foster community connectedness, partnerships, and educational opportunities.

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

Address as relevant. Will the project....

- Create space for public events?
- Create volunteer opportunities for the public?
- Encourage partnership with other entities and foster community support?
- Increase access and use of open spaces and trails?
- Enhance cultural educational experiences?
- Promote ecological values through public education and interpretation?



# Supplemental Section: Project Urgency (0-5 points)



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

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

Address as relevant:

- How are critical RTP funds to completion of the project?
- Do temporary alternatives exist if RTP funds are not awarded?
- Consequences to user is the project is not funded? Will the trail be closed or condition made worse?
- Consequences to the applying entity if the project isn't funded? Are those factors within your control?





# Supplemental Section:

## Fiscal Considerations (0-5 points)

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

### Application Questions:

- Describe how critical RTP funds are to project implementation.
- For phased projects, describe the overall funding strategy.
- Nonmotorized applications only: If requesting over the recommended \$200,000 maximum, use this space to make a case about why RTP funds are the best fit for your needs.

**Non-profit partner applicants:** coordinate your respond with the land management agency as relevant



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

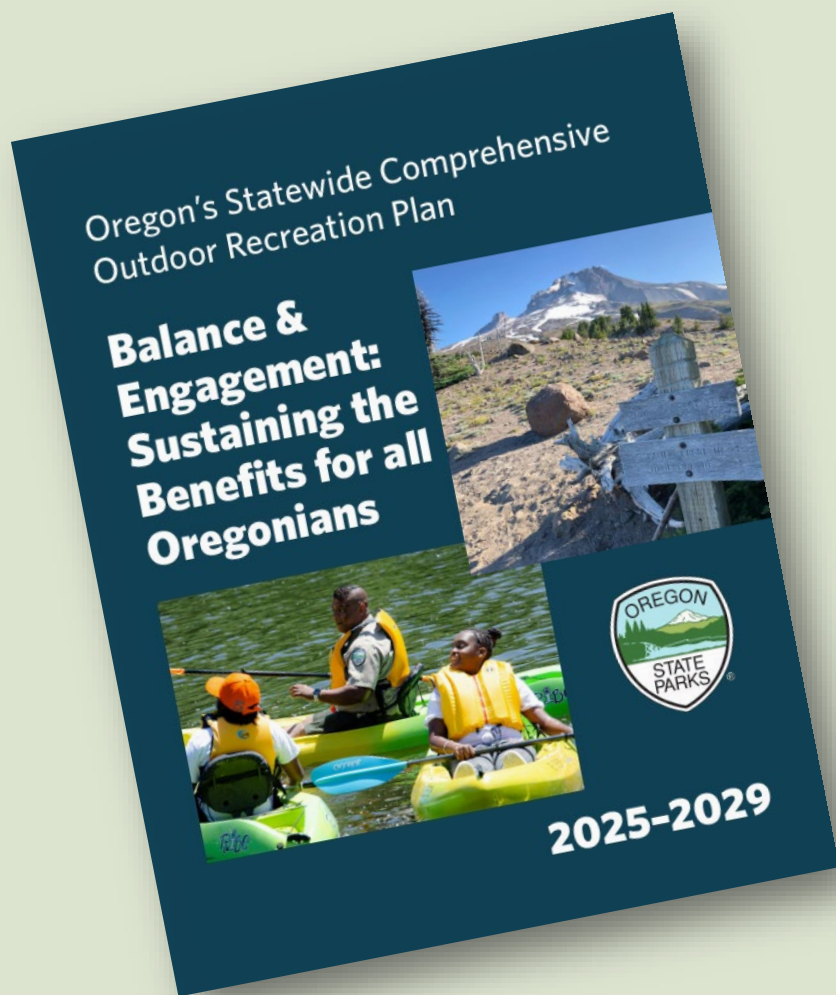
## Application Questions:

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



The 2025 Statewide Comprehensive Outdoor Recreation Plan (SCORP) includes recommended actions that recreation providers and their partners can take to reduce barriers to the outdoors.

Visit these lists for ideas or to help tell the story about good work your agency or partners are doing

<https://www.oregon.gov/oprd/PRP/Pages/PLA-scorp.aspx>





# 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:

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

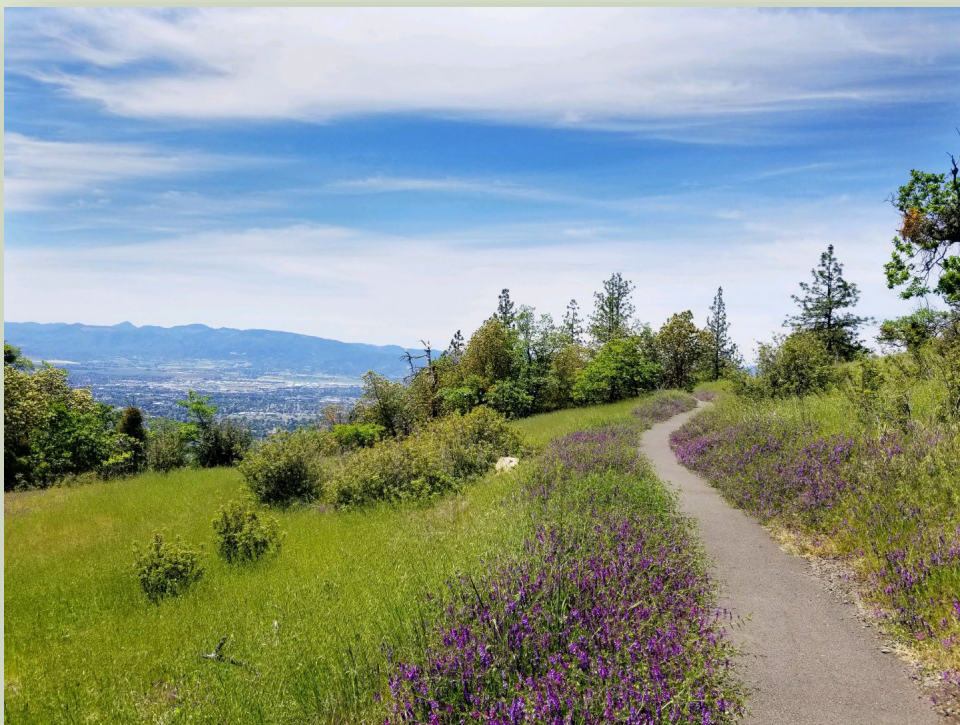


*Mt. Hood National Forest,  
LaDee Flats Staging Area*





# 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:** Indicate whether prevailing wage applies to the project.
- 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*



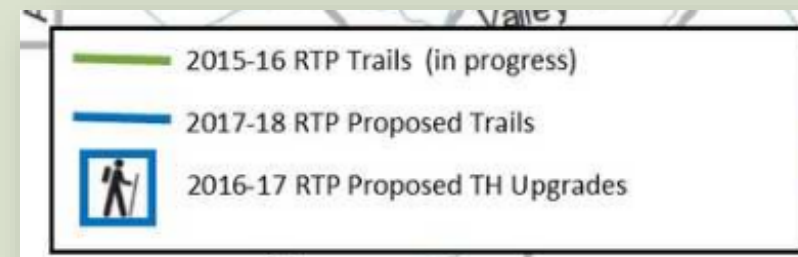
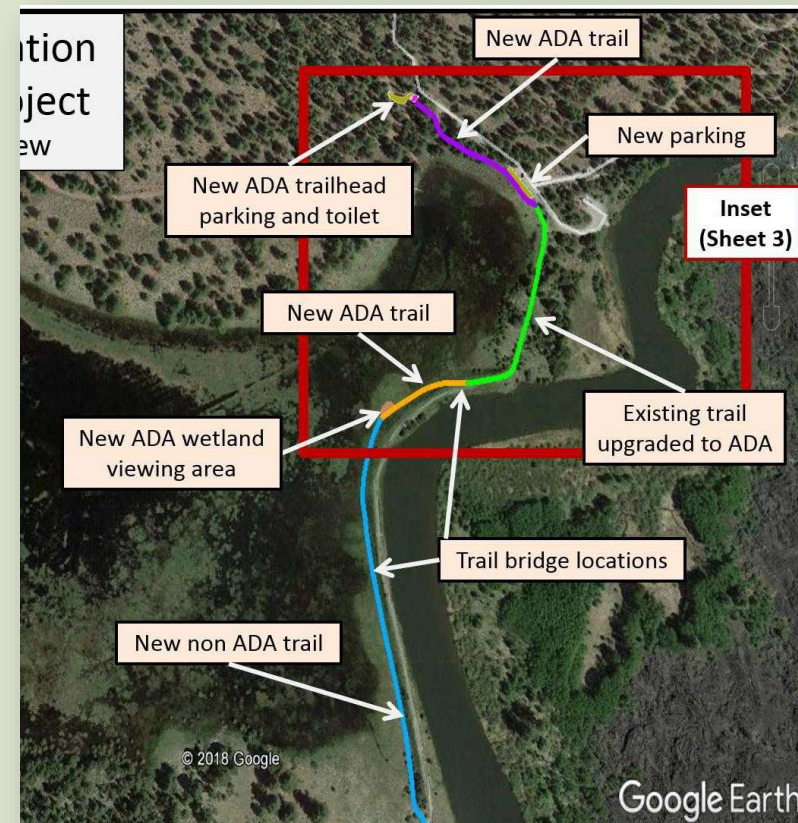
# Attachments: Maps

**Vicinity Map:** Broad identification of location

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

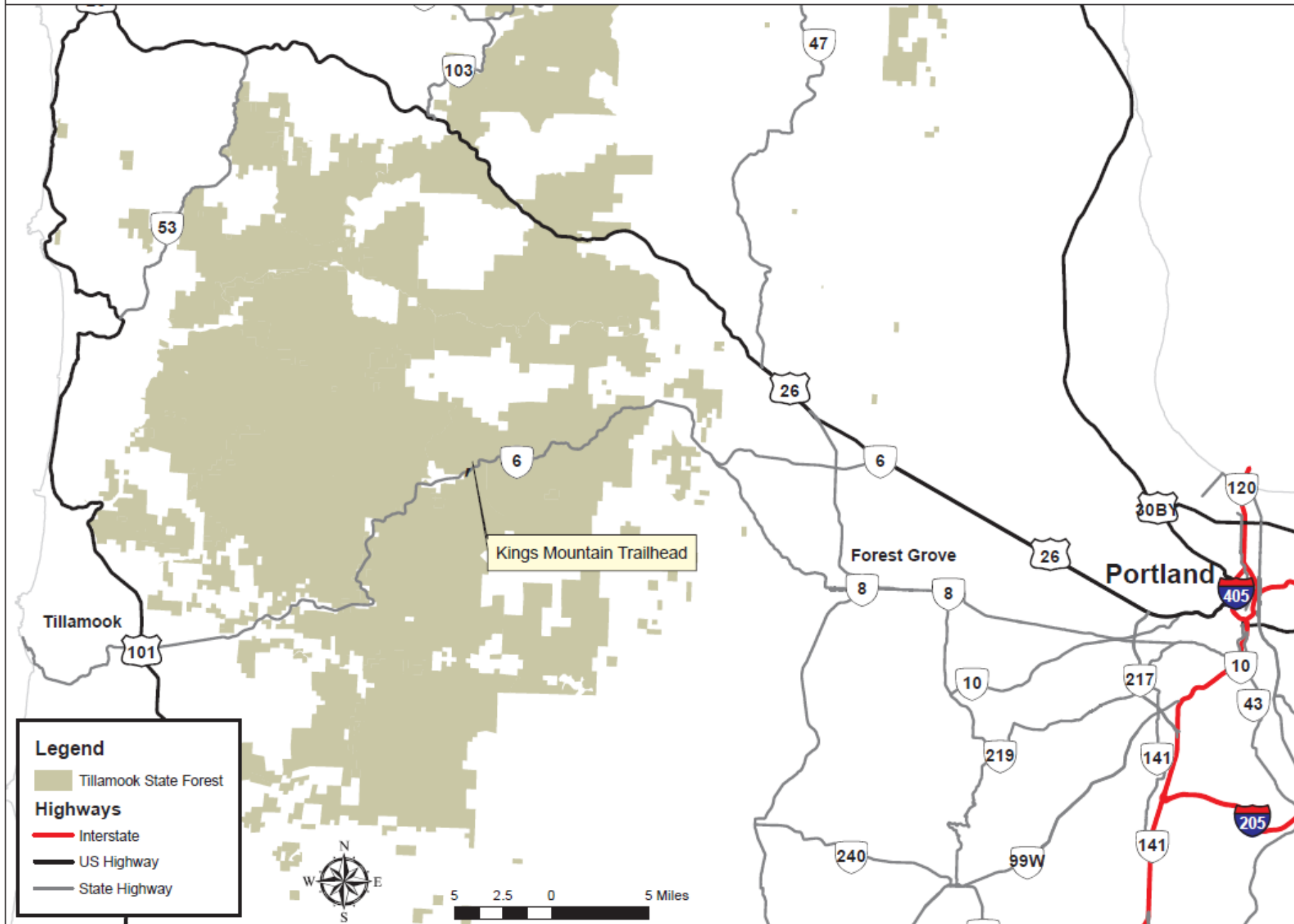
**Site Plan:** Design document(s) for the project that clearly indicate project elements

- Multiple documents can be submitted (example: engineering plan + trail system map indicating project sections)
- Clearly note existing facilities, proposed facilities included in the RTP scope, proposed facilities not included in the RTP scope
- Used for environmental and cultural resource review
- Used for verification of project completion





# Kings Mountain Trailhead Vicinity Map



Example  
Vicinity Map



# 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







- 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”

**IPaC Report:** 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.







# Photo Attachment – Examples:

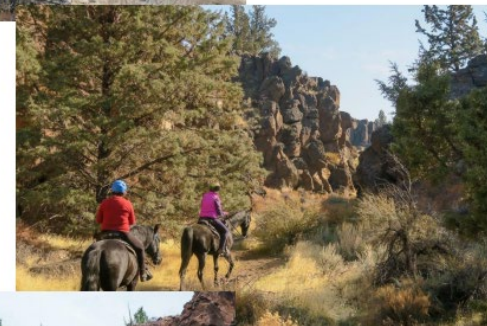


Figure 8: Detail of bridge on ~7066 West Fork Wallowa showing rotten-broken stringer log.



Figure 9: Bridge on ~7060 North Fork Catherine Creek with 8 failed log stringers

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







# Application Submission

**Due November 15, 2025 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

**March 2026, dates tbd**



- Hybrid meeting: applicants can choose to present virtually or in-person
- Public meeting: anyone can stream the entire meeting including committee discussion
- 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 managers; 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 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
- These are public meetings





# RTP Overview: 2025 Schedule

Grant Committee Meeting	March 2026, dates tbd
OPRD Commission Approval	April 2026
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	Fall 2026 (earliest, varies by project)

***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:**

- Must 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 %

**Advance Payments:** considered on a case-by-case basis, restrictions apply

**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, updated site plan

**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



*Jack-Ash Phase 1 Ribbon Cutting  
BLM & Siskiyou Upland Trails Association*



# 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 (<\$25,000)
  - Intermediate purchases (\$25,001 - \$250,000)
  - Competitive sealed bids or proposals (>\$250,000)
- Sole-sourcing allowed for qualified youth conservation or service corps (policy 5.4B)





# Procurement Requirements



## Procurement – Prevailing Wages:

- Federal Davis-Bacon wage requirements do NOT apply to RTP unless project is within a highway right of way.
- Application asks whether state prevailing wage requirements apply to the project. Refer to grant agreement in manual appendix.





# 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.

