



RECREATIONAL TRAILS PROGRAM GRANT MANUAL

Supported by
US DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION

OREGON PARKS AND RECREATION DEPARTMENT

725 Summer Street NE, Suite C
Salem, OR 97301
Revised: August 2026

QUICK FACTS

Program Information:	https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx
Source of Funds:	U.S. Department of Transportation, Federal Highway Administration
Program Name:	Recreational Trails Program (RTP)
RTP Funding Allocation:	Approximately \$1.6 million annually
Permissible Uses:	New trail construction Heavy trail restoration Trail head facilities Purchase or lease of trail construction and maintenance equipment Land or easement acquisition for trail purposes Safety and education programs or materials Assessment of trail conditions for accessibility or maintenance Water trails
Grants Available to:	Federal agencies State agencies Municipal agencies Nonprofits (registered for at least 3 years) Tribal Governments Other government entities
Minimum Grant Amount:	\$10,000
Maximum Grant Amount:	No maximum for motorized projects Recommended \$200,000 maximum for non-motorized projects
Match Requirements:	20% match required
Retainage:	10% of grant funds are held until project completion is verified and all required documentation is approved.
Grant Term:	Approximately two years, as specified in a grant agreement; One year for safety and education projects
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SECTION 1: RTP OVERVIEW AND PROCESS

1.1 PROGRAM OVERVIEW

History and Funding:

The Recreational Trails Program (RTP) is a Federal-aid assistance program authorized in 1998. The program was reauthorized by Congress in 2016 under the Fixing America's Surface Transportation Act (FAST Act) and again in the 2021 Infrastructure Investment and Jobs Act (IIJA). RTP replaced the original National Recreational Trails Funding Program, established in 1991.

The U.S Department of Transportation, Federal Highway Administration (USDOT, FHWA) administers RTP. In Oregon, FHWA RTP funds are apportioned to Oregon Department of Transportation (ODOT) and administered by Oregon Parks and Recreation Department (OPRD), as designated by the Governor of the State of Oregon. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. FHWA's annual apportionments to states are based on funds voted on by the U.S. Congress.

Purpose:

RTP grant funds are intended to provide, expand, and improve public recreational trails for both motorized and non-motorized trail users. Project uses include pedestrian (hiking, running, and wheelchair or other mobility device access), biking, mountain biking, water trail use, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Project selection is partly informed by the needs identified in [Oregon's 2016-2025 Statewide Recreation Trails Plan](#).

The intent for RTP grant funding is to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. RTP grants typically fund on-the-ground projects, while limited funds are available for educational or trail assessment components (policies 2.3-2.3C).

An RTP project must be a distinct project with a distinct purpose. All project elements, including the project match, must be tied to the distinct scope.

1.2 RTP GRANT COMMITTEE

Legislation for RTP requires that each state establish a state RTP Grant Advisory Committee that represents both motorized and non-motorized recreational trail users and meets at least once per fiscal year.

Oregon's RTP Committee reviews, scores, and recommends projects for funding to the OPRD Director for approval by the OPRD Commission and authorization by FHWA. The Committee also advises OPRD regarding program policy and the development of project selection criteria.

1.3 30-30-40 REQUIREMENT

RTP Legislation (23 U.S.C. 206) requires that States use:

- 30 percent of funds in a fiscal year for uses relating to motorized recreation;
- 30 percent for uses relating to non-motorized recreation;
- 40 percent for diverse recreational trail use.

These are the minimum percentages that must be met and may be exceeded. A project for diverse motorized use (such as snowmobile and OHV use) may satisfy the 40 percent diverse use requirement and the 30 percent motorized use requirement simultaneously. A project for diverse non-motorized use (such as pedestrian and bicycle use) may satisfy the 40 percent diverse use requirement and the 30 percent non-motorized use requirement simultaneously.

Oregon sets aside 30% of funds for motorized projects. Projects are scored and ranked within the motorized and non-motorized categories. Diverse use projects are ranked within the category of primary use, and do not compete separately.

FHWA has established five categories to account for the 30-30-40 requirements:

- 1) **Non-motorized single use project:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only. RTP projects serving various pedestrian uses (walking, hiking, wheelchair use, running, birdwatching, etc.) constitute a single use for the purposes of this category. A project serving various non-motorized human-powered snow uses (skiing, snowshoeing, etc.) is single use for this category.
- 2) **Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of non-motorized recreational use such as: walking, bicycling, and skating; both pedestrian and equestrian use; and pedestrian use in summer and cross-country ski use in winter.
- 3) **Diverse use projects:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted but is not the predominant beneficiary. This category includes RTP projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.
- 4) **Motorized single use project:** A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
- 5) **Motorized diverse use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

SECTION 2: RTP POLICIES

2.1 GRANT FUNDING BASICS

Grant Amount: Grant requests are limited to a minimum of \$10,000. There is no maximum grant request amount for motorized project proposals. The recommended grant request amount for non-motorized project proposals is \$200,000. Applications will not be denied if they exceed \$200,000 but will face increased scrutiny and should include a strong justification in the fiscal considerations section of the application.

Reimbursement Payments: RTP functions as a reimbursement grant program. Applicants must have the financial capacity to pay for project expenses prior to being reimbursed by grant funds. Once project expenses have been incurred and paid for by the Sponsor, payment documentation can then be submitted to OPRD for reimbursement, up to the amount of the grant award. Advance payments may be considered on a case-by-case basis.

Matching Requirements: RTP grant funds can pay up to 80% of a project's total cost. Project Sponsors must provide at least **20%** of the total project cost as match. The exact match requirement for individual projects will be determined by an approved budget and identified in the grant agreement. Eligibility of match and grant expenses are detailed further in this section.

Retainage: OPRD will retain (i.e. hold back) 10% of grant funds until the project is verified as complete, and all required documentation is approved.

See Section 5 of the grant manual for detailed funding and reporting requirements.

2.2 PROJECT SPONSOR ELIGIBILITY

Eligible Projects Sponsors for RTP include:

- Local Governments (cities, counties, park districts, port districts, etc.)
- State Agencies
- Federal Government Agencies
- Tribal Governments
- Other Government Entities
- **Nonprofit organizations** – must meet the following criteria:
 - Registered with the State of Oregon as a nonprofit for a minimum of 3 years
 - Nonprofits registered in another state must submit documentation of their nonprofit status to OPRD. The nonprofit must be registered with the other state for a minimum of three years prior to applying to RTP. Refer to the Oregon Secretary of State rules to determine if your organization must also be registered to do business in Oregon:
<https://sos.oregon.gov/business/Pages/doing-business-means.aspx>.
 - Must have a federal tax ID and Unique Entity Identifier (see policy 3.3A)

- Will name a successor at the time of any change in organizational status (for example: dissolution)
- Does not discriminate on the basis of age, disability, gender, income, race, or religion
- Nonprofit organizations must maintain their nonprofit status throughout the duration of a project. Should the original organization's status change, a successor organization must agree, in writing, to complete all RTP project responsibilities required by the contract. OPRD recommends a government agency be successor.

2.3 PROJECT ELIGIBILITY

In general, RTP funds may be used for the following types of projects:

- New trail construction
- Heavy trail restoration
- Trailhead facilities
- Purchase or lease of trail construction and trail maintenance equipment
- Land or easement acquisition for trail purposes
- Safety and education programs or materials
- Assessment of trail conditions for accessibility or maintenance
- Water trails

There are expense allowances and restrictions within these categories, as detailed in the following sub-sections.

All projects are subject to approval by the land manager and are subject to all applicable local, state, and federal laws and regulations

2.3A ELIGIBLE PROJECT ELEMENTS

Construction of new recreational trails: This category includes construction of entirely new trails, expansion of trails, and new linkages between existing trails. This category may include construction of new trail bridges or providing appropriate wayfinding signage along the newly constructed trail.

Restoration or improvement of existing trails: This category includes a wide variety of trail improvements or restoration work beyond the land manager's maintenance capacity. Examples of eligible project types include trail bridge replacements, heavy tread restoration, trail reroutes, rehabilitation after wildfire or natural disaster, accessibility improvements, features to improve the user experience, addressing safety issues, trail improvements to mitigate negative impacts to natural or cultural resources, and providing appropriate wayfinding signage along an existing trail.

Purchase, rental, or lease of trail construction and maintenance equipment: The purchase, lease, or rental of equipment dedicated to trail building and trail maintenance activities is

eligible. Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$10,000 or more. Labor costs to operate the equipment cannot be used as match unless the purchase is included in a construction project proposal that has all necessary environmental and cultural resource clearances, etc.

Nonprofits proposing to purchase tools or equipment must submit documentation that demonstrates partnership(s) with a public land manager. The application must clearly justify why the equipment or tool purchase is necessary to perform work under the partnership agreement(s).

Grant recipients must have the funding and capacity available to maintain the equipment over its useful life or duration of the lease. Refer to Section 5 of the RTP Grant Manual for equipment disposition instructions.

Buy America Note: As of August 16, 2023, USDOT has waived Buy America requirements when the total federal financial assistance included in the project budget, including RTP funds, is less than \$500,000 (policy 2.4). This will allow many equipment purchases to become eligible again under RTP. Leasing and renting remain an option if the total federal financial assistance is \$500,000 or more. FHWA may also consider a project-specific waiver.

Development and improvement of trailhead facilities: This can include developing new or improving existing parking or staging areas for trails. Projects can include amenities and items such as restrooms, trail information kiosks, loading ramps, bike fix-it stations, warming shelters, and more. The application must clearly demonstrate a direct benefit to *trail users*, as parking areas and amenities for general park facilities would not be eligible under RTP.

Water Trails: The definition of “recreational trail” in the RTP legislation includes “aquatic or water activities”. To be eligible, these projects must either be along a designated water trail or other rivers, lakes, and waterways providing corridors between specific locations with access points open to the public. Examples of water trail projects include staging areas or trailhead facilities near access points and the installation of accessible docks. Water trails are counted within the overall 30-30-40 requirement.

Land and easement acquisition for recreational trail development or corridors: RTP funds may be used for land or easement acquisition for trail development. Acquisition can be by fee simple title or by whatever lesser rights will insure public access for a minimum of 25 years (policy 2.5). RTP legislation prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller. Because acquisition projects are uncommon in Oregon’s RT Program, applicants should seek additional guidance and information from OPRD.

The [Uniform Appraisal Standards of Federal Land Acquisitions \(UASFLA\)](#), commonly referred to as the “Yellow Book”, must be used to prepare appraisals for acquisitions and donations if used

for federal match. Generally, appraisals older than one year from the date of application must be updated. Completed appraisals must be submitted with the application.

All acquisitions with RTP funds must comply with the provisions of the [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended](#). The Uniform Act provides for the uniform and equitable treatment of persons displaced from their homes, businesses, or farms by federal and federally assisted programs and establishes uniform and equitable land acquisition policies for federal and federally assisted programs, such as RTP.

Assessment of Trails for Accessibility and Maintenance: The purpose of this category is for the assessment of trails for accessibility and maintenance needs.

- **Accessibility Assessments:** RTP funds can be used to hire a consultant, or equity and design expert with lived experience, to assess existing trails for accessibility. The assessment could be used to share descriptive information with trail users (on signage or online) and/or used to develop a plan to improve accessibility of the trail(s). In addition, assessments can include training staff or partners to conduct assessments that will be used for similar goals. Assessments of existing trails can either be standalone projects, or assessments can be included within proposals for construction projects that will improve existing or construct new trails.
- **Maintenance Assessments:** RTP funds can be used to hire an expert to assess existing trails and develop a maintenance plan. However, proposals for maintenance plans may not be competitive.

This category authorizes specific projects to assess trails to determine the level of accessibility for people with disabilities and/or to assess trails for current or future maintenance and sustainable design needs. This allows for the hiring of a professional trail builder or engineer (civil, structural or landscape architect) to create a report that provides construction or heavy restoration drawings and recommendations to address sustainable trail design and/or accessibility design needs. This category is not intended to be used for general trail project or trail system planning.

Safety and Education: The purpose of this category is for the operation of educational programs to promote safety and environmental protection as related to the use of recreational trails. Eligible projects include the development and operation of trail safety education programs, development and operation of trail-related environmental education programs, or production of trail-related education materials. Safety and education materials include classroom or field training, online training, information displays, printed materials, signage, etc. Materials with minimal educational information, or that are otherwise promotional, are not eligible (keychains, t-shirts, other swag). Applicants must provide example materials if included in the proposal.

Safety and education projects are counted within the overall 30-30-40 requirement and are limited to 5% of the total RTP allocation for the state. Safety and education projects cannot be

combined with other project types (example: cannot combine a trail construction project and education project in the same RTP proposal).

NOTE: per federal rules, funding for safety and education projects is limited to one federal fiscal year (October 1-September 30). Applicants must plan accordingly.

2.3B CONDITIONAL PROJECT ELEMENTS

Condemned Land: The RTP legislation prohibits using RTP funds for condemnation of any kind of interest in property. An RTP project may be located on land condemned with funds from other sources. However, it is not permissible to use the value of condemned land toward the match requirement.

Design and Engineering Costs: Costs for design and engineering, plans and specifications, and land use or building permits may not exceed **15%** of the total project cost. Note: costs specifically for an accessibility assessment may be exempt from the 15% limitation.

Environmental Assessment: Projects intended solely for the purpose of covering environmental evaluation and documentation costs are not permissible. However, reasonable costs, including costs associated with environmental permits and approvals, may be included as part of an approved project's budget.

Food: Food or beverage purchases are generally ineligible under RTP. Exceptions may be made for backcountry projects where crews must camp overnight. These costs must be identified in the application budget and cannot exceed [GSA per diem limits](#).

Interpretive Signage: Incidental costs for natural and cultural interpretive signage are eligible as part of a larger project to construct or restore trails and their support facilities. Interpretive signage may also be eligible as a safety and education proposal.

Law Enforcement: Law enforcement-related expenses are not permitted in RTP legislation. However, minimal use of projects supported by RTP for search and rescue or law enforcement activities may be allowed. Examples of eligible activities include storing search and rescue equipment in a building primarily used to house a snowmobile trail groomer, or minimal use of equipment purchased with RTP funds for search and rescue operations.

Lighting: Incidental costs for lighting at a trailhead or along a trail are eligible within a trail construction or restoration project.

Pre-Agreement Work: Some pre-agreement project planning and environmental review costs may be eligible for match. The work must have taken place within 18 months of the Notice to Proceed and be pre-approved by OPRD through the application process. Time spent preparing the project application is not eligible. Examples of eligible pre-agreement costs are archaeological surveys, appraisals, and final engineering or design expenses.

Property Appraisals and Appraisal Reviews for Land Acquisitions and Donations: The cost of an appraisal may be counted as pre-agreement match. Appraisals must be submitted with the application. The Uniform Appraisal Standards of Federal Land Acquisitions (UASFLA), commonly referred to as "Yellow Book," must be used to prepare appraisals for acquisitions, or

donations if used for a federal match. OPRD does not provide this service. Additional guidance can be found at: https://www.fhwa.dot.gov/real_estate/uniform_act/property_valuation/.

Railroads: RTP projects may be located within or along railroad rights-of-way if trail users will not traverse on or between railroad tracks and if adequate safety measures are implemented in coordination with the railroad owner, operator, and agency with jurisdiction over railroads.

Skill building facilities: Skill building facilities and features that are within a trail system or serve to enhance a trail system may be eligible (example: a beginner level pump track at a trailhead or within a larger trail system). Standalone skill building facilities that are not within or connected to a trail system are not eligible (example: an asphalt pump track in a park but not connected to a trail system).

Staff: Salary and wage expenses for activities directly related to project implementation are either eligible for match or reimbursement following these conditions. Examples of project implementation activities include on-the-ground construction work, project management and oversight, and contracting or contract management. Refer to policy 5.3B for documentation and reporting requirements.

- **Match:** staff costs related to project implementation are eligible as match.
- **Reimbursement:**
 - **Government agencies:** staffing costs are not eligible for reimbursement except for seasonal or temporary staff hired to complete the RTP project.
 - **Nonprofits:** nonprofit grant recipients may charge staff costs for direct project implementation to the RTP grant.

Transportation Facilities: Bike lanes, sidewalks, 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 proposing these types of facilities are required to consult with ODOT's Pedestrian and Bicycle Program as part of the application process. Contact the RTP Coordinator for more information.

Wilderness Areas: Projects within Wilderness Areas are subject to the restriction of the Wilderness Act of 1964 as amended.

Within a Road Right-of-Way: If your project is primarily within the road right-of-way of a federal-aid highway, you will need to follow these additional regulations:

- Davis-Bacon Act - federal prevailing wage law that applies to contracts and subcontracts exceeding \$2,000
- Copeland Act – no kickbacks from employees to employer for “privilege” of employment
- Convict (Inmate) labor is not allowed unless performed by persons who are on parole, supervised release, or probation (23 U.S.C. 114(b))

Use this map to determine if the road is a federal-aid highway:

<https://gis.odot.state.or.us/transgis/>. Click on the Classifications layer, select Federal Aid Eligible Road Network, and click Submit.

2.3C INELIGIBLE PROJECT ELEMENTS

Ineligible project elements are not eligible for reimbursement or as project match.

Budget Contingencies: The grant application may not include contingencies as specific line items in the budget.

Feasibility Studies: Trail feasibility studies are not a use permitted in the RTP legislation.

Gifts: Gifts and promotional items, including clothing, purchased for volunteer work crews, employees, or the general public are not eligible under RTP.

Grant Administration and Reporting: Time spent completing progress reports and reimbursement requests required by the grant program is not eligible as match or for reimbursement, as these activities are not directly attributed to project implementation.

Indirect Costs: Indirect costs are not eligible as match or for reimbursement. Only direct costs that can be identified specifically with a particular final cost objective directly related to the trail project are eligible.

Landscaping: Landscaping is outside of the intent of RTP and is not an eligible expense. However, mitigation planting for areas disturbed by trail construction, or planting required as a permit condition for the trail work, is typically eligible and is not considered landscaping under RTP policy.

Legal Fees: Legal fees are not eligible in any project budget.

Overhead: The regular operating expenses such as rent, building upkeep, utilities, insurance, and fixed costs associated with the organization, is not allowed under RTP

Planning: Project proposals solely for the purpose of trail planning are not eligible under the RTP guidance.

Roads: Funds may not be used to improve roads for passenger vehicle use.

Routine trail maintenance: Maintenance projects are not eligible. This includes work that should be conducted on a frequent basis to keep a trail in its originally constructed serviceable standard (e.g. mowing, tree and brush pruning, leaf and debris removal, cleaning and repair of drainage structures culverts, water bars, drain dips). Routine maintenance work is usually limited to minor repair or improvements that do not significantly change the trail location, width, surface, or trail structure.

2.3D ELIGIBLE MATCH

RTP grant funds can pay up to 80 percent of a project's total cost. Project Sponsors must provide at least **20 percent** of a project's cost.

Non-Federal Share (applies to federal agency applicants only): If federal funds are used as match, **five percent** of the total project cost must come from a **non-federal funding source** (23

U.S.C. 206). Funds made available through certain federal programs or grants may be treated as non-federal share, including but not limited to:

- Land & Water Conservation Fund grants
- In-kind match contributed by Americorps
- In-kind match contributed by a Youth Conservation Corps
- Community Development Block Grants
- Federal-aid highway program funds, including the Federal Lands Highway Program
- Funds made available under the Federal Emergency Management Administration
- Federal funds made available to or by a Tribal Government
- Challenge Cost-Share programs of a federal land management agency

Match used for other grants: Matching funds or other match contributions used to satisfy RTP match requirements must not be included as match for any other federal award or OPRD administered grant. Match cannot be double-counted across multiple federal awards or OPRD-administered grants. When in-kind contributions, volunteer labor, or other donations are used as match for more than one federal award or OPRD administered grant, the match can be split out proportionally between grant sources.

Match may include:

Cash: Payments made towards eligible project expenses

Inmate labor: Use the cost of the crew as charged to the grantee, or other valuation provided by the county or Department of Corrections. Refer to the Road Right-of-Way policy under 2.3B for certain restrictions.

In-Kind Goods & Services:

- **Donated Materials:** The fair market value of any materials donated by a person, group, or organization. Documentation supporting the valuation is required.
- **Project Planning and Environmental Compliance Services:** The donation of professional or accredited planning and environmental compliance services will be valued at the fair market value. Documentation supporting the valuation is required. These services are limited to costs incurred less than 18 months prior to or after the RTP grant contract document is fully executed (policy 2.3B). This service must apply specifically to supporting a project that will be accomplished with approved RTP funds.
- **Donated Land:** Valuation of land donated to a governmental agency or a nonprofit organization for public trail development, valued at the appraised value of the donation. The donation of land must have taken place less than 18 months prior to or after the RTP grant agreement is fully executed (unless prohibited by FHWA).

Volunteer Labor: Volunteer labor may be used as match only and is never a reimbursable item. It's recommended that Project Sponsors choose one of the following two methods to calculate volunteer labor. The method must be used throughout the entire project. Unique

situations may be handled by case-by-case basis. See page 56 for volunteer reporting requirements.

1. Volunteer labor is valued at the current rate provided by the Independent Sector. Current valuation for the State of Oregon can be found at <https://independentsector.org/research/value-of-volunteer-time/>. When reporting time as match, grantees may use the rate that was in effect at the time the hours were worked.
2. Volunteer labor is valued at a rate not to exceed prevailing wage rates determined by the U.S. Department of Labor or Oregon Bureau of Labor and Industries (BOLI). A general laborer's wage value must be used unless the volunteer is performing specialized work where there is a separate wage valuation. The BOLI rates can be found at <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx> and are specific to the location where work is to be performed. If this method is used, documentation of the current rate must be uploaded as an attachment to the application.

Force Account: Force Account refers to the use of a Project Sponsor's staff, equipment, or materials. All or part of the Project Sponsor's share may be provided through force account. Documentation must be verifiable from the Project Sponsor's records and must be reasonable and necessary for efficient completion of the project.

- Use of agency or organization's paid labor to accomplish approved RTP deliverables and valued at the current hourly rate of pay, including taxes and benefits, for employee labor per hours worked for the associated deliverable.
- Use of agency or organization owned or leased equipment to accomplish approved RTP deliverables and valued according to the federally approved Federal Emergency Management Agencies (FEMA) equipment rates. Valuation rates are provided at: <http://www.fema.gov/schedule-equipment-rates>. Agencies with pre-determined use rates may submit those for review in place of FEMA rates.

2.3E SCOPE REVISIONS

Once a project is approved by the RTP Committee, OPRD Commission, and FHWA, Project Sponsors must request pre-approval for changes to the scope or project deliverables. If approved, project changes generally require an amendment. In cases of major scope changes, additional environmental review, SHPO review, project approval, and updates to other application documents may be required. Refer to policy 5.2 for more information.

Scope change requests must be emailed to the RTP Grant Coordinator at least **30 days** before the grant end date. Some scope changes may be too significant to process within that timeframe. Other scope changes may be too far outside of the project scope to approve.

2.4 BUY AMERICA

As of August 16, 2023, Buy America and Build America, Buy America Act requirements have been waived for projects when the total federal financial assistance included in the

project budget, including RTP funds, is less than \$500,000. Read the waiver notice here: <https://www.regulations.gov/document/DOT-OST-2022-0124-0095>.

The following requirements apply to RTP projects when the total federal financial assistance included in the project budget, including RTP funds, is \$500,000 or more:

Buy America laws apply to steel and iron permanently incorporated in a project funded by RTP when the total value of the materials or equipment exceeds \$2,500. The provision requires these materials be melted and manufactured domestically and that documentation is obtained to verify Buy America compliance.

These provisions apply to all materials and equipment permanently incorporated into the project, regardless of whether the items are acquired and paid for with matching funds or donated to the Project Sponsor as part of the RTP match. Examples of materials that must comply with Buy America include steel bridge girders, steel railings, steel structures, steel trailers, steel structural elements of trailhead facilities, and steel tools and equipment. Steel tools or incidental materials that do not comply with Buy America must be tracked and the total may not exceed \$2,500.

Documentation of Buy America compliance must be obtained by project sponsors and may include heat mill certificates for steel and iron products, letters or statements from the manufacturer, or alternate documentation provided by the vendor. Documentation must be retained in the project sponsor's grant files.

FHWA's Buy America laws are different from other Buy American and Made in America laws that might apply to other agencies and programs. Ensure that vendors are aware that RTP funds fall under FHWA's Buy America requirements.

Resource: <https://www.fhwa.dot.gov/federal-aidessentials/companionresources/28buyamerica.pdf>

Request for Buy America Waiver: Waiver requests may be made for items that do not meet Buy America requirements. Project Sponsors must work with OPRD's RTP Grant Coordinator who will further coordinate the request with FHWA. Waiver requests are then made available for [public review and comment](#). For vehicle and equipment purchase waivers, FHWA processes requests on a quarterly schedule, on the condition that the product has final domestic assembly. The processing of waiver requests can cause significant delays for a project.

Expanded Buy America Guidance effective November 10, 2022:

Buy America requirements were expanded under the 2021 Build America, Buy America Act (BABA). The Act expands existing Buy America requirements to other types of materials and manufactured products incorporated into an RTP project when the total federal financial assistance included in the project budget, including RTP funds, is \$500,000 or more.

Build America, Buy America requires that the following conditions be met, and that documentation be obtained from suppliers and contractors to demonstrate compliance.

- **Iron and Steel:** same as the existing requirements described above, steel and iron materials incorporated into the project must be produced in the United States. This

includes all manufacturing processes, from the initial melting stage through the application of coatings.

- **Manufactured Products:** must be produced in the United States. This means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product.
- **Construction Materials:** in addition to steel and iron, all construction materials must be manufactured in the United States. Construction materials include an article, materials, or supply that is or consists primarily of: non-ferrous metals, plastic and polymer-base products (including polyvinylchloride composite building materials), glass, lumber, and drywall.
 - Under these rules, construction materials do not include cement or cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

Grant applicants should research product availability as part of the scope and budget development process. While standards to document compliance have not been provided to states at the time of publication of this manual, grant applicants should request Buy America documentation from potential vendors, contractors, and suppliers in line with the requirements described above. Refer to [FHWA's website](#) for answers to frequently asked questions. As noted at the beginning of this policy, Buy America requirements have been waived if the total federal financial assistance included in the project budget, including RTP funds, is less than \$500,000.

2.5 OWNERSHIP AND PUBLIC ACCESS

Ownership: Adequate control must be established by an applicant over any land (public or private) to be improved and/or developed with RTP grant funds. Control is generally understood to mean ownership, lease, easement, or use agreement of not less than **25 years**. Control and tenure must be confirmed by the following documentation:

- Fee title,
- Lease,
- Easement, or
- Legally Binding Use Agreement

The applicant must identify all outstanding rights or interests held by others on land upon which the project is proposed. When a project covers multiple properties and ownership interests, the applicant should submit a tax lot map identifying control over each property where work is proposed.

The applicant will be required to submit a signed approval form from the official responsible for management of the project property, regardless of ownership (see **Land Manager Approval Form**).

Public Access: Land managers shall allow open and unencumbered public access to the completed project by all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence. Access to the trail system must be made to all members of the public and cannot be exclusively limited to members of a specific trail club, municipal residents, etc.

Land managers maintain discretionary management responsibilities, as needed to keep the project property open, accessible and safe for public use during reasonable hours and time of year.

User Fees: RTP legislation does not prohibit charging use fees, permits, or parking fees. Land managers may charge use fees at RTP-assisted sites as permitted under their normal policies and procedures.

2.6 FEDERAL ENVIRONMENTAL REVIEW REQUIREMENTS

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and Executive Orders must be provided as part of an authorized project under the RTP Federal laws. FHWA procedures in [23 CFR 771](#) applies to RTP.

2.6A NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

Background: The National Environmental Policy Act (NEPA) of 1969 was created to ensure federal agencies consider the environmental impacts of their actions and decisions. NEPA Section 101(b) states “it is the continuing responsibility of the federal government to use all practicable means, consistent with other essential considerations of national policy” to avoid environmental degradation, preserve historic, cultural, and natural resources, and “promote the widest range of beneficial uses of the environment without undesirable and unintentional consequences.”

Compliance with the National Environmental Policy Act is required regardless of where a project is located (federal, state, county, city, private land, etc.) because the RTP is federally funded. FHWA will not approve funds for individual projects until NEPA requirements have been met.

Many RTP projects will qualify as **Categorical Exclusions** (CE) under NEPA ([23 CFR 771.117](#)). However, each project must be reviewed to ensure that it does not have a significant impact on the environment.

Environmental Review Process: Federal Lands

For projects on Federal Lands, applicants must submit a record of decision, or other NEPA decision document, with the application. If the project is a Categorical Excluded project, a letter or other documentation from the land manager is required that outlines the determination.

Submit with the application:

- **Copy of the Record of Decision and EA or EIS, as applicable, or**
- **Letter justifying determination of the categorical exclusion**

Applications for projects on federal lands that are lacking final and approved NEPA documentation will not be made available to the RTP Advisory Committee for consideration. If NEPA documentation won't be available until after the grant application deadline, contact the RTP Grant Coordinator.

Environmental Review Process: Non-Federal Lands

For projects located not on federal lands, FHWA is the lead NEPA agency.

To assess projects for their environmental impact and for compliance with state and federal laws, applicants proposing work on non-federal land must submit the following:

- ***RTP Environmental Screening Form*** completed and signed
- ***Copy of an IPaC report (Information for Planning and Consultation report) for the project location*** using this link: <https://ipac.ecosphere.fws.gov/location/index>
- ***Intergovernmental Consultation Forms*** completed by:
 - Division of State Lands
 - Department of Fish & Wildlife
 - Department of Environmental Quality
 - Other state agencies as applicable to the project (refer to the State Agency Contact List for a list of those agencies and which projects should be submitted)

Applicants do **NOT** need to submit the above documents for the following project types when no ground disturbing work is included in the grant or match:

- Purchase of trail maintenance equipment or tools
- Development and distribution of safety and educational materials
- Assessment of trails for accessibility or maintenance
- Land acquisition

COMPLETION OF THE RTP ENVIRONMENTAL SCREENING FORM:

These instructions are for projects located on non-federal lands.

All project proposals must be assessed for their environmental effect and for qualification as a Categorical Exclusion. The RTP Environmental Screening Form (Screening Form) provides pertinent information about the proposal that is used to assess environmental and cultural resource impacts.

When completing the form, an environmental impact should be quantified when possible. In all cases the level of activities involved should be given (ex: number of trees to be removed, cubic yards or debris to be removed, cubic yards of fill to be required, etc.). The Screening Form should include the following:

1. **Project Description:** Describe the proposed action and detailed information about each deliverable included, Refer to Part I of the Screening Form for detailed instructions about what to include.
2. **Alternatives to Proposed Action:** Include a brief description of appropriate alternatives to recommend courses of action in any proposal that involves unresolved conflicts concerning the alternative uses of available resources. The environmental impacts of the proposal and the alternatives should be presented in comparative form and should define the issues, pros and cons of a reasonable range of alternatives, and provide a clear basis for choice between them.
3. **Environmental and Cultural Resource Impacts:** Impacts are defined as causing direct or indirect changes in the existing environment, whether beneficial or adverse, which are anticipated because of the project proposal or future actions. This part of the Screening Form must be completed to describe impacts in the following areas: property acquisitions, social and economic, archaeological and cultural resources, fish and wildlife, wetlands and floodplains, water bodies, water quality, and hazardous waste. Attach additional pages of documentation if necessary.
4. **Public Involvement:** If public involvement or comments were solicited and received related to the environmental and cultural resource impacts of the project, describe the process and input received, including public meetings held, notice given, comments solicited, etc.
5. **Environmental Commitments and Mitigation Measures:** Environmental commitments are actions that the applicant will be held to during the project implementation. List commitments and measures that will be taken to avoid, minimize, or mitigate all resources impacts as identified in the previous sections of the Screening Form, including permit conditions.
6. **Motorized Project Questions:** If the project includes motorized recreation (OHV and/or snowmobile use), complete this section regarding air quality and noise.

If responses received from state or federal natural resource agencies impact the information or mitigation measures already described on the Screening Form, update and resubmit the Screening Form accordingly.

INTERGOVERNMENTAL CONSULTATION – STATE AGENCY REVIEW:

These instructions are for projects located on non-federal lands.

Applicants must consult with at least three state natural resource agencies listed earlier in policy 2.6A. The purpose of consultation is to assure compliance with state and federal laws, assure that project proposals do not have a significant impact on the environment, and identify mitigation measures to minimize environmental impact. Consultation with additional agencies

may be prudent for certain projects. Refer to the State Agency Contact List for required and other natural resource agencies to consult with.

For all projects on non-federal land, except for those that do not include any ground disturbing work, complete and compile the following forms or documentation. These should be emailed to each state agency whose consultation is required, and other agencies as needed.

1. RTP Environmental Screening Form
2. Transmittal Memo addressed to individual state agencies
3. State Agency Review Form addressed to the individual state agencies
4. Project location map
5. Project site plan

Upload to the application once completed:

1. RTP Environmental Screening Form
2. State Agency Review Forms completed by individual state agencies

Allow the state agencies **at least 30 days** to respond and return the completed Intergovernmental Consultation Form or alternate documentation. If an agency has not responded before submitting your grant application, indicate the date of your submission to them under the Supplemental – Environmental section of the application. Any late forms can be emailed to the RTP Grant Coordinator during the technical review period.

If the project has been submitted to and responded to by State agencies in a previous grant cycle, you do not need to resubmit unless scope changes are proposed.

Applicants are responsible for following any regulations or requirements indicated in an agency's response. Applicants must contact state agency staff who indicates the project will have adverse effects or requires additional information to evaluate the proposal. Do not delay responding to the review.

If a dispute arises between the applicant and a state agency that cannot be resolved, contact the RTP Grant Coordinator. If resolution to an adverse effect cannot be mitigated, it's possible that the project will not be made available to the Committee for funding consideration.

2.6B AIR QUALITY

Many RTP projects and project-related activities are exempt from air quality conformity requirements of the Clean Air Act Amendments of 1990. However, RTP projects and project-related activities which involve new construction within air quality non-attainment or maintenance areas may be subject to the air quality conformity rule (40 CFR parts 51 and 93).

2.7 SECTION 106

Section 106 is a portion of the National Historic Preservation Act (NHPA) that requires Federal agencies to consider the effects of their undertakings on historic properties and cultural resources and ensure compliance with federal and state law regarding these properties and resources.

All projects must be reviewed the State Historic Preservation Office (SHPO). The process varies between Federal and non-Federal land. Projects including ground disturbance or land acquisition must include the appropriate documentation.

Section 106 Process: Federal Lands

Federal land management agencies are the lead for Section 106 review under their programmatic agreement (PA) with SHPO. The action will either be covered under the PA or will require SHPO concurrence.

Submit with the application:

- **A copy of SHPO's concurrence letter, OR**
- **A completed heritage review form signed by the staff archaeologist or other authorized representative, indicating that the action is covered under a PA**

If SHPO concurrence is required but not yet received, indicate the anticipated timeline for concurrence in your application. Concurrence is required prior to receiving Notice to Proceed.

Section 106 Process: Non-Federal Lands

For projects on non-federal land that include ground disturbance or land acquisition, the RTP Grant Coordinator will submit it to SHPO for review if the project is recommended for funding by the RTP Committee.

Documentation Requirements: If the project has previously been reviewed by SHPO, indicate that in your application. Include the SHPO case number and copies of relevant documentation.

Use the RTP Environmental Screening Form (Part 3, Section C), to describe known cultural or historic resources in the project area, whether a cultural resource survey has been done, how the project would affect historic resources, and whether the applying entity has had any contact with local tribes about the project.

If the project is recommended for funding, more information and documentation may be requested by the RTP Grant Coordinator.

Review Process and Budget Impacts: SHPO, FHWA, and tribal governments may request a cultural resource survey to be conducted by a professional archaeologist prior to project approval. Surveys are at the expense of the applicant and are not eligible for grant reimbursement.

The survey expense may be eligible as pre-agreement match if the cost is incurred within 18 months prior to Notice to Proceed (see policy 2.3B). It is highly recommended that applicants proposing projects on non-federal land budget for a cultural resource survey as pre-agreement match, or for additional measures to avoid, minimize, or mitigate adverse effects to cultural resources and historic properties. If archaeological monitoring *during* project implementation is recommended, it is eligible for reimbursement.

FHWA will provide notification to tribes of the recommended projects on non-federal land. This gives tribes the opportunity to comment or request more information. Tribal consultation may result in a request for an archaeological survey in advance of final project approval, archaeological monitoring during project implementation, mitigation, or project modification.

FHWA will not authorize a project prior to tribal consultation and SHPO concurrence.

Inadvertent Discovery Plan: An Inadvertent Discovery Plan (IDP) will be incorporated into grant agreements for projects on non-federal land. The IDP provides protocol for coordination with SHPO, Oregon State Police, and tribal governments in the event cultural materials or human remains are encountered during construction. For projects on Federal lands, the established IDP of the Federal agency will be followed.

Grantees managing projects on non-federal land must incorporate an IDP into contracts, subcontracts, and other agreements in place with partners or organizations performing on-site work. If the grantee doesn't have their own IDP, use the template provided on [SHPO's website](#). It is further recommended to review IDP protocols with any staff, volunteers, or other individuals working on the project that are not covered by a contract or agreement.

2.8 ACCESSIBILITY

Accessibility: Non-Motorized Trail Construction and Restoration

Federal accessibility guidelines apply to single-use recreational hiking trails and multi-use trails designed primarily for hiking. Trails are classified by their **designed use** and **managed use**. A trail has only one **designed use** that determines the design, construction, and maintenance parameters for the trail. A trail can have more than one **managed use** based on a management decision to allow other uses on the trail. Trails that have a **designed use** for hikers or pedestrians are required to comply with the technical accessibility requirements for trails. Trails that have a **designed use** for other than hikers or pedestrians, such as mountain bike or equestrian trails, are not required to comply with the technical accessibility requirements for trails.

A trail system may include a series of connecting trails. Only trails that directly connect to a trailhead or another trail that substantially meets the technical accessibility requirements for trails are required to comply with the technical accessibility requirements for trails. A trail that complies with most of the technical accessibility requirements for trails is considered to substantially meet the technical accessibility requirements.

New Trail Projects: When a trail is designed for hiking and directly connects to a trailhead or other trail that substantially meets the technical accessibility requirements for trails, the new trail must comply with the technical accessibility requirements.

Restoration Projects: When a trail designed for hiking is reconstructed or restored, and the altered portion of the trail connects directly to a trailhead of other trail that substantially meets the technical accessibility requirements for trails, the altered portion of the trail must comply with the technical accessibility requirements.

The United States Access Board's guidelines include exceptions for when a trail designed for pedestrian use cannot reasonably comply with accessibility requirements. When a condition for exception does not permit full compliance with a specific provision in the technical accessibility requirements on a portion of a trail, that portion of the trail must comply with the specific provision to the extent possible. When extreme or numerous conditions for exceptions make it impracticable to construct a trail that complies with the technical accessibility requirements, the entire trail can be exempted from the technical accessibility requirements.

More information about these exceptions is detailed in OPRD's Accessibility Assessment Memorandum. If your project is for a single-use hiking trail or multi-use trail designed for hiking, attach the Accessibility Assessment Memorandum to your application.

Resources: Refer to the [United States Access Board's technical accessibility requirements](#) for trail construction and restoration. The [U.S. Forest Service's Accessibility Guidebook](#) is a helpful resource.

Accessibility: Trailhead Facilities and Staging Areas

For all types of trails, non-motorized and motorized, and including water trails, trailhead facilities should comply with the United States Access Board's technical accessibility requirements to the extent practicable. If your project will construct or restore trailhead or staging area facilities, they should be brought up to accessibility standards.

Trailhead signage for hiking trails should provide users with enough trail information to make an informed decision. Signs must provide information about the accessible characteristics of the trail, including at a minimum: length of trail, type of trail surface, typical and minimum trail tread width, typical and maximum grade, and typical and maximum trail slope.

Resources: Refer to the [United States Access Board's technical accessibility requirements](#) for trailhead facilities. OPRD's Quick Reference Guides for parking areas, restrooms, and other general facilities are available under the Accessibility Guidance section on the [RTP section of the OPRD website](#). Refer to the [Accessibility Toolkit for Land Managers](#) for additional recommendations and best practices.

Accessibility: Boating Facilities

Federal technical accessibility guidelines for boating facilities require that at least one accessible route connect any accessible boarding piers, boat launch ramps, and other accessible spaces within a boating facility. If boarding piers or launch docks are provided, at least 5 percent but not less than one, must comply with federal technical accessibility requirements. When gangways are provided as part of the accessible route, exceptions may apply to deal with the varying water level changes and other factors. There are no exceptions to the accessible route requirements where the accessible route connect fixed piers to land or other fixed structures.

Resources: Refer to the [United States Access Board's technical requirements](#) for boating facilities. The Institute for Human Centered Design provides a checklist for evaluating facilities [here](#).

Universal Design

Beyond federal technical requirements for accessibility, grant applicants and land managers should consider other universal design techniques and apply an accessibility lens to all projects. Universal design attempts to meet the needs of all people, and includes those of all ages, physical abilities, sensory abilities, and cognitive skills. It includes the use of integrated and mainstream products, environmental features and services, with the need for adaptation of specialized design. Examples of universal design elements in a trail project include mounting ramps and block for riders to mount their horses, installing safety barriers that don't obstruct views for wheelchair users, and taking the width of recumbent bikes into account when placing bollards or other barriers on a bike trail. Refer to the resources below for more examples and best practices.

Resources: [Accessibility Toolkit for Land Managers](#), [Access Recreation's Guidelines for Providing Trail Information to People with Disabilities](#), [American Trails' Accessible Trail Resources](#).

SECTION 3: APPLICATION PROCESS

3.1 ONLINE GRANT APPLICATION PROCESS

The RTP Grant Program utilizes an online grant application process. You must have an account with OPRD to be able to apply. Additionally, your agency or organization must be registered in the online system. You can request an individual and organization account at:

www.oprdgrants.org. System requirements are found at the same link.

An application worksheet is available on the OPRD RTP [website](#). The worksheet is a tool for applicants to prepare their application content prior to submitting it online. The application worksheet will not be accepted in place of the online application.

While completing the online application, Project Sponsors can save partial information and return to the application later.

If technical assistance is needed, contact the RTP Grant Coordinator or follow the grant application instructional guide: <https://www.oregon.gov/oprd/GRA/Documents/RTP-Online-Application-Instructions.pdf>.

3.2 LETTER OF INTENT

A letter of intent (LOI) is required and initiates the application process. The LOI is a simple online form submitted on the OPRD Grants website and is **not** a formal letter sent to the RTP Grant Coordinator or RTP Advisory Committee. Project Sponsors will submit the LOI either as a motorized or non-motorized project. Diverse use projects should be submitted under the category that is the primary use type.

All potential applicants must submit a LOI by the due date posted on the grant cycle schedule for the current grant cycle. The online grant application system will not allow any LOI's after the deadline. ***If the LOI deadline is missed, a grant application may not be accessed or submitted.***

Letters of intent provide OPRD with a general idea of the proposed project. The LOI review is also an opportunity for OPRD to identify any foreseen project eligibility issues. Project Sponsors are not held to the information submitted in an LOI and will provide further detail in the grant application.

The letter of intent requires the following information:

- ☐ Primary Contact for the Project Sponsor (you will be able to select any user who's account is associated with the Sponsor organization)
- ☐ Project Name (be concise and not too general)
- ☐ Brief Project Description (limited to 225 characters): describe what the project is proposed to do, deliverables to be included in the grant and match, and the intended user groups (e.g. connect X trail with Y trail; construct approximately

1.3 miles of new mountain biking trail; restore and re-route approximately 3 miles of trail).

- ☐ Location of the project
- ☐ Approximate grant request

OPRD must approve the LOI before you can proceed to the remainder of the application sections.

3.3 APPLICATION SECTIONS

The following is an overview of the application sections and required supporting documentation that must be submitted by each Project Sponsor. If approved for funding, the application is incorporated into a grant agreement.

3.3A CONTACT INFORMATION

☐ **Project Contact:** The person responsible to carry out the RTP project. This will be OPRD's main point of contact for the project. Grantees or the RTP Grant Coordinator can change this during the project period if needed.

☐ **Reimbursement Contact:** The person who will submit and be the main point of contact for reimbursement requests. This can be left blank if it will be the same person as the Project Contact. The RTP Grant Coordinator can change this during the project period if needed.

To update contact information, follow instructions in the [Online Grant Application Instructions](#).

☐ **TAX ID & Unique Entity Identifier (UEI):** These fields are only viewable to and editable by OPRD staff and are required for all applicants. If a tax ID and UEI number for the applying organization aren't already on file, the RTP Grant Coordinator will request them.

Note: Effective April 4, 2022, the federal government stopped using DUNS numbers and transitioned to the UEI. The UEI is required for doing business with the federal government, which includes recipients of federal grant funds. Learn more about obtaining a UEI here: <https://sam.gov/content/duns-uei>.

3.3B PROJECT INFORMATION

☐ **Project Name:** Name of Project (be concise and not too general)

☐ **Brief Project Description (limited to 225 characters):** The objective of the proposed project in one or two sentences. Save the detailed description and project justification for other areas of the application. This description is used for public reports describing RTP projects.

☐ **Estimated Project Start and End Dates:** Provide the estimated start and end dates for the project. The actual start date is dependent on a Notice to Proceed and the end date will be identified in a grant agreement (approximately a two-year term).

- ☐ **Site Name:** Enter the name of the park or trail system.
- ☐ **Site City/Town/Area:** Enter the city or closest city where the project is located.
- ☐ **Site County:** Select the county or counties where the project is located.
- ☐ **Site Description:** Describe the site where work is to be performed.
- ☐ **Site Acreage:** Enter the approximate acreage of the project area.
- ☐ **Project Location:** You will be asked to pinpoint the central project location using an interactive Google Map, which will translate into latitude and longitude coordinates. More detailed location information for your project will be communicated through maps or other supporting documents.

3.3C PROJECT FINANCIAL INFORMATION

- ☐ Complete the online **Project Budget Worksheet** by adding individual budget items. The financial information fields will auto-fill as you add and save worksheet items. Each item requires the following information:
 - Item description
 - Quantity
 - Unit of measurement (ex: hour, each, linear foot, mile, lump sum, etc.)
 - Cost per unit, for volunteer labor or other donated items, enter the **value** per unit.
 - Note: The system will calculate the line item cost using quantity and cost per unit.
- ☐ For any items where part or all of the cost includes match, complete these additional fields.
 - Does this item include match? (if yes, check the box)
 - Match amount (manually calculated, quantity x cost per unit)
 - Source of funding
- ☐ If other grants funds are being used as match, complete these additional fields.
 - Is the source of your funds is from another Grant? (if yes, check the box)
 - Grant name
 - Grant type
 - Granting agency
 - Grant status (ex: pending approval, approved, etc.)

Example budget:

Project Budget Worksheet								Add Worksheet Item	
Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding		
Contracted trail construction	15840	FT	\$6.00	\$95,040.00	\$0.00	\$95,040.00			
Wayfinding signs	10	Each	\$500.00	\$5,000.00	\$0.00	\$5,000.00			
Trailhead Kiosks	2	Each	\$6,000.00	\$12,000.00	\$7,000.00	\$5,000.00	Donated funds		
Volunteer Labor	120	Hrs	\$25.43	\$3,051.60	\$3,051.60	\$0.00	ABC Trails Alliance		
Staff Project Mgmt	80	Hrs	\$40.00	\$3,200.00	\$3,200.00	\$0.00	Force Account		
Youth Corps Crew Labor	2	Wk	\$7,000.00	\$14,000.00	\$14,000.00	\$0.00	Force Account		
Totals				\$132,291.60	\$27,251.60	\$105,040.00			

3.3D SUPPLEMENTAL PROJECT INFORMATION

☐ **Eligibility Category:** Mark the appropriate Recreational Trail Project Type (refer to definitions in Section 2.3). If the project fits into more than one category, select the primary project type.

☐ **Trail Users:** Identify what trails users will utilize the trail or benefit from the project. Be realistic.

☐ **E-Bike Policy:** For projects related to non-motorized trails (hiker, biker, equestrian), describe the land manager's e-bike policy if one exists. This is for reporting purposes only.

3.3E ENVIRONMENTAL (FEDERAL AND/OR NON-FEDERAL)

Complete these sections based on if the project is located on federal and/or non-federal lands. Refer to policy 2.6 for more information.

3.3F ADDITIONAL SUPPLEMENTAL QUESTIONS

This information will be used to address the scoring criteria found in Section 4. Refer to each scoring criteria category for more information and detailed guidance.

The project scope and plan will need to be completed in this section. This will inform all reviewers of specifically what you are planning to do, a justification for the project, what specifications you are using and how you plan to complete the project. If recommended for funding, the scope and all other application responses are incorporated into a grant agreement.

3.3G ATTACHMENTS

Required attachments vary by project type. Refer to the Application Attachment Checklist posted [here](#) for a list of what documents are generally required for specific project types.

If a form is not applicable to your project, upload a document marked as "N/A" or similar. The application cannot be submitted until a required document is uploaded.

☐ **Maps:** Three types of maps are required with the application. In general, these maps should clearly demonstrate specifics of the site plan, context for how the project fits within the larger trail system, and where the project is located. Engineering documents should be submitted if completed, but are not required.

☐ **Site Plans and Other Visuals:** Submit project-related site plans or other design documents.

☐ **Park Boundary Map:** Submit a map indicating the specific site location, existing or proposed trail, or trail facility. This map must clearly depict the project location in relation to roads, trails, rivers/streams, and any other geographic features that will aid in identification of the project's precise location.

☐ **Vicinity Map:** Submit a map identifying the location of the project within a region of the State (county, city, Forest Service maps, etc.).

☐ **Environmental Review Forms:** These are required for projects on non-federal land that include on-the-ground development or restoration.

☐ **RTP Environmental Screening Form:** Submit a completed and signed RTP Environmental Screening Form. Refer to policy 2.6 for additional guidance.

☐ **State Agency Review Forms:** Applicants must seek consultation from state natural resource agencies. Submit copies of their responses. Refer to policy 2.6 for additional guidance.

☐ **Land Manager Approval Form:** Submit a form signed by the land manager responsible for the area where the project will be located, available [here](#).

☐ **Land Use Compatibility Statement (LUCS):** For projects on non-federal land, include a LUCS form completed by a County Planning Official. A city may be the responsible planning entity if the project is within an Urban Growth Boundary (UGB). Land use review ensures that proposed grant funded projects are consistent with local land use requirements. If the response indicates use permits, zoning amendments, or other actions are required, those same actions should be included in your responses to questions in the Supplemental section of the application. OPRD may require that certain permits are approved prior to Notice to Proceed.

☐ **Proof of Property Ownership:** Submit documentation demonstrating ownership and public access of the property. Include copies of any deeds, easements, or other use agreements. When a project covers multiple properties and ownership interests, also submit a tax lot map that clearly ties each property ownership document to the associated tax lot.

☐ **Project Timeline:** Submit a project timeline. A sample template is available on our [website](#) for construction related projects. Applicants can use an alternative format that provides an overview of the project steps involved (design, bidding, permitting, construction, closeout, etc.). A brief statement may be submitted in place of a timeline if appropriate (ex: project proposal to purchase equipment or tools).

☐ **Letters of Support:** Upload letters of support for the project. Refer to Category #7 of Section 4 for more information about the related scoring category. It's recommended to combine the letters or associated documents into one document with a cover page. DO NOT mail or email letters directly to the RTP Grant Coordinator or RTP Advisory Committee members.

☐ **Other:** Additional documentation may be included under the "Other" category, such as:

☐ **Accessibility Assessment Memo:** For projects that construct or improve trails and their facilities, that are either single-use hiking trails or multi-use trails designed primarily for hiking, upload a completed Accessibility Assessment Memo, available [here](#).

☐ **Photos:** It is recommended to submit photos of the project area to be improved or developed for new construction, major rehabilitation, water trail, and trailhead facility projects. It's also recommended to combine photos into a single document and include captions for reviewers to quickly and clearly understand the context.

☐ **NEPA and Section 106 Documentation:** For projects on federal land, upload NEPA and Section 106 documentation under "Other." Refer to policy 2.6 and 2.7 for more information.

☐ **Acquisition Proposal Documentation:** For projects to acquire property or easements, upload a copy of the completed Yellow Book appraisal and proof of a willing seller.

☐ **Safety & Education Materials:** For projects to develop or expand safety and education materials, upload samples of the education materials.

☐ **IPac Report:** For projects on non-federal land, run and upload a copy of an IPaC report using this link: <https://ipac.ecosphere.fws.gov/location/index>

3.4 APPLICATION SUBMISSION AND NEXT STEPS

Project Sponsors must submit their online applications by 11:59 PM of the due date as posted on the RTP schedule. Late applications are typically not accepted unless there are technical issues with the online submission process.

The RTP Grant Coordinator and other OPRD staff review all applications following the due date. Initial review includes verification of applicant eligibility, review of project eligibility, and screening the application and supporting documentation for accuracy and completeness of the information and attachments submitted. Incomplete applications will be sent back to the applicant and a deadline will be provided for final resubmission.

Once applications are deemed sufficient, they will be made available to the RTP Committee members for review.

Project Sponsors who request \$50,000 or more are required to make a brief presentation in front of the RTP Committee. Requests under \$50,000 are evaluated by the RTP Committee

based on the merit of the submitted application. Refer to policy 4.4 for more information about grant presentations.

All applications are reviewed and scored according to the criteria described in Section 4.

Application scores are ranked within the categories listed in policy 1.3. Refer to policy 4.5 for more information on next steps once projects are ranked and recommended by the Committee.

SECTION 4: PROJECT SELECTION

4.1 SCORING CRITERIA SUMMARY

All RTP applications are reviewed by OPRD and scored by RTP Advisory Committee Members according to the following criteria. Descriptions of each criterion are detailed in the remainder of this Section. More details and resources can be found in the [2026 Statewide Trails Plan](#).

CRITERIA TYPE	POSSIBLE POINTS
OPRD TECHNICAL REVIEW	
Technical Review and Compliance	0
RTP COMMITTEE EVALUATION CRITERIA	
Project Scope, Plan, and Readiness	20
Statewide, User, and Local Needs	20
Maintenance and Stewardship	10
Youth Conservation or Service Corps	5
Reducing Barriers to the Outdoors	5
Balancing Recreation and Conservation	5
Public Support	5
Project Urgency	5
Fiscal Considerations	5
Discretionary	20
Total Points	100

TECHNICAL REVIEW AND COMPLIANCE (0 POINTS – NOT SCORED)

As part of the RTP evaluation process, OPRD staff first conduct a technical review of all grant applications for eligibility, completeness, and readiness; as well as the performance and compliance of applicants. Grant applications must include the minimum required materials as outlined in Section 3 of the Grant Manual and must be deemed an eligible project under state and federal policy. FHWA also conducts an eligibility review. For applications that are incomplete or need corrections, applicants are given a deadline to resubmit the application. If these items are not addressed within the specified timeline given, the application may be

denied. For applications that are deemed ineligible, OPRD strives to refer applicants to other grant programs or resources.

Grant Performance and Compliance: OPRD is responsible for ensuring that public dollars are spent efficiently, appropriately, and in compliance with applicable grant agreement conditions and timelines, policies, rules, and laws. Additionally, federal grant management laws require oversight, monitoring, and risk assessment. A project applicant's past performance in effectively meeting the administrative guidelines of OPRD's grant programs is an important factor in evaluating compliance and risk. This includes reviewing active and past grant awards made to the applicant. Factors include whether the applicant is on schedule with active OPRD-administered grant awards and whether the applicant is in compliance with applicable guidelines at previously assisted project sites (e.g.; no public access restrictions).

Serious instances of non-compliance may be cause for application denial. Past non-compliance may also be cause for OPRD to place additional requirements or special conditions on the grant, if awarded, and as allowed by [2 CFR 200.208](#).

Project Readiness: In addition to technical review of completeness and eligibility, applications are reviewed to determine that the project is ready to proceed if awarded grant funds. OPRD allows final planning and design to be included in a project scope, so readiness is assessed on a case-by-case basis. Staff consider baseline readiness elements such as land use compatibility, National Environmental Policy Act (NEPA) approval for projects on federal lands, permit status, project timeline, a complete and well researched budget, and more.

PROJECT SCOPE, PLAN, AND READINESS (0-20 POINTS)

The intent of this category is to award points to projects 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.

The project scope communicates to OPRD, the RTP Advisory Committee, FHWA, and the public what the project deliverables are. For projects recommended for funding, the application scope will be incorporated into a legally binding grant agreement. It is imperative that the scope deliverables are clear, concise, and realistic.

The application includes the following questions. Some questions may not be relevant to certain types of proposals (example: the question about trail standards typically doesn't apply to safety and education or equipment proposals).

- **What are the project deliverables?** Describe what you are proposing to do and all scope deliverables included in the application budget. Relevant information varies by project type.
 - **Trail development and restoration:** trail mileage, intended use, design, materials, and other elements such as bridges and signage.

- **Trailhead development or restoration:** trailhead size or number of parking spaces to be developed, materials, and elements such as bathrooms, kiosks, fences or bike fix-it stations.
 - **Equipment purchases:** a description of the equipment that will be purchased.
 - **Land or easement acquisition:** a description of the property to be acquired, how control will be held, and information about future development.
 - **Assessment of Trail Conditions for Accessibility and Maintenance:** a description of the assessment or plan that will be developed.
 - **Safety and Education:** a description of the materials or programming.
- **Why is the project proposed?** Relevant information includes whether this project addresses a particular problem or safety issue, provides access to trails or areas currently inaccessible, provides new or improved opportunities for communities or specific user groups, is a priority project as part of the applying entities parks or master plan, is a project in response to public input or support, etc. This is a space to provide context and justification for the project.
 - **How are you proposing to complete the work?** Explain your plan to complete the project. Relevant information includes any work that agency staff will complete, if a contractor will be hired and what their role in the project is, the role of volunteers, the role of youth or conservation crews, and key steps and a timeline for the work. Every labor source included in the budget must be described under this question.
 - **What trail standards or guidelines will be used (as relevant)?** For construction projects, identify what trail standards or guidelines will be used. Examples of commonly used trail standards include the U.S. Forest Service guidebook, the Bureau of Land Management's Guidelines, and guides produced by the International Mountain Biking Association. OPRD's [technical resources webpage](#) has links to these and other trail standards and design guidelines.
 - **Describe how the project was evaluated for accessibility.** Explain how the proposed project was assessed for accessibility and universal access standards and features. Refer to Section 2.8 for more information and to OPRD's [technical resources webpage](#) for guidelines and resources.
 - **What accessibility and universal design features are incorporated into the proposed project, existing trail system, or existing trailhead? If accessibility upgrades are needed to trail facilities but are not included in the grant proposal, describe the plan to complete those upgrades.** Use this space to describe other accessibility features of the trail system and trailheads that aren't already captured in the RTP project scope. For example, if your proposal is to upgrade sections of an existing OHV trail, use this space to describe the accessibility features of the existing trailhead (restroom, trailhead signage, parking, etc.). If upgrades are needed but not included in the proposal, provide information about plans to complete those upgrades in the future or with other funding sources.

- **Describe the level of readiness to proceed and next steps if the project is selected for funding:**
 - **Trail and trailhead development or restoration:** indicate the level of design (conceptual, percentage designed, engineering documents, etc.), steps needed prior to soliciting bids, etc.
 - **Equipment purchases:** indicate if you're prepared to solicit bids once a grant is awarded, or if a price agreement is already in place through your agency's procurement system.
 - **Land or easement acquisition:** describe the status of a completed Yellow Book compliant appraisal and agreement with the current landowner. Support the response by uploading a copy of the appraisal, proof of a willing seller or donor, and preliminary title report.
- **List any required permits and the status of those permit applications.** Describe the status and timeline for permits yet to be applied for or received (example: conditional use permit, Army Corps permit, etc.). OPRD may require that certain permits are approved prior to Notice to Proceed.

STATEWIDE, USER, AND LOCAL ISSUES AND NEEDS (0-20 POINTS)

The intent of this category is to award points to projects meeting statewide and/or locally identified needs. This includes needs identified in the Statewide Trails Plan, needs specific to the intended user group(s), and needs identified through a local planning process.

Application question: Describe how the project addresses statewide needs identified in the [2026 Statewide Trails Plan](#).

The statewide planning process identified a set of top seven needs reported by recreation providers, partners, and trail users. Applicants should describe how their proposal meets or addresses four of the top needs and the recommended actions under those needs, summarized below. See Chapter 8 of the Statewide Trails for more detail. Proposals do not need to meet every category of need. Note that some recommended investments and actions are not eligible for RTP funding (routine maintenance, law enforcement, public transportation, etc.).

- **Statewide Priority Need #2: Trail Maintenance, Rehabilitation, and Stewardship, actions include:**
 - Maintain, restore, and rehabilitate existing trail systems.
 - Acquire trail maintenance and trail grooming equipment to adequately meet maintenance needs. Explore cooperative maintenance and equipment-sharing models that allow multiple groups to benefit from major equipment investments.
 - Expand public-private partnerships and coordination with volunteer and other organizations.
 - Conduct regular trail assessments to address trail maintenance and accessibility needs.

- **Statewide Priority Need #3: Connectivity and Access, actions include:**
 - Improve trail connectivity within and between communities and the destinations where Oregonians live, work, and plan.
 - Connect, extend, and/or close gaps in existing trails to create larger trail systems that offer a variety of opportunities and experiences.
 - Construct new trails, prioritizing new construction in areas that are currently underserved and/or experiencing overcrowding.
 - Partner with transportation and transit agencies to provide safe routes and public transportation to parks and trails.
 - Create new or expand existing trailheads, parking areas, and water access points.
 - Identify areas that are underserved by various trail activities and routes or areas of particularly high value or demand to help guide trail investments.
 - Balance investments in “close to home” and dispersed trail projects.
 - Support land acquisition for trail development.

- **Statewide Priority Need #4: Information and Signage, actions include:**
 - Provide informational signs at trailheads and access points, including maps, allowed/prohibited use, and trail accessibility information (e.g., length, surface, width, grade, cross slope, obstacles/barriers).
 - Provide wayfinding or directional signs along trails (direction, distance, land ownership).
 - Provide online trail information to support trip planning and decision making.
 - Provide digital/GPS maps that include trail accessibility information and public/private property boundaries.
 - Install distance markers along land and water trails to aid in management and emergency response.
 - Utilize universal symbols in trail signs and maps to the extent possible.
 - Incorporate tactile (e.g., braille, raised characters, tactile maps) and/or audible elements to improve communication for users with limited vision or cognition.
 - Provide multilingual signage where the local, historic, or visitor demographics indicate it may be appropriate or necessary. Use QR codes to provide access to translated or audio versions of sign content.

- **Statewide Priority Need #5: Safety and User Conflict, actions include:**
 - Prioritize trail improvements to address safety concerns (e.g., user conflicts, natural hazards).
 - Make improvements for security or crime prevention (e.g., enforcement, lighting and security cameras at trailheads, operational or design changes).
 - Promote responsible trail use through education programs, materials, and signs regarding etiquette, rules, and safety.
 - Develop best practices for shared use trail design and management to avoid conflicts and resource degradation.

- Include trail conflict reduction strategies (e.g., zoning, signage) in planning and operations for high-use or shared-use areas.
- Designate or separate use areas for different types of trail users where space and resources allow or where conflicts arise and terrain and other factors restrict improvements to address those conflicts within an existing trail corridor.
- Integrate safety audits and hazard mitigation into all trail upgrade projects.
- Develop and fund statewide trail etiquette campaigns and support localized education initiatives.

Application question: Describe how the project addresses user-specific needs identified in the [2026 Statewide Trails Plan](#).

The statewide planning process also identified a set of priority needs specific to different trail user groups. Applicants should describe how their proposal meets or addresses relevant needs and recommended actions for user groups as applicable to the project proposal. See Chapter 9 of the Statewide Trails Plan for more details. Note that some recommended investments and actions identified in the plan are not eligible for RTP funding (routine maintenance, law enforcement, etc.).

Non-Motorized Trail Priority Needs*:

1. Maintain and restore existing non-motorized trails. In addition to recommended actions listed under statewide needs, trail partners should:
 - Address deferred maintenance backlogs.
 - Repair trails damaged after fires, storms, and other major events.
2. Expand and/or connect existing non-motorized trails into larger systems. In addition to the actions listed in statewide needs, trail partners should:
 - Create new soft/natural surface trails for hiking and/or biking.
 - Create opportunities for backpacking and bikepacking, including filling gaps in long-distance trails, developing camping opportunities near trails, and providing secure overnight parking.
 - Construct new paved shared-use trails.
 - Improve “town-to-trail” connections (e.g., transit and walking/biking routes to trailheads) and close-to-home trail experiences.
 - Create trail systems with a mixture of trail difficulties (e.g. trailheads providing access to short easy loops and longer more difficult trails) to provide opportunities for new trail users and families as well as challenging or technical opportunities for more advanced users. Provide multiple and diverse accessible opportunities to reduce instances of users traveling long distances for one short accessible trail.
3. Improve trails to address safety concerns. In addition to recommended actions under statewide needs, trail partners should manage shared use trails and electronic

mobility devices (e.g., e-bikes, e-scooters) to improve safety and reduce user conflict.

4. Adapt trails to protect natural resources and respond to climate hazards, including:
 - Design trails to be resilient with changing climate conditions in mind such as changing water levels, wildfire hazards, and coastal erosion.
 - Sign, and where necessary, reroute trails to minimize negative impacts to natural resources from poor drainage, unsanctioned trails, etc.

**Proposals for non-motorized Nordic trails may also incorporate relevant needs from the snowmobile section (i.e., Sno-Park improvements, reducing winter trail conflicts, etc.).*

ATV/OHV Trail Priority Needs:

1. Maintain/increase current operations and maintenance levels for ATV trails and facilities
2. Create new opportunities for ATV riding, especially Class 3 (dirt bikes) and Class 4 (side-by-sides). In addition to recommended actions listed under statewide needs, trail partners should:
 - Provide more camping opportunities near staging areas and trail systems.
 - Develop ATV systems which include a variety of riding challenges (easy, more difficult, most difficult) to satisfy diverse user needs.
 - Develop ATV trail connectors and networks to create loops or provide longer rides.
 - Prioritize the development of new ATV routes in underused areas, especially those accessible to side-by-side vehicles.
3. Increase the availability of online information about ATV trails and riding areas. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Invest in signage, mapping, and consistent trail grooming to improve rider experience and reduce off-trail damage.
 - Improve communication around closures. Develop or improve real-time information systems for fire-season closures and restrictions.
4. Maintain current law enforcement levels on ATV trails and at trailheads. In addition, trail partners should:
 - Combine increased access with safety campaigns and ranger presence to balance enjoyment with conservation and public safety.
5. Design and maintain trails for safe riding. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Design trails to provide adequate sight lines and other features for safe ATV operation. Consider bypass trails on shared use trails where warranted.

- Launch or strengthen ATV-specific education programs, including etiquette, environmental protection, and safety.
- Prioritize trail design and conflict reduction strategies (e.g., vehicle class restrictions, rerouting).
- Improve signage and trailhead design to reduce conflicts.
 - Provide information online and signage showing where land management boundaries, regulations, or allowed uses change.
 - Provide trail markers to aid navigation and emergency response.

Snowmobile Priority Needs:

1. Maintain current trail grooming, operations, and maintenance levels for snowmobile trails and facilities. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Acquire equipment for trail grooming and maintenance.
 - Increase funding for operations and maintenance.
 - Collaborate with law enforcement for Sno-Park patrols and compliance.
 - Enhance grooming operations to ensure consistent and safe riding conditions.
 - Increase maintenance and plowing of Sno-Parks and access roads.
2. Provide avalanche and safety education. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Develop and distribute snowmobile-specific safety and etiquette materials.
 - Develop education and outreach programs that help reduce conflicts between winter trail uses and increase compliance with rules and regulations.
 - Consider the effects of changing climate on future recreation use patterns when conducting snow vehicle travel management.
 - Undertake proactive and systematic outreach programs to facilitate increased compliance with closures and reduce user conflicts.
 - Implement outreach programs to raise public awareness of winter wildlife habitat, wildlife behavior, and ways to minimize user impacts.
3. Provide trail information and signage at trailheads. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Develop clear signage standards and trail maps for multi-use winter systems.
 - Improve signage, information, and enforcement for shared-use areas to reduce user conflict.
4. Expand and improve Sno-Parks and amenities. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Develop or improve amenities such as restrooms, warming shelters, and trash cans.
 - Expand and connect snowmobile trail networks and connect disjointed routes, especially near popular riding areas.
 - Invest in accessible facilities for snowmobilers with disabilities.

- Reduce unwarranted snowmobile trail closures through comprehensive review, input, and analysis by all stakeholders.

Water Trail Priority Need:

1. Increase availability of information online and on signage at access points. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Provide digital and/or GPS maps of water trails that illustrate public and private land boundaries to promote water trail use while reducing conflicts with landowners.
 - Develop guidelines and templates for user-friendly water trail guides and maps to share site-specific information online and at access points. Create water trail access point maps and guides for trip planning and safety.
 - Develop geospatial PDF maps of water trail routes to allow on the water wayfinding.
 - Standardize signage for easier navigation and access point visibility. Collaborate signage efforts across jurisdictions.
 - Develop a statewide website to house general information about non-motorized boating opportunities and water trails in Oregon, including links to partner sites.
 - Collect waterfront property information from land managers to create a database of publicly owned sites along waterways to establish new paddling access points.
2. Improve flatwater and whitewater paddling access. In addition, trail partners should:
 - Improve and expand parking areas with an emphasis on daytime and overnight vehicle security. Consider needs for single vehicle and trailer parking capacity.
 - Develop and improve flatwater access points designed to meet needs of non-motorized boaters, specifically:
 - Make restrooms available and ensure they are clean and maintained.
 - Enforce boating rules and educate non-motorized boaters on rules.
 - Provide life jacket loaner stations at water access points.
 - Provide separation between motorized and non-motorized boat launches where possible.
 - Provide aquatic invasive species infrastructure following “Drain. Clean. Dry.” practices.
 - Protect existing non-motorized boating access sites from development and other encroachments.
3. Provide accessible parking, sanitation, water access, and access routes for people with disabilities. In addition to the recommended actions listed under statewide needs, trail partners should:
 - Provide accessible water access points for people with disabilities, including parking, restrooms, paths, launches, rest areas between access points, and overnight trip opportunities featuring accessible camping sites.
 - Use universal design principles in non-motorized boater access design.

- Provide accessible facilities at multiple points along routes to enable one-way shuttle trips.
 - Develop best practices and guidelines for accessible non-motorized boating access.
4. Pursue land acquisitions or easements for new access points or portage trails. In addition to the recommended actions listed under statewide needs, trail partners should:
- Encourage coordination across land managers.
 - Disperse demand along priority water routes by acquiring land where public access is currently unavailable or existing access is in danger of being lost.

Application question: Describe how and to what extent the project addresses local needs as identified in the land manager’s local planning document (park and recreation master plan, city or county comprehensive plan, trails master plan, federal resource management plan, etc.).

Applicants should describe how the proposal meets locally identified needs outlined in a current planning document.

If the project is not included in a current planning document, describe the public involvement effort that led to the selection of the project such as citizen involvement through public meetings, workshops, open houses, interviews, surveys, etc.

As not all project types will trigger a public planning process, relevant information can also include how the project meets goals of the land manager’s existing development or management plans. Nonprofit applicants partnering with a public land manager should demonstrate coordination and how the proposal fits within the local plan.

TRAIL MAINTENANCE AND STEWARDSHIP (0-10 POINTS)

Application question: Describe the land manager’s current maintenance capacity, maintenance partnerships relevant to the proposal, and how the project will be maintained or otherwise impact maintenance.

The intent of this category is to award points to proposals that demonstrate the land manager’s maintenance commitment and capacity, including partnerships that contribute to maintaining trails.

For new trail construction or new facilities, relevant information includes how existing trails are being maintained and whether capacity exists to maintain new facilities.

For restoration and improvement projects, relevant information includes how the restored or improved trails will be maintained once invested in by RTP.

For projects such as equipment purchase or safety and education, relevant information includes how the proposal will lead to or support better maintained trails, and how the equipment will be maintained (if applicable).

YOUTH CONSERVATION OR SERVICE CORPS (0-5 POINTS)

Application question: If a youth conservation or service corps will be utilized to complete the project, or a similar group, describe their role here.

The Federal Highway Administration's (FHWA's) RTP guidance encourages states to award points to proposals that utilize qualified youth conservation or service corps as part of project implementation. Qualified youth conservation or service corps refers to groups that are part of [The Corps Network](#). Points may also be awarded for involving similar organizations or groups in project implementation that aren't part of The Corps Network, but engage youth, young adults, or veterans using a similar model (see the "What is a Corps?" section on [this page](#)).

If the applicant intends to utilize a youth conservation or service corps in direct project implementation, describe their role. Indicate if an existing contract or agreement is in place with the group, if the applicant intends on sole-sourcing a qualified youth conservation or service corps as allowed in policy 5.4B, or if other informal agreements or plans are in place with a youth conservation or service corps or similar group.

Committee members score this category on a range depending on the significance of the group's role relative to the project scope and level of commitment in place. It is understood that involving youth conservation or service corps will not be appropriate or relevant for some projects.

REDUCING BARRIERS TO THE OUTDOORS (0-5 POINTS)

Application question: Describe how the proposal or related actions will reduce barriers to the outdoors.

The intent of this category is to award points to applicants demonstrating a commitment to accessibility, inclusion, and fostering welcoming spaces in their work and project planning. OPRD is committed to serving visitors and Oregonians through grant programs, supporting barrier removal, and providing safe and equitable access to recreation areas statewide.

Applicants should describe how the proposal addresses recommended actions and investment priorities found in Chapters 6 (all) and 8 (priority need #6) of the Statewide Trails Plan. Recommendations include:

- Increase accessible opportunities for people with disabilities (e.g. trails for adaptive bikes, handcycles, wheelchairs, or trail chairs).
- Use universal design principles when designing new trails and their amenities. Universal design is "the design of products and environments to be usable by all people, without

the need for adaptation or specialized design.” ADA and ABA design standards should be used as a minimum starting point for assessing accessibility. Refer to chapter 6 of the Statewide Trails Plan and resources on OPRD’s [Technical Resources webpage](#) for more information.

- Assess existing trails for accessibility and universal design improvements. Incorporate assessments into trail development, maintenance, and rehabilitation projects.
- Increase engagement of trail users and consultants who have lived experience of barriers to recreation when planning, designing, implementing, and developing maintenance plans.
- Provide accurate and detailed information online, at visitor centers, in publications, and at trailheads to help users make informed decisions. This includes information about the accessibility of trails and trailheads to help users determine how accessible an area is based on their individual needs.
- Provide information about public transportation and safe walking/biking routes to recreation areas.
- Provide clean and well-maintained facilities, paying special attention to maintaining firm level surfaces and transitions at structures and where surface types change.
- Provide accessible experiences by focusing on “accessibility triangles” (refer to page 59 of the Statewide Trails Plan).
- Offer free of charge trail access and clear information online.
- Provide free or low-cost gear and equipment rental (including adaptive equipment). Consider partnerships with outdoor retailers and community groups.
- Offer group activities, events, or guides who can assist people when recreating, and other social supports to encourage participation by new users and underrepresented groups. Offer programs such as outdoor education and trailing, guided hikes, nature walks, or other activities.

BALANCING CONSERVATION AND RECREATION (0-5 POINTS)

Application question: Describe how the proposal or related actions support the recommended strategies to balance conservation and recreation.

The intent of this category is to award points to proposals that demonstrate alignment with actions recommended for balancing conservation of natural areas with recreation by visitors. This balance would maximize visitor experience while minimizing environmental degradation in the long term and reducing impacts to wildlife and plants.

Applicants should describe how the proposal addresses the recommended strategies and actions found in Chapter 8 (priority need #7) of the Statewide Trails Plan. Recommendations include:

- Adapt trails to respond to climate hazards (e.g. wildfire resilience and recovery).
- Maintain and protect natural resources (e.g. vegetation, water resources, wildlife habitat, addressing erosion, eradicating noxious weeds and invasive species).

- Maintain and protect cultural and historic resources and strengthen tribal partnerships, including:
 - Engage tribal partners early in planning processes to ensure that recreational use and conservation goals honor cultural values and sustain these places for future generations.
 - Collaborate with tribal governments to identify, protect, and interpret cultural sites and traditional use areas.
 - Incorporate Traditional Ecological Knowledge (TEK) into trail design, maintenance, and educational materials, and pursue co-management opportunities where appropriate.
- Provide and highlight nature and wildlife viewing areas.
- Educate trail users on low-impact recreation practices to minimize visitor impacts, particularly reducing trash and minimizing fire risk. Examples include integrating [“Leave No Trace”](#) principles into public information about trails.
- Adapt current infrastructure to address crowding and natural resource impacts. Examples include seasonal trail closures for habitat protection, one-way directional trails or separation of user types in crowded areas, signage, and restoration to address natural degradation from social trails.
- Use targeted communications, marketing campaigns, and web presence to provide information about crowding and encourage visitors to explore less busy locations, while identifying areas that have the capacity and amenities to support more visitors.
- Pursue large investment projects that can reduce natural resource impacts and crowding. Examples of projects that are most supported by residents include developing trails to and between different parks, acquiring new land for trails, and expanding trail opportunities in existing recreation areas.
- Quickly repair resource damage caused by off-trail use before more damage occurs.

PUBLIC SUPPORT (0-5 POINTS)

Application question: In addition to attaching letters of support, describe how public support for the project has been demonstrated, including any public processes that have taken place to receive input.

The intent of this category is to award points to project proposals that demonstrate public and trail user support. Applicants must attach documentation to the application, including but not limited to letters of support. Besides letters, documentation can also include survey results, summary of public comments, or other forms of public feedback received.

It is understood that a local planning process may not be appropriate or necessary for all project types, but public support should still be demonstrated through letters of support, at a minimum.

Applicants are required to submit letters of support from citizen or user groups that articulate the proposal as a needed and supported project. A minimum of five letters are recommended. Examples of appropriate groups to solicit letters from include trail groups or clubs, neighborhood

organizations, individuals, and organizations who advocate on behalf of underserved groups or community members with disabilities.

Less impactful are letters from public agencies or multiple form letters with same content. Letters from agencies may be appropriate if they are committing financial or other resources to the project, in addition to letters from trail users.

PROJECT URGENCY (0-5 POINTS)

Application question: Describe if and how the project has an urgent need to be completed.

The intent of this category is to award points to proposals that have an urgent need to be completed. It is understood that not all proposals are considered urgent.

Examples of urgency include addressing safety issues, restoring trail access following a wildfire or natural disaster, threat of closure, and mitigating negative impacts to sensitive natural or cultural resources. As relevant to the proposal, applicants should describe temporary alternatives if RTP funds aren't awarded, and consequences to trail users, the land manager, or natural and cultural resources if funds aren't awarded.

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.

For non-motorized projects requesting over the recommended \$200,000 maximum, use this space to make a case for a higher amount.

The intent of this category is to award points to proposals that demonstrate a strong financial need, superior leveraging of funds or partnerships, and a sustainable funding strategy. Applicants should use this section to briefly explain the land manager's budget versus need, describe plans for funding future phases of the project when relevant, briefly describe other funding sources that have been pursued, and to make a case for large non-motorized requests if relevant.

DISCRETIONARY COMMITTEE MEMBER CRITERIA (0-20 POINTS)

Consistent with federal RTP guidance, committee members represent a broad range of motorized and non-motorized trail users within the state. This category allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. The determination of points awarded is an individual decision, based on informed judgement.

Committee members may award the project additional points based upon their subjective evaluation of the following: superior design, ADA compliance or universally accessible design, superior leverage of funding or partnerships, the use of volunteers, enhancement of significant cultural or heritage sites, enhancement of regional or statewide significant trails, context, potential for legacy, exceptional meeting of an unmet user group need, and the basic intent of federal RTP guidance. These factors are examples and not an exhaustive list of all discretionary criteria to be considered by committee members.

4.2 COMMITTEE REVIEW PROCESS

Following staff technical review, qualified applications are reviewed and scored by the RTP Advisory Committee members according to the criteria detailed earlier in this section. The criterion reflects the RTP guidelines, are based on the findings of the current state trails plan.

The project score will be calculated as an average of the sum of all individual RTP committee member scores. The highest possible score for a project is 100 points. The priority rank of a project will depend on its score relative to other projects and in relation to the amount of RTP grant funds available each year. Projects are scored and ranked with the motorized and non-motorized categories. Diverse use projects are ranked within the category of primary use.

Applicants requesting \$50,000 or greater will be required to make a brief presentation to the Committee. Applications for RTP funding of less than \$50,000 will be evaluated by the RTP Advisory Committee based on the merit of the application.

4.3 PROJECT PRESENTATIONS

Grant presentations are required when requesting \$50,000 or more. Presentations are an opportunity to make a final case to the RTP Advisory Committee for your proposal. Presentations are limited to twenty minutes *including* Q&A.

The purpose is not to repeat all information in your application, but to provide an overview, emphasize key points, and provide any additional justification. The purpose is also for committee members to ask clarifying questions prior to finalizing their project scores.

PowerPoint presentations or other visuals are not required but are strongly recommended. Presentations must be submitted in advance to OPRD by a date specified to applicants by the

RTP Grant Coordinator. Applicants may have more than one person present and be available to answer technical questions.

OPRD will send applicants additional information prior to the grant meeting about meeting location, time slots for presentations, a deadline to submit presentation materials, etc.

4.4 PROJECT SELECTION AND NEXT STEPS

The RTP Advisory Committee ranks project applications according to the selection criteria detailed earlier in this section. The Committee's project recommendations are provided to OPRD. Applicants are notified of what projects were recommended. The RTP Grant Coordinator then submits recommendations to the OPRD Director for approval by the OPRD Commission. The Commission meets every 2-3 months.

Once the Committee recommends projects for funding, further review is conducted by OPRD and FHWA, including project-specific environmental and cultural resource review. Oregon's Department of Justice reviews the RTP grant agreement for approval and conducts Legal Sufficiency Review for agreements exceeding \$250,000. Additional information may be requested from applicants at any point during these review steps.

After all review steps are completed, projects are submitted to ODOT for inclusion in the [Statewide Transportation Improvement Program \(STIP\)](#). Once added to the STIP and all project approvals are in place, OPRD requests funding authorization from ODOT and FHWA.

Once funding is authorized, Project Sponsors will be issued an RTP grant agreement for signature by their authorized representative. Once signed and returned, OPRD will execute the agreement and issue a Notice to Proceed, allowing work to begin. The Notice to Proceed timeline varies for individual projects.

SECTION 5: GRANT RECIPIENT REQUIREMENTS

5.1 GRANT TERM

The term for a specific project is identified in the grant agreement. Costs and activity taking place outside of these dates will not be eligible for reimbursement, with the exception of pre-approved pre-agreement planning and environmental survey costs (policy 2.3B).

Start Date: Once an executed grant agreement is in place, Project Sponsors will be issued a Notice to Proceed which authorizes work to begin and costs to be incurred.

End Date: Projects must be completed by the end date specified in a grant agreement. No additional costs may be incurred, or project work performed after the end date.

Closeout Period: No later than 45 days after work is completed, and no more than 45 days after the grant end date, Project Sponsors must submit a final progress report and request for reimbursement. Payments can be issued to vendors or contractors during the closeout period, but no work performed during the closeout period can be counted as match or reimbursed.

5.2 SCOPE REVISIONS AND EXTENSIONS

Scope Changes: The grant agreement, scope of work, and budget are the beginning point to determine project cost eligibility. The items sought for reimbursement must be identified in, or related to, the scope of work and budget for the project.

No change to the grant agreement, scope of work, project location, or project deliverables may be made without prior written approval from OPRD. In cases of major scope changes, additional environmental review, SHPO review, project approval, and updates to other application documents may be required. Generally, an amendment is needed to make scope changes.

Requests for scope changes must be submitted in advance, via email, to the RTP Grant Coordinator at least **30 days** before the grant end date. Depending on the level of environmental, SHPO, or other review needed, some changes may not be possible to process in that timeframe. An updated Accessibility Assessment Memo may be required when relevant.

As projects are recommended by the RTP Advisory Committee and approved by the OPRD Commission and FHWA, some scope changes could be considered too significant to approve.

Extensions: OPRD reviews requests for extensions on a case-by-case basis. If an extension is needed, Projects Sponsors must submit a request, via email, to the RTP Grant Coordinator at least **30 days** before the grant end date. The request should include detailed information explaining why the project has been delayed, what work remains, and a timeline for the remaining work. Sponsors must be up to date on progress reports if requesting an extension.

Some factors for an extension may be out of the Project Sponsor's control (e.g. wildfire, cultural resource discovery). While extensions may, at times, be granted for factors within the Project Sponsor's control, this could reflect on the Sponsor's performance for future grant requests.

5.3 REPORTING REQUIREMENTS

The following reports are required for all RTP grants:

- Reimbursement requests
- Quarterly progress reports, including a final report once the project is completed

OPRD utilizes an online grant management system for submitting reimbursement requests and quarterly progress reports (<https://oprdragrants.org/>). Progress reports must be up to date in order to submit reimbursement requests.

5.3A QUARTERLY PROGRESS REPORTS

Project Sponsors are required to submit quarterly reports to OPRD to ensure that OPRD is aware of the project's progress. Progress reports must be submitted in OPRD's online grant management system. Refer to the [Online Grant Reimbursement and Reporting Instructions](#) manual for how to complete and submit the online reports.

The progress report summarizes the work accomplished to date, any issues that may be arising with the project, any potential changes to the scope or design as submitted on the application, an estimated percentage of project completion, and an estimate of funds to be expended over the next quarter. Photos or other documents are not required until the final report but are recommended to assist in communicating the status of your project.

Once a Notice to Proceed has been issued, Sponsors must submit reports on a quarterly basis as follows:

- | | |
|---|---------------------------|
| • Period beginning January 1, ending March 31: | report is due April 30. |
| • Period beginning April 1, ending June 30: | report is due July 31. |
| • Period beginning July 1, ending September 30: | report is due October 31. |
| • Period beginning October 1, ending December 31: | report is due January 31. |

A project that has not made progress for six months may be terminated.

If it is determined that a project cannot be completed by the end date of the grant agreement, or at all, contact OPRD as soon as possible.

5.3B REIMBURSEMENT REQUESTS

Requests for reimbursement must be submitted at least every six months following Notice to Proceed. FHWA will inactivate funding and close the project if there is a lack of payment activity. Requests can be submitted no more frequently than on a monthly basis.

OPRD will generally review the request for approval within **30 days** after receipt. If information or edits are needed, the request will be returned to the Project Sponsor. Payment will be issued once the request is approved.

Requests must be submitted in OPRD's online grant management system. Refer to the [Online Grant Reimbursement and Reporting Instructions](#) manual for how to complete and submit the online reports.

Reimbursement requests are based on actual project expenditures that align with the Sponsor's RTP agreement, including the approved project application scope and budget.

Adequate supporting documentation for all expenses is required to be uploaded as an attachment with each request, as applicable, including but not limited to:

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Equipment purchase or rental documentation

OPRD may request additional supporting documentation in order to process a reimbursement.

Advance payments will be considered by OPRD on a case-by-case basis. Contact the RTP grant coordinator for information about advance payment options and restrictions.

This section further details the required documentation for certain expense types. Some expense types require completing forms made available on the [RTP section](#) of the OPRD website.

PARTIAL BILLINGS:

Partial billings are requests made before the project is completed. **Partial billing may not exceed 90% of the total grant amount until completion and closeout.** The final 10% is held as retainage and is released as final payment once the project is verified as complete.

In addition to retainage, OPRD requires that individual requests meet or exceed the required match percentage as indicated in the grant agreement. Limited exceptions to the partial billings policy and retainage amount may be allowed on a case-by-case basis. If match reported on an individual request exceeds the percentage required, it can be applied to future requests, so long as the cumulative match stays within the approved ratio.

FISCAL YEAR-END BILLINGS:

All grantees are required to submit a state fiscal year-end request for reimbursement for all project costs incurred up to June 30 of each state fiscal year. The state fiscal year begins July 1 and ends June 30. Fiscal year-end reimbursement requests must be submitted by August 15 of each year. Expenses incurred after June 30 must be submitted on a separate request.

A fiscal year-end request for reimbursement does not need to be submitted if:

- No project costs have been incurred by June 30, or
- The remaining grant balance is held as retainage and the project has not been completed, or
- Not enough match has been incurred to maintain the cumulative match requirement for payments to-date.

FINAL BILLING:

A final billing is made when the project scope of work is completed, all required documentation has been submitted and approved, and the project is open to the public. Submit a final Reimbursement Request in the online system (see policy 5.3C).

If all grant funds have not been expended, include a memo or comment within the request that verifies the amount of funds that will remain unspent. Once a project has been closed, remaining funds are deobligated, rolled back into the program, and OPRD cannot make additional payments.

PUBLIC INFORMATION:

All information and documentation submitted to OPRD is open to public review. OPRD requires that confidential or sensitive information, including home addresses, social security numbers, and bank account numbers, be removed or redacted from documents submitted to OPRD.

PROOF OF PAYMENT:

RTP payments are generally made on a reimbursement basis. Project Sponsors must use a verifiable payment method and submit proof of payment for all project expenses with each request, including expenses submitted as match.

Proof of payment may include a ledger or transaction report generated by the Sponsor's accounting system, a bank statement, or a cancelled check. **Account numbers must be redacted from bank statements and check copies before uploading to the reimbursement request.** OPRD will not reimburse for payments made in cash, as this method does not provide a verifiable audit trail. Cash payments may not be used for expenses submitted as match either.

U.S. Forest Service: Requests submitted by USFS must include a copy of the Bill for Collection, also referred to as a Dunning Notice, and the corresponding USFS Spending Detail Report. The requested amount should match the amount on the Bill for Collection.

Oregon Department of Forestry: Requests submitted by ODF must include a copy of ODF's invoice made out to OPRD.

DOCUMENTING GOOD AND SERVICES:

For all goods and services purchased for the project, Sponsors must retain and submit a copy of the original invoice or receipt. All good and services must be directly related to the approved scope of work.

DOCUMENTING PAYROLL (FORCE ACCOUNT):

Force account refers to the use of a Project Sponsor's or their partner organization's staff. Employee time directly related to the approved scope of work may be reported as a project cost or as match (see policy 2.3B). The reportable amount is the employee's regular rate of pay, including taxes and benefits (e.g. fully loaded rate). Taxes and benefits are eligible only if you pay them when they are due.

Refer to policy 2.3D for requirements around eligibility of force account expense for reimbursement or match.

All payroll related costs must be documented on a timesheet that meets the following standards. Alternative reports generated by the Sponsor's accounting system may be considered sufficient supporting documentation.

- Reflect an after-the-fact determination of the actual activity of each employee.
- Account for the total activity for which employees are compensated.
- Be signed or authorized electronically by the individual employee or by a responsible supervisor having firsthand knowledge of the activities performed by the employee.
- Be prepared at least monthly and coincide with one or more pay periods.
- Not be budget estimates or other distributions based on a percentage before the work was performed.

Sponsors using payroll costs as match must provide supporting documentation for the wage value and of a tracking system that clearly shows those hours as grant related activity.

If payroll costs from an agency other than the Sponsor are used as match, it must be to the same documentation standards.

DOCUMENTING TRAVEL AND TRANSPORTATION:

If travel costs are allowable for your project, they are limited to the current GSA [per diem](#) and [mileage rates](#). Reimbursements will be based on the actual cost incurred, and not to exceed GSA limits. You must maintain a detailed travel log, which includes a name with dates, times, locations, business purpose and itemized travel costs. Reimbursement for food is not allowed unless an exception is granted under policy 2.3C.

DOCUMENTING CORRECTIONS LABOR:

Corrections labor is work performed by inmates or people performing community service instead of a fine or jail time. Corrections labor is not donated labor. Actual costs for the crew to complete their work may be reimbursed or used as match. Submit a copy of the invoice along with proof of payment. See policy 2.3B for restrictions on projects within a road right-of-way.

DOCUMENTING DONATIONS:

Donations are third party contributions provided at no cost. The value of donated labor or donated items must be included in the project application budget. The value of donations cannot be reimbursed, cannot include items previously purchased with RTP funds, and cannot be reported on more than one grant. To be counted towards a project's match, donations must be supported by a detailed log or third party donation statement.

Refer to the following sections for more information on documenting donations and volunteer labor.

DOCUMENTING DONATED OR VOLUNTEER LABOR:

Donated labor is time provided by a person without compensation. Labor donations are valued at an hourly rate of pay, excluding taxes, benefits and overtime. Refer to policy 2.3D for volunteer labor rates. When reporting donated labor, grantees may use the rate in effect at the time the hours were worked.

Use the **Volunteer or Donated Labor Timesheet** available on the [RTP section](#) of the OPRD website. Two versions are available for use, one for individual volunteers, and one better suited for instances when a group of volunteers performs work together.

Alternate documentation may be accepted and must include the following. Contact the RTP Grant Coordinator if your existing volunteer tracking system doesn't cover these requirements and it will be reviewed on a case-by-case basis.

- Individual volunteer names
- Dates of service
- Worksite or location name
- Description of work performed
- Hours worked
- Individual volunteer or crew leader signature. Electronic signatures or certification statements may also be accepted.

For travel to and from the worksite, you can claim either the hourly labor donation rate or the mileage rate, **not both**. If you choose to claim mileage, donated labor time starts once the volunteer has arrived at the project site and begins work. Costs associated with the volunteer's food or beverages are not eligible as match.

DOCUMENTING DONATED MATERIALS AND SUPPLIES:

Materials and supplies are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. To document donated materials and supplied, submit the **Donated Materials Record** form along with information to support the valuation determination.

DOCUMENTING VENDOR DISCOUNTS:

Normal vendor discounts and sales cannot be counted towards the match. However, discounts can be counted when provided to a Sponsor from a vendor as an amount or percentage off their retail price as a project specific donation or due to your organizational mission or affiliation. Discounts can be used as match if the following is provided:

- Invoice that clearly shows the retail process and discount provided **and/or**
- Letter from the vendor that states they have provided a discount as a donation and includes the valuation of the discount

DOCUMENTING DONATED SERVICES:

Services are considered donated when they are provided by a third-party organization at a reduced cost or free to you. Some examples include surveys, appraisals, and engineering services. You must retain a copy of the invoice and/or a letter from the organization acknowledging the donation and its value.

DOCUMENTING DONATED VEHICLE MILEAGE AND ANIMAL STOCK USE:

Mileage donated to the project is limited to the current rate found at:

<http://www.gsa.gov/portal/content/100715>. For travel to and from the worksite, you can claim either the hourly labor donation rate or the mileage, not both. If you choose to claim mileage, donated time starts once the volunteer has arrived at the project site and begins work. Mileage documentation must include the starting and end locations and daily mileage for each volunteer.

Stock animals, such as pack animals, are valued at no more than \$100 a day for each animal.

DOCUMENTING DONATED REAL PROPERTY:

Property acquired at less than its appraised market value may be considered donated real property. To be considered as donated real property, a statement of donation from the donor must be submitted for each property acquired. An appraisal from the time of donation must be provided. If the donation occurs during the RTP grant project period (after the Notice to Proceed), then the real estate transaction must conform to the Uniform Act.

DOCUMENTING EQUIPMENT OR TOOL USE ALLOWANCE:

If you use your organization's equipment or tools, you may be allowed to claim some of the costs as a non-reimbursable amount (match). If the lower of the purchase price or fair market value of the equipment or tool is equal to **\$1,000 or more**, you may claim a use allowance. The use allowance is either an established rental rate or your own calculation, but that may not exceed the current rental rate for equivalent equipment or tools in the project area for the period of use.

For example, if you use a mini-excavator for 24 months and the daily rental rate is \$150 (720 days x \$150 = \$108,000), but they have a monthly rental rate of \$1,000 (\$1,000 x 24 = \$24,000), you must use the lower of the two rates (\$24,000). To take it one step further, if the mini-excavator's fair market value was \$15,000, you would only be able to show a use allowance of \$15,000 which is the lower of rental cost and fair market value.

Equipment purchased with RTP grant funding is not allowed to be claimed for equipment use allowance.

When reporting use allowance, you must track the time and date of use, location of use and identification information (make, model, serial number, description, etc.) to accompany the reimbursement request. The **RTP Donated Materials or Supplies Form** should be used.

5.3C FINAL REPORT

No later than 45 days after work is completed, and no more than 45 days after the grant end date, Project Sponsors must submit a final progress report and request for reimbursement on the OPRD Grants website.

- **Final Progress Report:** submitted in OPRD Grants and marked as final. The final report serves as notice that the Sponsor has completed the project deliverables, as described in the grant agreement, in compliance with applicable regulations, and should include:
 - Description of all deliverables completed as included in the grant agreement scope and any amendments
 - Indication that the project is complete, accessible, and open to the public
 - Photos of the completed work, including all elements included in the agreement and showing compliance with ADA/ABA standards where relevant
 - A map of the completed trail system or project area may be required for some projects.
 - An updated Accessibility Assessment Memo may be required.
- **Final Reimbursement Request:** submitted in OPRD Grants, marked as final, and including documentation of all final expenditures and match.

OPRD grants staff reserves the right to inspect completed RTP projects. Final payments will not be made until final documentation is received and approved, and the project has been verified as complete.

5.3D PUBLICITY

Project Sponsors must make every effort to acknowledge and publicize OPRD's participation and assistance with the RTP project. Upon completion, signs should be placed at the project location acknowledging OPRD support. OPRD can make acknowledgement signs available upon request or Sponsors may incorporate acknowledgements onto existing or new signage at the project location. Contact the RTP Grant Coordinator for guidance on acknowledging projects where signs may not be appropriate (example: wilderness areas, equipment purchases, etc.).

If a public grand opening or other public event is held upon project completion, please make the RTP Grant Coordinator aware of it.

5.3E EQUIPMENT ACQUISITION & DISPOSITION

Acquisition: Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit cost of \$10,000 or more. If equipment is acquired with RTP funding, a completed **RTP Equipment Record Form** must be submitted. The initial record form can be submitted as an attachment to the online Reimbursement Request form once purchased, or via email to the RTP Grant Coordinator.

Annual Reporting: Project Sponsors that purchase equipment with RTP funds must conduct a physical inventory of the property and submit an updated **RTP Equipment Record Form** once a year until the equipment is valued at less than \$10,000 or is disposed of. Email the form to the RTP Grant Coordinator. Notify the grant coordinator when the equipment is valued at less than \$10,000 or has been disposed of. Equipment purchased with RTP funds must be used as

described in the project agreement through the equipment's useful life and in accordance with [2 CFR 200.313](#).

Insurance: Non-federal Project Sponsors purchasing equipment with RTP funds must provide insurance as required by [2 CFR 200.310](#).

Disposition: For equipment valued at \$10,000 or more, the Project Sponsor may not dispose of or sell the equipment without prior written approval from OPRD and FHWA. Send a request to the RTP Grant Coordinator with a description of the equipment and reason for sale or disposal. OPRD will then request disposition approval from FHWA. Equipment with a current fair market value of \$10,000 or less may be sold or otherwise disposed of with no further obligation to FHWA. Notify the RTP grant coordinator when equipment valued at less than \$10,000 has been disposed of.

5.4 PROCUREMENT

Procurement of goods and services under RTP must follow, at a minimum, the guidelines found in Oregon procurement code (ORS 279A-C, OAR Chapter 137 Division 47) and federal procurement requirements for grant management ([2 CFR 200.317-326](#)). [Per 2 CFR 1201.317](#), notwithstanding 2 CFR 200.317, subrecipients of states shall follow such policies and procedures allowed by the state when procuring property and services under a federal award.

All procurement transactions must be documented and conducted in a manner to provide, to the maximum extent possible, free and open competition. Methods of procurement depend on the estimated cost and are detailed further in policy 5.4A.

Documentation related to procurement activities must be kept on file per the retention requirements (policy 5.5) and must be made available to OPRD or FHWA upon request.

Prevailing wage: RTP is exempt from federal Davis-Bacon Act requirements unless the project is within the road right-of-way of a federal aid highway (policy 2.3B). Grantees must comply with state prevailing wage requirements as applicable to the project as set forth in ORS 279C.800 through 279C.870, and the administrative rules promulgated thereunder, and as determined by the Bureau of Labor and Industries (BOLI).

5.4A PROCUREMENT METHODS

Procurement methods and thresholds are based on the requirements in [ORS 279B](#). When a project sponsor's internal policy is more stringent, those requirements may take precedence.

1. **Small Purchases (ORS 279B.065):** For purchases or subawards for goods or services not exceeding \$25,000, project sponsors may award contracts in any manner deemed practical or convenient. This includes direct selection without a competitive process so long as the price is determined reasonable. To the extent practicable, project sponsors must distribute small purchases equitably among qualified suppliers or contractors. Procurements may not be artificially divided or fragmented as to constitute a small purchase.

2. **Intermediate Purchases (ORS 279B.070):** For procurement for goods or services exceeding \$25,000 and not exceeding \$250,000, project sponsors may use an informal request for quote process. Contractor selection may be based on price as well as other considerations documented in the request for quote, such as experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility. Project sponsors should directly solicit a minimum of three bids and/or publicize their request in an effective manner to solicit the type of goods or services requested.
3. **Competitive Sealed Bids or Proposals:** Procurement for contracts exceeding \$250,000 may follow one of the following methods:
 - a. **Competitive Sealed Bids (ORS 279B.055):** The project sponsor must award contracts by using a formal invitation to bid process if the sponsor is basing contractor selection on lowest cost bid. Sponsors must give public notice of the solicitation.
 - b. **Competitive Sealed Proposals (ORS 279B.060):** The project sponsor must award contracts by using a formal request for proposal (RFP) if the sponsor is basing contractor selection on criteria in addition to cost or wants the ability to negotiate terms and conditions with the selected contractor. These options are not allowed under the competitive sealed bidding process. Sponsors must give public notice of the solicitation.

5.4B SOLE SOURCING OF QUALIFIED YOUTH CORPS

FHWA encourages RTP sponsors to enter into contracts or agreements with qualified youth service or conservation corps to perform work on recreational trail projects. Federal requirements exempt contracts and agreements with qualified youth corps from federal contracting requirements. This means that project sponsors may sole-source contracts and agreements with these youth corps.

A list of these qualified youth service and conservation corps can be found here:

<https://corpsnetwork.org/find-a-corps/>.

Note: Criterion #3 of Section 4 indicates that applicants may be awarded points for utilizing youth corps or youth crews in an RTP project. While points may be awarded by the RTP Advisory Committee for using groups not identified on the Corps Network website, sole-sourcing is only authorized for groups listed on the Corps Network website.

5.5 RETENTION REQUIREMENTS

RTP grant recipients are subject to state and federal audit of their RTP project file. Sponsors must retain and keep accessible all books, documents, papers, and records that are directly

related to the RTP project for a minimum of six years following the close of the program agreement. These documents include but are not limited to:

- Invoices and receipts
- Timesheets
- Copies of payments
- Copies of internal transactions
- Travel and mileage logs
- Records pertaining to a use allowance for sponsor-owned equipment
- Procurement documentation
- Donation logs and statements
- All books, records, documents, data, and other materials relevant to the grant agreement.

The records must support all project-related costs reported to OPRD and be made available upon request. If any litigation, claim or audit is started before the end of the 6 years, you must keep the records until all litigation, claims or audit findings involving the records have been resolved and final action is taken.

The federal government has different audit procedures for non-federal entities depending on when their fiscal year of funding was received.

5.6 RTP RULES AND REGULATIONS

Compliance with Law: Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation 23 USC 206 and ORS 390.980 which makes funds available for the purposes of the Oregon Recreation Trails System Act. Key regulations applicable to RTP include but are not limited to:

- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR 1201
- [FHWA Recreational Trails Program Interim Guidance](#)
- 23 U.S.C. 206 Recreational Trails Program
- 23 U.S.C. 104 (h), Recreational Trails Program Apportionments
- 23 U.S.C. 106, Project Approval and Oversight
- 23 CFR 1.36, Compliance with other Federal Laws and Regulations
- 23 CFR 771, Environmental Requirements
- 23 CFR 635.410 Buy America (also see the 2023 [small grants waiver](#))
- 49 CFR 29, Suspension and Debarment
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 23 U.S.C. 114, Convict Labor
- 23 U.S.C. Prevailing Wage Rate (Davis Bacon Act)

APPENDIX A
SAMPLE GRANT AGREEMENT

Oregon Parks and Recreation Department
Recreational Trails Program Grant Agreement

THIS AGREEMENT ("Agreement") is made and entered into by and between the State of Oregon, acting by and through its Oregon Parks and Recreation Department, hereinafter referred to as "OPRD" or the "State" and the **GRANTEE NAME**, hereinafter referred to as the "Grantee". Together, State and Grantee are hereinafter referred to as the "Parties" or individually as a party.

OPRD Grant Number: **RT##-###**

Project Title: **PROJECT TITLE**

Project Description: **[Brief Project Description]**. The Project is further described in the Project Scope and Budget included as Attachment B.

Grant Funds /

Maximum Reimbursement: **\$000.00** **(00.00%)**

Grantee Match Participation: **\$000.00** **(00.00%)**

Total Project Cost: **\$000.00**

Grant Payments / Reimbursements: Grant Funds are awarded by the State and paid on a reimbursement basis, and only for the Project described in this Agreement, and the original Project Scope and Budget included as Attachment B. To request reimbursement, Grantee shall use OPRD's online grant management system accessible at oprdrants.org. The request for reimbursement shall include documentation of all project expenses including, when applicable, documentation confirming project invoices have been paid. The request must also include documentation for all match expenses, as eligible under and in compliance with the rules, policies, and guidelines for the Recreational Trails Program, which may be found at <https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx>. Grantee may request reimbursement as often as monthly for expenses incurred to date. Grantee must request reimbursement at least every six months. Grantee may request advance payments, which OPRD, in its sole discretion, may provide.

State Fiscal Year-End Request for Reimbursement: Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to June 30, of each state fiscal year. The State Fiscal Year-End Reimbursement Request must be submitted to OPRD by August 15th of each year, 45 days after June 30.

Reimbursement Terms and Matching Funds: The total project cost is estimated at **\$000.00**. Subject to and in accordance with the terms and conditions of this Agreement, OPRD shall provide Grant Funds to Grantee for the project in an amount not to exceed **\$000.00** or **00.00** percent of the total eligible project costs, whichever is less, for eligible costs. Grantee shall provide Match Funds for the Project in an amount not less than **00.00** percent of the total eligible Project Costs.

Progress Reports: After OPRD issues the Notice to Proceed, Grantee shall report to OPRD regarding the status and progress of the project on a quarterly basis, as follows:

For the period beginning January 1, ending March 31:	report is due April 30
For the period beginning April 1, ending June 30:	report is due July 31
For the period beginning July 1, ending September 30:	report is due October 31
For the period beginning October 1, ending December 31:	report is due January 31

Progress Reports shall be submitted using OPRD's online grant management system accessible at oprdrants.org.

Agreement Period: The effective date of this Agreement is the date on which it is fully executed by the Parties unless noted otherwise on the Notice to Proceed letter. Unless otherwise terminated or extended, the Project shall be completed ("Project Completion Date") by **[DATE]**. This Agreement shall expire on the date final reimbursement payment is made by OPRD to Grantee. No grant funds shall be available for any expenditures incurred after the Project Completion Date.

Retention: OPRD shall disburse up to 90 percent of the Grant Funds to Grantee on a cost reimbursement basis upon approval of invoices submitted to OPRD. OPRD will disburse the remaining Grant Funds owing to Grantee under this Agreement, if any, upon approval by OPRD of the completed Project, the final progress report, and the final reimbursement request.

Final Report: Grantee must submit a final progress report, a final reimbursement request and digital pictures of the completed project site to OPRD within 45 days of the Project Completion Date. OPRD may, at its sole discretion, conduct appropriate inspections of the Project within a reasonable time following submission of the Final Report. Grantee shall assist OPRD and cooperate fully to the satisfaction of OPRD with all inspections that OPRD conducts.

Publicity: Grantee shall make every effort to acknowledge and publicize OPRD's participation and assistance with the Project. Grantee agrees to place a sign(s) at the Project location acknowledging program support. Grantee also agrees to maintain the signs throughout the useful life of the Project.

Agreement Documents: Included as part of this Agreement are:

- Attachment A: Standard Terms and Conditions
- Attachment B: Project Scope and Budget
- Attachment C: Federal Requirements
- Attachment D: Insurance Requirements
- Attachment E: Inadvertent Discovery Plan for Cultural Resources

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment A; Attachment C, Attachment D, Attachment E, and Attachment B.

Contractor or Sub-Recipient Determination: In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, OPRD's determination is that:

☒ Recipient is a sub-recipient; OR ☐ Recipient is a contractor

Federal Award Identification information required by 2 CFR 200.332(a)(1):

- (i) Subrecipient Name: **[PLACEHOLDER]**
- (ii) Subrecipient Unique Entity Identifier (UEI): **[PLACEHOLDER]**
- (iii) Federal Award Identification Number (FAIN): **41RT##0##**
- (iv) Federal Award Date:
- (v) Sub-Award Period of Performance Start and End Date: **Date of execution – [END DATE]**
- (vi) Total Amount of Federal Funds Obligated by this Agreement: **[PLACEHOLDER]**
- (vii) Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement: **[PLACEHOLDER]**
- (viii) Total Amount of Federal Award committed to the Subrecipient by the pass-through entity: **[PLACEHOLDER]**
- (ix) Federal Award Project Description: **[Brief Project Description]**
- (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity:
 - a. Name of Federal awarding agency: **U.S. Department of Transportation Federal Highway Administration**
 - b. Name of pass-through entity: **Oregon Parks and Recreation Department**
 - c. Contact information for awarding official of the pass-through entity: **Lisa Sumption, Director, (503)986-0660**
- (xi) CFDA Number and Name: **20.219, Recreational Trails Program**
- (xii) Is Award Research and Development (R&D): **No**
- (xiii) Indirect cost rate for the Federal Award: **0%**

Contact Information: A change in the contact information for either party is effective upon providing notice to the other party:

Grantee Administrator

Name
Agency
Address
City, State, Zip
Phone
Email

Grantee Billing Contact

Name
Agency
Address
City, State, Zip
Phone
Email

OPRD Contact

Jodi Bellefeuille, RTP Coordinator
Oregon Parks & Rec. Dept.
725 Summer ST NE STE C
Salem, OR 97301
503-856-6316
jodi.bellefeuille@oprds.oregon.gov

THE PARTIES, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

GRANTEE

By: _____
Signature

Printed Name

Title

Date

Oregon Department of Justice (ODOJ) approved
for legal sufficiency for grants exceeding \$250,000:

By: _____
ODOJ Signature or Authorization

STATE OF OREGON

Acting By and Through Its
OREGON PARKS AND RECREATION DEPT.

By: _____
OPRD Deputy Director of Administration

Date

APPROVAL RECOMMENDED

By: _____
Michele Scalise, Manager, Grants & Community Programs

Date

By: _____
Jodi Bellefeuille, RTP Grant Coordinator

Date

Attachment A – Standard Terms and Conditions

Oregon Parks and Recreation Department Recreational Trails Program Grant Agreement

1. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, Title 23 U.S.C Section 206, Federal Highway Administration (FHWA) Recreational Trails Program Guidance, FHWA Form-1273 (Attachment C), OPRD's Recreational Trails Program Grant Manual (as updated), OPRD's Grant Reporting and Reimbursement Instructions (as updated), 2 CFR Part 200, and federal, state, and local program guidelines. This section shall survive termination or expiration of this Agreement.
2. **Prevailing Wage:**
 - A. Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, OAR chapter 736, Division 56. Without limiting the generality of the foregoing, all employers, including Grantee, that employ subject workers who provide services in the State of Oregon shall comply with ORS.656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included.
 - B. Grantee shall comply with state prevailing wage law as set forth in ORS 279C.800 through 279C.870, and the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) (collectively, state "PWR"). This includes but is not limited to imposing an obligation that when PWR applies to the Project, contractors and subcontractors on the Project must pay the prevailing rate of wage for workers in each trade or occupation in each locality as determined by the Commissioner of the Bureau of Labor and Industries ("BOLI") under ORS 279C.815.
 - C. When the federal Davis-Bacon Act applies to the Project, contractors and subcontractors on the Project must pay the prevailing rate of wage as determined by the United States Secretary of Labor under the Davis-Bacon Act (40 U.S.C. 3141 et seq.). See page 4 of Attachment C for Davis-Bacon exemptions that apply to recreational trail projects.
 - D. Notwithstanding (B) and (C) above, when both PWR and the federal Davis-Bacon Act apply to the Project, contractors and subcontractors on the Project must pay a rate of wage that meets or exceeds the greater of the rate provided in 4.A or 4.B above.
 - E. When PWR applies, Grantee and its contractors and subcontractors shall not contract with any contractor on BOLI's current List of Contractors Ineligible to Receive Public Works Contracts.
 - F. When PWR applies, Grantee shall be responsible for both providing the notice to the BOLI Commissioner required by ORS 279C.835 and the payment of any prevailing wage fee(s) required under ORS 279C.825 and BOLI's rules, including OAR 839-025-0200 to OAR 839-025-0230. For avoidance of any doubt, Grantee contractually agrees to pay applicable prevailing wage fees for the Project rather than OHCS, the public agency providing Financing Proceeds under this Contract.
 - G. When PWR applies, and before starting work, contractor shall file with the Construction Contractors Board, and maintain in full force and effect, the separate public works bond required by ORS 279C.836 and OAR 839-025-0015, unless otherwise exempt under those provisions. The contractor shall also include in every subcontract a provision requiring any subcontractor to have a public works bond filed with the Construction Contractors Board before starting Work, unless otherwise exempt, and shall verify that the subcontractor has

filed a public works bond before permitting the subcontractor to start Work.

- H. Pursuant to ORS 279C.817, Grantee and any contractors or subcontractors may request that the BOLI Commissioner make a determination about whether the Project is a public works on which payment of the prevailing rate of wage is required under ORS 279C.840 (i.e. whether PWR applies).

3. **Insurance; and Workers Compensation Laws:** All employers, including Grantee, that employ subject workers who provide services in the State of Oregon shall comply with ORS.656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Grantee shall ensure that it and each of its subgrantee(s), contractor(s), and subcontractor(s) complies with the insurance requirements provided in Attachment E.
4. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the Parties.
5. **Expenditure Records:** Grantee shall document, maintain and submit records to OPRD for all Project expenses in accordance with generally accepted accounting principles, and in sufficient detail to permit OPRD to verify how Grant Funds were expended. These records shall be retained by the Grantee for at least six years after the Agreement terminates. If there are unresolved audit questions at the end of the six-year period, Grantee shall retain the records until the questions are resolved. The Grantee agrees to allow OPRD, Oregon Secretary of State auditors, the United States Department of Transportation, the Federal Highway Administration and any of their duly authorized representatives access to all records related to this Agreement for audit and inspection and monitoring of services. Such access will be during normal business hours, or by appointment. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements. This section shall survive termination or expiration of this Agreement.
6. **Equipment:** Equipment is defined as tangible personal property having a useful life of more than one year and per-unit acquisition cost of \$10,000 or more. Equipment pre-approved to be purchased with Recreational Trails Program Grant funds, if any, must be used as described in the Project Agreement throughout the Equipment's useful life and in accordance with 2 CFR 200.313. The Grantee will maintain Equipment records in compliance with 2 CFR 200.313(d)(1). Within 90 days of purchase the Equipment records must be submitted to OPRD using the "RTP Equipment Record Form", available on the OPRD website. The Grantee will take physical inventory of the Equipment at least every two years and submit the updated Equipment records to OPRD until the Equipment value is below \$10,000 or the Equipment is disposed of. The Grantee will not sell or dispose of the Equipment without prior approval from OPRD and the Federal Highway Administration. This section shall survive termination or expiration of this Agreement.
7. **Use of Project Property:** Grantee warrants that the land within the Project boundary shall be dedicated and used for a period of no less than 25 years from the completion of the Project. Grantee agrees to not change the use of, sell, or otherwise dispose of the land within the Project boundary, except upon written preapproval by OPRD. If the Project is located on land leased from the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed. If the Project is located on land leased from a private or public entity, other than the federal government, the lease shall run for a period of at least 25 years after the date the Project is completed, unless the lessor under the lease agrees that, in the event the lease is terminated for any reason, the land shall continue to be dedicated and used as described in the Project Application for a period of at least 25 years after the date the Project is completed. This section shall survive termination or expiration of this Agreement.
8. **Inspection of Equipment and Project Property:** Grantee shall permit authorized representatives of State, the Secretary of State, or their designees to perform site reviews of the Project, and to

inspect all Equipment, real property, facilities, and other property purchased by Grantee as part of the Project, and any transportation services rendered by Grantee.

9. **Public Access:** The Grantee shall allow open and unencumbered 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. This section shall survive termination or expiration of this Agreement.
10. **Contribution (included only for government entity grant recipients):** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

Grantee shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.

Indemnity (included only for nonprofit grant recipients): Grantee shall defend (subject to ORS chapter 180), save, hold harmless, and indemnify the State of Oregon and OPRD and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys' fees, resulting from, arising out of, or relating to the activities of Grantee, its officers, employees, subcontractors, or agents under this agreement. This section shall survive expiration or termination of this agreement.

11. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement and upon Grantee's compliance with the terms of this Agreement.
12. **No Third Party Beneficiaries.** OPRD and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as intended beneficiary of the terms of this Agreement.
13. **Repayment:** In the event that the Grantee spends Grant Funds in any way prohibited by state or federal law, or for any purpose other than the completion of the Project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State. This section shall survive termination or expiration of this Agreement.
14. **Termination:** This Agreement may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for Project costs incurred prior to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
15. **Governing Law:** This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit, or proceeding (collectively "Claim") between OPRD or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement must be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it will be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event may this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States, or otherwise, to or from any Claim or from the jurisdiction of any court. GRANTEE, BY EXECUTION OF THIS GRANT, HEREBY CONSENTS TO THE PERSONAL JURISDICTION OF SUCH COURTS.
16. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties relating to the Project. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

17. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
18. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
19. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

RTP Grant Agreement – Attachment B
Project Scope and Budget
[Insert Project ID] [Insert Project name]

Project Scope:

[insert here]

Budget Summary:

Grant Funds/Maximum Reimbursement	
Grantee Match Participation	
Total Project Cost	

Project Budget:

Expense Item	Cost or Valuation
Total Project Cost	

Source of Match:

Source	Amount
Total Match	

ATTACHMENT C

Federal Requirements

1. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation 23 USC 206 and ORS 390.980 which makes funds available for the purposes of the Oregon Recreation Trails System Act. Without limiting the generality of the preceding sentence, Grantee shall, in its performance of its obligations under this Agreement and implementation of the Project, comply with the following laws and regulations:
 - 23 U.S.C. 206 Recreational Trails Program
 - 23 U.S.C. 104 (h), Recreational Trails Program Apportionments
 - 23 U.S.C. 106, Project Approval and Oversight
 - 23 U.S.C. 114, Convict Labor
 - FHWA Recreational Trails Program Guidance: located at https://www.fhwa.dot.gov/environment/recreational_trails/guidance/rtp9908_toc.cfm
 - 40 U.S.C 3141-3148, The Davis-Bacon & Related Acts
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
 - 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, *as supplemented by* 2 CFR Part 1201 for Awards by the U.S. Department of Transportation
 - 2 CFR 1201
 - 23 CFR 1.36, Compliance with other Federal Laws and Regulations
 - 23 CFR 771, Environmental Requirements
 - 23 CFR 635.410 Buy America, as further described below
 - 41 U.S.C. § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
2. **Buy America – this section only applies if the total federal financial assistance included in the Total Project Cost, including RTP funds, is \$500,000 or more:** 23 CFR 635.410 is applicable to steel, iron and manufactured goods used in a “federal-aid highway construction project” including the Project funded under this Agreement. Based on the definitions of “construction” in 23 U.S.C. 101 and “project”, the Buy America provisions apply to steel and iron permanently incorporated in a project funded by RTP when the total value of these materials exceeds \$2,500. Documentation of Buy America compliance is required to be obtained and retained with the Grantee’s grant records.
3. **Buy America –this section only applies if the total federal financial assistance included in the Total Project Cost, including RTP funds, is \$500,000 or more:** As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States,

unless subject to an approved waiver. The requirements of this section must be included in all contracts, subcontracts and purchase orders for work or products under this program. Recipients of an award of Federal financial assistance are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- a. unless subject to the \$2,500 threshold described in item 3, all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
 - b. unless subject to FHWA's General Applicability Waiver of Buy America Requirements for Manufactured Products, all manufactured products used in the project are produced in the United States —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
 - c. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.
5. **Audit Clause:** Subrecipients receiving federal awards in excess of \$1,000,000 in the Subrecipient's fiscal year are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Subrecipient, if subject to this requirement, shall, upon request, at Subrecipient's own expense submit to Agency a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted to Agency the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Subrecipient responsible for the financial management of funds received under this Agreement.
6. **Debarment and Suspension.** Recipient certifies that it is not listed, and shall not permit any person or entity to be a subcontractor if the person or entity is listed, on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with Executive Orders No. 12549 and No. 12689, "Debarment and Suspension". (See 2 CFR Part 180.) This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory authority other than Executive Order No. 12549. Subcontractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding their exclusion status and that of their principals prior to award.

ATTACHMENT D

Insurance Requirements

GENERAL.

Grantee shall require in its first tier contracts (for the performance of work on the Project) with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to the Oregon Parks and Recreation Department ("OPRD"). Grantee shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Grantee shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Grantee shall incorporate appropriate provisions in the contracts permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Grantee permit work under a contract when Grantee is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a contract in which the Grantee is a party.

TYPES AND AMOUNTS.

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to OPRD. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following coverage amounts:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance must include the State of Oregon, OPRD, its officers, employees and agents as Additional Insureds but only with respect to the activities to be performed under the contract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, either "tail" coverage or continuous "claims made" liability coverage must be maintained, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of 24 months following

the later of : (i) the contractor's completion and Grantee's acceptance of all services required under the subagreement or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and OPRD may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If OPRD approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to Grantee before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Grantee shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

ATTACHMENT E

ARCHAEOLOGICAL INADVERTENT DISCOVERY PLAN (IDP)

Archaeological materials are the physical remains of the activities of people in the past. This IDP must be followed should any archaeological sites, objects, or human remains be found. Archaeological materials are protected under Federal and State laws and their disturbance can result in criminal penalties.

This document pertains to the work of the Grantee, including any and all individuals, organizations, contractors, or companies associated with the Project.

WHAT MAY BE ENCOUNTERED

Archaeological material may be found during any ground-disturbing activity. If encountered, all excavation and work in the area **MUST STOP**. Archaeological objects vary and can include evidence or remnants of historic-era and pre-contact activities by humans. Archaeological objects can include but are not limited to:

- **Stone flakes, arrowheads, stone tools, bone or wooden tools, baskets, beads.**
- Historic building materials such as **nails, glass, metal** such as cans, barrel rings, farm implements, **ceramics, bottles, marbles, beads.**
- Layers of **discolored earth** resulting from hearth fire
- Structural remains such as **foundations**
- **Shell Middens** (mounds)
- **Human skeletal remains** and/or **bone fragments** which may be whole or fragmented.

If in doubt call it in.

DISCOVERY PROCEDURES: WHAT TO DO IF SOMETHING IS FOUND

1. Stop ALL work in the vicinity of the find
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer—work may continue outside of this buffer
3. Notify Project Manager and Grantee
4. Project Manager will need to contact a professional archaeologist to assess the find.
5. If archaeologist determines the find is an archaeological site or object, contact SHPO. If it is determined to *not* be archaeological, work may continue.

HUMAN REMAINS PROCEDURES

1. If it is believed the find may be human remains, stop ALL work.
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer, then work may continue outside of this buffer with caution.
3. Cover remains from view and protect them from damage or exposure, restrict access, and leave in place until directed otherwise. **Do not take photographs. Do not speak to the media.**
4. Notify:
 - Project Manager
 - Grantee

- Contracted Archaeologist (if applicable)
 - Oregon State Police - **DO NOT CALL 911** 503-378-3720
 - SHPO (State Historic Preservation Office) 503-986-0690
 - LCIS (Legislative Commission on Indian Services) 503-986-1067
 - Appropriate Native American Tribes (as provided by LCIS)
5. If the site is determined not to be a crime scene by the Oregon State Police, do not move anything! The remains should continue to be *secured in place* along with any associated funerary objects, and protected from weather, water runoff, and shielded from view.
 6. Do not resume any work in the buffered area until a plan is developed and carried out between the State Police, SHPO, LCIS, and appropriate Native American Tribes, and you are directed that work may proceed.

CONFIDENTIALITY

The Grantee and employees shall make best efforts, in accordance with federal and state law, to ensure that its personnel and contractors keep the discovery confidential. The media, or any third-party member or members of the public are not to be contacted or have information regarding the discovery, and any public or media inquiry is to be reported to Grantee. Prior to any release, the responsible agencies and Tribes shall concur on the amount of information, if any, to be released to the public.

To protect fragile, vulnerable, or threatened sites, the National Historic Preservation Act, as amended (Section 304 [16 U.S.C. 470s-3]), and Oregon State law (ORS 192.501(11)) establishes that the location of archaeological sites, both on land and underwater, shall be confidential.

APPENDIX B RTP ADVISORY COMMITTEE SCORING RUBRIC

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, Plan, and Readiness, 0-20 points: 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 considers other application information such as the project site plan and budget.

17-20 Points	13-16 Points	9-12 Points	5-8 Points	0-4 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.

Statewide, User, and Local Needs, 0-20 points: The intent of this category is to award points to projects meeting statewide and/or locally identified needs. This includes needs identified in the Statewide Trails Plan, needs specific to the intended user group(s), and needs identified through a local planning process. Applicants are referred to the grant manual for a list of statewide and user-specific needs.

17-20 Points	13-16 Points	9-12 Points	5-8 Points	0-4 Points
- The proposal clearly demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project strongly meets those needs.	- The proposal demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project moderately meets those needs.	- The proposal moderately demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project moderately meets those needs.	- The proposal moderately demonstrates that the project meets statewide, user, and/or locally issues and needs; and - The project doesn't meet those needs well.	- The proposal does not demonstrate that the project meets statewide, user, and/or locally issues and needs; and - The project doesn't meet those needs.

Trail Maintenance & Stewardship, 0-10 points: The intent of this category is to award points to proposals that demonstrate the land manager’s maintenance commitment and capacity, including partnerships that contribute to maintaining trails.

INSTRUCTIONS TO APPLICANTS: For new trail construction or new facilities, relevant information includes how existing trails are being maintained and whether capacity exists to maintain new facilities. For restoration and improvement projects, relevant information includes how the restored or improved trails will be maintained once invested in by RTP. For projects such as equipment purchase or safety & education, relevant information includes how the proposal will lead to or support better maintained trails, and how the equipment will be maintained.

8-10 Points	4-7 Points	0-3 Points
The proposal demonstrates that the land manager and/or their partners have a strong commitment and capacity to maintain their proposed and existing facilities.	While the applicant indicates that they have the capacity to maintain the proposed assets, concerns exist around their capacity, funding and/or maintenance of existing facilities.	The proposal does not demonstrate that the land manager or their partners can adequately maintain the proposed or existing facilities.

Youth Conservation or Service Corps, 0-5 points: The Federal Highway Administration’s (FHWA’s) RTP guidance encourages states to award points to proposals that utilize qualified youth conservation or service corps as part of project implementation. Qualified youth conservation and service corps refer to groups that are part of The Corps Network. Points may also be awarded for involving similar organization or groups in project implementation that aren’t part of The Corps Network, but engage youth, young adults, or veterans using a similar model. Refer to the RTP Grant Manual for more information.

4-5 Points	1-3 Points	0 Points
A youth conservation or service corps, or similar group, will have a direct role in project implementation and a commitment is in place.	The proposal indicates that a youth conservation or service corps will be involved in project implementation, however: 1. A commitment is either not in place or is unclear, and/or 2. The role of the youth crew is unclear or relatively minor.	A youth conservation or service corps will not be involved in direct project implementation.

Reducing Barriers to the Outdoors, 0-5 points: The intent of this category is to award points to applicants demonstrating a commitment to accessibility, inclusion, and fostering welcoming spaces in their work and project planning. Applicants are instructed to refer to the grant manual for a list of recommended actions and investment priorities.

4-5 Points	2-3 Points	0-1 Points
The proposal demonstrates how the project or related actions will reduce barriers to the outdoors.	The proposal moderately demonstrates how the project or related actions will reduce barriers to the outdoors.	The proposal does not demonstrate how the project or related actions will reduce barriers to the outdoors.

Balancing Conservation and Recreation, 0-5 points: The intent of this category is to award points to proposals that demonstrate alignment with actions recommended for balancing conservation of natural areas with recreation by visitors. This balance would maximize visitor experience while minimizing environmental degradation in the long term and reducing impacts to wildlife and plants. Applicants are instructed to refer to the grant manual for a list of recommended strategies and actions.

4-5 Points	2-3 Points	0-1 Points
The proposal demonstrates how the project or related actions will support the recommended strategies to balance conservation and recreation.	The proposal moderately demonstrates how the project or related actions will support the recommended strategies to balance conservation and recreation.	The proposal does not demonstrate how the project or related actions will support the recommended strategies to balance conservation and recreation.

Public Support, 0-5 points: The intent of this category is to award points to projects that demonstrate public and user support, and to applicants or land managers who demonstrate a robust public input process.

4-5 Points	2-3 Points	0-1 Points
The project proposal demonstrates strong public and user support through letters of support and/or description of the public process used to develop the project plan.	The project proposal demonstrates some support, however: a. letters or the description of a public input process are lacking in content, and/or b. The land manager did not seek public input or take the input into consideration in the project design (when appropriate and necessary)	The project proposal does not demonstrate public or user support.

Project Urgency, 0-5 points: The intent of this category is to award points to project proposals that have an urgent need to be completed. Considerations include: whether temporary alternatives exist if RTP funds aren't awarded, consequences to users if the project isn't funded, whether the project area will be closed or suffer a loss of quality if not completed, and consequences to the applicant or land manager if funds aren't awarded and whether those consequences are within their control. Examples of urgency include addressing safety issues, restoring trail access following a wildfire or natural disaster, threat of closure, and mitigating negative impacts to sensitive natural or cultural resources

4-5 Points	2-3 Points	0-1 Points
The project has an urgent need to be completed.	The project is important but not immediately urgent.	The project does not have an urgent need to be completed.

Fiscal Considerations, 0-5 points: The intent of this category is to award points to project proposals that demonstrate a strong financial need, superior leveraging of funds and partnerships, and a sustainable funding strategy.

4-5 Points	2-3 Points	0-1 Points
The proposal makes a strong case for needing RTP funds, demonstrates a sound funding strategy, and has a clearly articulated plan for future phases.	The proposal makes a moderate case for needing RTP funds.	The proposal does not make a strong case for needing RTP funds, does not demonstrate a sound funding strategy, and if relevant, doesn't include a clearly articulated plan for future phases.

Discretionary Points, 0-20 points:

Committee members may award the project additional points based upon their subjective evaluation of the following: superior design, ADA compliance or universally accessible design, superior leveraging of funding or partnerships, the use of volunteers, enhancement of significant cultural or heritage sites, enhancement of regional or statewide significant trails, context, potential for legacy, exceptional meeting of an unmet user group need, and the basic intent of federal RTP guidance. These factors are examples and not an exhaustive list of all discretionary criteria to be considered by RTP Advisory Committee members.