



Recreational Trails Program (RTP) Grant Recipient Quick Facts

*The following is a brief summary of requirements for RTP grant recipients.
For comprehensive requirements, refer to Section 5 of the RTP Manual and your executed grant agreement.*

Grant Term

Agreement Start Date: Project Sponsors may not begin work or incur grant related expenses until receiving an executed grant agreement and Notice to Proceed. Some pre-agreement planning or environmental review costs may be eligible as match, and must be pre-approved through the application process.

Agreement End Date: The end date of a grant agreement is the final date that any grant related costs may be incurred and project activities can be performed. Grant recipients have 45 days after the end date to make final payments to vendors and submit final closeout reports to OPRD.

Extensions: OPRD reviews requests for project agreement extensions on a case-by-case basis. If an extension is needed, grant recipients must email a written request and justification to the grant coordinator at least 30 days in advance of the agreement end date and be up to date on reporting requirements. Additional requirements for extension requests are found in the RTP Grant Manual.

Payments and Reporting

Online Reporting System: OPRD utilizes an online grant system for submitting reimbursement requests and quarterly progress reports (<https://oprgrants.org/>). Instructions for using the online system are available here: https://www.oregon.gov/oprd/GRANTS/Pages/trails_more.aspx

Progress Reports: Progress reports are due quarterly, at the end of the month following each calendar quarter and even when no work is performed. Progress Reports summarize the work accomplished to date and any issues or delays. Photos or other project status documentation can be attached to the reports when available.

Reimbursement Requests: After the first reimbursement payment is made, requests must be submitted at least once every six months. Individual requests must meet the minimum match requirement as specified in the grant agreement and approved project budget. Match that is accrued and reported above the required % can be applied to future requests. Documentation must include:

- Invoices for all grant and match expenses
- Proof of payment for all grant and match expenses (accounting statement or copies of cancelled checks – account numbers must be redacted from check copies)
- Documentation of any donated labor, materials, equipment, or other items (refer to the grant manual for detailed requirements, and to the OPRD website for sample forms to document volunteer labor and other types of good or services)

Match: Grantees must meet the minimum match requirement outlined in the grant agreement. If a project is completed under budget, the match percentage remains the same.

Retainage: OPRD retains (i.e. holds back) 25% of grant funds until the project is verified as complete and all final documentation is submitted and approved.

Closeout Requirements: Once a project is complete, Sponsors must submit a progress report marked as final and a final reimbursement request within the 45-day grant closeout period. OPRD will inspect the completed project or review photos to verify the project as complete.

Other Requirements

Scope Revisions: Project Sponsors must request pre-approval for changes to project deliverables. Contact the grant coordinator as early as possible when potential changes are under consideration. Scope revisions may require additional review and approval by environmental regulatory agencies, the State Historic Preservation Office, OPRD, or FHWA. If approved, an amendment to the grant agreement may be required. As projects are recommended by the RTP Committee and approved by the OPRD Commission and FHWA, some scope changes could be deemed too significant to approve.

Procurement: Procurement transactions must be documented and conducted in a manner to provide, to the maximum extent possible, free and open competition. At a minimum, grantees must follow the guidelines found in Oregon procurement law, [ORS 279](#).

Record Retention: Project Sponsors must retain grant related records for a minimum of 6 years following the grant end date. Grant related records include but are not limited to procurement documents, labor records, and financial documentation.

RTP Manual and Forms: https://www.oregon.gov/oprd/GRANTS/Pages/trails_more.aspx

Contact the RTP Grant Coordinator with questions:

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