Local Government Grant Program

For webinars, ask attendees to mute their computer microphone to eliminate feedback.
Local Government Grant Program

Nichols Basin, Port of Hood River
Agenda

• History
• Funding
• Eligibility
• Project Types
• Scoring Criteria
• Required Documentation
• Online Application Process
• Presentations and Timeline
• Questions?
History

- In **1998**, voters passed **Ballot Measure 66**, dedicating 15% of Lottery proceeds to a Parks and Natural Resources Fund. 12% of OPRD’s share was dedicated to a Local Government Grant Program until 2014.

- In **2010**, voters passed **Ballot Measure 76**, the *Oregon Lottery Funds for Natural Resources Amendment* extending funding past 2014 and continuing the 12% allocation of OPRD’s Lottery funds to the Local Government Grant Program.

- Since **1999** over **$60 million** has been awarded to local government outdoor recreation projects.
7.5% of Lottery Funds go to State Parks

12% of State Parks Lottery Funds go to LGGP

LGGP
**Funding**

- **However . . .**
  
  In 2017 the Legislature passed **HB 2017**, ODOT’s comprehensive transportation bill: *Keep Oregon Moving*, which calls for the transfer of up to $4 million per biennium from OPRD’s Lottery funds to ODOT, for bicycle and pedestrian pathway projects.

  In 2019 OPRD submitted **HB 2083** which, if adopted, will give OPRD more flexibility in managing the $4 million in Lottery funds with ODOT.
## Funding –

### Local Government Grant Program Budget: 2019-21 Biennium

<table>
<thead>
<tr>
<th>Description</th>
<th>Biennium</th>
<th>FY 2019-20 Projected</th>
<th>FY 2020-21 Projected</th>
<th>Bike / Ped Projects w/ ODOT</th>
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<td><strong>Adjusted Projection</strong></td>
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~ 50% for 2019 Grant Awards . . . . . . .

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<td>Less Planning Grant Allocation</td>
<td>$150,000</td>
<td>$922,500</td>
<td>$5,227,500</td>
<td>($2-4,000,000)</td>
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<tr>
<td>~ 15% for Small Grants</td>
<td>$922,500</td>
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<tr>
<td>~ 85% for Large Grants</td>
<td>$5,227,500</td>
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~ 50% for 2020 Grant Awards . . . . . . .

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<td>$5,227,500</td>
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</table>
Funding Limits

- **Small Grant**
  - Maximum request: $75,000
  - Average Award (mean): $52,000

- **Large Grant**
  - Maximum request: $750,000
  - Average Award (mean): $263,000

- **Acquisition Grant**
  - Max request: $1,000,000
  - Typical Range: $500,000 - $1,000,000

- **Planning Grant**
  - Max requests: $40,000
  - Average Award (mean): $34,000
### Funding Stats

#### LGGP Three Year Averages and Statistics

<table>
<thead>
<tr>
<th></th>
<th># Apps Submitted</th>
<th># Grants Awarded</th>
<th>%</th>
<th>$ Funds Requested</th>
<th>$ Funds Awarded</th>
<th>%</th>
<th>Lowest Request Funded</th>
<th>Highest Request Funded</th>
<th>Mean Award</th>
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<tr>
<td><strong>Large Grants</strong></td>
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<td>2016</td>
<td>37</td>
<td>18</td>
<td>49%</td>
<td>$9,242,030</td>
<td>$3,984,947</td>
<td>43%</td>
<td>$77,500</td>
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<td>2017</td>
<td>23</td>
<td>15</td>
<td>65%</td>
<td>$6,993,560</td>
<td>$4,545,748</td>
<td>65%</td>
<td>$146,464</td>
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<td>2018</td>
<td>39</td>
<td>18</td>
<td>46%</td>
<td>$12,942,004</td>
<td>$4,863,431</td>
<td>38%</td>
<td>$96,308</td>
<td>$490,017</td>
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<td><strong>Large Grant Totals:</strong></td>
<td>99</td>
<td>51</td>
<td>52%</td>
<td>$29,177,594</td>
<td>$13,394,126</td>
<td>46%</td>
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<td>$262,629.92</td>
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<td><strong>Small Grants</strong></td>
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<tr>
<td>2016</td>
<td>19</td>
<td>14</td>
<td>74%</td>
<td>$1,014,895</td>
<td>$692,221</td>
<td>68%</td>
<td>$15,000</td>
<td>$75,000</td>
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<td>2017</td>
<td>23</td>
<td>16</td>
<td>70%</td>
<td>$1,217,503</td>
<td>$914,523</td>
<td>75%</td>
<td>$23,831</td>
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<td>2018</td>
<td>17</td>
<td>16</td>
<td>94%</td>
<td>$838,994</td>
<td>$774,194</td>
<td>92%</td>
<td>$14,260</td>
<td>$75,000</td>
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<td>59</td>
<td>46</td>
<td>78%</td>
<td>$3,071,392</td>
<td>$2,380,938</td>
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<td>$51,759.52</td>
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<td><strong>Planning Grants</strong></td>
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<tr>
<td>2016</td>
<td>7</td>
<td>5</td>
<td>71%</td>
<td>$234,000</td>
<td>$166,800</td>
<td>71%</td>
<td>$6,800</td>
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<tr>
<td>2017</td>
<td>3</td>
<td>3</td>
<td>100%</td>
<td>$105,000</td>
<td>$105,000</td>
<td>100%</td>
<td>$32,000</td>
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<td>2018</td>
<td>6</td>
<td>5</td>
<td>83%</td>
<td>$174,000</td>
<td>$162,000</td>
<td>93%</td>
<td>$18,000</td>
<td>$40,000</td>
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<tr>
<td><strong>Planning Grant Totals:</strong></td>
<td>16</td>
<td>13</td>
<td>81%</td>
<td>$513,000</td>
<td>$433,800</td>
<td>85%</td>
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<td>$33,369.23</td>
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Funding Type

• Reimbursement Grant

  • Grantee will initially pay all project expenses (except for land acquisition projects).
  
  • Grantee submits full accounting of project expenses and requests reimbursement for State’s share.
  
  • State will reimburse Grantee for State’s share of the project from grant funds.
Eligible Applicants

- Local Government Agencies:
  - Cities
  - Counties
  - Park and Recreation Districts
  - Port Districts
  - METRO
Matching Requirements

• **50% Match** required for:
  - **Cities & Districts** with a population greater than **25,000**
  - **Counties** with a population greater than **50,000**
  - Eligible for 50% Grant Assistance

• **40% Match** required for:
  - **Cities & Districts** with a population between **5,000** and **25,000**
  - **Counties** with a population between **30,000** and **50,000**
  - Eligible for 60% Grant Assistance

• **20% Match** required for:
  - **Cities & Districts** with a population under **5,000**
  - **Counties** with a population under **30,000**
  - Eligible for 80% Grant Assistance

NOTE: County applicants may not use City population match requirements.
Matching Requirements

• Eligible Match may include, but is not limited to:
  • Local agency **budgeted funds**
  • Local agency **labor** and **equipment**
  • Agency **materials** and **supplies**
  • **Federal** funds
  • Other eligible **grants**
  • Private **donations**
Matching Requirements

• **Value of land** -
  • Acquired within the past *six years*
  • Supported by an appraisal

• **Pre-agreement planning costs** –
  • Within past *two years*
  • Cannot exceed 15% of total cost
  • Must be claimed in the budget
Donations

Volunteer Labor:

- **Volunteer Labor Rates** should be consistent with regular rates paid for similar work within the applicant’s agency.
- **BOLI Rates** may be used.
- **OR**
- **The Independent Sector.org** rates may be used if similar work within the applicant’s agency does not exist.
- As of **2017**, the Independent Sector rate for one hour of volunteer labor in Oregon was **$24.89**.
- If **Independent Sector** rates are used, that rate must be used for ALL volunteer labor.

* Timesheets will be required to document volunteer labor.*
Donations

Donated Materials:

• Value claimed should be reasonable and should not exceed current market prices.

• Records of in-kind contribution of materials shall indicate their fair market value by listing the comparable prices and vendors.
Donations

Donated Equipment:
• The hourly rate for donated equipment used on a project shall not exceed the fair-market rental value.

Private Donated Real Property:
• In most cases, the value of donated real property must be established by an independent Appraisal.
Project Types

City Park Playground, City of Joseph
Project Types

- Acquisition
- Development
- Acquisition & Development
- Rehabilitation

- Small Community Planning
  - Only public outdoor park and recreation areas and facilities are eligible.
  - Areas and facilities must be open and accessible to the public-at-large.

Meadow Park, Springfield
Acquisition Projects

Forest Park, Jacksonville
Acquisition Projects

- Acquisition of **land** and **waters** for public recreation areas and facilities

- For **park** purposes including:
  - New parks
  - Additions to existing parks
  - Open Spaces
  - Forests
  - Beaches

Other similar areas dedicated to public outdoor recreation
Acquisition Projects

Appraisals:

• Real property in Acquisition projects must be appraised to establish value.

• In most cases, appraisals should conform to the Uniform Standards of Professional Appraisal Practice (USPAP).

• If federal funds will be included in the project, now or in the future, the appraisal must conform to the Uniform Appraisal Standards for Federal Land Acquisitions – aka Yellow Book Appraisal.
Acquisition Projects

• Appraisals:
  • Once an Appraisal is initiated, it should be reviewed by a “qualified” appraisal reviewer (Desk Appraisal).
  • Initiating both the Appraisal and the Appraisal Review are the responsibility of the applicant.
  • Completed Appraisal and Appraisal Review are due at application deadline.
  • Appraisal Costs can be included in the project budget
  • Waiver Valuation may be used if the property is valued under $25,000.
Acquisition Projects

• Waiver of Retroactivity
  • May be granted for Acquisition opportunities that may be lost due to timing.
  • The Waiver must be requested and approved by OPRD prior to the Acquisition.
  • The Waiver in no way guarantees project approval.
Acquisition Projects

• Acquisition of *Structures* and Impoundments
  • Must list all structures and their intended use for outdoor recreation or disposition.

• Acquisition for *Delayed Development*
  • Property should be open for public recreation purposes.
  • Development should take place within 2 years.
Development Projects

Scouter Mountain Natural Area, Metro
Development Projects

- Development projects create new outdoor recreation facilities in accordance with:
  - 2013-17 SCORP (State Comprehensive Outdoor Recreation Plan)
  - recreation elements of local comprehensive plans
  - local master plans, or
  - other local planning efforts
Development Projects

• Outdoor Recreation Facilities:
  • Playfields, playground equipment, picnic areas, trails, water trails, bike facilities, outdoor swimming facilities, skate parks, boating, fishing & hunting facilities, camping, spectator facilities, natural play areas
Development Projects

• Support facilities include:
  • Roads, parking areas, restroom buildings, picnic shelters, kiosks, walkways, and landscaping
Rehabilitation Projects

City of Salem – Union Street Railroad Bridge

Before

After
Rehabilitation Projects

• Major rehabilitation means the repair, restoration, or reconstruction of facilities
  • Facility is beyond its normal life expectancy or obsolete
  • Destroyed by fire, natural disaster or vandalism
  • Does not meet health and safety code / requirements (building code changes)
  • Does not meet access requirements of the American with Disabilities Act
  • Changing recreational needs dictate a change in the type of recreation area or facility required
  • Requires rehabilitation to ensure critical natural resource protection

☐ Photos must be submitted to confirm need
Small Community Recreation Planning Grants
Small Community Recreation Planning Grants

• Total Available funding: . . . . . . $150,000

• Maximum Planning Grant Award: $40,000

• Eligible Applicants
  • Cities and Districts with a population less than 10,000
  • Counties with populations less than 50,000
Small Community Recreation Planning Grants

• **20%** Match required for:
  • **Cities or Districts** with a population less than **5,000**
  • **Counties** with a population less than **30,000**

• **40%** Match required for:
  • **Cities or Districts** with a population between **5,000 and 10,000**
  • **Counties** with a population between **30,000 and 50,000**
Small Community Recreation Planning Grants

- **Eligible Planning Projects:**
  1) **System-wide** Park and Recreation Plans
  2) **Site-Specific** Park and Outdoor Recreation Plans
  3) **Community or Regional Trail System Plans**

Small Community Recreation Planning Grants

- Planning projects generally utilize specialized consultants to work with local citizens and agencies to develop a county, community or site-specific park and recreation plan.

- The planning project should include substantial public participation.

- **Goal:** To have a Master Plan that will guide future development.
Ineligible Projects 🚫

- **Indoor facilities** such as community centers, historic buildings, meeting rooms, maintenance buildings and equipment.

- **Routine maintenance / repair** includes work such as cleanup, painting, and minor repairs of buildings, structures, equipment and utilities for maintaining facilities.

- **Professional facilities** and areas designed for semi-professional arts or athletics.

- **Exhibit areas** for academic, historic, economic, entertainment or non-recreational purposes.
Ineligible Projects

- **Exclusive use areas** – only open to one particular group/organization
- Acquisition of **historic sites**, archaeological sites, historic structures and museums.
- Acquisition of land to help meet **public schools** minimum site size requirement.
- Acquisition of areas to be used mainly for construction of indoor facilities, game refuges, fish production purposes, or agricultural land.
Ownership / Control of Property

- Facilities may be developed on land and water that is:
  - **Owned** in fee simple by the project sponsor (Deed)
  - **Leased** land or **Easements** that provide control of the property commensurate with the proposed development for a minimum of **25 years**.

- Project sponsor must have **title** or adequate **control** and **tenure** of the property in order to provide reasonable assurance that a **conversion** will not occur without OPRD approval.
### Scoring Criteria

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SCORP Criteria –

- Statewide Comprehensive Outdoor Recreation Plan 2013-2017
To find the SCORP and other planning tools online, go to: oprdgrants.org > Local Government and search for SCORP
# Advisory Committee Scoring Criteria

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<td>1. SCORP Criteria - Consistency with Statewide Priorities</td>
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<tr>
<td>2. SCORP Criteria - Local Needs and Benefits</td>
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<tr>
<td>3. SCORP Criteria - Long-Term Commitment to Maintenance</td>
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<tr>
<td>4. Universal Design Concepts / Inclusive Outdoor Recreation Criteria</td>
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<td>5. Community Support Criteria</td>
<td>0 - 5</td>
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<td>6. Financial Commitment Criteria</td>
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<td>7. Discretionary Committee Criteria</td>
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<td><strong>Total Points Possible</strong></td>
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SCORP Criteria –

A. Consistency with Statewide Priorities (0-20 points)

To what extend does the project address one or more of the following four priorities?

1) Major Rehabilitation
2) Non-Motorized Trail Projects
3) Active Participation
4) Sustainability
SCORP Criteria –

B. Local Needs and Benefits  (0-30 Points)

1) How does the project satisfies **county-level needs** identified by one or both of the following methods?
   a. Public recreation provider identified need.
   b. Oregon resident identified need.

2) To what extent does the project satisfy priority needs, as identified in a current **local planning document**?

3) If the project is not included in a current local planning document, describe the **public involvement effort** that led to the selection of the project?
## SCORP Criteria –

### Douglas County Need

<table>
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<tr>
<th>Close-To-Home Priorities</th>
<th>Score</th>
<th>Dispersed-Area Priorities</th>
<th>Score</th>
<th>Oregon Resident Survey</th>
<th>Score</th>
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<tr>
<td>Public restrooms</td>
<td>3.8</td>
<td>Water trail routes</td>
<td>5.0</td>
<td>Dirt / other soft surface walking trails and paths</td>
<td>3.8</td>
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<tr>
<td>Community trail systems</td>
<td>3.7</td>
<td>Group campgrounds &amp; facilities</td>
<td>5.0</td>
<td>Public access sites to waterways</td>
<td>3.7</td>
</tr>
<tr>
<td>Picnicking / day-use facilities</td>
<td>3.6</td>
<td>Acquisition of trail corridors &amp; ROWs</td>
<td>4.5</td>
<td>Picnic areas and shelters for small visitor groups</td>
<td>3.6</td>
</tr>
</tbody>
</table>

- Nature and wildlife viewing areas | 3.4   |
- Children’s playgrounds and play areas made of natural materials (Natural Play Areas) | 3.3   |
- Picnic areas and shelters for large visitor groups | 3.3   |
- Paved / hard surface walking trails & paths | 3.2   |
- Off-street bicycle trails and pathways | 3.2   |
- Off-highway vehicle trails / areas | 3.1  |
SCORP Criteria –

C. Long-Term Commitment to Maintenance (0-15 points)

1) How will the project’s future maintenance be funded?
2) How much do you expect to spend annually?
3) Do you have partnerships with other agencies or volunteer groups?
4) Will this project reduce maintenance needs and costs?
SCORP Criteria –

D. Universal Design Concepts / Inclusive Outdoor Recreation Criteria (0-10 points)

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, without the need for adaptation or specialized design.

Describe how your project goes beyond ADA requirements and strives to incorporate Universal Design concepts and considerations.
General Criteria –

E. Community Support (0-5 points)
   • Letters of Support
   • Survey analysis

F. Financial Commitment (0-10 points)
   • Does Agency Budget demonstrate financial commitment?
   • Is Agency Match secure?
   • Has applicant submitted a Resolution to Apply for a Grant that clearly states financial commitment to the project?

G. Advisory Committee Member Discretionary Points (0-10 points)
Resources

• **Tools to help you:**
  - On-Line Application Instructions
  - Pre-Application Worksheet
  - Local Government Grant Program Manual
  - 2013-17 SCORP
  - 2013-17 SCORP Appendix A – Planning Guide

  • These Tools can be found . . .
    • In the On-Line Application, OPRDGrants.org, and
    • OPRD Grant Programs website oregon.gov/OPRD/GRANTS/
Required Attachments

- Vicinity Map
- Urban Growth Boundary Map
- Project Site Map
- 7.5 Min. USGS Topo Map or 1 Sq. Mile Topo Map
- Construction or Concept Drawings
- Environmental Assessment and Checklist
- State Agency Review Forms
- Land Use Compatibility Form
- Resolution to Apply for a Grant
- Photos of Project Site
- Appraisal and Appraisal Review (for Acquisitions)
- Proof of a Willing Seller (for Acquisitions)
- Title Report
Environmental Assessment & Checklist

- Download & Complete the Checklist
- Include the project Description
- Include a project Location map –
  - Ideally a 7.5 Minute Topography map listing Township, Range and Section.
  - Or, a Google Earth Map clearly showing Roads or Geological Features.
- Include Blank State Agency Review form
Environmental Assessment & Checklist

Send completed Checklist to:

- OR Div. of State Lands (DSL)
- OR Dept. of Fish & Wildlife (ODF&W)
- OR Dept. Environmental Quality (DEQ)

We / OPRD will submit your Checklist to the State Historic Preservation Office (SHPO) for you.
Resolution to Apply for a Grant

SAMPLE RESOLUTION AUTHORIZING APPLICATION FOR GRANT

RESOLUTION NO. XXXXXXXX

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the (Project Sponsor Name) desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, (Board of Commissioners, City Council, Board of Directors, and Staff) have identified improvements at (Park Name) as a high priority need in (County, City, Park District, METRO, or Port District Name); and

WHEREAS, (Brief Description of What Project Includes); and

WHEREAS, the (Project Sponsor Name) has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the (Project Sponsor Name) will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE (BOARD OF COMMISSIONERS, CITY COUNCIL, BOARD OF DIRECTORS, ETC.) OF THE (PROJECT SPONSOR NAME) AS FOLLOWS:

Section 1: The (Board of Commissioners, City Council, Board of Directors, etc.) demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for (acquisition of, development of, rehabilitation of, etc.) at (Park Name).

Section 2: This Resolution shall be effective following its adoption by the (Board of Commissioners, City Council, Board of Directors, etc.).

Passed by the (Board of Commissioners, City Council, Board of Directors, etc.) this (Date) of (Month), (Year).

ATTEST:

(Authorized Official’s Name and Title)

(Staff Member’s Name and Title)
Accessibility for People with Disabilities

• Does Agency should have a completed ADA Transition Plan

• If not, applicant can complete a site-specific Self-Assessment for Existing Facilities
  • Self Assessment tools are included in each Application as a resource.
  • Plan or Checklist does not need to be submitted. Just need your statement confirming it’s been completed.
Land Use Compatibility Statement (LUCS)

- Land Use/Planning Status (Development and Rehabilitation)
  - Include Construction or Concept plans
  - List potential permit requirements and any issues associated with receiving a permit
    - Corp of Engineers
    - Division of State Lands
    - Building permits
    - Other
Acquisition Projects

- Has Appraisal been completed within last 12 months?
- Has Appraisal Review been completed?
- Proof of Willing Seller?
- Will Development occur within 2 years of acquisition?

- Please submit all documents digitally.
- Acquisition Applications will not be reviewed if there is no Appraisal and Appraisal Review.
Project Budget

• Develop Sufficient Project Budget

  • Don’t be too brief, or too detailed.
  
  • Include sufficient line items to show all major work elements.
  
  • Identify how much of a line item is coming from Match, i.e., labor, cash, donations, etc.
  
  • Do not include “Contingency” as a line item.
Sustainability

• 2013-17 SCORP Chapter 7, Pgs. 112-117

  • **Goal 1**: Ensure sustainable development that uses natural resources both efficiently and responsibly providing long-term benefits.

  • **Goal 2**: Sustainable Communities – Improve Neighborhood and Community Livability; Develop a Vibrant and Equitable Society, and a Healthy Environment.

  • **Goal 3**: Develop Financially Sustainable Parks, Open Space Areas and Recreational Facilities.
Online Grant Application

- New online Account

The Oregon Parks and Recreation Department provides both funding assistance and outreach to Oregon’s local communities through a series of grant programs. OPRD currently administers five recreation grant programs and five heritage grant programs, which combined give millions of dollars annually to grant project sponsors.

This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through this link.

OPRDGrants.org
Online Grant Application

- Existing online Account

OPRDGrants.org
Technical Review
Technical Review

• OPRD Staff Technical Review

• Grant Performance and Compliance
  - Past and Current

• General Project Suitability
  - Is Application Complete
  - Reasonable Budget
  - Appropriate Scope of Work
  - Is Project Ready to Go
  - Public Support
Technical Review

• **Accessibility Compliance**
  - ADA Transition Plan or Self-Assessment for Existing Facilities.

• **Readiness To Proceed**
  - Resolution to Apply for a Grant that commits to future funding of completed project.
  - Land Use Compatibility Statement
  - Construction or Concept Plan completed
  - Acquisition Status –
    - Completed Appraisal and Appraisal Review
    - Proof of Willing Seller or Donor
    - Title Report
Local Government Advisory Committee

- Composed of ten members appointed by the OPRD Director, to serve four year terms, and represent the following:
  - Counties west of the Cascades
  - Counties east of the Cascades
  - Cities over 15,000 population
  - Cities under 15,000 population
  - Park and Recreation District, METRO or Port District
  - People with Disabilities
  - Oregon Parks and Recreation Department
  - Public-at-Large (3)
Local Government Advisory Committee

- Committee typically meets the first week in June to hear project sponsor presentations for Large grant requests (greater than $75,000).

- Committee members score each project.

- Committee scores are totaled and averaged to establishes priority ranking list and recommendation for funding.

- “Priority ranking list” is forwarded to OPRD Commission for review and approval.
Project Presentations

- Applicants applying for a grant greater than $75,000 must make a presentation to the Committee.

- Presenters have **20 minutes** to set up, make presentation and answer questions. We recommend allowing **7-10 minutes** for questions.

- Committee members will have already reviewed each application.

- Power Point or Prezi presentations are optional (not required but certainly recommended).

- **PowerPoint presentations must be submitted to OPRD one week before the Review / Presentation Meeting.**
Local Government Advisory Committee
No Project Presentations

• Small Grant Requests –
  Requests for $75,000 or less
  - and -

• Planning Grant Requests –
  Requests for $40,000 or less
  • No presentation required
  • Applications reviewed and scored by OPRD Committee
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1</td>
<td>LGG Cycle Opens, Applications Available</td>
</tr>
<tr>
<td>Feb</td>
<td>Grant Webinar and Workshop</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Large Grant Applications Due</td>
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<tr>
<td>Apr</td>
<td>Large Grant App Technical Review</td>
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<tr>
<td>May 1</td>
<td>Small Grant Applications Due</td>
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<tr>
<td>May 15</td>
<td>Planning Grant Applications Due</td>
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<tr>
<td>Jun</td>
<td>Local Government Advisory Committee Meeting – Large Grant Apps - Salem</td>
</tr>
<tr>
<td>Jul-Aug</td>
<td>Small Grant and Planning Grant Application Review/Scoring by OPRD Staff</td>
</tr>
<tr>
<td>Jun &amp; Sep</td>
<td>OPRD Commission review and approval</td>
</tr>
<tr>
<td>Oct</td>
<td>Agreements to Grantees for Review and Signing</td>
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</tbody>
</table>
DO NOT START Project Work until a NOTICE TO PROCEED Letter is received.
Project Sponsor Responsibilities

Once a Project Agreement is awarded . . .

- **Submit Progress Reports**
  - Quarterly, or at least every six months

- **Accurate Record Keeping**
  - Track all project expenses - Assign project a code
  - Track staff time used as Match
  - Volunteer Timesheets
  - Donated Materials and Supplies
  - Donated Equipment

- **Request for Reimbursement**
  - Include copies of all project bills/invoices
  - Include confirmation that all project bills have indeed been paid – Accounts Paid Report, or copies of canceled payment checks (Think like an Auditor)
Project Sponsor Responsibilities

- Complete the project within project period, usually 2 years.
- Amendments/extensions are possible but not guaranteed.
- Project area and/or facility must meet ADA requirements.
• Post a “Supported by OPRD Grants” program acknowledgement sign at project site.
Project Sponsor Responsibilities

- Property shall be **maintained** so it appears attractive and inviting to the public.

- Property shall be kept reasonably **safe** for public use.

- Projects shall be kept in **reasonable repair** through-out their estimated lifetime to prevent undue deterioration.

- The facility shall be kept **open** for public use at reasonable hours and times of the year, according to the type of area or facility.
Project Sponsor Responsibilities

- Park and recreation areas and facilities developed with Local Government grant assistance must be dedicated for park and recreation purposes for a minimum of 25 years.

- Park and recreation areas and facilities acquired with Local Government grant assistance must be dedicated for park and recreation purposes in perpetuity.
  - Notice of Grant

- Conversion - The act of “converting” LGGP funded property or facilities out of public outdoor recreation use.
  - Converted property must be replaced
Final Admonitions

- Not every application will be selected for funding.
- There are no bad applications / bad projects. Only limited funds.
- Some projects get selected for funding after the 2\textsuperscript{nd} or 3\textsuperscript{rd} try.
- We can provide Advisory Committee Feedback.
Questions?

Oregon Parks and Recreation Department
725 Summer St. NE, Suite C
Salem Oregon 97301
Contacts:

• **Mark Cowan**, Grant Program Coordinator
  503-986-0591  mark.cowan@oregon.gov

• **Michele Scalise**, Lead Grant Program Coordinator
  503-986-0708  michele.scalise@oregon.gov

• Website
  [http://oprdgrants.org](http://oprdgrants.org)

*Thanks for Attending!*
Seriously . . . this is the end.
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