



Local Government Grant Program

OPRD
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PROGRAMS





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Agenda

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





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History

- ❖ **Ballot Measure 66** passed in 1998, 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.
- ❖ **Ballot Measure 76**, the *Oregon Lottery Funds for Natural Resources Amendment* was passed in 2010, extending funding past 2014 and continuing the 12% allocation of OPRD's Lottery funds to the Local Government Grant Program.
- ❖ Since 1999 over **\$50 million** has been awarded to local government projects.





Funding

Local Government Grant Program Budget: FY 2015-2017

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		FY 2015-16	FY 2016-17
Biennium Allocation	\$ 9,500,000		
Less Veterans & War Memorials Budget	\$ 300,000		
Adjusted Allocation	\$ 9,200,000		
x 50% for 2015 Grant Awards		\$ 4,600,000	
Less Planning Grant Allocation		\$ 150,000	
11% for Small Grants		\$ 500,000	
89% for Large Grants		\$ 3,950,000	
x 50% for 2016 Grant Awards			\$ 4,600,000
Less Planning Grant Allocation			\$ 150,000
11% for Small Grants			\$ 500,000
89% for Large Grants			\$ 3,950,000



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Funding Limits

- **Small Grant** maximum request **\$75,000**
 - Average Award (mean) . . . \$54,000
- **Large Grant** maximum request **\$750,000**
 - Average Award (mean) . . . \$252,000
- **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



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Funding Type

- **Reimbursement Grant**
 - Project Sponsor / 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.





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Eligible Applicants

❖ Local Government Agencies:

- Cities
- Counties
- METRO
- Park and Recreation Districts
- Port Districts





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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 pop. 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 or District applicants may not use City population match requirements.



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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** revenue sharing
 - Other eligible **grants**
 - State and county **inmate labor**
 - Cannot be considered as “volunteer”- actual cost can be used as match.



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Matching Requirements

- **Value of land** acquired within the past six year period, supported by an appraisal.
- **Pre-agreement planning costs** within a two year period (cannot exceed 15% of the total project costs). These costs must be claimed in the application budget.





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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** rates may be used if similar work within the applicant's agency does not exist.
- As of **2013**, the Independent Sector rate for one hour of volunteer labor in Oregon was **\$21.35**.
- If **Independent Sector** rates are used, that rate must be used for ALL volunteer labor.

* Timesheets will be required to document volunteer labor.



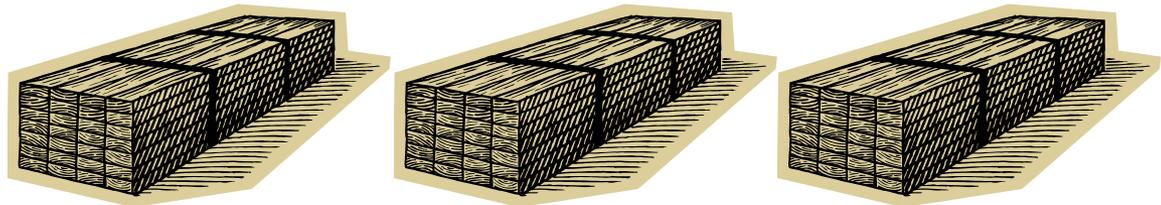


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Donations

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.





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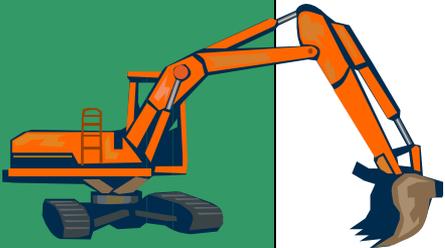
Donations

Donated Equipment:

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

Private Donated Real Property:

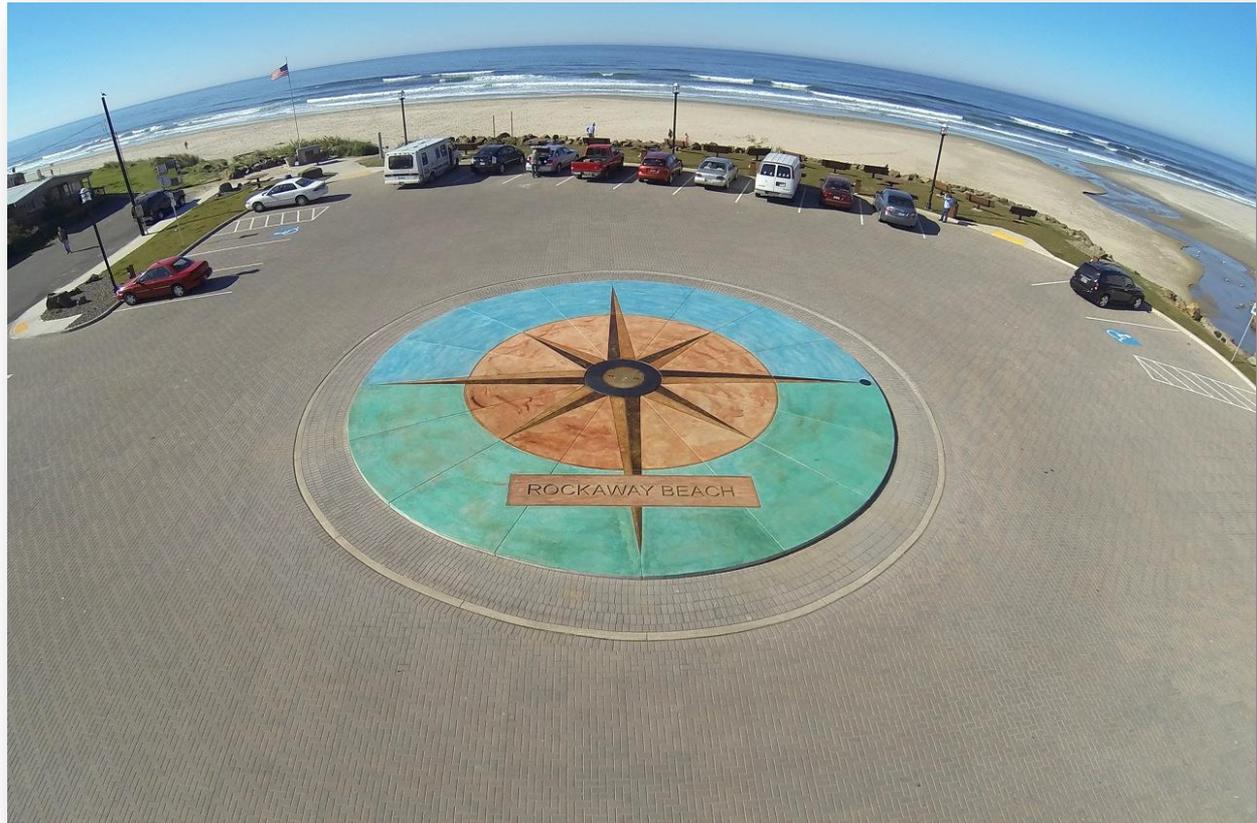
- In most cases, the value of donated real property must be established by an independent **Appraisal** plus an **Appraisal Review**.





Project Types

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Ocean's Edge Park, Rockaway Beach



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Eligible Projects

- ❖ 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.



Acquisition Projects

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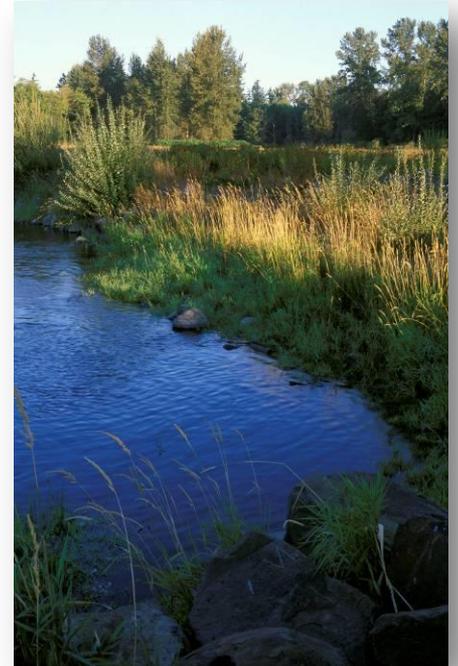
Forest Park, Jacksonville



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Acquisition Projects

- ❖ Acquisition of **land** and **waters** for public recreation areas and facilities
 - ❖ For **park** purposes including:
 - New Areas
 - Additions to existing parks
 - Open Spaces
 - Forests
 - Beaches
- Other similar areas dedicated to public outdoor recreation





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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.





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Acquisition Projects

- **Appraisals:**

- Once an Appraisal is initiated, it should be reviewed by a **“qualified” appraisal reviewer.**
- Initiating both the **Appraisal** and the **Appraisal Review** are the responsibility of the applicant.
- Completed Appraisal and Appraisal Review are due at application deadline.
- **Waiver Valuation** MAY be used if the property is valued under \$25,000.



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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.





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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

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Scouter Mountain Natural Area, Metro



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Development Projects

- Development projects create new basic 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





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Development Projects

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





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Development Projects

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

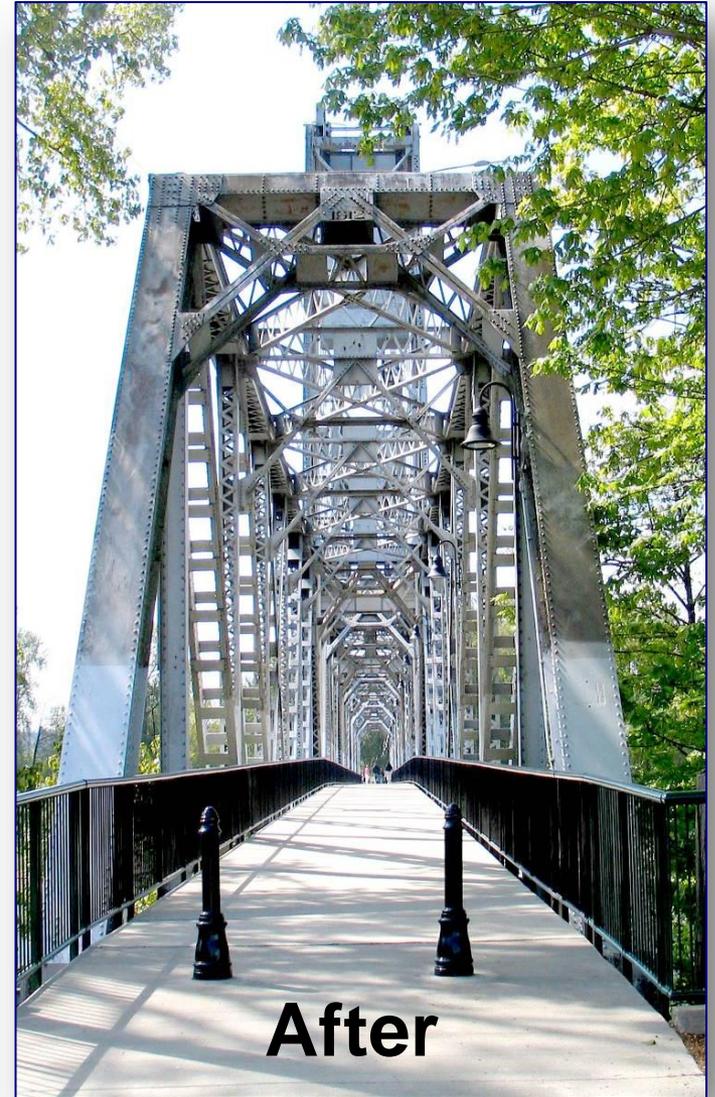


Thatcher Park, City of Forest Grove



Rehabilitation Projects

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City of Salem – Union Street Railroad Bridge



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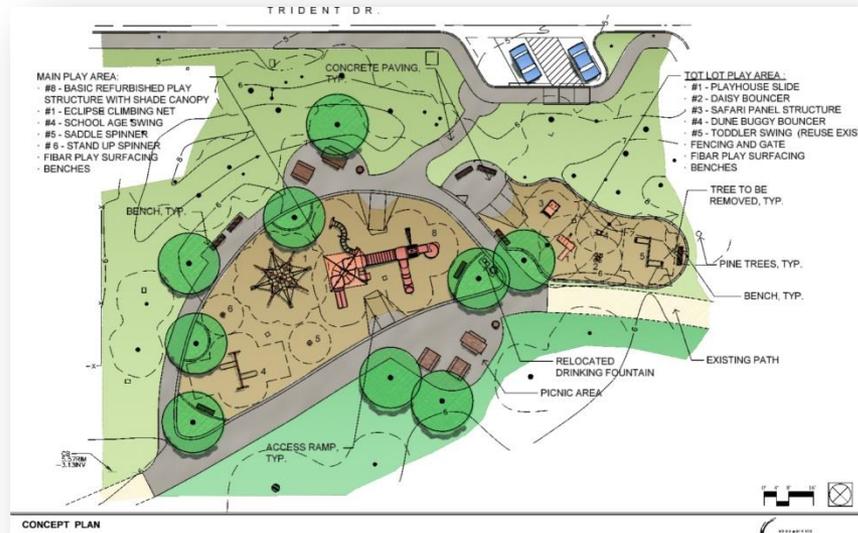
Rehabilitation Projects

- 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



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Small Community Recreation Planning Grants

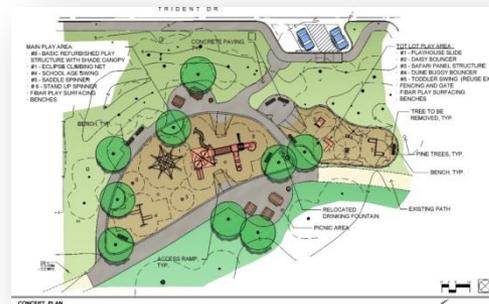




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Small Community Recreation Planning Grants

- Total Available funding in 2015: **\$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**





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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**

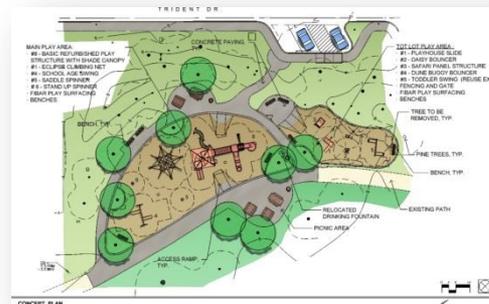




Small Community Recreation Planning Grants

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- **Eligible Planning Projects:**
 - **System-wide** Park and Recreation Plans
 - **Site-Specific** Park and Outdoor Recreation Plans
 - Community or Regional **Trail System** Plans
 - Resource: 2013-17 SCORP Appendix A – Planning Guide





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Small Community Recreation Planning Grants

- **Application Content**
 - Summary of Existing Park and Recreation System
 - Description of Proposed Planning Project
 - Proposed Project Needs, Benefits, and Urgency
 - Public Involvement and Planning Process
 - Local Project Support





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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.



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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.



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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.

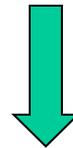


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Limits of Valuation

- The amount of a donation that can be considered as match is limited by:
 - the value of the donation, or
 - the amount of cash spent by the project sponsor for additional acquisition or development, whichever is less.

Example





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Limits of Valuation

Example:	<u>Actual</u>	<u>Eligible</u>
Land Donation	\$100,000	\$60,000
<u>Development Costs</u>	<u>\$ 60,000</u>	<u>\$60,000</u>
Total Project Costs	\$160,000	\$120,000

For a 50/50 project the matching share and grant for a \$160,000 project would normally be \$80,000. But, because only \$60,000 was actually budgeted and spent for development by the project sponsor, only \$60,000 of the Land Donation can be claimed and applied as match. A grant in excess of \$60,000 would constitute a profit to the project sponsor in this 50/50 example.



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Scoring Criteria





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Advisory Committee Scoring Criteria

CRITERIA TYPE	Possible Points
Technical Review – OPRD Staff	0
1. SCORP Criteria - Consistency with Statewide Priorities	0 - 20
2. SCORP Criteria - Local Needs and Benefits	0 - 30
3. SCORP Criteria - Long-Term Commitment to Maintenance	0 - 15
4. Overall Site Suitability Criteria	0 - 10
5. Community Support Criteria	0 - 5
6. Financial Commitment Criteria	0 - 10
7. Discretionary Committee Criteria	0 - 10
Total Points Possible	100



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SCORP Criteria –

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

To what extent 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





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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?



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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) What degree of **commitment** do you have?
- 4) Do you have **partnerships** with other agencies or volunteer groups?
- 5) Will this project **reduce** maintenance needs and costs?



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General Criteria –

D. Community Support (0-5 points)

- Letters of Support
- Survey analysis

E. 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?

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



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Resources

- **Tools to help you:**

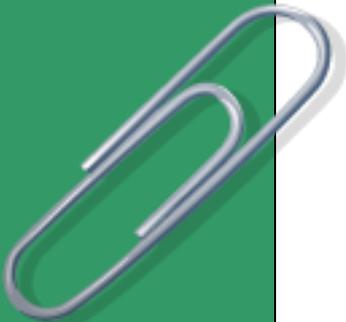
- On-Line Application Instructions**
- Pre-Application Worksheet**
- Local Government Grant Program Manual**
- 2013-17 SCORP**
- 2013-17 SCORP Appendix A – Planning Guide**
 - These Tools can be found
 - In the On-Line Application, OPRDGrants.org, and
 - OPRD Grant Programs website oregon.gov/OPRD/GRANTS/



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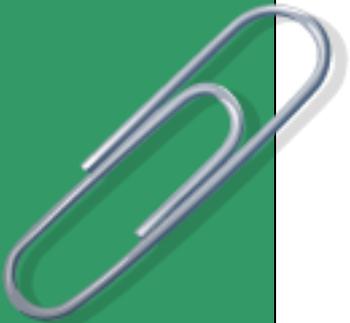
Required Attachments

- Vicinity 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
- Confirmation of ADA Transition Plan or site specific ADA Self Certification Form
- Photos – Required for Rehabilitation projects
- Appraisal and Appraisal Review (for Acquisitions)
- Proof of a Willing Seller (for Acquisitions)





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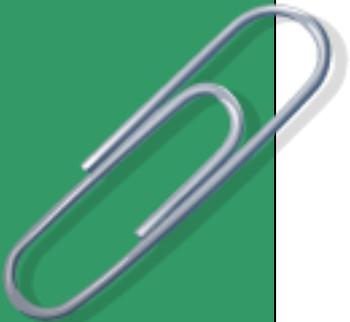


Environmental Assessment & Checklist

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



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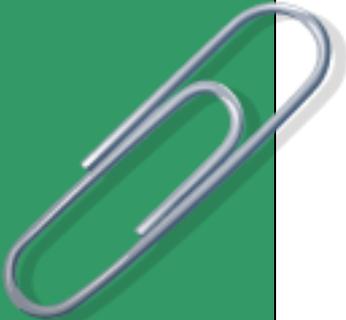


Environmental Assessment & Checklist

- Send completed Checklist to:**
 - OR Dept. of Land Conservation & Development (DLCD)**
 - 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.**



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Resolution to Apply for a Grant

SAMPLE RESOLUTION AUTHORIZING APPLICATION FOR GRANT

RESOLUTION NO. XXXXXXXX

) IN THE MATTER OF AUTHORIZING THE
) (Project Sponsor Name) TO APPLY FOR A LOCAL
) GOVERNMENT GRANT FROM THE OREGON
) PARKS AND RECREATION DEPARTMENT FOR
) (acquisition of, development of, rehabilitation of, etc.)
) AT (Park Name) AND DELEGATING AUTHORITY TO
) THE (Authorized Official) TO SIGN THE APPLICATION.

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)



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Accessibility for People with Disabilities

- Agency should have a completed **ADA Transition Plan**
- If not, Agency can complete a site-specific **Checklist for Existing Facilities (Self Certification)**
 - Plan or Checklist does not need to be submitted. Just need your statement confirming it's been completed.
 - ADA Checklist available on OPRD Website and in the Application.

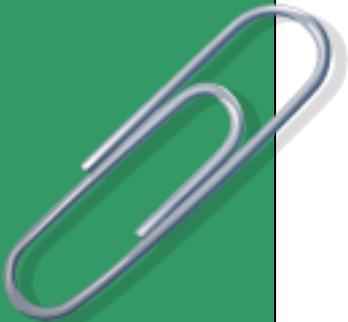




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Land Use Compatibility Statement (LUCS)

- 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

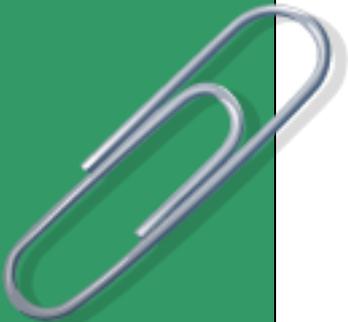




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Acquisition Status

- 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.





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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.





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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

- Review of online Application

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Oregon Parks and Recreation: Grants Online

Home Grants Programs ▾ Applying Grant Reports Sign In



 *Nature
HISTORY
Discovery* Oregon Parks and Recreation: Grants Online

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](#).



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Technical Review





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Technical Review

- **OPRD Staff Technical Review**
 - **Grant Performance and Compliance**
 - Past and Current
 - **General Project Suitability**
 - Good Fit
 - Reasonable Budget
 - Appropriate Scope of Work
 - Can applicant manage this project
 - Public Support



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Technical Review

- **Accessibility Compliance**

- ADA Transition Plan or Checklist for Existing Facilities (Self Certification).

- **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





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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)





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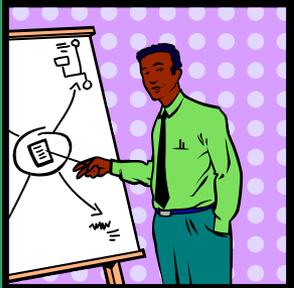
Local Government Advisory Committee

- 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 compiles scores and establishes priority list (ranking) and recommendation for funding.
- “Priority List” is forwarded to OPRD Commission for review and approval.





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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).
- PowerPoint presentations must be submitted to OPRD one week before the Review Meeting.
- Special equipment may be available upon request.



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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**



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Time Line

- | | |
|----------------------|--|
| Jan 5 | LGG Cycle Opens, Applications Available |
| Feb 4 & 6 | Grant Workshops |
| Apr 1 | Large Grant Applications Due |
| Apr | Large Grant App Technical Review |
| May 1 | Small Grant Applications Due |
| May 15 | Planning Grant Applications Due |
| Jun 2-4 | Local Government Advisory Committee Meeting – Large Grant Apps - Salem |
| Jun - Jul | Small Grant and Planning Grant Application Review/Scoring by OPRD Staff |
| Sep 16 | OPRD Commission review and approval |
| Oct | Agreements to Grantees for Review and Signing |





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Project Sponsor Responsibilities

- **DO NOT START Project Work until a NOTICE TO PROCEED Letter is received.**





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Project Sponsor Responsibilities

Once a Project Agreement is awarded . . .

- Quarterly Progress Reports
- 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



**OPRD
GRANT
PROGRAMS**

Project Sponsor Responsibilities

- **Complete the project within project period.**
- **Amendments/extensions are possible but not guaranteed.**
- **Project area and/or facility must meet ADA requirements.**



**OPRD
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PROGRAMS**

- **Post a “Supported by OPRD Grants” program acknowledgement sign.**





OPRD GRANT PROGRAMS

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** throughout 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.



OPRD GRANT PROGRAMS

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**.
- **Conversion** - The act of utilizing property where Grant Program funds have been invested for purposes other than public outdoor recreation use.





**OPRD
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PROGRAMS**

Questions?

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

Phone: 503-986-0591

Email: mark.cowan@oregon.gov



**OPRD
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PROGRAMS**

Contacts

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- **Michele Scalise**, Lead Grant Program Coordinator
503-986-0708 michele.scalise@oregon.gov
- **Websites**
<http://oprdgrants.org>
<http://www.oregon.gov/OPRD/GRANTS>

Thanks for Attending!